Course Syllabus for Speech Communication 1311
(Introduction to Speech Communication)
El Centro College

This comprises the general syllabus (information applying to all DCCCD campuses and SPCH 1311 students) and every El Centro College SPCH 1311 instructor’s syllabus, policies, etc.

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

This course requires college-level skills in reading and writing. Speech 1311 is included in the DCCCD Core Curriculum. Standards for core courses – All students are advised to enroll in this course within the first 36 hours of credit since it stresses critical skills needed for success in other courses. To graduate, students must earn a final grade of “C” (indicating competent performance) or better in all core courses.

SPCH 1311 Student Learning Outcomes (SLOs)
As a result of participating in SPCH 1311, students will be able to
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.

This semester items 1 and 4 will be specifically assessed. This semester, Student Learning Outcome numbers one (Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening and audience analysis) and four (Develop, research, organize and delivery formal public speeches) will be assessed using either embedded questions, common rubric, or research assignment (as decided by the Speech Communication Department). More information will be provided by your instructor and in eCampus.

Speech 1311 Course Objectives - Speech 1311 Course Objectives describes the content covered in all DCCCD SPCH 1311 courses.

Course Objectives – Upon completion of Speech Communication 1311, students should be able to demonstrate competence in intrapersonal, interpersonal, small group, and public communication by:

I. Applying knowledge of basic human communication theory and practice.
The student will be able to:
a. Define communication and identify elements involved in any communication process,
b. Define the various domains of human communication: intrapersonal, interpersonal, small group, and public speaking,
c. Identify barriers to communication and ways to improve one’s own skills, and
d. Discuss the impact that multicultural difference has on communication.

II. Explaining and describing basic intrapersonal and interpersonal concepts of understanding one’s self and relationships between self and others.
The student will be able to:
a. Define self-concept, perception, and self-image and describe how these issues affect communication,
b. Develop strategies for improving interpersonal relationships,
c. Describe how relationships develop and disintegrate,
d. Describe ways to improve self-esteem,
e. Define and demonstrate an understanding of “appropriate self-disclosure”,

...
f. Define and distinguish between: empathy and sympathy, thinking and feeling, listening and hearing,
g. Define and demonstrate an understanding of the different roles that each of us plays,
h. Define and demonstrate processes of conflict management, and
i. Describe and assess how culture affects relationships.

III. Employing active listening and responding skills.
The student will be able to:
a. Demonstrate and employ appropriate listening skills (active, critical, empathic) in family, community, workplace, etc.
b. Demonstrate ability in the use of appropriate feedback.
c. Demonstrate effective interviewing skills.

IV. Explaining, illustrating, and interpreting basic principles of verbal and nonverbal communication.
The student will be able to:
a. Recognize and discuss the principles and types of nonverbal communication,
b. Discuss and illustrate how the use of language affects communication,
c. Recognize how written and spoken communication styles differ, and
d. Discuss multiculturalism and gender as they impact the way we communicate verbally and nonverbally.

V. Participating as a productive member of a small group.
The student will be able to:
a. Summarize characteristics of a small group and situations in which a group decision is superior to individual decision-making,
b. Identify group participation roles, skills, attitudes, and their consequences,
c. Distinguish between productive and non-productive behaviors in a small group,
d. Identify leadership styles and their application to real-world situations, and
e. Demonstrate and discuss understanding of conflict management.

VI. Organizing and presenting effective formal public speeches.
The student will be able to:
a. Discuss, identify, and demonstrate the characteristics of an effective speaker,
b. Develop strategies for building speech confidence,
c. Demonstrate ability to gather support material for speeches, including research and databases,
d. Demonstrate effective nonverbal skills for public speaking,
e. Identify and apply informative and persuasive speaking strategies,
f. Deliver formal public speeches, and
g. Use various types of visual aids.

Evaluation/Grading Policy
You will be evaluated on the quality of your regular work assignments. Quality of work is defined as the extent to which your technical skill and conceptual comprehension is demonstrated. Based on the final total of points possible at the end of the semester, the breakdown for grades is as follows:
90 – 100% = A Demonstrates consistent high skill level and assignment comprehension
80 – 89% = B Demonstrates fairly consistent high skill level and comprehension
70 – 79% = C Shows average skill level and comprehension. Minimum standards met.
60 – 69% = D Demonstrates lack of skill and comprehension
59% or less = F Demonstrates extreme lack of skill and comprehension

Required Text Communication: Making Connections, Books a la Carte, 9th Edition
by William Seiler and Melissa Beall
Publisher – Pearson Education/Allyn & Bacon

The following policy statements are required by El Centro College and/or the DCCCD.

Attendance
Students are expected to attend regularly all classes in which they are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

Observance of a Religious/Holy Day
A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the
instructor of each class scheduled on the date that the student would be absent for a religious/holy day. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. The notice shall be in writing and shall be delivered by the student personally to the instructor, with receipt acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor. A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Withdrawal Policy
If you are unable to complete this course, you must withdraw from it prior to the posted ECC drop date.
1. Withdrawing from a course is a formal procedure that you must initiate; the instructor cannot do it for you.
2. Drop forms are available in the Admissions or Counseling Office.
3. Complete course information and reason for withdrawal.
4. Get instructor's signature. If unavailable, see counselor, advisor, or dean.

If you stop attending class and do not withdraw, you will receive a performance grade, usually an “F”.

Six Drop Rule - 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 at any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, access https://www1.dcccd.edu/6drop.

Equal Access/ADA Statement
Any student who may need accommodations due to a disability should contact the Disability Services Office, Room A110, phone number 214.860.2411.

Classroom Etiquette
El Centro College is a learning institution. It is expected that each person will at all times conduct herself or himself in a way that is conducive to a learning environment. Therefore, the following rules apply:
1. No cell phones or pagers. Insure, before the start of each class, that your cell phone and or pager is turned off. Do not disrupt class to respond to a phone call or page. Any student failing to do so will be asked to leave the classroom.
2. Talking in class should be limited to class discussions and obviously presentations. This is particularly critical on days that speeches are being given. Because some people experience a great deal of anxiety about speaking in front of others, this kind of activity can be quite bothersome. Be courteous to and supportive of your peers.
3. Pick up behind yourself. Throw away any unwanted papers, visual aids, drink bottles, snack bags, etc. upon leaving the classroom.
4. Arrive on time and stay until class is dismissed. In the event that you are tardy on a day when presentations are being given, do not enter the classroom while someone is speaking. Enter between presentations to avoid distracting the speaker.
5. Generally behave as mature adults would in the workplace.

Academic Ethics Statement
“Any violation of the Student Code of Conduct (as printed in the El Centro College Catalog and made available at http://www.dcccd.edu/cat9899/conduct.htm) will be penalized accordingly. All matters of academic dishonesty (plagiarism, collusion, fabrication, cheating, etc.) will result in a failing grade for the assignment in question. All violations will be forwarded to the proper college authorities for review. The college may, at its discretion, impose additional penalties on the student including academic probation, suspension, or expulsion. ANY form of disruptive behavior will not be tolerated.”

Grievance Procedure
Students are expected to follow established procedures of the appropriate division in handling academic issues, such as grade appeals. El Centro College requires that other complaints and disputes (that cannot be resolved by the persons directly involved) be referred initially to the Ombudsman Office for informal, confidential resolution. Additional grievance procedures and the Student Code of Conduct are
outlined in the El Centro College Catalog, are available in hard copy in advisement, or are on the web at www.elcentrocollege.edu.

Financial Aid
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 in a course after the drop date are also subject to this policy.

For Distance Learning
Financial Aid Certification of Attendance:
You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

For All Other Classes
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes prior to the certification date. 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.

Disclaimer Statement Regarding Syllabus
The instructor reserves the right to modify due dates for class presentations, testing, and other assignments if unforeseen circumstances cause such an adjustment. Students will be notified of changes in writing via eCampus.

Children on Campus
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized, scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that the child be removed from the setting by the student-parent if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare, the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the advisement/counseling center to receive referrals to childcare services in the area.

Computer Use Policy
This class will require you to utilize campus computers. Please refer to the computer use policy for the district under the student code of conduct at http://www1.dcccd.edu/cat0406/ss/computercfm.

Student Handbook
Additional information for students is available in the student handbook and can be accessed online at http://www.elcentrocollege.edu/StudentServices/Spar.

Accessing eCampus
Go to www.elcentrocollege.edu
Login using a lowercase ‘e’ along with your ECC Student ID (i.e., e1234567 – this is your username).
Input your password that is the same as your username unless you have changed it. (i.e., e1234567)
Click SPCH 1311.
For technical assistance, call eCampus Technical Support at 972.669.6402. They are available 24 hours a day.
Accessing eConnect
The web interface that provides online student services that allow students to search, register, and pay for credit classes, view final grades and financial aid status is called eConnect. You must have an e-mail address on file with the college in order to access eConnect. You may use a DCCCD e-mail address or a commercial one. Direct your questions to eConnect@dcccd.edu.