Introduction to Speech Communication

Course Description/Overview:
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 course requires college-level skills in reading and writing.

Required Text:
Human Communication: The Basic Course (14th Edition)
by Joseph A. DeVito

Required Materials
Always bring all handouts previously distributed to class. Plus, always have a pen and paper with you in class.

Speech 1311 is included in the DCCCD Core Curriculum. All degree-seeking students are advised to complete this core course within the first 36 semester hours since speech stresses the needed skills for many other courses. Students must earn a “C” or better for credit in all core courses.

Core Curriculum Tier I Statement
Speech 1311 (Speech 1315 or Speech 1321) is a Tier I course in the Speaking and Listening learning category. “Knowledge and skills that are important to your success in other college courses will be introduced and reinforced in Tier I. The Speaking and Listening category develops your ability to communicate effectively individually, in pairs and in groups. Instructors will place an emphasis on listening, critical and reflective thinking and responding.” DCCCD Catalog
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

**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

---

**Core Curriculum Educational Objectives:**

In this course, students will:

- Understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
- Understand the importance of specifying audience and purpose and to select appropriate communication choices.
- Understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual and oral communication.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.

**Intellectual Competencies:**

**Reading:** the ability to analyze and interpret a variety of printed materials—books, documents, and articles—above 12th grade level.

**Writing:** the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience—above 12th level.

**Critical Thinking:** think and analyze at a critical level.

**Computer Literacy:** understand our technological society; use computer-based technology in communication, solving problems, acquiring information.
Course Grading Scale:
A= 90-100  B= 80-89  C= 70-79  D= 60-69  F= 0-59

Dates for tests, speeches, and all assignments will be scheduled as the class progresses.

Final Exam: This will be comprised of a speech prepared and delivered in class.

Course Policies:
Drop/Withdrawal Policy: If you decide to withdraw from this class for any reason, it is your responsibility to formally drop or withdraw from the course. Failure to do so will result in your receiving a performance grade, usually a grade of “F.” The last day to withdraw with a Grade of “W” is Dec. 22, 2017.

Attendance: Attendance is mandatory for this course. If for some reason you are unable to attend a class, please send e-mail me prior to class. Please do not make a habit of arriving to class late or leaving early. Habitual tardiness and leaving early will not be tolerated and points will be deducted from the final grade. If you stay for less than 90% of the class period, you will be considered absent. Please let me know (ahead of time) if you need to leave class early. Three tardy attendances are equivalent to one absence. After three absences, excused and unexcused, two points will be deducted from your final grade for each additional absence.

***Late Speeches: Please note there will be no make-up speeches unless there is prior approval from the instructor or a documented emergency.

Incomplete Grades: An incomplete grade of “I” may be given when an unforeseen emergency prevents you from completing the work in a course. The “I” must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the “I” is converted to a performance grade, usually an “F.” Incompletes will be given to students who have successfully completed 75% of the coursework. An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, you, and the appropriate division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that you are aware of and agree with the contract.

Plagiarism: “Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, colluding or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work; furthermore, plagiarism is taking ownership of someone else’s published or unpublished work, ideas, etc. The act of Plagiarism displays academic dishonesty, and it will result in failure of the course.
Academic Honesty: The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of The Dallas County Community College District. 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 dishonesty. Academic dishonesty includes, but is not limited to, cheating, plagiarism (submission for credit of any work or materials performed by another individual), fabrication and collusion. For further information, please refer to the Student Code of Conduct at http://dcccd.edu. It is essential that you submit YOUR own work, regardless as to whether you are collaborating with other students on specific assignments. While your classmates may help you with materials, all assignments should be written using YOUR thoughts.

Financial Aid Students: If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.” All students receiving financial aid must open an Email account through NetMail.

Drop 6 Statement: Important information you need to know about dropping courses. Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

Classroom Decorum: Review your student guide for an outline of proper student conduct. Physical or verbal violence toward another student or the instructor is never acceptable. Also explicit language or gestures will not be tolerated. If you have any concerns, please address them in an appropriate manner. Recorders are not allowed in class; however, if you need to utilize a recorder for special reasons, please meet with your professors. Please treat your classroom environment with respect. Turn off all pagers, cell phones, I-pods, walkmans, PDAs and any other electronic devices which cause distractions. In addition, loud and excessive talking during lecture will not be tolerated nor will offensive comments about classmates or other professors. If necessary, students will be asked to leave the class and will receive a ‘0’ on any work done in class that day.

Food and Drink Policy: No food, beverages of any kind, tobacco products or drugs are allowed in the classroom.
ADA Statement: If you are a student with a disability and/or special needs who requires ADA accommodations, please contact the Eastfield College Disability Services Office in C-237 (Phone: 972-860-8348). For any testing accommodation, you must go through the EFC Disability Services Office.

Religious Holidays: Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog under the “student obligations” section.

Emergency/Inclement Weather Procedure:
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 Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6:00 a.m. 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.

Repeatability Issue:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate 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 higher 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. For complete information and updates, go to: http://www.dcccd.edu/ThirdCourseAttempt/.

Student E-Mail:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. It you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on “Student Services,” “Online Services” and NetMail. All students receiving financial aid must open a student NetMail account. In this course, unless otherwise notified, essays will not be accepted via e-mail.

Obtaining Your Grades at the End of the Semester:
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-connect at http://econnect.dcccd.edu/ or call DCCCD Touch Tone Services at 972-613-1818.
**Printing on Campus:** Printing in the Computer Lab (L-108), 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.

**Children on Campus:** The institution strives to protect an environment most conducive to teaching and learning for all *enrolled* students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories, or other facilities of the college.

**Sexual Harassment:**
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

*The instructor reserves the right to change this syllabus at any time during the course of the semester.*

Please allow the instructor 10 minutes after scheduled class time before circulating a class roster and exiting the class.
RESPONSIBILITIES/REQUIREMENTS OVERVIEW

(Here is what you have to do: deliver 2 speeches; make one group presentation; listen to two speeches, and report on them; read one essay, and present a review of the essay (verbal, and written); take 2 tests; plus a final speech). (There will be other speeches/exercises in class; required, but not graded).

The due dates for each assignment will be flexible, and your teacher will go over them in class.

1. TWO SPEECHES:
   (note: bring a print out of speech outline for your teacher, plus a print out of your sources. These must be typed! Each speech must have at least four sources, and at least one source for each speech must be a “book.”)
   1. Informative speech (5 – 8 minutes)
   2. Persuasive speech (5 - 8 minutes)

2. TWO LISTENING ASSIGNMENTS -- WITH LISTENING SHEETS TURNED IN
   1. If possible, one speech – attended “in person”
   2. One speech allowed from television (try C-Span) or video
   (Note: you can choose to attend both speeches)

3. ONE ESSAY OR SPEECH REVIEW – WITH REVIEW SHEET TURNED IN
   (an oral review of at least 5 minutes in length, delivered to a small group of your classmates)

4. ONE GROUP PROJECT, CULMINATING IN GROUP PRESENTATION (length – 2 minutes per group participant)

5. TWO WRITTEN TESTS

6. A “final” speech – prepared and delivered in class.

• NOTE: Teacher demands:
  1. No plagiarism! 2. No copying from others.

ABOUT SOURCES:
For speeches, you need at least four sources (for an A). At least one must be from a book source. All sources must be fully identified. (Note: neither “the web” nor “CNN on the web” will be acceptable). Here is an example taken from CNN.com on 1/26/04.

For format to follow for citing your sources, see separate sheet.

**Extra Credit Possibilities:**
1. Read, and write a one page summary of, “The Letter from Birmingham Jail” by Martin Luther King, Jr. -- worth 7-10 points. – (Note – a brief paragraph summarizing the letter by the clergymen is needed to get the full 10 points).

2. Time permitting, we will have a “movie speech” day. **Worth 5 points**;

3. Read, and write a one page summary, of one other essay: *Dwarfs, Little People, and the M-Word* by Roger Ebert/May 1, 2005 -- worth 5 points.

4. Additional extra credit may be assigned by your teacher.

<table>
<thead>
<tr>
<th><strong>Your grade will be based on the following:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Informative speech</td>
</tr>
<tr>
<td>Persuasive speech</td>
</tr>
<tr>
<td>Essay Review</td>
</tr>
<tr>
<td>Group project</td>
</tr>
<tr>
<td>Listening Assignment #1</td>
</tr>
<tr>
<td>Listening Assignment #2</td>
</tr>
<tr>
<td>Test #1</td>
</tr>
<tr>
<td>Test #2</td>
</tr>
<tr>
<td>Final Speech</td>
</tr>
<tr>
<td>Class attendance and participation</td>
</tr>
</tbody>
</table>

**Total number of points** 600 points
### Grade Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>540-600 points</td>
</tr>
<tr>
<td>B</td>
<td>480-539 points</td>
</tr>
<tr>
<td>C</td>
<td>420-479 points</td>
</tr>
<tr>
<td>D</td>
<td>360-419 points</td>
</tr>
<tr>
<td>F</td>
<td>below 360 points</td>
</tr>
</tbody>
</table>

Note: there is a possibility of up to 21 extra credit points, (or, possibly even more -- tbd) which can be applied to your overall total of points.

### Important:
- **Regarding Complete/Incomplete**: for your listening assignments, group project, and class attendance and participation, you will simply receive a grade of “C” (“Completed”) for satisfactory work in the grade sheet. If you do not do satisfactory work, this will be entered as a lower number grade as though it were an assignment worth 100 points, and your average will be adjusted accordingly. Note: unsatisfactory work can lower your letter grade for the course!
- **Regarding Group Participation**: this will be entered as a lower number grade if you do not participate fully with your group. In other words, you have to “carry your load” in the group project.
- **Regarding Class Attendance and Participation**: excessive absences, excessive tardiness, and failure to participate fully in class will be entered as a lower number grade as though it were an assignment worth 100 points, and your average will be adjusted accordingly.

---

**Randy Mayeux**  
Mobile phone - 214-577-8025

- **Note**: this is the order the “graded” assignments will be due

  #1 – Essay/Speech Review  
  #2 – Informative Speech  
  #3 – First Test  
  #4 – Persuasive Speech  
  #5 – Second Test  
  #6 – Final Speech
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**

Eastfield 972-860-8348

**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.

---

**Eastfield Title IX Coordinator**
Eastfield – Rachel Wolf -- TitleIX-EFC@dcccd.edu -- 972-860-7325

District Title IX Coordinator

LaShawn Grant TitleIX-District@dcccd.edu -- 214-378-1633