Prerequisites
One of the following must be met:
(1) Developmental Reading AND Developmental Writing;
(2) English as a Second Language (ESOL) 0044 AND 0054;
or
(3) Have met Texas Success Initiative (TSI) Reading and Writing standards.

Required Materials
3x5 index cards
Cell Phone with a stop watch
Access to a reliable computer on/off campus (w/ internet, basic office software, PowerPoint and printer)

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

Course Objectives/Learning Outcomes
Speech 1311 is included in the DCCCD Core Curriculum. This course provides students with the opportunity to develop the Core Curriculum Intellectual Competencies of reading, writing, speaking, listening, critical thinking and computer literacy fundamental to all DCCCD Core Curriculum courses. It also provides students with the opportunity to achieve the Texas Higher Education Coordinating Board's Exemplary Objectives in Communication
Core Curriculum Intellectual Competencies (CCIC)
Speech 1311 satisfies the following Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

- **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 grade level
- **SPEAKING**: the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience—above 12th grade level
- **LISTENING**: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading—above 12th grade 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

Student 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.

Attendance
Because speech communication involves listening, evaluating, and writing as well as speaking, you are expected to be in attendance every week. Daily participation is necessary for success in this course (i.e. reading, assignments, discussions etc.)

Absences:
Attendance is taken based on your weekly discussions, responses and assignments. It is your responsibility to look at your course shell daily for announcements or updates.

Absences and Missed Assignments in excess will result in the lowering of your final course grade by **10% of total class points available (100 points) for each subsequent absence**. For example, if you are receiving a 900 in the class and have one more absence than you are allowed, you will receive an 80% (800 points) for the course. If you have two extra absences, you will receive a 70% (700 points) and so on.
Missed Work:
NO LATE WORK WILL BE ACCEPTED.
You are expected to have all work submitted to the instructor in class by the assigned
date and should be current with the course upon your return. In the event of an absence
on the day you are scheduled to give a speech, you are not permitted to make up that speech
and will receive a score of "0" for that assignment (unless there is serious extenuating
circumstance preventing you from attending). In the event of an absence on a day in which
in-class activities occur, you are not permitted to make up those activities and will receive a
score of "0" for that assignment (with the exception of some extenuating circumstances).
Exams are administered online and are available for one week. The student is responsible for
ensuring that adequate time is devoted to completing and submitting all exams. Please
ensure you are taking your exam on a reliable computer. Once the window has been
closed for the test it will not be reopened (i.e computer problems).

Speech Day Policy:
If the speech outline is late, the student can still present the speech.

Protocol of Performance:
• You must submit your speech on or before the day assigned.
• You must videotape your speeches on vimeo and upload it to ecampus.
• You must present your outline before every speech. All outlines must be headed, titled,
typed, and stapled (if necessary) and turned in by the start of class on your speech day.
  Late outlines will not be accepted.
• Dress appropriately each time you are to give a speech.

Course room Guidelines
Respect is expected at all times. This includes students, faculty, staff, and Mountain View
College. I will not allow any behavior, vocal, or otherwise, that shows disrespect. Examples
include, but are not limited to: obstruction or disruption of the educational process; willful
disobedience and/or the open persistent defiance of authority; verbal or physical threats to
students, faculty, or staff. If you need clarification, ask.

I reserve the right to dismiss any student for disruptive or disrespectful behavior. Excessive or
extreme cases may be referred to the department chair or the division dean.

Discussion Board Guidelines
You Initial Discussions and Responses must be a minimum of 200 words each unless
otherwise noted. They must be single spaced (Font type: Arial, Size: 12). Use APA citations
when appropriate. Also, follow APA for all your essays, reports or research papers within the
course. You are not allowed to submit discussion posts/ responses or assignments earlier
than the assigned week. They will not be graded.

Special Considerations
If you have special needs or concerns, do not hesitate to ask me for consideration.
Exceptions or considerations are usually not granted for an assignment on the day it is due.

I strongly encourage you to form a study group to minimize outlining of reading and lecture material. It is very difficult for one student to catch everything in every reading and lecture. Additionally, I believe in the power of teams. Use your class group as another opportunity to achieve success.

**Course Requirements and Grading**

Discussions/Responses (100 points)
Exams (400 points)
- Exam I (200 points)
- Final Exam (200 points)
Speeches and other Activities (500 points)
- Ted Talk (100 points)
- Persuasive Policy Speech (100 points)
- Research Paper (100 points)
- Refutation Speech (100 points)
- Group Analysis Paper (100 points)

**Grade Distribution:**

A = 1000-900  
B = 899-800  
C = 799-700  
D = 699-600  
F = Below 600

- Assignments will be graded within ONE WEEK.
- Assignments must be keyed out, headed, titled and stapled before submission.
- No lecture or classroom activity may be recorded without instructor and students’ Permission.

**Tentative Schedule**

Course Introduction – Dec. 11
Become Familiar with BlackBoard, Vimeo, Course Design and your textbook *Communicating For Success: Cheryl Hamilton and Bonnie Creel*

Module 1 Getting Started and Finding Material
Dec. 12 – Dec. 14
Study - Chapters 10,11,13
**M1D1 Initial Post Due Dec. 12**
**M1R1 Response Due Dec. 13**
*Please post a self-introduction on the Discussion Board so we can get to know you. (200 words) Due Dec. 14*
<table>
<thead>
<tr>
<th>Module</th>
<th>Topic</th>
<th>Dates</th>
<th>Assignments</th>
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| Module 2 | Organizing an Extemporaneous Presentation | Dec. 15 - Dec. 17 | Study - Chapters, 12,14  
M2D1 Initial Post Due Dec. 15  
M2R1 Response Due Dec. 16  
M2A1 TED Talk Due Dec. 17 |
| Module 3 | The Communication Process                  | Dec.18 – Dec. 20 | Study - 1, 2, 3  
M3D1 Initial Post Due Dec. 18  
M3R1 Response Due Dec. 19  
Exam I Due Dec. 20 |
| Module 4 | Verbal and Nonverbal Communication         | Dec. 21 – Dec. 23 | Study Chapters 4, 5  
M4D1 Initial Post Due Dec. 21  
M4R1 Response Due Dec. 22  
M4A1 Persuasive Policy Speech Due Dec. 23 |
| Module 5 | Conflict and Culture                       | Dec. 26        | Study - Chapter 7 (Read pp. 186-197)  
M5A1 Research Paper Due Dec. 26 |
| Module 6 | Interpersonal Communication               | Dec 27 - Dec. 28 | Study - Chapters 6, 7 (Read pp. 177-183)  
M6D1 Initial Post Due Dec. 27  
M6R1 Responses Due Dec. 27  
M6A1 Refutation Speech Due Dec. 28 |
| Module 7 | Group Communication                        | Dec. 29 – Dec. 30 | Study - Chapters 8,9  
M7D1 Initial Post Due Dec. 29  
M7R1 Responses Due Dec. 29  
M7A1 Group Analysis Paper Due Dec. 30 |
| Module 8 | Course Summary                             | Jan. 2 - Jan. 4 | M8D1 Initial Post Due Jan. 2  
M8R1 Responses Due Jan. 3  
Final Exam Due Jan. 4 |
Institutional Policies
Institutional Policies related to the course can be accessed from the following link:
www.mountainviewcollege.edu/syllabipolicies

Standards for Core Courses
All students are advised to enroll in this course within the first 36 hours of credit since it stresses critical skills needed for success in other courses. To graduate, students must earn a final grade of "C" or better in all core courses. A "C" grade indicates competent performance.

Withdrawal Policy (with drop date)
If you are unable to complete this course, it is your responsibility to officially withdraw to avoid an “F”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw).

Academic Honesty:
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. Cheating on a test, speech, PowerPoint or any other assignment will result in the student receiving a final grade of “F” for the semester.

The term "cheating" includes but is not limited to:
- Plagiarism, receiving or knowingly supplying unauthorized information, using unauthorized material or sources, changing an answer after work has been graded and presenting it as improperly graded, illegally accessing confidential information through a computer, taking an examination for another student or having another student take an examination for you, forging or altering registration or grade documents.

The Ink Spot Writing Center may be used for all out of class writing assignments.

Disclaimer Reserving Right to Change Syllabus
The instructor reserves the right to amend this syllabus as necessary.