Speech 1311 – Introduction to Speech Communication
On-line Course Syllabus Spring 2018

Richland College
World Languages, Cultures, and Communication Division
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Professor Information
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Office: Bonham 223
Office Hours: MW 10:00 – 11:30 a.m., TR 1:00 – 200 p.m. Friday virtual office hours 8:00 – 9:30 a.m. for online classes AND by appointment
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Course Information
Course title: Introduction to Speech Communication
Course number: SPCH 1311.82489
Credit hours: 3
Course Dates: December 11– January 5, 2018
Course Certification Date: December 12, 2018
Last Day to withdraw with a “W”: December 22, 2018
Prerequisite: College level ready in Reading and Writing.

Course Description: 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. (3 Lec.)

Prerequisite: College level ready in Reading and Writing.

What is this Class like?
During this course, you will receive a comprehensive introduction to the basic concepts and theories of communication. You will have opportunities to assess and improve your skills. We will practice mindful communication with others, critically evaluating, speaking, and choosing appropriate communication strategies. You will gain crucial knowledge and skills useful to you in your career, academic life and personal life. A good way for you to think about this course is that during this semester you will have your own personal communication “coach” and mentor who will guide you in becoming a more confident, competent and effective communicator. I am deeply committed to your success in this course.
Required Course Materials
- Access to a computer with Microsoft Word and PowerPoint and a printer

Core Curriculum 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.

SPCH 1311 Student Learning Outcomes (SLOs):
Upon completion of SPCH 1311, the student will be able to
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. Recognize how to communicate within diverse environments.
5. Develop, research, organize, and deliver formal public speeches.

Required Course Materials
- (Note: The student success manual and Now Playing book are optional purchases and not required for the course).
- Access to computer with Internet

Course Work
Your assignments can be found in the left hand menu under the “Weekly # Assignments” subdivider. These links will not be available until the day the course starts.
Evaluation Procedures

Assignments (200 points)

• Chapter 1 Discussion Board with required response to classmate – 50 points
• Chapter 5 Discussion Board with required response to classmate – 50 points
• Chapter 6 Discussion Board (no reply to classmate necessary) – 50 points
• Chapter 7 & 8 Assignment - Analysis of Interpersonal Relationship – 50 points

Quizzes (250 points)

• Quiz 1 – Chapters 1, 2, 3 – 50 points
• Quiz 2 – Chapters 4, 5, 6 – 50 points
• Quiz 3 – Chapters 11, 12, 13 – 50 points
• Quiz 4 – chapters 7, 8, Citations – 50 points
• Quiz 5 – Chapters 9, 10, 14 – 50 points

Group Project (100 points)

• Group Project - 100 points

Speeches and Speech Related Assignments (450 points)

• 1 Personal Experience Object and Purpose - 10 pts
• 1 Informative Speech Country Choice and 2 Research Sources - 15 pts
• 1 Award Speech Awardee and Award Title - 25 pts
• Informative Self and Peer Critique - 40 pts
• Speech #1 – Personal Experience Speech - 100 points and Outline – 10 points
• Speech #2 - Informative Culture Speech - 100 points and Outline – 25 points
• Speech #3 – Award Speech - 100 points and Outline – 25 points

The units and assignments are not linear, meaning we may jump between Chapters in the textbook.

Grading Scale

The grade for this course is based on a point count system which is as follows:

A = 900-1000 of total points and all graded assignments
B= 800-899 of total points
C= 700-799 of total points
D= 600-699 of total points
F= 599 or less of total points
Grades are updated frequently! To calculate your average, take the # of points you have earned, multiply by 100 and divide by the total possible # of points. For example, if we have completed up to a possible 375 points, but you only earned 304 of them,

\[
304 \times 100 = 30400 \\
\frac{30400}{375} = 81 \text{ (B)}
\]

PLEASE NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D.” You must pass two of the three required speeches with a minimum grade of 70% (a “C” letter grade) in order to pass the course, regardless of end-of-semester accumulated course points. There are no exceptions to this policy. Speeches are to be given in front of a physically present audience visually seen by the instructor in person or via recording with no edits made to the video to pass the course. Again, failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

Grade Reminders

- Grades cannot be based on effort. Teachers cannot measure time or energy expended; only outcomes can be gauged. If you work hard at something and do not achieve the desired outcomes, a teacher cannot give you the grade you want or the higher grade because of your effort.
- Grades cannot be assigned because a student needs/wants a particular grade. If you desire the A, you will need to fulfill the conditions needed to earn an A.
- Grades are based on announced standards. Therefore, consideration of grade fairness must center on the application of those standards to student work, instead of comparisons to other student’s work.
- Generally, teachers are more experienced at assessing student work than the students themselves.
- Teachers, on average, are objective and are not out to “nail” their students. Most teachers want to give their students the highest grade possible and the benefit of the doubt.
- Students are entitled to emotional reactions to assessment of their work; however these expressions should occur in private, NOT public.
- Any discussion of grades should be impartial, unemotional, and characterized by mutual respect, courtesy, and professionalism.

Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
You can reach me either using the “Send Email” button in the course or at the email address listed on page 1. You can expect a 24 hour turnaround time during the weekdays and up to 24-36 hours on the weekends. If you do not receive a response within these time frames, please email again. Please remember to address me formally, use proper spelling, grammar, and punctuation, as well as formally sign your name at the end of each email. You can also call my office at 972-238-6238.
“Do you take attendance?”
Attendance is based on your log ins to Blackboard. You are expected to log in every 2-3 days, if not every day. There is no attendance grade, but if you fall behind on work and have not been logging in regularly, you may be contacted to discuss your participation in the course.

“How do you grade the assignments?”
All of your assignments have previously assigned point values which can be found in the Syllabus or on the assignment itself. Rubrics are used to grade all of your work so the points are broken down for

“Can I make up this work?”

Online Assignments:
An online course can be very challenging. Time management skills are essential, and it is your responsibility to look ahead in the course and plan accordingly. Discussion Boards and Topic Posts, Individual Steps of the Group Project, Chapter 7/8 Analysis, the group reflection, and critiques WILL NOT be accepted late. Your computer not working is not an excuse. If you put something off until the last minute and something happens—that is a lesson learned. Learn it, and move on. Anticipate technology problems and don’t procrastinate. No exceptions.

Quizzes:
You have one hour to take each quiz. If you have submitted an accommodation form from the Office of Disability services allowing you more time on your quiz, you can disregard the timer. If you do not have an accommodation form, you may lose 5 points for every 15 minutes you go over time. Deductions for going over time are at the discretion of the instructor. Once you begin, you must finish the quiz. You can view your correct and incorrect questions after the quiz has been graded. Please note the page number of any incorrect questions to locate and verify the correct answer.

You cannot take it again to better your grade. If you forget to do a quiz or do not complete a quiz on time, you may arrange ONE make up quiz for full credit. After that, every missed quiz or quiz that is not completed by the due date/time will be a zero. It is YOUR responsibility to alert your instructor. You have up to one week to complete a make-up quiz. If you miss the make-up quiz, you must accept a zero at that time.

Speeches:
If you miss a speech due date, you will immediately lose points, up to 30% at the discretion of your instructor. If you are even 1 minute late submitting your speech, this may deduction apply. It is your CHOICE to wait until the last minute, and you are CHOOSING to risk the deduction if you wait. When you make that CHOICE, you must accept the deduction if you are late. You must have at least ONE live audience member of adult age. Without even ONE live audience member, the speech will not be accepted at all. You will receive a zero if you have no audience. However, the true minimum to gain full credit for the speech is 5 audience members, each worth 5 points. You have up to 48 hours to submit a speech late. You must show your audience at the beginning AND end of the recording.
content, organization, and in the case of your written assignments, spelling and grammar. All work is expected to be college level writing. Please run spell check and proofread your work before submitting it.

Due dates are in the due date list and My Grades. All assignments submitted on time will be graded within one week. You can find the grade as well as the written feedback in "My Grades." Make sure to check “Comments.”

If you disagree with your grade, you have up to one week after the grade is posted in My Grades to dispute the grade. Please email me with your complaint fully written out so that it may be addressed fully. After one week from the time the grade is posted, the grade may not be disputed.

Technology
General:
• This is an Internet based course. Therefore it is expected that you have regular access to the Internet. Regular access means you can access the Internet at least once every 24 hours. If you do not have regular Internet access in your home, then you should make a plan NOW for accessing it using the school’s computers, going to your local library, or asking a friend. Not having access to the Internet will NOT be tolerated as a reason for not being able to turn in work.
• You will need digital recording equipment to record your speeches (should you choose the recording option). You should TEST this equipment prior to recording your first speech.
• You need to be able to upload your speech to YouTube. If you do not already have a YouTube account, please do so during the first week of class. When you upload your speeches to YouTube, please remember that you must make the video PUBLIC. IF you mark the video PRIVATE, I will not be able to access it nor grade your work.

Email:
• Check your email frequently.
• It is your responsibility to make sure you are receiving my emails, you are able to open attachments, and that you check your email frequently enough to not miss anything important.
• If you miss/fail an assignment because you neglected to check your email or Blackboard, you are wholly responsible.
• Please consider the person you are emailing (your instructor) is a professional, who is also in charge of your grades, and remember to utilize proper grammar, capitalization, spell check, and an overall polite and similarly professional demeanor when sending a message. In other words, include your name and use complete sentences. You may not receive a response to your message if it begins with “hey,” contains egregious errors that impair the readers ability to decode your message, or is disrespectful in tone and content.

Blackboard (also called “eCampus“):
• Blackboard is essential in this course. You must be able to access Blackboard during the first two days of the course beginning. It is your responsibility to alert your instructor to
problems you have with logging in. You are also responsible for contacting the Help Desk if the problem is technical in nature.

- Blackboard will include an electronic copy of your syllabus.
- You will submit ALL of your assignments via Blackboard.
- If you are unable to submit something online due to Blackboard issues, you should immediately email me along with an explanation of the issue. **Make sure to always include your name and course section number.** Do not simply NOT turn it in. Thank you for remembering that Blackboard is not responsible for your success in the course — you are.
- If you do not own a computer or have regular access to the internet, you are responsible for making arrangements before the due dates/times.

**Delivering Speeches**

- While delivered in a location of your choosing, with an audience of your choosing, the speech should still be considered a formal speech, as you would give it in the classroom, in front of your instructor and classmates.
- Dress appropriately (as you would if you were giving a presentation to professionals—and always wear shoes).
- If you are recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible.
- If you are recording, you must have at least one live audience member for the speech to be accepted. If there is no live audience member over the age of 16, you will receive a zero. You MUST record the audience visually BEFORE and AFTER your speech.
- You cannot edit your speech video in any way at all. Editing your video may result in a zero or a re-do, potentially for a late grade, at the discretion of your instructor.
- Each audience member up to 5 is worth 5 points. Less than 5 audience members will result in a 5 point per missing audience member deduction (Thus, the most points you lose is 20 since you must have at least one person)
- Please read all the information provided in the course for how to write, record, and deliver your speeches. Many tutorials are provided for your benefit. Please watch them.
- If you need help on your speech, let your instructor know!

**How to be successful in this class:**

1. Stay motivated! Don’t get behind, but if you do, renew your efforts to not miss any more assignments!
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions. Read all instructions BEFORE asking questions.
4. After reading carefully, if you still have unanswered questions, please email your instructor for help!
5. 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.
6. Put all the dates of assignments and speeches on a calendar or planner and highlight them.
7. 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.

Institutional Policies

Institutional Policies relating to this course can be accessed from the following link. These policies include but are not limited to academic advising and degree planning, students with disabilities, cheating, plagiarism and collusion, religious and ethnic holiday observance, harassment, discrimination and sexual misconduct, students receiving financial aid (attendance/participation requirements and withdrawal from classes), class drop and repeat options, campus emergency procedures and the DCCCD concealed carry weapons policy. PLEASE DO READ THESE POLICIES.

http://www.richlandcollege.edu/syllabipolicies

Academic Honesty

In addition to the institution’s policies on academic dishonesty: the first time you are found using someone else’s work from a concurrent or past course, having someone else do your quizzes and assignments, using an online website for quiz and assignment answers, or doing anything less than 100% your own work, you will receive a 0 on the assignment and a written warning. The second time you will receive a failing grade in the course, be reported to the Vice President of Academic Affairs and your suspension from DCCCD will be requested. Do your own work, always.

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.

Syllabus Disclaimer

*Instructor information may be subject to change.
This course syllabus is intended as a set of guidelines for SPCH 1311. Both Richland College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.
Due Date List – Four Week Course – Spring

Course Dates: December 11, 2017 – January 5, 2018
Course Certification Date: December 12, 2017
Last Day to withdraw with a “W”: December 22, 2017

<table>
<thead>
<tr>
<th>Due Date</th>
<th>WEEK 1 - 260 points (+10 extra credit points) Monday, December 11– Sunday, December 17</th>
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<tbody>
<tr>
<td>Monday 12/11</td>
<td>• Start Here Quiz/Verify your Email Address/Submit your Photo ID** must do to be certified in course</td>
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<tr>
<td>Tuesday 12/12</td>
<td>• Chapter 1 Introduction Discussion Board Post and response – 50</td>
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<td>Thursday 12/14</td>
<td>• Quiz #1 – Chapters 1, 2, and 3 – 50 points</td>
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<td>Thursday 12/14</td>
<td>• Post Personal Experience Speech Object and Purpose – 10 points</td>
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<tr>
<td>Friday 12/15</td>
<td>• Chapter 5 Discussion Board Post and Response – 50 points</td>
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<tr>
<td>Saturday 12/16</td>
<td>• Chapter 6 Discussion Board Post – 50 points</td>
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<tr>
<td>Sunday 12/17</td>
<td>• Quiz #2 – Chapters 4, 5, and 6 – 50 points</td>
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<tr>
<td>Sunday 12/17</td>
<td>• Extra Credit – Intercultural Competence Video Series -50 points</td>
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<tr>
<th>Due Date</th>
<th>WEEK 2 – 325 points Monday, December 18 – Sunday, December 24</th>
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<tbody>
<tr>
<td>Tuesday 12/19</td>
<td>• Quiz #3 – Chapters 11, 12, and 13 – 50 points</td>
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<tr>
<td>Wednesday 12/20</td>
<td>• Personal Experience Speech (100 points) and outline (10 points)</td>
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<td>Thursday 12/21</td>
<td>• Post Informative Speech Country Choice and 2 Research Sources – 15 points</td>
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<td>Thursday 12/21</td>
<td>• Complete Step 1 of Group Project (Your Profile) – 25 points</td>
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<tr>
<td>Friday 12/22</td>
<td>• Quiz #4 – Chapters 7, 8, and Citations – 50 points</td>
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<tr>
<td>Saturday 12/23</td>
<td>• Chapter 7/8 Analysis of Interpersonal Relationship – 50 points</td>
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<tr>
<td>Saturday 12/23</td>
<td>• Complete Step 2 of Group Project – 25 points</td>
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<tr>
<td>Christmas Eve and Christmas Day – NO HOMEWORK!</td>
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<tr>
<th>Due Date</th>
<th>WEEK 3 - 290 points Monday, December 25 – Sunday, December 31</th>
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<tr>
<td>Tuesday 12/26</td>
<td>• Complete Step 3 of Group Project – 25 points</td>
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<tr>
<td>Wednesday 12/27</td>
<td>• Post Persuasive Speech Topic and 3 Research Sources – 25 points</td>
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<tr>
<td>THURSDAY 12/28</td>
<td>• Informative Culture Speech Video link (100 points) and outline (25 points)</td>
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<tr>
<td>Friday 12/29</td>
<td>• Quiz #5 – Chapters 9, 10, and 14 – 50 points</td>
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<tr>
<td>Saturday 12/30</td>
<td>• Informative Self-Critique and Informative Peer Critique – 40 points</td>
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Speech #3 – An Award Speech

The purpose of this speech is to honor someone who has made a significant difference in your life. It must be someone you know personally and with whom you have/had a personal relationship. You will select this person and create an award title and certificate for this individual. You will persuade your audience that this person is worthy to receive your award with descriptions of this person’s accomplishments and personal characteristics.