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
Professor: Esther Choo
Office: Alamito Hall 110
Office Hours: by appointment Phone:
972-238-6140 (ACCESSCenter)
Email: EstherChoo@dccc.edu

Course Information
Course number: SPCH 1311
Section number: 83800
Course title: Introduction to Speech Communication
Credit hours: 3
Meeting dates & times: 03/20/2017- 05/11/2017: 12:30pm-3:00pm
Meeting place: Wichita Hall (WH) Room 152
Course Certification/Census Date: March 25, 2017
Last day to Withdraw with a W: April 29, 2017
Course Final: May 11, 2017 at 12:30pm

Course Description: Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. (3 Lec.)

Prerequisite Required: College level ready in Reading and Writing.

Required Course Materials
- Access to computer with Microsoft WORD, PPT and a printer
- Index cards (4X6) for delivering oral presentations
- Pen/Pencil
- Folder for storing handouts
Course Objectives

As a course included in the DCCCD Core Curriculum, SPCH 1311 provides students with the opportunity to develop the following skills:

1. **Critical Thinking**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication**—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
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.
4. **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

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.

Course Outline

Course Grading

**Class Participation**

200 points

This includes things such as attendance, participating in class, showing interest in topics covered (both verbally and nonverbally), impromptu speech, the ability to answer in-class questions based on reading assignments, sharing your response to material, being a good audience member for speakers and instructor and face-to-face discussions.

Class participation is an important component of this course. You can only gain the vital instruction and interaction that you need in order to achieve course objective by attending class.

**Pop Quizzes**

150 points

There will be a syllabus quiz and the remaining quiz will be chapter related pop quizzes will be given periodically during the end of class meetings. Missed quizzes cannot be made up.

**Group Persuasion Speech**

200 points

You will work as a group to persuade the audience to do or believe something. The topic must be approved by instructor before the group executes the project. Your grade on the group will be determined entirely by how much you contribute. If you participate in some of the part of the project, but not all, or miss certain aspects, you can expect that to be reflected in your grade. Missing some or all of the group project is entirely within your control and there is no make up for it.

**Assignments**

100 points

You will have a variety of assignments to complete for this class:

- Submit introductory manuscript and outline 20 points
- Submit topic for informative speech for approval 05 points
Submit topic for persuasive group speech for approval 05 points
Informative speech outline and manuscript 10 points
Persuasive speech outline and manuscript 10 points
Self-Assessment – You will be given an opportunity to conduct a Self Assessments of the class. This reflective exercise will enable you to examine the progress you are making understanding human communication. 50 points

Late work is accepted for credit only with acceptable (beyond your control) written justification. Accepted excuses are limited to personal hospitalization or death of an immediate family member and must be documented.

It is assumed that you will turn in all assignments in on time, it must be typed and are due on the beginning of the class and placed on the professor’s desk in the classroom. Any grammatical errors and typos will adversely affect your grade. Therefore all work is expected to be proof-read before it is turned in. Please keep a copy of all submitted work. If a paper does not reach the instructor, she will ask for a second copy. Without a copy, the paper will considered an “F”. I do not ask you to turn in your assignment but you turn it in on your own initiative.

Speeches 150 points
- Introductory speech … focus on introducing yourself to the rest of the class 50 points
- Informative speech … choose a topic worthy of a university classroom and research it using credible sources. The topic of the speech is required to be approved by the instructor before you write and present it to the class. If you fail to do so will not be able to present it to the class and therefore you will get a zero for the speech. 100 points

Midterm Test 100 points
The test will covered from textbook chapters1,2,3,4,11,12,13 and lecture notes.

Final Exams 100 points
The test will covered from textbook chapters 5,6,7,9,8,10,14 and lecture notes.

IMPORTANT NOTE: You must complete 3 verbal speeches both in front of a physically present audience visually seen by the instructor pass the course. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated /percentage of passable work.

Grading Scale
The grading criterion is based on points:
A = 900 – 1000 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = below 600 points

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<thead>
<tr>
<th>Assignments</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>Introductory Speech</td>
<td>50 points</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>100 points</td>
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</tbody>
</table>
Grading is subjective. Grades will be a collaborative effort between the individual student and the instructor. Average performance will earn a grade of “C”. If you attend regularly, complete all assignments and participate actively, you should have not had a problem passing this course. If you want to earn a grade of “A” or “B” then do “A” or “B” work.

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

$$304 \times 100 = 30400 \quad 30400/375 = 81\% \text{ which is a “B”}$$

If you lose more than 300 points, you cannot make higher than a “D”!!!

**Attendance Policy**

Students are expected to attend classes regularly. You cannot do well in this course if you do not attend class regularly. You are responsible for material covered during their absences, and it is the student’s responsibility to consult me for any missed assignments. Class attendance is checked daily by instructor. If you are not in your seat 5 minutes after class has started, leaving early without letting me know in advance will result in an absent.

Attendance is imperative, both for you as a speaker and you as a listener. You are allowed three unexcused absences.

Extenuating circumstances will be handled on an individual basis:

At my discretion, you may be allowed to makeup ONE speech. This speech will be graded with a letter grade penalty.

You cannot make up the group presentation. This is a group assignment and may not be performed independent of a group.

If you are tardy to class, it is your responsibility to check with the instructor to be sure you are marked late instead of absent. Missing more than 15 minutes of a class will be considered an absence.
**Important Facts on Speaking Days**

1. On the day of your speech, you must be in class when the roll is called. If you are scheduled to give a speech and you do not show up for class, you will receive zero points for that speech.
2. The day of your speech, you should arrive early (suggestions: 10-15 minutes early), so that you can prepare and double check that all necessary equipment is functioning properly prior to your presentation.
3. If a speech is being given and you are scheduled to go next, please do not make notes or prepare while someone is speaking. If you do not have your speech prepared before your come to class, taking time from another’s presentation will not help.
4. Be respectful to others, particularly when they are giving a speech. This means being courteous and attentive to others when they are making a presentation.

**Classroom Policies and Student Responsibilities Specific**

**Classroom Policies**

1) Be on time. Do not enter the classroom during lecture or during speech presentation. On any presentation days, wait until we are between speeches to open the door or come into the classroom. In addition, if you are tardy on presentation day, five points will automatically be deducted from your grade. Additionally, if you are tardy and walk in on someone’s speech, an additional ten points will be deducted from your grade – total of 15 points. Students that are more than 15 minutes late on a presentation day will not be able to present and will automatically earn a zero.

2) Cell phones, tablets, and laptops. Do not use cell phones, tablets or computers during class unless asked to do so by your instructor. Please place your cell phone on silent during class and speeches. If an emergency arises, please exit the classroom to handle telephone calls and please let me know before class begins. Texting and accepting phone calls during class is unacceptable. If your cell phone rings or receives an alert during a speech, ten points will be deducted from your participation grade. If you are surfing during class, or doing anything unrelated to what is going on in the classroom, points will be deducted from your final grade.

3) Do not use Excuses! “Excuses are monuments of nothing. They build bridges to nowhere. Those who choose to use these tools of incompetence are Masters of nothing themselves.” – Unknown Author

4) Please use the restroom before class begins. If an emergency exists, you may leave, otherwise please wait until the end of the class period.

5) Please use language that is professional and appropriate at all times

6) Be prepared to clean up after yourself when you have small snacks and capped beverages.

7) You are required to bring your own textbook, pen/pencil, print your notes and provide your own staples. No paper clips!

8) Cheating, collusion and plagiarism are unacceptable. All work, except the group project, should be 100% your own. If you are caught engaged in such activities, you will get a zero for the assignment and or reported to the college authorities of such behaviors.

9) Please do not study for another class or do other work during our class time.

10) Please remove all earphones while in class. I am a firm believer that you can only listen to one message fully at a time. I expect that you will be listening to what’s going on in the classroom.

**Student Responsibilities**

1] Arrive to class promptly.

2] Attend class and participate in class discussions and activities.

3] Read and comprehend the textbook

4] Complete the required assignments and exams

5] For help when there is a question or problem
6] Keep copies of all paperwork, including this syllabus, handouts and all assignments at all times

7] Treat instructor and all students with respect

8] Should not move around or leave the classroom during lecture or presentation time unless it is nature call or emergency.

9] You will receive a 5% of overall grade deduction each time you fail to comply with any stated student responsibilities

10] Email me at EstherChoo@dcccd.edu at least 10 mins ahead, if you will be absent for the class meeting.

Policies and Procedures/Frequently Asked Questions

- **In order to be successful, students must attend and participate in enrolled courses.** Roll will be taken daily.
- If you show up on time, but leave before the end of class for any reason, it will work the same as a tardy. Leaving early 3 times = 1 absence.
- **If you come in late, please do your best not to distract the class.**

“I missed class, what do I do?”

- You are responsible for the content and assignments whether you are present or absent.
- You should check the **COURSE CALENDAR** *(Found in this syllabus)* first to see what you missed, before emailing me. The COURSE CALENDAR includes what we did that day, assignments assigned, and due dates.
- You should then check your EMAIL and Blackboard next and check for announcements and new assignments.
- If you missed a lecture you can ask a classmate to let you copy down the blanks from the lecture—PowerPoint will not be emailed.

Classroom Policies and Student Responsibilities

Include policy on food, drink, and cell phone usage (no browsing, no listening to music with headset, as well as any other here.

**Institutional Policies**

Academic Progress

Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

Academic Dishonesty

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://www.richlandcollege.edu/conduct

Notification of Absence due to Religious Holy Day(s)

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. Email instructor at least 24 hours ahead of class meeting.
Requirements of the Americans with Disabilities Act
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go to http://www.richlandcollege.edu/dso/.

Campus Emergency Operations Plan
Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.
● To familiarize yourself with these procedures, please take time to watch the overview video by going to http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
● The complete Emergency Operations Plan can be viewed and printed on the Richland College Office of Emergency Management web page, http://www.richlandcollege.edu/emergency
If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972-238-3794) or by e-mail (rlcoem@dcccd.edu)

Contingency Plan
Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. If the campus closes for any reason on a speech date, we will reschedule as needed.

Drop Policy
If you are unable to complete this course, you must officially withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. For more information about drop deadlines, refer to the current online Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), 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. The counseling center can be found at E082 El Paso Hallway (972-238-3771). 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 the policy online.

Repeat Course Policy
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 online.
http://www.dcccd.edu/thirdcourseattempt/
Financial Aid Attendance and Participation Requirements.

Your instructor is required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. 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.

Discrimination and Sexual Misconduct Reporting Information and Requirements

Richland College is committed to ensuring that all community members learn and work in a welcoming and inclusive environment. We support the well-being and development of our students. Richland College prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, and/or gender expression (failure to conform to stereotypical notions of masculinity or femininity); sexual misconduct (include sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation); and sex/gender-based harassment.

Richland College faculty and staff members, unless deemed a confidential resource by law, have an obligation to report and respond to certain issues relating to the health and safety of college community members. This includes information shared with faculty and staff members in person, through electronic communications, or in class assignments. Faculty and staff members must report to the appropriate college officials any allegation of discrimination or harassment. In addition to reporting all discrimination and harassment claims, faculty and staff members are required to report allegations of dating or domestic violence, stalking or retaliation, child abuse or neglect, and/or credible threats of harm.

After receiving a report made by an employee, a Richland College official may want to contact the individual who initially shared the information with the employee. In almost all cases, the individual who shared the information with an employee may choose whether or not to speak with the Richland College official. The college does not guarantee the confidentiality of a report of sexual misconduct or discrimination unless the report is made to a Richland College Licensed reporting responsibility. Limits to counselor confidentiality are available at https://richlandcollege.edu/counseling-services/confidentiality/

A report may also be made directly to the Richland College Title IX/EO Coordinator or Deputy Coordinator:

Bill Dial, PhD, PHR, SHRM-CP
Executive Director of Human Resources
Title IX Coordinator
bdial@dcccd.edu
972-238-6386

Ms. Gloria Williams
College Director of Employee Relations
Deputy Title IX Coordinator
https://richlandcollege.edu/police-department/
Further information may be found on the College website: https://richlandcollege.edu/human-resources/title-ix-sexual-misconduct/
“How can I be successful in this class?”
1. Listen. I usually answer questions before you ask them, but you have to be listening.
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions. Read all instructions BEFORE asking questions.
4. 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.
5. Put all the dates of assignments and speeches on a calendar or planner and highlight them.
6. 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.

Extra Credit Course
Extra Credit is a privilege that will be offered as a means to counter the loss of points that may occur unexpectedly, such as an excused absence. Extra Credit will be applied to participation and exam grades. The instructor reserves the right to revoke your extra credit privileges. Please free to discuss your progress in the course at anytime. I have an open door policy. If you need to see me, send an email or make an appointment at the ACCESS CENTER.

Student Survey of Instruction
The Student Survey of Instruction (SSI) is designed to acquire information on the student perception of the quality of courses, faculty, and instruction, and to provide feedback information for improvement. In order to minimize the disruption in the classroom, the SSI is now being administered online in select courses. Students will take the survey through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help the college and your instructors determine how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.
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<tr>
<th>Dates</th>
<th>Class Activities</th>
<th>Assignment</th>
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| March 20, 2017 (Mon) | Review Syllabus  
Chapter 1 – Communication: What and Why?                                    | Read Chapter 2  
Think of one physical object to use for introductory speech |
| March 22, 2017 (Wed) | Chapter 2 – The Self, Perception and Communication  
Discuss about speech critique, Assign Introductory Speech Speakers | Work on the introductory speech – manuscript  
Read Chapter 3 |
| March 27, 2017 (Mon) | Practice – Introductory Speech  
Chapter 3 – Communication and Culture                                            | Prepare and get ready to present introductory speech  
Read Chapter 4 |
| March 29, 2017 (Wed) | Introductory Speech Day  
Chapter 3 – Communication and Culture  
Chapter 4 – Language                                                             | Turn in manuscript and outline – Introductory Speech  
Read Chapter 11,12,13 |
| April 3, 2017 (Mon)  | Chapter 11- Preparing and Presenting Your Speech  
Chapter 12 – Organization and Support  
Chapter 13 – Informative Speech                                                   | Submit Informative Speech Topic for approval and grade |
| April 5, 2017 (Wed)  | Writing outline and manuscript Practice Main and Sub points.                     | Practice Informative Speech                      |
| April 5, 2017 (Wed)  | Assign speakers for Informative Speech                                             |                                                  |
| April 10, 2017 (Mon) | Informative Speech Day  
Study Guide for Midterm                                                             | Review chapters 1,2,3,4,11,12,13 for midterm exams |
| April 12, 2017 (Wed) | Mid-Term                                                                         | Read Chapters 5,6                                |
| April 17, 2017 (Mon) | Chapter 5 – Listening  
Chapter 6 – Nonverbal Communication                                                | Read Chapters 7,8                                |
| April 19, 2017 (Wed) | Chapter 7 - Understanding Interpersonal Communication  
Chapter 8 - Improving Interpersonal Communication                                  | Read Chapters 9,10                                |
| April 24, 2017 (Mon) | Chapter 9 - Communicating Groups and Teams  
Chapter 10 - Solving Problems in Groups and Teams                                  | Read Chapter 14                                    |
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<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>April 26, 2017 (Wed)</td>
<td>Chapter 14 - Persuasive Speech Library visit Group Meeting/Discussion</td>
<td>Meet outside of class meeting to further discuss group project and practice</td>
</tr>
<tr>
<td>May 1, 2017 (Mon)</td>
<td>Group Presentation</td>
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<tr>
<td>May 3, 2017 (Wed)</td>
<td>Group Presentation</td>
<td>Review for final exams – chapters 5,6,7,8,9,10,14</td>
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<tr>
<td>May 8, 2017 (Mon)</td>
<td>Study Guide for Final Exam Impromptu Speech</td>
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<tr>
<td>May 10, 2017 (Wed)</td>
<td>Final Exam</td>
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CAVEAT
Ms. Esther Choo reserve the right to make (potentially significant) changes in the assignments, expectations, presentation, and content of this course as needed, assuming adequate prior notice is provided to students through class announcements.
SPRING 2017  
SPCH-1311: 83800

I, __________________________have read and understand the course expectation, division, college policies and procedures and the assignments and grades required for successful completion of this course outlined in this syllabus.

Signature: ___________________________ Date: ____________

Changes to the Syllabus
This syllabus is considered a contract between you and me, but may be subject to change or modification. Any changes or modifications will be communicated to all class members during class via eCampus.