Course: SPCH 1311
Section: 82491
Class Meeting Days: MTWRFSU
Virtual: Office Hours: Monday –Friday 7am-8am
Speech 1311 – Introduction to Speech Communication
Course Syllabus Winter 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

Instructor: Dr. Denecia Spence
Class Meetings: INET
Email: dspence@dcccd.edu
Office Hours: Monday –Friday 7am-8am
Class Meeting Days: MTWRFSU
SPCH 1311.

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 title: Introduction to Speech Communication
Course number: SPCH 1311
Credit hours: 3
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.)

Required Course Materials
- Textbook: UNDERSTANDING HUMAN COMMUNICATION, 13th edition, by
  Adler, Ronald B., and Athena du Pre. Oxford University Press, 2017, 978-
  0190297084, or ISBN-10: 0190297085. (Note: The student success manual and Now
  Playing book are optional purchases and not required for the course).
- Access to computer with Internet

This is an Online Winter Term: Students may be required to work through the holiday dates, 12/22-1/1 if they do not complete
assignments ahead of schedule. All assignments are available on the first day of class. Please use your time wisely and work ahead if you’d like
to be off during the holidays.
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. Your instructor is deeply committed to your success in this course.

Course Work
Your assignments can be found in the left hand menu under “Lessons/Assignments”. There are 4 units and “Extra Credit opportunities”. You will also see “Speeches Tutorials and Help” and “Speech Examples” folders. These links will not be available until the day the course starts.

Please follow the schedule to submit all assignments on time. When the course begins please work ahead so that in the event of an emergency you are covered. Assignments are due at 11:59pm on the due date, unless the instructor specifically says otherwise. You will be rewarded for early work. Late work will not be accepted. After grades are posted (usually, 7:00am on the following day) if the instructor accepts your work, students will receive point deductions.

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

Journals & Self-Analysis (300 points)
- Journal #1: 100 Chapters 1, 2, and 3 9 9 (Located under Unit 1)
- Journal #2: 100 2, 4, 5, 6, 7 and 8 (Located under Unit 1)
- Self-Analysis: 100 (all about you) (Located under Unit 3)

Practice Quiz (50 points)
Understanding APA: Citation Practice

Group Project (150 points)
- Group Project - 100 points
- Group Project Reflection and Peer Evaluation - 50 points

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Speeches and Speech Related Assignments (400 points)
• 1 Personal Experience Object and Purpose - 10 pts
• 1 Informative Speech Country Choice and 2 Research Sources - 15 pts
• 1 Persuasive Speech Topic and 3 Research sources - 25 pts
• Informative Self and Peer Critique - 40 pts
• Speech #1 – Personal Experience Speech - 50 points and Outline – 10 points
• Speech #2 - Informative Culture Speech - 100 points and Outline – 25 points
• Speech #3 - Persuasive Speech - 100 points and Outline – 25 points

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

IMPORTANT NOTE: You must complete at least 2 verbal speeches both 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. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

Grading Scale
This course has an additional 100 points built-in: Life happens and so there are opportunities to account for emergency situations: However, grades are calculated on using 1000 points. The extra assignments (self-analysis) extra credit or bonus points will not affect your grade calculations.

The grade for this course is based on a point count system which is as follows: Again, Extra credit will not change the following scale:

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 x 100 = 30400 30400/375= 81 (B)

NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D.”

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NOTE: 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.

Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
Your instructor can be reached by 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 48 hours on the weekends. If you do not receive a response within these time frames, please email again. Please remember to address your instructor formally, use proper spelling, grammar, and punctuation, as well as formally sign your name at the end of each email.

“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.

“Can I make up this work?”

Online Assignments:
An online course can be very challenging. Time management skills are essential, and it is the student’s 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.

Understanding APA: Citation Practice Quiz: Located Under Unit 1
This is not a timed activity. You can redo this activity to improve your grade. If you forget to do the citation practice quiz or do not complete a quiz on time, please remember you can complete the self-analysis to earn up to 100 points. Please remember that failing to practice your citations may result in plagiarism and 0 on research assignments. Please use this assignment to practice and understand how to cite your work using APA format.

Extra Credit: Located Under: Lessons / Assignments

Students can earn a maximum of 100 extra credit points on a single activity. If you miss the extra credit activity there is NO implied privilege for additional opportunities. This semester please
complete Carl Jung’s and Isabel Briggs Myers’ typology. This activity provides you with extra credit, but beyond extra credit it allows you to understand your personality. This information will help you understand why you prefer certain individuals, situations and occupations and will clarify why you are challenged in other situations. I have attached a handout with information to help you better understand yourself. This knowledge should guide your academic, personal and professional interactions. You may also choose to share this information with your peers. This activity should be at least one page double spaced.

You will be graded on the quality of your work. Few instructions are given intentionally to allow you to express yourselves professionally, personally and creatively, while following a few specific guidelines. Your employers will do this from time to time to assess your ability to think critically, problem solve and use your initiative. Please do not simply put 3 or 6 bullet points on a page and expect 100 points. In the “real” world your work will not be comparable to those who are creative, and have invested time to understand their communicative preferences in personal and professional spaces. Please use this extra credit opportunity to convey your commitment to personal and professional growth. Everyone will have different ideas about how to achieve this, which is fine. Write full sentences. Please remember quality is important. See Schedule for due dates.

There may be additional Extra credit opportunities: Please look under Lessons/Assignments, remember to review and follow the instructions and review the schedule for due dates.

**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 one week to submit a speech late. You must show your audience at the beginning AND end of the recording.

“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.”

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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 write an email to your instructor 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 or StreamIt. Log in to StreamIt now to resolve any login issues early on. Go to http://media.dcccd.edu/ To log in to StreamIt, use your eConnect ID (“e” followed by ID#) and password that you use to log in to eConnect (not eCampus/Blackboard). If your login credentials fail you must go to here to reset your password: https://econnect.dcccd.edu/help/LogIn/Password.jsp

• Make a note of your password as you will need it at least on three separate occasions to log in to StreamIt. The first time you log in to StreamIt, you may be asked to input an email address. Please input any email address that you use regularly. It is where your confirmation videos will be sent. Make sure the email address is typed in correctly.

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 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.

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**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 it to your instructor 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.
- Please 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!
Presentation Dress Code: During major classroom presentations students are required to wear business professional attire.

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.

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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.

8. APA citations are required in this course. You may learn how to cite in another format but this course requires you to use APA format. For APA assistance please use this link: https://owl.english.purdue.edu/owl/resource/560/03/

Institutional Policies
Please click on the following course link to view all the institutional policies associated with this online course:

Academic Dishonesty
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. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm

Campus Emergency Operations Plan
Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.
●To familiarize yourself with these procedures, please take time to watch the overview video by going to http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
●The complete Emergency Operations Plan can be viewed and printed on the Richland College Office of Emergency Management web page, http://www.richlandcollege.edu/emergency

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If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972-238-3794) or by e-mail (rlcoem@dcccd.edu)

Contingency Plan
Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. If the campus closes for any reason on a speech date, we will reschedule as needed.

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.

Course Objectives/Learning Outcomes
"Introduction to Speech Communication" is designed to help you improve your public speaking, small group and interpersonal communication skills. It is expected that skill improvement in these areas will occur through reading the required text; viewing and interacting with text related material; engaging in online activities including assignments and exams. In addition, the student will digitally record and upload to the instructor the three required speeches. This course also satisfies the Speech Communication 1311 course requirement for the associate degree awarded by DCCCD.

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.

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Due Date List – Four Week Course – Winter 2018: Please work on your assignments daily. Don’t wait until the due date to submit all assignments.

Due Dates: Assignments are due at 11:59PM on the due date

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<thead>
<tr>
<th>WEEK 1 - 470 points (+10 extra credit points)</th>
<th>Monday – Sunday</th>
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<tbody>
<tr>
<td>• Start Here Quiz/Verify your Email Address/Submit your Photo ID**must do to be certified in course (Required)</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Chapter 1 Introduction Discussion Board Post and response – 50</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Journal #1 – Chapters 1, 2, and 3 – 100 points</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Post Personal Experience Speech Object and Purpose – 10 points</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Chapter 5 Discussion Board Post and Response – 50 points</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Chapter 6 Discussion Board Post – 50 points</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Journal #2 – Chapters 2, 4, 5, 6, 7 and 8 – 100 points</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Personal Experience Speech (50 points) and outline (10 points)</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<td>• Understanding APA: Citation Practice – 50 points</td>
<td>December 17th @ 11:59PM</td>
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<tr>
<th>WEEK 2 – 305 points</th>
<th>Monday – Sunday</th>
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<tbody>
<tr>
<td>• Post Informative Speech Country Choice and 2 Research Sources – (15)</td>
<td>December 22nd @ 11:59PM</td>
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<tr>
<td>• Complete Step 1 of Group Project (Your Profile) – 25 points</td>
<td>December 24th @ 11:59PM</td>
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<tr>
<td>• Chapter 7/8 Analysis of Interpersonal Relationship – 50 points</td>
<td>December 24th @ 11:59PM</td>
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<td>• Complete Step 2 of Group Project – 25 points</td>
<td>December 24th @ 11:59PM</td>
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<tr>
<td>• Informative Culture Speech Video link (100 points) and outline (25 points)</td>
<td>December 24th @ 11:59PM</td>
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<tr>
<td>• Informative Self-Critique and Informative Peer Critique – 40 points</td>
<td>December 24th @ 11:59PM</td>
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<tr>
<td>• Complete Step 3 of Group Project – 25 points</td>
<td>December 24th @ 11:59PM</td>
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<tr>
<th>WEEK 3 - 325 + 100 Extra Credit points</th>
<th>Monday – Sunday</th>
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<tr>
<td>• Post Persuasive Speech Topic and 3 Research Sources – 25 points</td>
<td>December 31st @ 11:59pm</td>
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<tr>
<td>• Complete Step 4 of Group Project – 25 points</td>
<td>December 31st @ 11:59pm</td>
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<tr>
<td>• Persuasive Speech Video link (100 points) and outline (25 points)</td>
<td>December 31st @ 11:59pm</td>
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<tr>
<td>• Extra Credit Activity 100 points</td>
<td>December 31st @ 11:59pm</td>
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<tr>
<td>• Group Project Reflection and Peer Evaluation – 50 points</td>
<td>December 31st @ 11:59pm</td>
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<tr>
<td>• Self-Analysis – 100 points</td>
<td>December 31st @ 11:59pm</td>
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<tr>
<th>WEEK 4 – Late Work</th>
<th>Monday – Thursday</th>
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<tr>
<td>• Late Extra Credit for 50% of 100</td>
<td>January 4th @ 11:59PM</td>
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<tr>
<td>• Late Assignments for 50% of original grade</td>
<td>January 4th @ 11:59PM</td>
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<tr>
<td>• Last Day of Class: Final Grades Submitted at 12:00pm</td>
<td>January 5th @ Noon</td>
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