Speech 1311 – Introduction to Speech Communication
Course Syllabus WinterTerm 2017-2018

Richland College
World Languages, Cultures, and Communication Division
12800 Abrams Road, Dallas, TX 75243-2199
Location: Lavaca 208, Telephone: (972) 238-6943

Instructor Information
Professor: Jennifer Millspaugh Gray, M.A.
Office: Crockett 290
Office Hours: by appointment only
Phone: 972-238-3745 (I will not be in the office to answer – Please email)
Email: jmillspaugh@dcccd.edu
*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.

Course Information
Course number: SPCH 1311
Section number: 82490
Course title: Introduction to Speech Communication
Credit hours: 3
Meeting dates & times: 12/11/17-1/5/18
Meeting place: online
Course Certification/Census Date: December 13, 2017
Last day to Withdraw with a W: December 22, 2017
Course Final: online

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 Required: College level ready in Reading and Writing.

Required Course Materials
- Access to computer (not just smartphone) with Internet
- Recording equipment
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 I will be your 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.

Course 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.

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.

Course Outline
Pre-Course work – 30 points

- Download Respondus Lockdown Browser
- Download/Install Microsoft Office (if you don’t already own it)
- Obtain book or make plan for accessing book
- Submit clear picture or scan of any valid Photo ID (any school ID, driver’s license, etc)
- How to communicate effectively online Quiz – 15 pts
- Start Here Quiz – 15 pts

Unit 1 – Fundamentals of Communication - Ch. 1-3 - 175 points

- Ch. 1 Assignment – 50 pts
- Ch. 2 Assignment – 25 pts
- Ch. 3 Assignment – 50 pts
- Ch. 1-3 Quiz – 50 pts (must use Respondus lockdown browser)

Unit 2 – Communication Elements - Ch. 4-6 -150 pts

- Ch. 4 Assignment – 25 pts
- Ch. 5 Assignment – 50 pts
- Ch. 6 Assignment – 25 pts
- Ch. 4-6 Quiz – 50 pts (must use Respondus lockdown browser)

Unit 3 – Interpersonal and Group Communication – Ch. 7-10 – 200 pts

- Step 1-4 of Group Project – 25 pts each = 100 pts
- Ch. 9/10 Group Project Reflection and Peer Evaluation – 50 pts
- Ch. 7-10 Quiz – 50 pts (must use Respondus lockdown browser)

Unit 4 – Public Communication – 445 pts

- How to Complete your First Speech – Videos and Quiz – 25 pts
- Post First speech Topic – 5 pts
- First Speech - Personal Experience speech – 60 pts
- How to Complete your Second Speech – Videos and Quiz – 25 pts
- Post Second Speech Info Topic and Research – 15 pts
- Second Speech – Informative Speech – 115 pts
- Informative Speech Self and Peer Critique – 25 pts
- How to Complete your Third Speech – Videos and Quiz – 25 pts
- Post Third Speech Persuasive Proposition and Research – 25 pts
- Third Speech – Persuasive Speech – 125 pts

Note: We’ll mostly go in order, BUT Unit 4 (Public Communication) will have to be spread out over the other 3 units so you don’t have to do all three speeches at the very end.

**Course 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,

\[304 \times 100 = 30400\]
\[30400/375= 81 \text{ (B)}\]
PLEASE NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D.”

IMPORTANT NOTE: You must complete at least 2 verbal speeches both in front of a physically present audience visually seen by the instructor pass the course. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated /percentage of passable work.

Classroom Policies and Student Responsibilities

Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
I can be reached by either using the “Send Email” button in the course or at the email address listed on page 1, or through Remind. You can expect a 24-hour turnaround time during the weekdays and up to 48 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 type your first and last name at the end of each message.

“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, I may contact you to discuss your participation in the course.

“Can I make up this work?”
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—I will do my best to help you in this regard by posting announcements and sending reminder texts. 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.

That said...you can make up ONE missed or failing assignment in the course all the way up until the last day of the class. You can pick which one you want to make up, but if you have missed multiple assignments, I recommend you choose the one that is worth the most points. You must email me to let me know which late assignment you want to turn in and have me to grade. The rest of the missed assignments are 0s.

“What else should we know about course work?”
Quizzes:
To complete your quizzes, you must first download Respondus Lockdown Browser. You have 60 minutes 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 my discretion. 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.
If you forget to do a quiz or do not complete a quiz on time (i.e., you begin it before the deadline but finish AFTER), that one quiz can be the one assignment you are allowed to make up. After that, every missed quiz or quiz that is not completed by the due date/time will be a zero (and any other assignment).

**Speeches:**
If you miss a speech due date, you can elect to have that be the ONE assignment you make up. If you are even 1 minute late submitting your speech, it will count as your one allowed make up assignment. It is your CHOICE to wait until the last minute, and you are CHOOSING to risk missing the deadline if you wait. **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.** You will receive a 0 if you edit the speech in any way (edit an audience in at the beginning or end, or edit out any mistakes). The true minimum to gain full credit for the speech is 5 audience members, each worth 5 points. You must show your audience at the beginning AND end of the recording. You have up until the last day of the course to submit a late speech if you choose to make the speech your one allowed late assignment.

“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 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 can be found 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 (or 3 days after the last day of the course if that applies) to dispute the grade. Please write an email to me with your complaint fully written out so that I may address it fully. After one week from the time the grade is posted (or 3 days after the end of the course), 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 considered an appropriate reason for not being able to turn in work.
- You will need digital recording equipment to record your speeches. You should TEST this equipment prior to recording your first speech.

**Email:**
- Check your email frequently.
• It is your responsibility to make sure you are receiving the emails from your instructor, 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 contacting (me) 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. I prefer you write formally, avoiding the use of “hey” as a greeting. If your message contains egregious errors that impairs my ability to decode your message or if it is disrespectful in tone and content, I may ask you to please re-write the message before I respond back fully.

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 me to any problems you have with logging in. You are also responsible for contacting the Help Desk if the problem is technical in nature.

• You must download Respondus Lockdown Browser from BlackBoard to take all Quizzes. To do so, go to MyDCCCD tab in Blackboard, look for Respondus Lockdown Browser from the left hand menu “Tools.”

• Blackboard will include a digital copy of your syllabus.

• You will submit all of your assignments via Blackboard, unless otherwise asked.

• If you are unable to submit something online due to Blackboard issues, you should immediately email it to 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. 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 please).

• When recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible.

• You may NOT read your speech word for word. You may make note cards and refer to the key words you have written on them, but you must be looking at and speaking to your audience (not looking at your notes and reading them to the audience) the majority of the time.

• When 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 me know, I am always happy to help.

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

1. Stay motivated. If you do happen to get behind, 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. 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:

[www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies)

**Academic Dishonesty**

In addition to the institution’s policies on academic dishonesty, if I catch you using someone else’s work, having someone else do your quizzes and assignments or give you their work from a past course, using an online website for quiz and assignment answers, or doing anything less than 100% your own work, the first time you will receive a 0 on the assignment and a warning. The second time I will report you to the Vice President of Academic Affairs and request your suspension from DCCCD. Do your own work, always.
## Course Calendar - 4-week

<table>
<thead>
<tr>
<th>Week</th>
<th>Unit</th>
<th>Assignment</th>
<th>Due Date (11:59 pm for all dates)</th>
</tr>
</thead>
</table>
| 1    | Pre-Course Work – Start Here Menu | 1. Download Respondus Lockdown Browser  
2. Download/Install Microsoft Office (if you don't already own it)  
3. Obtain book or make plan for accessing book  
4. Submit clear picture or scan of any valid Photo ID (any school ID, driver’s license, etc)  
5. How to communicate effectively online Quiz – 15 pts  
6. Start Here Quiz – 15 pts | Tuesday, December 12 |
| 1    | 4          | How to Complete your 1st Speech – Videos and Quiz – 25 pts  
Post First speech Topic – 5 pts | Wednesday, December 13 |
| 1    | 1          | Ch. 1 Assignment – 50 pts  
Ch. 2 Assignment – 25 pts | Friday, December 15 |
| 1    | 1          | Ch. 3 Assignment – 25 pts  
Ch. 1-3 Quiz – 50 pts (must use Respondus lockdown browser) | Sunday, December 17 |
| 2    | 4          | First Speech - Personal Experience speech – 60 pts | Wednesday, December 20 |
| 2    | 4          | How to Complete your 2nd Speech – Videos and Quiz – 25 pts  
Post Second Speech Info Topic and Research – 15 pts | Wednesday, December 20 |
| 2    | 2          | Ch. 4 Assignment – 25 pts  
Ch. 5 Assignment – 50 pts | Friday, December 22 |
| 2    | 2          | Ch. 6 Assignment – 25 pts  
Ch. 4-6 Quiz – 50 pts (must use Respondus lockdown browser) | Saturday, December 23 |
|      |            | Step 1 of Group Project – 25 pts | Tuesday, December 26 |
| 3    | 4          | Second Speech – Informative Speech – 115 pts | Wednesday, December 27 |
| 3    | 3          | Step 2 of Group Project – 25 pts | Thursday, December 28 |
| 3    | 4          | How to Complete your Third Speech – Videos & Quiz – 25 pts  
Post Third Speech Persuasive Proposition & Research – 25pts | Friday, December 29 |
| 3    | 3          | Step 3 of Group Project – 25 pts  
Ch. 7-10 Quiz – 50 pts (must use Respondus lockdown browser) | Saturday, December 30 |
| 3    | 4          | Step 4 of Group Project – 25 pts  
Informative Speech Self and Peer Critique – 25 pts | Tuesday, January 2 |
| 4    | 4          | Third Speech – Persuasive Speech – 125 pts | Wednesday, January 3 |
| 4    | 3          | Ch. 9/10 Group Project Reflection and Peer Evaluation – 50 pts | Thursday, January 4 |
|      |            | Last day of the course – all make up/late work and extra credit due | Friday, January 5 |