Class Meeting Time & Room:
Reminder: This is an 8-week Online “fast-track” course that
Starts Mon. March 20th and ends Thur. May 11th.

Instructor: Rachel Dunnahoe
Contact Information:
Office: C201
Phone: (972)860-1046
Email address: RDunnahoe@dcccd.edu
Hours Available: By Appointment

Course Description (from Eastfield Catalog):
Introduces basic human communication principles and theories embedded
in a variety of contexts including interpersonal, small group, and public speaking.

Textbooks and Other Course Materials:
  ISBN# 978-0-205-94486-6
  
  We will use specific Chapters in the textbook to complete
  Journal Posts and have comprehension quizzes.

- Knowledge and Use of Windows Office.
  
  We will use Word and PowerPoint to create documents
  for class activities and speech work.

- Proficiency in eCampus-Blackboard and Internet applications such as email, attachment
  of documents, etc.

  We will submit all work on eCampus using the Assignments tab,
  Discussion Board, and Journals.

The instructor reserves the right to amend this syllabus as necessary.
General Information

This Class Packet includes 1311 Student Learning Outcomes, Course Objectives, Class/Evaluation Procedures, DCCCD/State/Eastfield Information and a Class Calendar (includes topics covered, due dates and class activities).

The class is set up in Modules. Every two weeks we will start a new Module. Every Module contains approximately 8 assignments that will need to be completed before moving onto the next Module.

All Module Task Lists and assignment information will be posted under the information tab and you will submit all of your assignments under the assignments tab of blackboard for the course.

Online Class Procedures

1. Read over the Class Calendar and Announcements weekly.
2. Review instructions given to explain Module tasks (assignments).
3. Check the Presentation Descriptions & Requirements for each speech.
4. Use correct spelling and grammar for all of your work (points will be deducted if not).
5. Always follow the instructions, guidelines, requirements, formatting exactly.
6. Rely on your classmates’ expertise for revisions, suggestions and other help aids.
7. Be courteous, polite and supportive in communications online with the class & instructor.

Speech Submissions

We will be preparing and presenting 2 formal speeches in this class. Descriptions, Materials Needed, Time Length and Dress for each speech will be outlined for you within the appropriate Module Task Lists.

1) Your recorded presentations will need to uploaded to youtube.com. It is your responsibility to figure out how to upload and place the link to the video in the appropriate submission box on eCampus. Check link set up. Do not attach the file to eCampus.

2) You will need to set the privacy setting on your uploaded presentation to UNLISTED (this will allow for your presentation to only be viewed by those you give the link to). Be sure to check your link on another computer to make sure it is workable when opened in a new browser. For example, a workable link to a speech uploaded to youtube should be look like

http://www.youtube.com/watch?v=pJW3R6ACjk  . (Fake link-do not try and access.)

3) In order to receive the same 3 credit hours for this course as do the students of face-to-face Speech classes, each recording MUST have 3 “live” audience members that are at least a junior in High School or older and made visible on the recording that is uncut (not spliced together multiple recordings together, showing your audience without stopping the video). The age requirement for the recordings matches the college’s requirement for dual-credit High School students attending college classes.

In addition, no audience of 3 “live” persons that are at least a junior in high school/older OR a video that is submitted that is cut/spliced together will result in a ZERO for the presentation of the speech.

The instructor reserves the right to amend this syllabus as necessary.
Student Learning Outcomes (1311)

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.

Class Procedures

College-Level Reading, Writing, and Speaking Skills

In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking. You are expected to do college-quality work! Grades will be reduced for poor or unacceptable writing and speaking. If you are having any difficulties successfully completing your assignments, please visit the LAC (Learning Assistance Center), C-236, 972-860-7177.

Paperwork Formatting Guidelines

All typed paperwork (i.e. outlines, work cited pages, journal posts, etc.) as a Microsoft Word document in any 12 pt font, double spaced, 1-inch margins. Your heading should be as a “header” top right corner to include: full name, SPCH 1311 & section # and the date. Be sure to place the appropriate assignment title and check for spelling & grammar. Be sure to save your typed assignments as either a Windows Word document 2007 or 97-2003.

PowerPoint presentations will be used for a few assignments. You may also use the PowerPoint Do’s Handout provided to help guide your construction of a PPT presentation. Make sure your PowerPoint (PPT) is workable and follows the “Do’s” listed on the Handout.*Always back up your Word and PPT files i.e. save files on flash drive, hard drive, email, etc. to be prepared for any technical difficulties that might occur with submitting work via eCampus.

Participation, Questions Policy & Course Certification

Participation-Students are expected to COMPLETE ALL WORK and PARTICIPATE IN ALL CLASS ACTIVITIES by the due dates listed in the Class Calendar. You should expect to report online at least every other day to check Announcements and/or submit assignments. Announcements will serve as reminders of weekly assignments due and notification of any changes to the week’s tasks.

Questions-First, re-read the Class Packet and review the weekly Announcement. Then, contact a buddy if further clarification is needed to check your understanding. Lastly, you may always email Instructor for help. Keep in mind, it may take your Instructor 24 hours to get back with you and up to 48 hours over the weekend.

Course Certification: In order to be certified as having attended for your financial aid, you must complete an assignment. Thus, the course orientation quiz and self-introduction video are due prior to the certification date of 3/25/17. Thus, they are due by 11:59pm on 3/24/17. Simply logging into our course will NOT count for your attendance certification.

The instructor reserves the right to amend this syllabus as necessary.
Evaluation Procedures

Course Requirements:
- Reading of assigned textbook materials
- Completing various journal posts
- Complete PowerPoint Presentation Assignment
- Presenting various forms of public speeches (Self Intro, Informative & Persuasive)
- Completing communication analysis
- Completing quizzes based on textbook and supplemental material

Assignments will NOT be accepted late without a verifiable/timely excuse!

Course Activities/Grades:

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<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tr>
<td>Quizzes</td>
<td>150</td>
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<tr>
<td>Principles of Comm. Journal Post</td>
<td>50</td>
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<tr>
<td>Cultural Discoveries PPT</td>
<td>100</td>
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<tr>
<td>Self-Introduction Presentation</td>
<td>50</td>
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<tr>
<td>Informative Topic</td>
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<td>Informative Outline</td>
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<td>Informative Works Cite</td>
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<tr>
<td>Informative Presentation</td>
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<td>Communication Analysis</td>
<td>100</td>
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<td>Credibility Journal Post</td>
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<td><strong>Total =</strong></td>
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Grading Scale:

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<th>GRADE</th>
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<tr>
<td>900 - 1000</td>
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<td>800 - 899</td>
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<td>D</td>
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<td>599 – Below</td>
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Assignments will NOT be accepted late unless one of the following exceptions apply!

- Deaths in the family, court dates, and other serious emergencies must be verified immediately in writing with some form of official documentation for full credit to be given after the due date.
- Do not wait until the last minute to try and submit your assignments, get them done so any technical issues can be worked out!
- Be sure to use “My Grades” under eCampus Tools tab to track assignment points.

The instructor reserves the right to amend this syllabus as necessary.
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

Student Responsibilities: Listen, follow directions, attend class, and be on time

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.

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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.

Obtaining Final Course Grades Using eConnect

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

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and carrying out compliance policies and procedures. The institutional equity and compliance officer and the Office of Institutional Equity make sure that college district policies and federal and state laws related to sexual assault, Title IX, Title II (Americans With Disabilities Act) and the Military Veterans Full Employment Act are followed to support diversity and inclusion.

Students With Disabilities:

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please inform DSO to forward your accommodation request to your instructor as soon as possible, preferably at the start of the semester or program. For more information about the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.

College Disability Services Offices

Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411

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A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity and/or gender expression, please contact your college Title IX coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students and are available to discuss any concerns. There are both confidential and nonconfidential resources and reporting options available to you. If you wish to keep the information confidential, please contact college Counseling or student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the college Title IX coordinator or district Title IX coordinator. The Title IX coordinator will contact you and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX coordinator or visit dcccd.edu/TitleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>Campus</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4588</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-5222</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7325</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2626</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-5675</td>
</tr>
<tr>
<td>North Lake</td>
<td>Francyenne Maynard</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3980</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6352</td>
</tr>
<tr>
<td>DCCCD Online</td>
<td>La’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6590</td>
</tr>
</tbody>
</table>

District Title IX Coordinator

Office of Institutional Equity LaShawn Grant TitleIX-District@dcccd.edu 214-378-1633

The instructor reserves the right to amend this syllabus as necessary.
* You will receive a thorough description of requirements for all assignments at the start of each new module with a detailed explanation of all assignments and grading procedures via “Module Task Lists.”

* All Module Task Lists and assignment information will be posted under the information tab and you will submit all of your assignments under the assignments tab of blackboard for the course.

* Module Task Lists will be posted at the start of each new module for your guidance, organization and benefit. Print the task list and follow it carefully!

* Keep in Mind: The work for this course is divided up into 4 thematic Modules. Each Module has a Module Task List that explains all of the tasks (assignments) that should be completed within that Module. All of the tasks and each of the 4 Modules must be completed in order to successfully finish the course.

* It is important for you to PRINT the courses SCHEDULE! It contains the dates for when your modules will open and close!

* In order to receive the same 3 credit hours for this course as do the students of face-to-face Speech classes, each recording MUST have 3 “live” audience members that are at least a junior in High School or older and made visible on the uncut recording. The age requirement for the recordings matches the college’s requirement for dual-credit High School students attending college classes. If you do NOT have this audience of THREE OR your video is cut/spliced together, you will receive a ZERO for the presentation.

The instructor reserves the right to amend this syllabus as necessary.
Spring 2017 Online Schedule

Module #1  3/20 – 4/2
  o  Self-introduction Video  DUE 3/24/17
  o  Course Orientation Quiz  DUE 3/24/17
  o  Chapter 1 Quiz
  o  Principles of Communication Post
  o  View Stereotypes/Ethnocentrism Links
  o  Chapter 2 Quiz
  o  PPT Do’s Handout Quiz
  o  Cultural Discoveries PPT Assignment
  o  Informative Presentation Topics

Module #2  4/3 – 4/16
  o  Chapter 17 Quiz
  o  Stand & Deliver/Anxiety Management Handouts Quiz
  o  Informative Presentation Outline
  o  Informative Presentation Works Cited
  o  Informative Presentation
  o  Persuasive Presentation Topic Due

Module #3  4/17 – 4/30
  o  Chapter 4 Quiz
  o  Chapter 13 Quiz
  o  Chapter 18 Quiz
  o  Credibility Post
  o  Persuasive Presentation Outline
  o  Persuasive Presentation Works Cited
  o  Persuasive Presentation

Module #4  5/1 – 5/11
  o  Chapter 7 Quiz
  o  Chapter 8 Quiz
  o  Chapter 9 Quiz
  o  Communication Analysis – The Blind Side
  o  Chapter 14 Quiz
  o  Chapter 15 Quiz
  o  Chapter 16 Quiz

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