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WELCOME TO SPCH 1311

Greetings Students,

Welcome to Intro to Speech Communications! I am certain that this semester will present a memorable experience for us all. I thrive on challenges and new opportunities and I’m glad to share the unique experience of watching each of you develop as competent communicators in your personal and professional lives. The ability to communicate is an essential skill that employers require of their employees.

Therefore, I hope that each of you will gain something of value from this course. Likewise, I want each of you to improve your communication skills—for this will give you more confidence when going on a job interview, building healthy relationships, or even making an impromptu presentation. I want to emphasize that education is not only important for obtaining your dream job, but to sharpen your critical thinking skills in an effort to transform your community.

There are a range of academic objectives that we will cover in this course. For many of you written and verbal communication will come naturally, while for others it will take time for you to find your rhythm. However, as the instructor of this course I want to foster an on-line environment that is team-oriented and conducive to learning. With this in mind, let’s co-create knowledge this semester—that means that I want to learn just as much from you, as you learn from me. I believe in each of you and I wish you great success in this course and for the future!

Prof Walker/ Prof. K
COURSE DESCRIPTION

SPCH 1311 Introduction to Speech Communication (3 credits): 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 is a DCCCD Core Curriculum course.)

SPCH 1311 Required Prerequisites: In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking. If you are in doubt about your skill level, please contact your instructor.

- **College-Level Reading** is the ability to analyze and interpret books, articles, and documents.
- **College-Level Writing** includes the ability to develop and organize your ideas and use correct words and vocabulary.

SPCH 1311 Core Objectives (COs): Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **CO #1 Critical Thinking Skills** is the ability to demonstrate creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **CO #2 Communication Skills** is the ability to demonstrate effective development, interpretation and expression of ideas through written, oral, aural, and visual communication.
- **CO #3 Teamwork** is the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **CO #4 Personal Responsibility** is the ability to connect choices, actions and consequences to ethical decision-making.

SPCH 1311 Student Learning Outcomes (SLOS): Upon completion of this course, you will be able to:

- **SLO #1**: Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
- **SLO #2**: Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
- **SLO #3**: Apply small group communication skills including: problem-solving, group roles, leadership styles, and cohesiveness.
- **SLO #4**: Develop, research, organize, and deliver formal public speeches.
- **SLO #5**: Recognize how to communicate within diverse environments.
REQUIRED MATERIALS (Needed First Day of Class)

  - (ISBN: 978-0-19-934236-5) The following are some options for securing this required textbook:
  1. [Follett Bookstore at Brookhaven College](Located in S Building; Room S-238; 972.484.7652)
  2. Brookhaven’s Textbook Semester Loan Program
    - This program is partially funded through faculty donations and is operated by the Brookhaven Librarians. Through this program, you can **borrow** a textbook for the full semester and then return it at the end of the term for someone else to use.
    - It operates on a first-come, first-served basis so start early in requesting your books by completing the Textbook Loan form. ([https://www1.dcccd.edu/bhc/textbook-loan/index.cfm](https://www1.dcccd.edu/bhc/textbook-loan/index.cfm))
  3. Brookhaven Library (Located in L Building, L-200)
    - There are copies of the textbook on reserve at the Circulation Desk for use in the Library.

- **Open Book Information (Optional):** In addition to potentially earning additional points on required assignments for exemplary quality work (at the sole discretion of the instructor), extra credit points may be earned by participating in the Open Book *Station Eleven*.

- **Required materials:** 3-ring binder and dividers, college or wide-ruled notebook paper, pens, 3x5 index cards (any color). A flash drive is *highly* recommended to save your speech documents.

- **Additional materials needed:**
  - Reliable Internet Connection and a laptop or PC
  - Microsoft Word and Microsoft Power Point
  - Adobe PDF Reader

**CLASS POLICIES**

**Participation Policy**
This is a lecture course. In order to complete the course successfully, you must attend AND participate in class activities consistently.

**Certification**
You must attend and participate in your lecture course in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course but not limited to the following examples: participating in a lecture class activity; submitting an academic assignment; taking an exam; completing an interactive video; participating in computer-assisted instruction; attending a study group assigned by the instructor; or participating in an online discussion board about academic matters relating to the course.

For this course, you must have attended at least one class meeting and participated in a class activity **prior to (before)** the certification date of June 10, 2019. Please refer to the course calendar for the due dates. Failure to participate in any activities prior to the stated date will prevent you from being certified and will affect your financial aid.

NOTE: Please keep in mind that if you choose not to submit assignments until immediately before the certification date, you will have missed the deadlines for required assignments that cannot be made up. Additionally, *initiating* participation in the course after the certification date will not change your previously reported certification status.
Electronics Policy
Inappropriate use of electronics (cell phones, tablets etc.) during class sessions—including text messages, social media, games, etc.—will result in the student being dismissed for the remainder of that day’s class session without credit. If an electronic device is in a student’s hand, desk or other visible area during an exam, it will be assumed that the student is cheating.

Technology
Assignments are DUE as outlined in the course calendar. Waiting until the last minute can be problematic as issues may arise with computers; eCampus is a class feature. Experiencing technological difficulties or not having access to a computer are not acceptable reasons for missing assignment deadlines. Students should plan in advance to complete assignments—the Brookhaven College Library and local public libraries are good resources—please use them!

Academic Honesty Statement
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. Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Classroom Etiquette
This course may cover sensitive material; therefore, please make every effort to respect others. Disagreements are allowed and are to be expected but should focus on ideas rather than the individual who expresses them. Students are encouraged to contribute their perspectives and insights to class discussions; however, offensive, abusive or threatening language and remarks related to racial and ethnic background, sexual orientation, gender, gender presentation, religious groups, and other ascribed statuses will not be tolerated.

Signs of disrespect that will not be tolerated include, but are not limited to, having background conversations while others are talking, packing up early while others are talking or asking questions, sleeping, listening to music, and working on material for other classes. Inappropriate behavior may result in the student being directed to leave the classroom, course failure, and/or being referred to the Dean.

Be sure that all cell phones and/or other electronic devices are turned off while in class. You will lose points on your formal presentation grade if your phone or other device interrupts a student while presenting or if you are observed using your device for nonacademic purposes and/or at unapproved times. Also, do not enter or leave the classroom while a student is presenting unless it is an extreme emergency.

Email Etiquette
Emails are a constant in the academic and professional worlds. Therefore, it is important that you practice proper email etiquette at all times.
I value your time and my own. Most emails will receive a response within 24 hours. Therefore, if you have a time sensitive question, you will not want to procrastinate in contacting me. With that said, when emailing the professor, you are expected to do the following to assure the most efficient response time:

- Begin with a greeting or salutation. This is both professional and courteous.
- Use Standard American English and proper grammar, punctuation, and spelling.
- All subject lines for this class should include your name and the course level and section, e.g. First Name Last Name SPCH 1311-2500X
- Never type in all uppercase letters; this is usually interpreted as yelling and an aggressive tone.
- Use courteous language and tone; write professionally—all college writing is business formal, not something you send to friends or family.
- Sign your name at the bottom of the email. Again, this is both professional and courteous.
- Emails concerning course grades will not be responded to unless the student has emailed the instructor from a DCCCD student Outlook account.

**A Note on Emails:** Emails not adhering to the email expectations for this course may be returned with the request to meet expectations before a response is given. Once email expectations are met, the instructor will respond appropriately. Emails not including a subject line may not be responded to or opened due to virus and spam concerns. Following instructions the first time will result in the student receiving a faster response. 😊

**Late Work**

Late work will not be accepted or graded. Infrequent exceptions may be granted, *at the instructor’s sole discretion*, in the event of documented emergencies or documented extenuating circumstances such as unplanned medical treatment or incarceration. All doctors’ notes must be signed by the doctor on official letter-head/prescription pad. Notes that are not dated, signed, or verifiable will not be accepted. It is the students’ responsibility to contact the instructor 24 hours prior to the assignment due date to arrange a make-up.

**If Accommodations are Needed**

If you have documented disabilities (such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders), then you are eligible for services. For assistance in completing the accommodations process, please contact Brookhaven’s Disability Support Services Department (which is located in the Student Services Center, Building S, Room S136 and can be reached by telephone at 972-860-4673 or email at bhcADAservices@dcccd.edu. If you have documentation on file with Disability Support Services, please submit your paperwork to me by the first Friday of this class.

**Incompletes**

Incompletes will not be given for this course.

**OVERVIEW of ASSIGNMENTS**

**Speeches**

Unless otherwise specified, all speech packages should be submitted with a final outline. PowerPoint, reference page of all sources used, and a video recording of the speech. The rubric for each speech lists the criteria on which you will be graded.

1. **Introduction Speech (50 points)**

In this speech you will introduce a classmate with general information (i.e., name, where they are from, major or expected major, etc.) and you will focus on unique facts about the person. Your instructor will give you the specific details for this
assignment along with a rubric. Be sure to construct a speech that explains various aspects of your classmate’s personality, background, beliefs, or aspirations and logically organize it with an introduction, body, and conclusion.

**Materials:** Note cards & Yourself  
**Time limit:** 2-3 minutes total  
**Dress:** Casual

(2) **Informative Speech (150 points)**  
Develop a speech informing the audience about an object, concept, process, or event. The speech should follow the guidelines for effective informative speaking as presented in chapter 13 of the *Essential Communication* text. Use of a visual aid is required.

A typed full-sentence preparation outline of the speech, including references, is due on the day you present. The outline must be typed in Times New Roman, 12-point font, with one-inch margins on each side of the pages (outline should be 3-5 pages). The speech is to be delivered extemporaneously from a speaking outline.

**Materials:** Note cards, Outline Reference Page, Visual Aid, & Yourself  
**Time limit:** 5-7 minutes  
**Dress:** Business Casual and/or Character Related

**Exams (100 points)**  
There will be one exam covering textbook readings, assigned articles, and any other supplementary materials (i.e. videos). Exam will be taken during class meeting time.

**Homework Assignments (200 points)**  
There will be various written assignments (reflections, workbook activities, etc.) that will be assigned during the course. Some assignments may be required to complete prior to the next class meeting in order to participate in the specified class activity.

**Signature Assignment (100 points)**  
There will be a written assignment to assess the core competency, personal responsibility. This assignment will be based on a case study and is a departmental assessment. “My Personal Motto” will be submitted via eCampus.

**Team Project (100 points)**  
There will be a formal team project to assess the core competency, teamwork. This assignment will include a team presentation and also require peer evaluations for each team member.

**Cooperative Activities (300 points)**  
In class activities will be assigned and you will receive participation points for successfully completing each assignment. These assignments will also comprise of written activities and cannot be made up due to absences whether excused or unexcused.
GRADING SCALE and CLASS CALENDAR

The Final Course Grade is based on the Total Points earned according to how well the assignments are completed.

<table>
<thead>
<tr>
<th>Grading Scale Based on 1,000+ Possible Points</th>
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</thead>
<tbody>
<tr>
<td>900 - 1,000+ Points = A</td>
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<tr>
<td>800 - 899 Points = B</td>
</tr>
<tr>
<td>700 – 799 Points = C</td>
</tr>
<tr>
<td>600 – 699 Points = D</td>
</tr>
<tr>
<td>0 - 599 Points = F</td>
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<tr>
<td>No Participation after Drop Date = N</td>
</tr>
</tbody>
</table>

Please note that if more than 300 points are lost, then this class cannot be passed with a grade higher than a “D.”

### SPCH 1311 CLASS CALENDAR

<table>
<thead>
<tr>
<th>Week:</th>
<th>Topics &amp; Activities:</th>
<th>Assigned Readings:</th>
<th>Assignments Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Orientation</td>
<td>• Read Chapter 1</td>
<td>• Obtain Textbook and materials (note cards,</td>
</tr>
<tr>
<td>Thursday, June 6 - Friday, June 7</td>
<td>Peer Interviews</td>
<td></td>
<td>writing utensils, notebook paper, etc.)</td>
</tr>
<tr>
<td>Week 2</td>
<td>Introductory Speeches</td>
<td>• Read Chapters 2-6</td>
<td>• Submit “My Personal Motto” Assignment via</td>
</tr>
<tr>
<td>Monday, June 10 – Friday, June 14</td>
<td>Self &amp; Perception</td>
<td></td>
<td>eCampus no later than Friday, June 14 at</td>
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<tr>
<td></td>
<td>Communication &amp; Culture</td>
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<td>10:00 p.m.</td>
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<td></td>
<td>Language</td>
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<td></td>
<td>Listening</td>
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<td></td>
<td>Nonverbal Communication</td>
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<tr>
<td>Week 3</td>
<td>Exam 1 (Chapters 1-6)</td>
<td>• Read Chapters 7 &amp; 12-13</td>
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<tr>
<td>Monday, June 17 – Friday, June 21</td>
<td>Choosing a Topic</td>
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<td></td>
<td>Getting Attention</td>
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<td></td>
<td>Making a Speech Outline</td>
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<td></td>
<td>Interpersonal Relationships</td>
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<tr>
<td>Week 4</td>
<td>Family &amp; Friends</td>
<td>• Read Chapters 8-9</td>
<td>• Submit Speech Outline via eCampus before</td>
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<tr>
<td>Monday, June 24 - Friday, June 28</td>
<td>Romantic Partners</td>
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<td>class begins on Thursday, June 27</td>
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<td></td>
<td>Peer Review Outlines</td>
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<td></td>
<td>Informative Speech Presentations</td>
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<tr>
<td>Week 5</td>
<td>Career Success</td>
<td>• Read Chapter 10</td>
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<tr>
<td>Monday, July 1 - Wednesday, July 3</td>
<td>Course Commercial (Team Presentation)</td>
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</table>

SPCH 1311 Syllabus | 7
SUMMER I 2019 IMPORTANT DATES

- Regular Semester Classes Begin: Thursday, June 6
- Regular Semester Last day to drop course without a "W" (Certification): Monday, June 10
- Last Day to Drop Course with a "W": Tuesday, June 25
- Summer Semester Final Exams: Wednesday, July 3
- Summer Semester Ends: Wednesday, July 3

BROOKHAVEN COLLEGE’S POLICIES

For more information about the following institutional policies, go to Brookhaven’s Policies or https://www.Brookhavencollege.edu/syllabusaddendum:

- Drop/Withdrawal Policy
- Stop Before You Drop
- Financial Aid Statement
- Financial Aid Certification of Attendance
- International Students
- Religious Holidays
- Academic Integrity
- ADA Statement
- Repeating This Course
- Grade Reports
- FERPA
- Institutional Equity
- Concealed Carry
- Weapons

If Accommodations are needed, students are responsible for notifying the Disability Support Services Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. The Disability Support Services office is located in Building S, Room 136 and can be reached by telephone at 972-860-4673 or by email bhcADAservices@dcccd.edu. Students who have documentation on file with Disability Support Services should submit their paperwork to me by the first Friday of this class.

INSTRUCTOR’S RIGHT TO MODIFY

NOTE: The instructor reserves the right to change (add, delete, revise) any class requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. If any changes are made, there will be written notification on the Announcements page in eCampus.

You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood in the syllabus.