Speech 1311 – Introduction to Speech Communication
Course Syllabus Spring 2017

Richland College
World Languages, Cultures, and Communication Division
12800 Abrams Road, Dallas, TX 75243-2199
Location: Lavaca 208, Telephone: (972) 238-6943

Instructor Information
Lisa Schieber
Email: lschieber@dccc.edu
Office hours: By appointment

*Instructor information may be subject to change.
This course syllabus is intended as a set of guidelines for SPCH 1311. Both Richland College and your instructor 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.

Course Information
Course title: Introduction to Speech Communication
Course number: SPCH 1311 83449
Credit hours: 3
Prerequisite: College level ready in Reading and Writing.

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.)

Required Course Materials
• Access to computer with Internet

What is this Class like?
During this course, you will receive a comprehensive introduction to the basic concepts and theories of communication. You will have opportunities to assess and improve your skills. We will practice mindful communication with others, critically evaluating, speaking, and choosing appropriate communication strategies. You will gain crucial knowledge and skills useful to you in your career, academic life and personal life. A good way for you to think about this course is that during this semester you will have your own personal communication “coach” and mentor who will guide you in becoming a more confident, competent and effective communicator. Your instructor is deeply committed to your success in this course.
Course Work

Your assignments can be found in the left hand menu under the “Weekly # Assignments” subdivider. These links will not be available until the day the course starts.

Evaluation Procedures

Assignments (200 points)

- Chapter 1 Discussion Board with required response to classmate – 50 points
- Chapter 5 Discussion Board with required response to classmate – 50 points
- Chapter 6 Discussion Board (no reply to classmate necessary) – 50 points
- Chapter 7 & 8 Assignment - Analysis of Interpersonal Relationship – 50 points

Quizzes (250 points)

- Quiz 1 – Chapters 1, 2, 3 – 50 points
- Quiz 2 – Chapters 4, 5, 6 – 50 points
- Quiz 3 – Chapters 11, 12, 13 – 50 points
- Quiz 4 – chapters 7, 8, Citations – 50 points
- Quiz 5 – Chapters 9, 10, 14 – 50 points

Group Project (150 points)

- Group Project - 100 points
- Group Project Reflection and Peer Evaluation - 50 points

Speeches and Speech Related Assignments (400 points)

- 1 Personal Experience Object and Purpose - 10 pts
- 1 Informative Speech Country Choice and 2 Research Sources - 15 pts
- 1 Persuasive Speech Topic and 3 Research sources - 25 pts
- Informative Self and Peer Critique - 40 pts
- Speech #1 – Personal Experience Speech - 50 points and Outline – 10 points
- Speech #2 - Informative Culture Speech - 100 points and Outline – 25 points
- Speech #3 - Persuasive Speech - 100 points and Outline – 25 points

The units and assignments are not linear, meaning we may jump between Chapters in the textbook.

IMPORTANT NOTE: You must complete at least 2 verbal speeches both in front of a physically present audience visually seen by the instructor in person or via recording with no edits made to the video to pass the course. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

Grading Scale

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

A = 900-1000 of total points and all graded assignments
B = 800-899 of total points
C= 700-799 of total points
D= 600-699 of total points
F= 599 or less of total points

Grades are updated frequently! To calculate your average, take the # of points you have earned, multiply by 100 and divide by the total possible # of points. For example, if we have completed up to a possible 375 points, but you only earned 304 of them,

\[
304 \times 100 = 30400 \\
30400/375= 81 \ (B)
\]

PLEASE NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D.”

Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
Your instructor can be reached by either using the “Send Email” button in the course or at the email address listed on page 1. You can expect a 24 hour turnaround time during the weekdays and up to 48 hours on the weekends. If you do not receive a response within these time frames, please email again. Please remember to address your instructor formally, use proper spelling, grammar, and punctuation, as well as formally sign your name at the end of each email.

“Do you take attendance?”
Attendance is based on your log ins to Blackboard. You are expected to log in every 2-3 days, if not every day. There is no attendance grade, but if you fall behind on work and have not been logging in regularly, you may be contacted to discuss your participation in the course.

“Can I make up this work?”

**Online Assignments:**
An online course can be very challenging. Time management skills are essential, and it is the student’s responsibility to look ahead in the course and plan accordingly. Discussion Boards and Topic Posts, Individual Steps of the Group Project, Chapter 7/8 Analysis, the group reflection, and critiques **WILL NOT** be accepted late. Your computer not working is not an excuse. If you put something off until the last minute and something happens—that is a lesson learned. Learn it, and move on. Anticipate technology problems and don’t procrastinate. No exceptions.

**Quizzes:**
You have one hour to take each quiz. If you have submitted an accommodation form from the Office of Disability services allowing you more time on your quiz, you can disregard the timer. If you do not have an accommodation form, you may lose 5 points for every 15 minutes you go over time. Deductions for going over time are at the discretion of the instructor. Once you begin, you must finish the quiz. You can view your correct and incorrect questions after the quiz has been graded. Please note the page number of any incorrect questions to locate and verify the correct answer.

You cannot take it again to better your grade. If you forget to do a quiz or do not complete a quiz on time, you may complete ONE make up quiz for full credit. For that, you will need to email the instructor.
completed by the due date/time will be a zero. It is YOUR responsibility to alert your instructor. You have up to one week to complete a make-up quiz. If you miss the make-up quiz, you must accept a zero at that time.

**Speeches:**
If you miss a speech due date, you will immediately lose points, up to 30% at the discretion of your instructor. If you are even 1 minute late submitting your speech, this may deduction apply. It is your CHOICE to wait until the last minute, and you are CHOOSING to risk the deduction if you wait. When you make that CHOICE, you must accept the deduction if you are late. **You must have at least ONE live audience member of adult age. Without even ONE live audience member, the speech will not be accepted at all. You will receive a zero if you have no audience.** However, the true minimum to gain full credit for the speech is 5 audience members, each worth 5 points. You have up to one week to submit a speech late. You must show your audience at the beginning AND end of the recording.

“How do you grade the assignments?”
All of your assignments have previously assigned point values which can be found in the Syllabus or on the assignment itself. Rubrics are used to grade all of your work so the points are broken down for content, organization, and in the case of your written assignments, spelling and grammar. All work is expected to be college level writing. Please run spell check and proofread your work before submitting it.

Due dates can be found in the due date list and My Grades. All assignments submitted on time will be graded within one week. You can find the grade as well as the written feedback in "My Grades." Make sure to check “Comments.”

If you disagree with your grade, you have up to one week after the grade is posted in My Grades to dispute the grade. Please write an email to your instructor with your complaint fully written out so that it may be addressed fully. After one week from the time the grade is posted, the grade may not be disputed.

**Technology**

**General:**
• This is an Internet based course. Therefore it is expected that you have regular access to the Internet. Regular access means you can access the Internet at least once every 24 hours. If you do not have regular Internet access in your home, then you should make a plan NOW for accessing it using the school’s computers, going to your local library, or asking a friend. Not having access to the Internet will NOT be tolerated as a reason for not being able to turn in work.
• You will need digital recording equipment to record your speeches (should you choose the recording option). You should TEST this equipment prior to recording your first speech.
• You will need a YouTube or other video hosting site account to upload your speeches. Please TEST an upload long in advance to gauge the upload speed of your computer. Long upload speeds will not excuse you from turning in your speech on time.

**Email:**
• Check your email frequently.
• It is your responsibility to make sure you are receiving the emails from your instructor, you are able to open attachments, and that you check your email frequently enough to not miss anything important.
• If you miss/fail an assignment because you neglected to check your email or Blackboard, you are wholly responsible.
• Please consider the person you are emailing (your instructor) is a professional, who is also in charge of your grades, and remember to utilize proper grammar, capitalization, spell check, and an overall polite and similarly professional demeanor when sending a message. In other words, include your name and use complete sentences. You may not receive a response to your message if it begins with “hey,” contains egregious errors that impair the readers ability to decode your message, or is disrespectful in tone and content.

Blackboard (also called “eCampus”):
• Blackboard is essential in this course. You must be able to access Blackboard during the first two days of the course beginning. It is your responsibility to alert your instructor to problems you have with logging in. You are also responsible for contacting the Help Desk if the problem is technical in nature.
• Blackboard will include an electronic copy of your syllabus.
• You will submit ALL of your assignments via Blackboard.
• If you are unable to submit something online due to Blackboard issues, you should immediately email it to your instructor along with an explanation of the issue. Make sure to always include your name and course section number! Do not simply NOT turn it in. Blackboard is not responsible for your success in the course; you are.
• If you do not own a computer or have regular access to the internet, you are responsible for making arrangements before the due dates/times.

Delivering Speeches
• While delivered in a location of your choosing, with an audience of your choosing, the speech should still be considered a formal speech, as you would give it in the classroom, in front of your instructor and classmates.
• Dress appropriately (as you would if you were giving a presentation to professionals—and always wear shoes).
• If you are recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible.
• If you are recording, you must have at least one live audience member for the speech to be accepted. If there is no live audience member over the age of 16, you will receive a zero. You MUST record the audience visually BEFORE and AFTER your speech.
• You cannot edit your speech video in any way at all. Editing your video may result in a zero or a re-do, potentially for a late grade, at the discretion of your instructor.
• Each audience member up to 5 is worth 5 points. Less than 5 audience members will result in a 5 point per missing audience member deduction (Thus, the most points you lose is 20 since you must have at least one person)
• Please read all the information provided in the course for how to write, record, and deliver your speeches. Many tutorials are provided for your benefit. Please watch them.
• If you need help on your speech, let your instructor know!
How to be successful in this class:

1. Stay motivated! Don't get behind, but if you do, renew your efforts to not miss any more assignments!
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions. Read all instructions BEFORE asking questions.
4. After reading carefully, if you still have unanswered questions, please email your instructor for help!
5. Turn assignments in on time—or better yet, early! You do not have to wait until the day something is due to submit it. “Due date” doesn’t mean the Date you DO the assignment.
6. Put all the dates of assignments and speeches on a calendar or planner and highlight them.
7. Don’t make excuses about why you cannot do something. Either do it, or don’t, and accept the consequences. Challenge yourself to get out of the habit of thinking up excuses any time you forget something or make a mistake. We all make mistakes and accepting the consequences helps us to remember next time not to make the same mistake.

Institutional Policies

Review all current institutional policies here:

https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/

Course Objectives/Learning Outcomes

"Introduction to Speech Communication" is designed to help you improve your public speaking, small group and interpersonal communication skills. It is expected that skill improvement in these areas will occur through reading the required text; viewing and interacting with text related material; engaging in online activities including assignments and exams. In addition, the student will digitally record and upload to the instructor the three required speeches. This course also satisfies the Speech Communication 1311 course requirement for the associate degree awarded by DCCCD.

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.

<table>
<thead>
<tr>
<th>Due Date List - 8 weeks</th>
<th>Due Date: Sundays by 11:59pm unless noted in red</th>
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<tbody>
<tr>
<td>WEEK 1 - 100 points (+10 extra credit points)</td>
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<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Start Here Quiz/Verify your Email Address/Submit your Photo ID</td>
<td>March 26\textsuperscript{th} by 11:59pm</td>
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<tr>
<td>Chapter 1 Introduction Discussion Board Post and response – 50</td>
<td>March 26\textsuperscript{th} by 11:59pm</td>
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<tr>
<td>Quiz #1 – Chapters 1, 2, and 3 – 50 points</td>
<td>March 26\textsuperscript{th} by 11:59pm</td>
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<td><strong>WEEK 2 – 160 points</strong></td>
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<tr>
<td>Chapter 5 Discussion Board Post and Response – 50 points</td>
<td>April 2\textsuperscript{nd} by 11:59pm</td>
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<td>Chapter 6 Discussion Board Post – 50 points</td>
<td>April 2\textsuperscript{nd} by 11:59pm</td>
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<tr>
<td>Quiz #2 – Chapters 4, 5, and 6 – 50 points</td>
<td>April 2\textsuperscript{nd} by 11:59pm</td>
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<tr>
<td>Post Personal Experience Speech Object and Purpose – 10 points</td>
<td>April 2\textsuperscript{nd} by 11:59pm</td>
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<td><strong>WEEK 3 - 110 points</strong></td>
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<tr>
<td>Personal Experience Speech (50 points) and outline (10 points)</td>
<td>April 9\textsuperscript{th} by 11:59pm</td>
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<tr>
<td>Quiz #3 – Chapters 11, 12, and 13 – 50 points</td>
<td>April 9\textsuperscript{th} by 11:59pm</td>
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<td><strong>WEEK 4 – 140 points</strong></td>
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<td>Post Informative Speech Country Choice and 2 Research Sources – 15 points</td>
<td>April 16\textsuperscript{th} by 11:59pm</td>
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<tr>
<td>Complete Step 1 of Group Project (Your Profile) – 25 points</td>
<td>April 16\textsuperscript{th} by 11:59pm</td>
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<td>Quiz #4 – Chapters 7, 8, and Citations – 50 points</td>
<td>April 16\textsuperscript{th} by 11:59pm</td>
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<td>Chapter 7/8 Analysis of Interpersonal Relationship – 50 points</td>
<td>April 16\textsuperscript{th} by 11:59pm</td>
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<td><strong>WEEK 5 – 150 points</strong></td>
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<td>Complete Step 2 of Group Project – 25 points</td>
<td>April 23\textsuperscript{rd} by 11:59pm</td>
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<tr>
<td>Informative Culture Speech Video link (100 points) and outline (25 points)</td>
<td>April 23\textsuperscript{rd} by 11:59pm</td>
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<td><strong>WEEK 6 – 140 points</strong></td>
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<td>Informative Self-Critique and Informative Peer Critique – 40 points</td>
<td>April 30\textsuperscript{th} by 11:59pm</td>
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<td>Quiz #5 – Chapters 9, 10, and 14 – 50 points</td>
<td>April 30\textsuperscript{th} by 11:59pm</td>
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<td>Complete Step 3 of Group Project – 25 points</td>
<td>April 30\textsuperscript{th} by 11:59pm</td>
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<tr>
<td>Post Persuasive Speech Topic and 3 Research Sources – 25 points</td>
<td>April 30\textsuperscript{th} by 11:59pm</td>
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<td><strong>WEEK 7 – 150 points</strong></td>
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<td>Complete Step 4 of Group Project – 25 points</td>
<td>May 7\textsuperscript{th} by 11:59pm</td>
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<tr>
<td>Persuasive Speech Video link (100 points) and outline (25 points)</td>
<td>May 7\textsuperscript{th} by 11:59pm</td>
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<td><strong>WEEK 8 – 50 points (+extra credit)</strong></td>
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<tr>
<td>Group Project Reflection and Peer Evaluation – 50 points</td>
<td>May 11\textsuperscript{th} by 11:59pm</td>
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<tr>
<td>Extra credit</td>
<td>May 11\textsuperscript{th} by 11:59pm</td>
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