Welcome to SPCH 1311,
One question that I am often asked when a student contacts me is, “What will I learn in this course?” All SPCH 1311 courses in the State of Texas are required to cover three areas: (1) teamwork, (2) interpersonal communication, and (3) public speaking. And even though this class is entirely online, you will still have the opportunity to work in a group and deliver formal speeches. This is true of all SPCH 1311 courses regardless of how you take the course. I am passionate about teaching speech communication, and I look forward to getting to know you and facilitating your successful journey through this course. Cheryl Dyer Vargas, Ph.D.

WHAT ARE THE OBJECTIVES FOR SPCH 1311?

SPCH 1311 Course Description
Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level skills in reading and writing. There are no prerequisite courses required for this course.

Core Objectives (COs) for SPCH 1311
Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **CO #1 Critical Thinking Skills**
  - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **CO #2 Communication Skills**
  - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **CO #3 Teamwork**
  - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **CO #4 Personal Responsibility**
  - to include the ability to connect choices, actions and consequences to ethical decision-making

Student Learning Outcomes (SLOs) for SPCH 1311
Upon completion of this course, you will be able to:

- **SLO #1:** Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
- **SLO #2:** Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
- **SLO #3:** Apply small group communication skills including: problem-solving, group roles, leadership styles, and cohesiveness.
- **SLO #4:** Develop, research, organize, and deliver formal public speeches.
- **SLO #5:** Recognize how to communicate within diverse environments.
REQUIREMENTS FOR SPCH 1311

Required Textbook (Needed First Day of Class)

Camera Requirement (Needed First Day of Class)
A stand-alone web/video camera is required for this course. Your camera needs to be able to record your speech in a format that can be uploaded to YouTube. Usually the internal video camera in your laptop/computer monitor will not work for this class because typically this is where you will show your PPT presentations to your audience.

Audience Requirements
All speeches must be presented in front of an audience of at least five adults in order to earn credit for the speech and its corresponding assignments (e.g., outline, PPT presentation, critiques). If you do not have access to an audience, you may come to Brookhaven’s campus to give your speech in front of me and other students. The dates for these opportunities are usually the same days that the speeches are due. The time depends on the availability of a classroom that is setup to record speeches. You may be wondering why you are required to have an audience especially for an online class. This is a public speaking course (not a broadcasting or mass media class) and delivering a speech to a camera is a very different experience than delivering a speech to a live audience. Our educational objective is the latter, not the former.

Attendance Requirements
This course is completely online with each assignment due at 11:59 p.m. on a specified date. Therefore, it is very important for you to login to the class at least every other day (if not daily). I post frequent Announcements that will help you with your assignments, and I look forward to your comments/questions in our Class Café. Check in often as you never know when an extra credit opportunity will be given that is not included in the Class Calendar.

College-Level Reading, Writing, and Speaking are Required
In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking. If you are in doubt about your skill level, please contact me.
- **COLLEGE-LEVEL READING** is the ability to analyze and interpret books, articles, and documents. College-level writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience.
- **COLLEGE-LEVEL WRITING** includes the ability to develop and organize your ideas and use correct words and vocabulary. *All answers must be written using grammatically correct, complete sentences and NOT phrases or "text-like messages."* If your written work is not understandable due to poor grammar, word choice, or syntax, or if you have not adequately developed and organized your ideas, **no credit will be earned** for the assignment. Points will also be deducted for careless errors in spelling, punctuation, and capitalization.
- **COLLEGE-LEVEL SPEAKING** is the ability to communicate orally in clear, coherent, persuasive language appropriate to the purpose, occasion, and audience. It includes acquiring poise and developing control of language (2011-2012 DCCCD Catalog, Core Curriculum Competencies). You must use standard North American English when you deliver your speech. If the content of your speech is unintelligible due to poor English pronunciation, grammar/syntax, word choice, and/or articulation, **no credit will be earned** for the speech and corresponding assignments.
GRADING POLICIES FOR SPCH 1311

Certification Policy
All orientation assignments must be completed before the certification date in order for attendance to be certified in this class and to continue with this class.

Speech Delivery Requirements
All speeches must be given by the scheduled date and time unless you have received PRIOR approval. Advance preparation is the key to effective public speaking. Therefore, a typed outline must be submitted prior to giving your speech. Also, all speeches must be given using an extemporaneous style of delivery; therefore, reading your notes and not looking at your audience is not acceptable. If you read your speech or rely too heavily on your notes, the highest grade you can earn is a 50%.

Citing Sources Is Required
In addition, some assignments require a minimum number of sources that must be cited in the essay, oral presentation, outline, and PowerPoint/Prezi slides. If plagiarism is evident (i.e., credit is not given to the author(s); research is not cited orally and in written work), a grade of zero will be assigned to the entire project.

Incomplete Assignments
Up to 20% of the assignment value will be deducted if an incomplete assignment is returned because the instructions were not followed. If this seems unreasonable, then ask yourself what would happen in the “real” world if you did not follow your boss’ instructions. You are encouraged to post your questions in the Class Café Discussion Board or email as many times as is necessary to fully understand the assignment BEFORE it is due. To be successful in this course, it is recommended that you complete your assignments early so you have time to discuss any issues prior to the due date. Graded assignments cannot be resubmitted for a higher grade. However, I will gladly provide feedback on any assignment 48-hours prior to the due date.

Late Assignments
No late assignments will be accepted unless you have contacted me PRIOR to the due date. The best way to contact me is by email at cDyerVargas@dcccd.edu. If an assignment is received late, then zero points are earned.

If You Require Accommodations
If you need assistance then you are responsible for notifying the Disability Support Services Department. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. Students who have documentation on file with Disability Support Services should submit their paperwork to me by the first Friday of the class. The Disability Support Services office is located in Building S, Room 124 and may be reached by telephone at 972-860-4673 or by email bhcADAservices@dcccd.edu.

COLLEGE POLICIES
Drop/Withdrawal Policy: Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either Admissions or Advising. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw.
**Stop Before You Drop:** For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access https://www1.dcccd.edu/catalog/ss/oep/dw.cfm.

**Financial Aid Statement:** Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Religious Holy Days:** A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence.

**ADA Statement:** Students are responsible for notifying the Disability Support Services Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. Disability Support Services is located in Building S, Room 124 and may be reached by telephone at 972-860-4673 or by email at bhcADAservices@dccc.edu.

**Academic Integrity:** The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Scholastic dishonesty is a violation of the Student Code of Conduct and is punishable as stated in college policies. The Student Code of Conduct can be found in the Brookhaven College Student Handbook or online at https://www1.dcccd.edu/catalog/ss/code.cfm.

**Repeating This Course:** The Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester.

**Grade Reports:** Final grade reports are not mailed to students. You may obtain your final grades online at econnect.dcccd.edu.

**FERPA:** The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. For more information about FERPA, you may access https://www1.dcccd.edu/catalog/about/privacy.cfm?loc=2.

**IMPORTANTANT DATES FOR SPRING SEMESTER 2015**

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CLASS CALENDAR

⇒ This is not a self-paced course. ⇐
⇒ All assignments must be completed by 11:59 p.m. on the due date. ⇐

The Final Course Grade is based on the Total Points earned according to how well the assignments are completed.

UNIT 1: Class Orientation (80 Points): In this unit, you will learn about the course objectives and policies, how to technologically navigate your way through this online class, and introduce yourself to the class.
- Orientation Quiz (20 pts) Mon, Feb 2*
- TeamMatch.com Video (50 pts) Mon, Feb 2*
- Download Blackboard IM (10 pts) Mon, Feb 2*

*CERTIFICATION POLICY: All Unit 1 Class Orientation assignments must be completed before the certification date (February 2) in order for your attendance to be certified. Also, you must complete the orientation assignments in order to continue with this class.

UNIT 2: Listening (50 Points): This unit focuses on strategies for effective listening.
- Listening Assessment (50 pts) Mon, Feb 9 Mon, Apr 6*

*NOTE: The due date for this assignment has been extended so it can now be completed anytime during the semester.

UNIT 3: Ethical Reasoning (100 Points): This unit focuses on ethical behavior in a team setting.
- Ethical Essay Mon, Feb 9

UNIT 4: Working Together (145 Points): This unit focuses on small group communication and building cohesion within your team.
- Choose Team Members (15 pts) Mon, Feb 9
- Effective Teams Part 1 (25 pts) Mon, Feb 9
- Effective Teams Part 2 (5 pts) Mon, Feb 16
- Team Charter Team Assignment (50 pts) Mon, Feb 16
- Name Game Team Assignment (50 pts) Mon, Feb 23

UNIT 5: Self-Disclosure Speech (200 Points): In this unit, you will learn how to organize and create an outline for an informative speech and deliver a formal speech using objects as visual aids.
- Getting Attention (25 pts) Mon, Feb 23
- Self-Disclosure Speech Outline (50 pts) Mon, Feb 23
- Self-Disclosure Speech (100 pts) Fri, Mar 6*

*NOTE: You have the option of delivering your speech at noon on Friday, March 6 in T-320 at Brookhaven College. Recording equipment will be provided.
- Self-Disclosure Speech Critiques (25 pts) Mon, Mar 16

UNIT 6: Lessons Learned Speech (225 Points): In this unit, how to create an outline and deliver an informative speech using a PPT presentation as the visual aid.
- Speech Outline (50 pts) Mon, Mar 16
- Speech PPT (50 pts) Fri, Mar 27
- Speech (100 pts) Fri, Mar 27*

*NOTE: You have the option of delivering your speech at noon on Friday, March 27 in T-320 at Brookhaven College. Recording equipment will be provided.
- Speech Reviews (25 pts) Mon, Mar 30
UNIT 7: Interpersonal Communication Team Project (200 + 10 Extra Credit Points): As a team, you will work together analyzing intrapersonal, interpersonal, and group communication concepts in video case studies.

- Team Charter Update Team Assignment (25 pts)  Mon, Mar 30
- Case Studies Team Assignment (150 pts)  Mon, Apr 6
- Peer Evaluation (25 pts)  Mon, Apr 6
- Class Survey (10 extra credit pts if all assignments completed)  Mon, Apr 6

**Total Possible Points for All Assignments = 1,000 + 10 Extra Credit Points**

Grading Scale:

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<tr>
<td>900 - 1,000+</td>
<td>A</td>
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<td>800 - 899</td>
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*Please be aware that I may have to revise the class assignments and class calendar during the semester. You will be notified of any changes by email and on the class Announcements page in eCampus. Dr V*