COURSE SYLLABUS

Speech 1311 – Introduction to Speech Communication
SPRING 2015

Arts & Communications
Location: G-138, Telephone: 972.860.7124, Fax: 972.860.7248
Office Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

This course syllabus is intended as a set of guidelines for (Course Speech 1311). Both Eastfield College and I reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Instructor’s Name: Nicholas Vera
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Office Phone Number: 972-860-7081
Office Location: C 223
Office Hours: Any time by appointment

Course Information
Course title: Introduction to Speech Communication
Course number: Speech 1311
Section number: 43402
Credit hours: 3
Class meeting time/location: Online
Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.

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. (3 Lec.)

Coordinating Board Academic Approval Number 2313045112

Required Textbook


Eastfield College Speech Department

Core Curriculum Statements and Student Learning Outcomes (SLOs)

Speech 1311 (or Speech 1315 or Speech 1321) is included in the DCCCD Core Curriculum. All degree-seeking students are advised to complete this core course within the first 36 semester hours since speech stresses the needed skills for many other courses. Students must earn a “C” or better for credit in all core courses.

Core Curriculum Tier I Statement

Speech 1311 (Speech 1315 or Speech 1321) is a Tier I course in the Speaking and Listening learning category. “Knowledge and skills that are important to your success in other college courses will be introduced and reinforced in Tier I. The Speaking and Listening category develops your ability to communicate effectively individually, in pairs and in groups. Instructors will place an emphasis on listening, critical and reflective thinking and responding.” DCCCD Catalog
Means of Assessment of Course Learning Outcomes

Exams, Oral Presentations, Group Work, Written Submissions, Class Participation, & Communication Activities.

Evaluation Procedures:

All tests and assignments are based upon a point system. Please keep track of your grades on this page. You may earn points in the following manner:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Point Value</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>100 points</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 points</td>
<td></td>
</tr>
<tr>
<td>Personal Narrative Speech</td>
<td>50 points</td>
<td></td>
</tr>
<tr>
<td>Informative Speech</td>
<td>100 points</td>
<td></td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>150 points</td>
<td></td>
</tr>
<tr>
<td>Dialogue Journals</td>
<td>100 points</td>
<td></td>
</tr>
<tr>
<td>Online Group Assignments</td>
<td>100 points</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL POSSIBLE POINTS 700 points

Grading Scale
The grade for this course is based on a point count system which is as follows:

A = 627-700
B = 557-626
C = 487-556
D = 417-486
F = 0-416
Course Outline

**Exams:** There will be 2 formal, online exams (Midterm & Final) administered during the semester. Each exam is worth 100 pts.
Total Points = 200.

**Participation:** Including getting acquainted, departmental SLO activities, brainstorming, debates, written papers, impromptu speeches, discussion boards, communication skills assessments, group collaborations, and other active learning pieces.
Total Points = 50.

**Formal speeches:**

**Personal Narrative Speech (1:30-3:00 minutes):** You will be asked to present to the class a speech of self-disclosure via narrative using a single story that describes who you are or represents an aspect of your personality. This assignment is designed to help you understand more fully some of the aspects of your self-concept. You may choose to use a visual aid, but they are not required. You will be required to prepare for your speech in advance, deliver the speech extemporaneously, and complete a formal self-critique of your performance.
Total Points = 50.

**Informative Speech (3-5 minutes):** This is an objective speech in which you will either demonstrate to the class how to do something (e.g. make a shadow compass, wind surf, make empanadas, etc...) or you will provide the class with information about a topic of your choosing (e.g. biography of a historical figure, history of skydiving, etc...). You may choose to use visual aids, but they are not required. You will be required to prepare and turn in a typed outline right before you speak, deliver the speech extemporaneously, and complete a formal self-critique of your performance.
Total Points = 100.

**Persuasive Speech (3-5 minutes):** This is a subjective speech based on objective research in which you will either convince your audience to believe something (e.g. gun laws make us safer, the illuminati exists, etc...) or charge them to take a specific action (e.g. donate organs, boycott circuses, etc...). You may use visual aids, but they are not required. You will be required to prepare and turn in a typed outline with a minimum two-source MLA or APA bibliography right before you speak, deliver the presentation extemporaneously, and complete a formal self-critique of your performance.
Total Points = 150.

**Online Group Assignments:** You will be assigned to an online base group and you will be given several assignments to complete together throughout the semester (each worth 20 points). Deadlines will be posted on eCampus.
Total Points = 100.
Dialogue Journals: You will be required to complete five dialogue journals (DJ) on a discussion board within our course (each worth 20 points). The discussions will include various debate topics. The debates shall remain ethical and constructive. I will moderate these periodically throughout the semester. The due dates for each DJ will be posted on eCampus. 
Total Points=100.

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Discipline/ Course/ Department/Policies

There will be no make-up (late) speeches or tests for unexcused absences.
Entry Competencies: College level reading and writing skills

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.

Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.
Repeating This Course: (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will 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 to be 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. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Academic Honesty Statement

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Food and Drink Policy

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

ADA Statement

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdsso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to
take a make-up examination or complete an assignment within a reasonable time after the absence.

Withdrawal Policy

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by April 16, 2015. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

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/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
CLASSROOM REQUIREMENTS

A. It is expected that you will develop an ethical framework to guide communication interactions.
B. There will be neither make-up speeches, nor exams for unexcused absences.
C. All exams will be taken online with certain guidelines to be discussed.
D. You will receive a thorough description of requirements for all formal assignments before they are due. All assignments must be TYPED, double-spaced, with appropriate margin, and a font size between 11-12 points to receive credit (e.g., papers, outlines, etc.). Your bibliographies will be in MLA or APA format in accordance with the latest edition.
E. It is your responsibility to engage in behavior that is respectful and supportive during classroom instruction and interaction this also means listening attentively to your fellow classmates when they are communicating online & delivering their speeches. (See Student Code of Conduct).
F. Please do not enter the classroom if a student is giving a speech. Wait outside and when the speech is over, you may come into the classroom.
G. Speeches will be recorded by the instructor.
H. Cell phones must be turned off during speeches.
I. Incompletes" require that you have a minimum grade of "C" and have a minimum of 70% of the course assignments completed. Incompletes are an option in cases of extreme emergency only and given at the instructor's discretion.

SPCH 1311 Introduction to Speech Communication

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Learning Outcomes

Upon successful completion of this course, students will:

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

The instructor reserves the right to amend this syllabus as necessary

STUDENTS MUST COMPLETE ALL EXAMS & SPEECHES IN THE COURSE IN ORDER TO RECEIVE A PASSING GRADE.
Week 1

Preview the entire course on eCampus.

Read Chapters 1 & 2.

Week 2

Read Chapters 3, 4, & 5

Dialogue Journal (DJ) #1

Week 3

Personal Narrative Speeches

Base Group Assignment #1

Read Chapter 6

Week 4

Read Chapter 17

DJ #2

Week 5

Read Chapters 7 & 8

Base Group Assignment #2
Week 6
Read Chapters 9 & 10

**Informative Speeches**
**Midterm Exam Chs. 1-8, & 17**

Week 7
Catch up on any missed reading

Week 8
Read Chapters 11 & 12

**DJ #3**

Week 9
Read Chapter 18

**Base Group Assignment #3**

Week 10
Read Chapters 14 & 15

Week 11
Read Chapter 16

**DJ #4**
Week 12

Read Chapter 13

**Base Group Assignment #4**

**DJ # 5**

Week 13

**Base Group Assignment #5**

Week 14

**Persuasive Speeches**

**Final Exam Chs. 9-13 & 15-18**

*Extra Credit: Analysis Paper*

Week 15

**Course Wrap-up & Questions About Grades**