TABLE OF CONTENTS

TABLE OF CONTENTS ................................................................................................................................. 1
WELCOME TO SPCH 1311 .......................................................................................................................... 1
COURSE DESCRIPTION ............................................................................................................................... 2
REQUIRED MATERIALS (Needed First Day of Class) .................................................................................. 3
ONLINE CLASS PROCEDURES & POLICIES .......................................................................................... 3
COURSE ASSIGNMENTS & GRADING SCALE ............................................................................................ 5
CLASS SCHEDULE ....................................................................................................................................... 5
Winter 2017 IMPORTANTANT DCCCD DATES ......................................................................................... 8
BROOKHAVEN COLLEGE’S POLICIES ..................................................................................................... 8
INSTRUCTOR’S RIGHT TO MODIFY ........................................................................................................... 8

WELCOME TO SPCH 1311

Dear Future Student,

Welcome to the wonderful world of Speech Communication! Our SPCH 1311 course will focus on interpersonal communication, intercultural communication, small group communication, and public speaking.

We will incorporate your life experiences and prior knowledge as we complete a variety of course tasks that are dependent upon your participation in our class. You will need to stay disciplined and focused as we strive to become more effective communicators by the completion of our course.

As a final note, this class is an online class. All of your course work will be completed online. In order to succeed, you will need access to a computer (and the Internet) and the ability to read/write on a college level.

I am looking forward to a great semester!!!

Ms. D

Professor: Rachel Dunnahoe
Email: RDunnahoe@dcccd.edu

Communications Office #: 972.860.4555
Communications Office: L-367

** EMAIL is the fastest way to get in touch with me as I am rarely on-campus.
** You can expect a reply during the week within 24 hours and on the weekends within 48 hours.
** Thus, do not wait until the last minute to email me questions about an assignment with the expectation of an immediate response. It is your responsibility to read through your module task lists and assignment directions when they become available to avoid any last minute misunderstandings.

Office Hours: By Appointment (You may email me to determine when/if we need to schedule a meeting.)
SPCH 1311 Introduction to Speech Communication (3 credits): 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. (This is a DCCCD Core Curriculum course.)

SPCH 1311 Required Prerequisites: In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking. If you are in doubt about your skill level, please contact your instructor.

- **College-Level Reading** is the ability to analyze and interpret books, articles, and documents.
- **College-Level Writing** includes the ability to develop and organize your ideas and use correct words and vocabulary.

SPCH 1311 Core Objectives (COs): Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **CO #1 Critical Thinking Skills** is the ability to demonstrate creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **CO #2 Communication Skills** is the ability to demonstrate effective development, interpretation and expression of ideas through written, oral, aural, and visual communication.
- **CO #3 Teamwork** is the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **CO #4 Personal Responsibility** is the ability to connect choices, actions and consequences to ethical decision-making.

SPCH 1311 Student Learning Outcomes (SLOS): Upon completion of this course, you will be able to:

- **SLO #1**: Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
- **SLO #2**: Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
- **SLO #3**: Apply small group communication skills including: problem-solving, group roles, leadership styles, and cohesiveness.
- **SLO #4**: Develop, research, organize, and deliver formal public speeches.
- **SLO #5**: Recognize how to communicate within diverse environments.
REQUIRED MATERIALS (Needed First Day of Class)

- **Internet**: This is an online class so daily access to a computer and the Internet is vital to your success.

- **Microsoft Office**: Access to Microsoft Office to create PowerPoint presentations and use Microsoft Word for written projects. Office 365 is available for all DCCCD students. Also, this software is available on computers in Brookhaven computer labs.


- The following are some options for securing this required textbook:
  1. [Follett Bookstore at Brookhaven College](#) (Located in S Building; Room S-238; 972.484.7652)
     - Buy New: $55.50 -- Buy Used: $41.65
     - Rent New: $46.62 -- Rent Used: $24.42
  2. Brookhaven’s Textbook Semester Loan Program
     - This program is partially funded through faculty donations and is operated by the Brookhaven Librarians. Through this program, you can **borrow** a textbook for the full semester and then return it at the end of the term for someone else to use.
     - It operates on a first-come, first-served basis so start early in requesting your books by **completing the Textbook Loan form**. ([https://www1.dcccd.edu/bhc/textbook-loan/index.cfm](https://www1.dcccd.edu/bhc/textbook-loan/index.cfm))

  3. Brookhaven Library (Located in L Building, L-200)
     - There are copies of the textbook on reserve at the Circulation Desk for use in the Library.


ONLINE CLASS PROCEDURES & POLICIES

**Online Class Procedures**

1. Read over the Class Schedule and Announcements weekly.
2. Always start by reading the Module Task Lists.
3. Check the Presentation Descriptions & Requirements for each speech.
4. Use correct spelling and grammar for all of your work (points will be deducted if not).
5. Always follow the instructions, guidelines, requirements, formatting exactly.
6. Be courteous, polite and supportive in communications online with the class & instructor.

**College-Level Reading, Writing, and Speaking Skills Policies**

- In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking.
- If your written work does not meet college standards, a grade of zero will be assigned.
- Points will also be deducted for careless errors in spelling, grammar, punctuation, syntax, and word choice.
- If the content of your speech is unintelligible due to poor English pronunciation, grammar/syntax, word choice, and/or articulation, a grade of zero will be assigned.
➢ If you are in doubt about your skills level, please speak with me.

**Academic Integrity and Plagiarism Policy**

Plagiarism includes (but is not limited to) copying phrases, sentences, paragraphs, essays, or ideas from another person, a website, or a book without giving proper credit to the author. If plagiarism is evident (e.g., credit is not given to the author(s); research is not cited orally, in written work, and on PowerPoint Slides; collusion with another student), then it will result in a **ZERO**.

**Submit Assignments using Acceptable File Formats**

Submit assignments as Microsoft Office - compatible attachments (e.g., file names with .docx, .doc, .rtf, .ppt, .pptx are acceptable). Please note that assignments submitted with files names containing .pdf, .wps, .odt, .pages or .txt cannot be opened in eCampus; therefore, they cannot be graded and it will result in **ZERO**.

**Speech Submission Policies**

Descriptions, Materials Needed, Time Length and Dress for each speech will be outlined for you within the appropriate Module Task Lists.

1. Your recorded presentations will need to be uploaded to youtube.com. It is your responsibility to figure out how to upload and place the link to the video in the appropriate submission box on eCampus.
2. Do not attach the file to eCampus, a file attachment will result in a **ZERO**.
3. You will need to set the privacy setting on your uploaded presentation to **UNLISTED** (this will allow for your presentation to only be viewed by those you give the link to). Be sure to check your link on another computer to make sure it is workable when opened in a new browser.
4. The recording of your speech should be completed in one take with no starts and stops. This means that there should be no break in the recording from panning your audience to the end of your speech. If your speech recording has been stopped, started, or edited it will result in a **ZERO**.
5. The recording of your two formal presentations (Informative & Persuasive) **MUST HAVE THREE** “live” adult audience members that are made visible on the recording. Live means they must be physically present in the room with you for your entire presentation and they may not be shown via Skype, Facetime, etc. A presentation submitted without three live adult audience members will result in a **ZERO**.
   a. Two ways to show your audience:
      i. Show them at the beginning and then hand the camera to an audience member to hold and then show them again at the end.
      ii. Set the camera up behind the audience as if on the second the row of your audience where the back of their heads can be seen. (Keep in mind that I need to be able see you STANDING to deliver your formal presentations as you are graded on your nonverbal skills as well.)

**Late Work Policy**

➢ Be sure to print and keep track of all due dates according to the course schedule.
➢ Deaths in the family, court dates, and other serious emergencies must be verified immediately in writing with some form of official documentation for full credit to be given after the due date.
➢ Work is **NOT** a valid excuse for missing an assignment or asking to submit it late.
➢ Do not wait until the last minute to try and submit your assignments, get them done so any technical issues can be worked out!

**COURSE ASSIGNMENTS & GRADING SCALE**

**Course Assignments:**

- Course Orientation Quiz: 10 points
- Discussion Boards: 50 points
- Self-Introduction Presentation: 50 points
- Cultural Discoveries PPT: 50 points
- Informative Topics: 15 points
- Informative Outline/Works Cited: 60 points
- Informative Presentation: 150 points
- MLK Credibility Analysis Post: 40 points
- Ethics Essay: 100 points
- Persuasive Topic: 15 points
- Persuasive Outline/Works Cited: 60 points
- Persuasive Presentation: 150 points
- Tests: 150 points
- Group Project: 100 points
- Total: 1000 points

The Final Course Grade is based on the Total Points earned according to how well the assignments are completed. Grading of assignments in most cases will be completed once a module is due while students are working on the next corresponding module in the course.

<table>
<thead>
<tr>
<th>Grading Scale Based on 1,000+ Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 - 1,000+ Points = A</td>
</tr>
<tr>
<td>800 - 899 Points = B</td>
</tr>
<tr>
<td>700 – 799 Points = C</td>
</tr>
<tr>
<td>600 – 699 Points = D</td>
</tr>
<tr>
<td>0 - 599 Points = F</td>
</tr>
</tbody>
</table>

**CLASS SCHEDULE**

Winter Schedule – 2017-2018

Module #1 12/11 – 12/18

- Course Orientation Quiz
  - Due 12/13/17 by 11:59pm
- Personal Email Address Confirmation
  - Due 12/13/17 by 11:59pm
- Self-introduction Video
  - Due 12/13/17 by 11:59pm

  **In order to be certified for this course in regards to financial aid, you must complete the above assignments within Module #1 before the course certification date (12/14/17). Simply signing into the course will count as being active/present for our online course and certification.**

- Read Ethics Essay Guidelines ... Be Working On Ethics Essay... Due in Module #3
- Read Chapters 1 & 2
Discussion Board #1
- Questions – Due 12/14/17
- Responses – Due 12/18/17

Read Chapters 12 & 13

Discussion Board #2
- Questions – Due 12/14/17
- Responses – Due 12/18/17

Communication Analysis: Group Project
- Step #1
  - Part #1 – Due 12/14/17
  - Part #2 – Due 12/18/17

Test #1 (Chapters 1, 2, 12 & 13) – Due 12/18/17

Informative Topics – Due 12/18/17

Module #2 12/19 – 12/26

Read Ethics Essay Guidelines ... Be Working On Ethics Essay... Due in Module #3

Read Chapters 3, 14 & Appendix A

Discussion Board #3
- Questions – Due 12/22/17
- Responses – Due 12/26/17

Communication Analysis: Group Project
- Step #2
  - Part #1 – Due 12/22/17
  - Part #2 – Due 12/26/17

Stand & Deliver/Anxiety Management Handouts Quiz – Due 12/26/17

Informative Presentation Outline – Due 12/26/17

Informative Presentation Works Cited – Due 12/26/17

Informative Presentation – Due 12/26/17

Persuasive Presentation Topic – Due 12/26/17

Module #3 12/27 – 1/4

Read Chapters 4, 5 & 6

Discussion Board #4
- Questions – Due 12/30/17
- Responses – Due 1/4/17

Communication Analysis: Group Project
- Step #3
  - Part #1 – Due 12/30/17
  - Part #2 – Due 1/4/17

Test #2 (Chapters 3, 4, 5, 6, 14 & Appendix A) – Due 1/4/18

Read Appendix B

MLK Credibility Analysis Post -- Due 1/4/18
Brief Description of Major Assignments

There will be a course orientation quiz and three major tests. The quiz will help to get you familiar with our course and the syllabus guidelines. The three tests are comprised of multiple choice and true false questions which cover the textbook material.

Students will be expected to complete five separate discussion boards. They will be required to provide critical thought questions for their classmates and respond to those of their classmates.

The communication discoveries presentation is a PowerPoint focused presentation incorporating the use of a music video in regards to culture and communication (graded based on ppt content, not a recorded submission).

Students are required to complete an ethics essays. The essay will require students to learn about five ethical standards that can be used to determine the best course of action when faced with a dilemma and then apply them to a case study.

Students will prepare three recorded presentations. The self-introduction presentation will be a brief introduction of one’s self using pictures and objects to introduce themselves (does not require an audience). The informative and persuasive presentations require a formal outline, works cited and a PowerPoint which will be recorded in front of a live adult audience of three.

The group project will be an informative presentation made of about 5 members of the class working together to complete a communication analysis presentation via four steps.

The MLK credibility analysis will require students to watch and analyze the different types of credibility within MLK’s I Have a Dream speech.
WINTER 2017 IMPORTANT DCCCD DATES

- Winter Semester Classes Begin: December 11 (M)
- Last day to drop course without a "W" (Certification Date): December 14 (R)
- Holiday Break – Campuses Closed: December 22-January 2 (F-T)
- Last Day to drop course with a "W": January 6 (S)
- Semester Ends: January 12 (F)
- Last Day to submit grades through eConnect: January 16 (T)

BROOKHAVEN COLLEGE’S POLICIES

For more information about the following institutional policies, go to Brookhaven’s Policies or http://alt.brookhavencollege.edu/employees/faculty/Documents/BCSyllabus_Addendum.pdf:

- Drop/Withdrawal Policy
- Financial Aid Statement
- International Students
- Academic Integrity
- Repeating This Course
- Institutional Equity
- ADA Statement
- Stop Before You Drop
- Financial Aid Certification of Attendance
- Religious Holidays
- FERPA
- Grade Reports

If Accommodations are needed, students are responsible for notifying the Disability Support Services Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. The Disability Support Services office is located in Building S, Room 136 and can be reached by telephone at 972-860-4673 or by email bhcADAservices@dcccd.edu. Students who have documentation on file with Disability Support Services should submit their paperwork to me by the first Friday of this class.

INSTRUCTOR’S RIGHT TO MODIFY

This syllabus is subject to change (additional, deletions, or revisions) as the instructor sees necessary. You will be notified of any changes to the Syllabus in an eCampus Announcement and email.