Syllabus Information: Speech 1321 (Online)

Instructor: Mark Burks
College: Eastfield College (DCCCD)
Division: Arts and Communications
Semester: Spring - 2017
Course: Speech 1321
Course Title: Business and Professional Communication
Credit Hours: 3 credit hours
Class Period: Sections 43401 – Online instruction (8 week semester)
(3/20/17 – 5/11/17)

Certification/Census Date: (3/25/17)
Drop/Withdraw Date: (4/29/17)

Section Numbers: 43401
Office: L-328
Office Phone: (972) 860-7063
Office Hours: T/Th – 9:00AM-11:00AM
By appointment as needed

Campus Email: mburks@dcccd.edu

Required Text:


- ISBN-10: 0205693113

Catalog Description

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Grading Scale:

A = 1100 – 990
B = 989 – 880
C = 879 – 770
D = 769 – 660
F = 659 and below

(Final grades are available only on e-connect and touchtone telephone at 972-613-1818 with student ID#.)
Grading:

This course is worth 1100 points. The breakdown is as follows:
A = 1100 - 990, B = 989 - 880, C = 879 - 770, D = 769 - 660, F = 659 and below

Keep Track of Your Grades

Examinations - 100 points (4) 400 points
Online Chapter Discussions – 10 points (14) 140 points
Chapter Quizzes – 10 points (14) 140 points
Orientation Quiz 20 points
Interview Project 100 pts.
**Informative Presentation, Outline, & Visual Aid 150 pts.
**Persuasive Presentation, Outline, & Visual Aid 150 pts.

Final Total = ______________

(**Indicates a major speaking activity)
Extra Credit (110 pts. for misc. activities) 110 pts.

Test information:
Test 1 - (eCampus) (Chapters 1-5)
Test 2 - (eCampus) (Chapters 6-10)
Test 3 - (eCampus) (Chapters 11-14)
Final - (eCampus) (Chapters 1-14)

Assignment Information:
Once the exams, chapter quizzes, and discussion questions have been opened/made available (see the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates), you will have two (2) weeks to complete these activities. After this two week time period has passed these materials will be unavailable for you to access.
Examinations: *(Find Exams in the EXAMS folder on eCampus)*
There will be 4 exams given this semester (see the exam information listed below). Tests will be composed of textbook and PowerPoint lecture materials. Exams will consist of fifty (50) multiple choice and true/false questions accessible on eCampus. **Please see the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates. Exams will remain in the EXAMS Folder for 2 weeks.** (400 points)

- Exam #1 (Chapters 1-5) 100 points
- Exam #2 (Chapters 6-10) 100 points
- Exam #3 (Chapters 11-14) 100 points
- Final Exam (Chapters 1-14) 100 points

Online chapter discussions: *(Find in the DISCUSSION BOARD folder on eCampus)*
There will be fourteen (14) chapter discussion questions posted throughout the duration of this semester (see the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates). Each student will have two weeks to respond to these questions and after that you will be unable to access these class materials. For this to be productive and worthwhile you will need to complete your assigned readings in order to post intelligent, well-constructed responses. **You must post your own response to the discussion question.** The DISCUSSION BOARD is our “classroom” for the duration of the course. **Discussion Questions will remain open for 2 weeks.** (140 points)

Online chapter quizzes: *(Find Quizzes in the QUIZZES folder on eCampus)*
There will be fourteen (14) chapter quizzes offered throughout the semester (see the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates). The quizzes will cover the content for each chapter reading assignment. Further, the quizzes will consist of multiple choice and true/false questions accessible on eCampus. Quizzes may be attempted multiple times to ensure necessary completion and retention. **Note: Some of the quiz questions will be included in each examination.** (140 points) **Quizzes will remain open for 2 weeks.**

Interview Project: *(Find Project information in the ASSIGNMENTS folder on eCampus)*
(Specific requirements for these activities will be posted at a later date.) (100 points) *(See the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates).*

Informative Presentation: *(Find Project information in the ASSIGNMENTS folder on eCampus)*
Develop a 4-6 minute speech to inform your audience based on one of the following criteria: *(See Speech Presentation Options)* (150 points) (Specific requirements for these activities will be posted at a later date.) *(See the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates).*

- Report (inform) on a famous person (a past or present person).
- Report (inform) on famous organization.
- Provide information on a famous event.
**Persuasive Presentation:** *(Find Project information in the ASSIGNMENTS folder on eCampus)*
Develop and deliver a 4-6 minute persuasive speech on a topic of interest to you and your audience. (150 points) (Specific requirements for these activities will be posted at a later date.) *(See Speech Presentation Options)* *(See the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates).*

**Speech Presentation Options: (Select an option that works for you)**

**Option #1:** Come in person to the Eastfield College campus and present your speeches in person. Shortly, you will receive a schedule of dates and times when I will be available on campus for speech presentations. You must contact me in advance to schedule a day and time for your presentations (The schedule fill-up quickly). If you are unable to attend your session you will need to contact me as soon as possible to make alternate arrangements. Presentation outlines and visual aids are due the day you present your speech.

**Option #2:** Record your speech and either send or deliver to the address listed below by the designated deadline *(See the COURSE SCHEDULE and ANNOUNCEMENTS for specific due dates)*. This option requires that you have access to the proper recording or computer equipment. Further, this option requires that you have an audience of at least 3 adults *(Failure to meet this requirement will result in a 25% grade reduction for that presentation)*. Please ensure that your recorded speech meets one of the formats listed below, if I cannot view your presentation, I cannot grade your presentation and you will receive a “0”. Speeches are timed and research is required. You will also need to include your required presentation outlines and visual aids when you submit your speeches (Specific requirements will be posted at a later date). If you want your recorded speech returned please send self-addressed envelopes with return postage attached to the following address:

- Eastfield College (DCCCD)
  Arts and Communication Division – Room G-138
  c/o Professor Mark Burks
  3737 Motley Drive
  Mesquite, Texas  75150

Acceptable video/recorded formats for speech submission:

- DVD *(Windows Media Video (.WMV) format)*

**Option #3:** Record and upload your speech to YouTube *(http://www.youtube.com)* and post the file link in the ASSIGNMENTS folder, so I can find and view your speech. Again, this option requires that you have access to the proper recording and/or computer equipment. This option also requires that you have an audience of at least 3 adults *(Failure to meet this requirement will result in a 25% grade reduction for that presentation)* for each presentation, so plan ahead. Audience members can consist of family members, neighbors, friends, classmates or co-workers, you decide. Your recordings must show both the speaker and an audience of at least 3 adults *(Failure to meet this requirement will result in a 25% grade reduction for that presentation)*.
The visual aid you have selected must appear in the recording and be incorporated into the speech, if I don’t see your visual aid in the recording; you will not receive credit (25 points). Remember if I cannot view your presentation, I cannot grade your presentation and you will receive a “0”. Speeches are timed and research is required. You will also need to include your required presentation outlines and visual aids when you submit your speeches. Submit your YouTube links and speech outlines to the ASSIGNMENTS FOLDER. If you are using PowerPoint submit to the ASSIGNMENTS FOLDER. To find out more information about YouTube go to http://help.youtube.com/support/youtube/.

“Failure to present either the informative or persuasive speech will result in a reduction of one letter grade from your final overall course grade.”

Extra Credit: (Find more information in the EXTRA CREDIT folder on eCampus)
Throughout the semester, various activities will be offered as extra credit. Points vary according to activity. These extra credit points cannot exceed one hundred ten (110) points total.

- Extra credit points can only be used to bring up a grade if all four (4) tests are taken and the informative and persuasive speaking activities are completed.

- A speech must be presented to receive any class points. Partial points or credit will not be given if a speech is not presented, a grade of 0 will be recorded for all parts (speech, outline, & visual aid) of an incomplete speech.

Additional Policies:

- Communicate with me. I cannot help if you don’t keep me informed of any problems or issues that may arise. Please email (mburks@dccc.edu) or call ((972)-860-7063).
- Keep up with your chapter reading assignments and discussions.
- The course, syllabus and schedule may be modified to fit individual class and/or college needs.
- I expect you to make meaningful contributions to the collective learning experience through online discussion and interaction. You are not required to log into the course daily, but I do encourage you to log in frequently throughout the week.
- The DISCUSSION BOARD is our “classroom” for the duration of the course.
- Successful online students should demonstrate higher order thinking skills and be able to commit an average of six (6) to ten (10) hours per week to this course.
- I will log into the class daily (Monday – Friday) to interact and assess the progress you are making in this course. I will usually respond to emails within 48 hours. If you need to contact me please email or call my office (972)-860-7063.
- Each week, you’ll find objectives and reading assignments, plus links and supplemental material. (Monday is considered day 1 of each week and Sunday is considered day 7).
- Students must have access and a working knowledge of basic computing, internet, eCampus and email.
- Online behavior which disrupts the teaching–learning process during online class activities (e.g., discussion board activities) will not be tolerated. While a variety of behaviors can be disruptive in an online classroom setting, more serious examples...
include belligerent, abusive, profane, and/or threatening behavior will not be tolerated. A student who fails to respond to reasonable faculty direction regarding online classroom behavior may be dismissed from class. Please respect your classmates.

- An Incomplete (I) grade will be assigned at the discretion of the instructor when, due to extenuating circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade and was prevented from completing the work of the course on time. Generally, extenuating circumstances are defined as those situations over which the student has little or no control. Requirements for receiving an Incomplete (I) grade include the following:
  - Completion of at least 75% of course assignments course’s major requirements.
  - A request for an Incomplete (I) grade prior to the last week of class.
  - Submission of suitable and applicable documentation.
  - The student, at the time of the request, is passing the course.

Additional Eastfield College & DCCCD Information:

**Drop/Withdraw Date:** [Saturday - April 29, 2017](#). Failure to officially drop or withdraw from a course may result in a performance grade of F.

- 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 (Saturday - April 29, 2017). 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.

**Participation Policy:**
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 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 video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course. In an online course, 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. Failure to do so will prevent you from being certified and will affect your financial aid.

**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. The Eastfield College 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.

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.

Institutional Information:

Emergency and inclement weather procedures:
In case of emergency* or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite ISD, EFC Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. The earliest an announcement may be broadcast on KEOM Radio is 6:00 am. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college. *Emergencies may include power or air conditioning outages, fires, etc.

Students receiving Financial Aid:
If you are receiving any form of financial aid, you 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.

Course Repeatability:
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/

Eastfield College Email Policy:
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. All currently registered students with the Dallas County Community College District qualify for Office 365 including Outlook based email. For more information and instructions for accessing your account please see www.dcccd.edu/MSoffice.
**Obtaining your grades at the end of the semester:**
Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://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.

**Printing on Campus:**
Printing in the Computer Lab (L108), Library, and Learning Assistance Center will cost 5 cents per page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No Change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

**Code of Student Conduct:**
Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College System. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonest. (For more on the DCCCD Code of Student Conduct, please refer to: [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm) (College Policies and Procedures)

**Academic Honesty:**
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. **Plagiarism** (the unacknowledged, wholesale use of another writer’s work in a written assignment), **cheating** (using unauthorized resources during an assignment or exam) and **collusion** (the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements) will not be tolerated and could result in a student being dropped from or failed in this class. Scholastic honesty is expected at all times and students are expected to do their own work. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the **DCCCD Code of Student Conduct**. For more information please refer to: [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm) (College Policies and Procedures)

**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. For more information please refer to:
https://www.dcccd.edu/Emp/policy/WhatIsFERPA/Pages/default.aspx

Title IX and Diversity:
Eastfield College is committed to creating and fostering learning and working environments that reflect, respect, and celebrate diversity. This is an integral part of the College’s mission to provide excellence in teaching and learning. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on sex, sexual orientation, and/or gender identity, we encourage you to contact the college’s Title IX coordinator, by filing a formal incident report. Click here to gather more information about Title IX and the college’s policies.

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

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
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

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>College</th>
<th>Name</th>
<th>Email Address</th>
<th>Phone Number</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>Shancee’ 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>Dallas Colleges 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>
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District Title IX Coordinator

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>LaShawn Grant</th>
<th>Email Address</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
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</tbody>
</table>

For more information:
Texas Higher Education Coordinating Board Student Learning Outcomes:

SPCH 1321 Business & Professional Communication

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
2. Demonstrate essential public speaking skills in professional presentations.
3. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
4. Apply essential dyadic and small group processes as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.

Online Courses Information and Assistance:

- Go to http://ecampus.dcccd.edu. From there choose which semester you need.

- What information must students have to log into the course after they have been enrolled?
  1) Their username for the student is their student ID number
  2) Their password is their student ID number the first time they login
  3) If they have forgotten their student ID number or their password they should call the help desk at 972-669-6402 or 1-866-374-7169.
  4) Once they have logged onto eCampus (Blackboard), they should see your course(s) on the right under "MY COURSE;"
  5) They should then click the course title they choose to work in

- If you need Technical Support, please visit eCampus see the Help & FAQ tab, or send an email to ecampus.support@dcccd.edu, or call the help line at 972-669-6402 or 1-866-374-7169.
For ecampus student tutorials go to:

http://ecampus.support.dcccd.edu/v91/studenttutorials/studentIndexv91.html

For additional questions concerning ecampus go to:


To request assistance by e-mail, please send your request to:

ecampus.support@dcccd.edu

To request assistance by telephone, please call 972-669-6402 or 1-866-374-7169 during these hours:

Monday, Tuesday, Wednesday: 8 a.m. - 11 p.m.
Thursday and Friday: 8 a.m. - 6 p.m.
Saturday and Sunday: 3 p.m. - 11 p.m.
eCampus Information:

START HERE tab - Online Orientation PowerPoint, syllabus, schedule, and quiz
SYLLABUS tab - Copy of courses syllabus
COURSE SCHEDULE tab - Copy of course schedule
EXAMS tab - Exams posted here
CHAPTER QUIZZES tab - Chapter quizzes posted here
POWERPOINTS tab - Chapter lectures posted here
DISCUSSION BOARD tab - Chapter discussion questions and responses found here
ANNOUNCEMENTS tab - Course announcements found here
ASSIGNMENTS tab - Speech information and requirements found here
EXTERNAL LINKS tab - Internet resources found here
TOOLS tab - Course tools located here (My Grades, Groups)
EXTRA CREDIT tab - Extra credit assignments posted here
HELP tab - The Official Blackboard (eCampus) help site