WELCOME
Welcome to SPCH 1311. I am excited you found your way to my online class. In case you missed the fine print, this is an 8-week course that is completely online, which means you are not required to come to campus. I am passionate about teaching and helping students succeed. 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. I look forward to getting to know you and facilitating your successful journey through this course. Best wishes for a successful semester, Prof. K

Professor: Ke’shun Walker (Prof. K)  
Office: B-308 at Brookhaven College  
Office Hours: MTWRF – By Inet or Appointment  
Voice Mail: 972.860.4660  
E-mail: swalker@dccc.edu (The best way to contact me is through email.)

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: College-Level Reading and Writing Skills. If in doubt about your skill level, please contact me (Prof. K).  
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)**

**Internet and Software:** This is an online class so daily access to a computer and the Internet is vital to your success.
- Microsoft Word and Microsoft Power Point
- Adobe PDF Reader


- Follett Bookstore at Brookhaven College (S Building; Room S-238) 972.484.7652
  - [https://www.brookhavencollege.edu/services/academic-support/textbooks/pages/default.aspx](https://www.brookhavencollege.edu/services/academic-support/textbooks/pages/default.aspx)

- Brookhaven’s Textbook Semester Loan Program
  - This program is partially funded through faculty donations and is operated by the Brookhaven Librarians. Through this program, students 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)

- Brookhaven Library (L Building; L-200) 972.484.7652
  - There are copies of the textbook on reserve at the Circulation Desk for use in the Library.
  - The Library also has a computer lab for students.
  - [https://www.brookhavencollege.edu/services/academic-support/library/pages/default.aspx](https://www.brookhavencollege.edu/services/academic-support/library/pages/default.aspx)

**Open Book Information (Optional):** Extra credit points may be earned by participating in Service Learning, or the Open Book Station *Eleven assignment that will be available in eCampus.*

**REQUIRED SKILLS**
A successful student in this course exhibits college-level skills in reading, writing, and speaking. If you are in doubt about your skill level, please contact me.
• **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. **Grading Policy:** All answers must be written using grammatically correct, complete sentences and NOT phrases or "text-like messages." The highest grade that can be earned on any written assignment is 60% if it is not understandable due to poor grammar or if the ideas are not adequately developed and organized. Points will also be deducted for careless errors in spelling, punctuation, and capitalization.

• **College-Level Speaking** is the ability to communicate orally in clear, coherent, persuasive language appropriate to the purpose, occasion, and audience. It includes acquiring poise and developing control of language. Standard North American English must be used when delivering a speech. **Grading Policy:** If the content of your speech is unintelligible due to poor English pronunciation, grammar/syntax, word choice, and/or articulation, no credit will be earned for the speech and corresponding assignments.

**SPEECH REQUIREMENTS and GRADING POLICIES**

**Camera Requirements**
A video camera is required that can record your speech in a format that can be uploaded to YouTube. You may need to secure a video camera because your cell phone, iPad, or computer’s camera and microphone may not be powerful enough to adequately record your voice from several feet away.

**Audience Requirements**
All speeches (except the Team Match speech) must be presented in front of three adults. Before you begin your speech, have the camera person pan the audience to certify that there are three adults present. You may be wondering why you are required to have an audience, especially for an online class. This is a public speaking course (not a broadcasting or mass media class) and delivering a speech to a camera is a very different experience than delivering a speech to a live audience. Our educational objective is the latter, not the former.

No credit is earned for speeches not delivered in front of three adult audience members, so start now to find your three audience members. If you do not have access to an audience or camera or cannot make arrangements to meet the requirement, you may need to withdraw from the course or switch to a lecture course.

**Continuous Recording**
The recording of your speech must be completed in one take with no starts and stops. This means that there should be no break in the recording from panning your audience to the end of your speech. **No credit will be earned if your speech recording has been stopped, started, or edited.**

**All Speech Assignments Required**
There are several assignments in a speech unit, e.g., outline, practice sessions, speech, and critiques. All speech assignments in the unit must be completed in order to earn credit. For example, if the outline and practice sessions are completed and the speech is not delivered or the audience includes only three adults, then no credit is earned for ALL assignments. This policy is to ensure that the speeches are delivered since these assignments work together to meet the Student Learning Outcome #4 of “developing, researching, organizing, and delivering a formal public speech.”

**Extemporaneous Speaking Style Requirement**
Advance preparation is the key to effective public speaking. Therefore, a typed outline and practice sessions (except for the Team Match speech) need to be completed prior to delivering your speech. All speeches must be given using an extemporaneous style of delivery; therefore, reading your notes and not looking at your audience is not acceptable. If you read your speech or rely too heavily on your notes, the highest grade you can earn is a 60%.
GENERAL CLASS POLICIES

Participation Policy
Since this is an online class, no on-campus attendance is required. Therefore, students are expected to log in and participate actively and frequently via eCampus. Try to check emails daily and access the class at least 3 times a week to make sure you are keeping up with assignments. You must show participation in this class by the stated calendar due date.

Assignment Due Dates
Assignments are due by 10:00 p.m. on the stated dates unless otherwise noted. Class Announcements, which are also sent as email, are posted frequently that provide helpful tips and reminders. Be sure your email address listed in eCampus is an email account that you check daily. Login to the class often as you never know when an extra credit opportunity will be given that is not included in the Class Calendar.

Late Assignment Policy and Make-up Policy
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 extenuating circumstances such as unplanned medical treatment or incarceration. In these cases, contact me is by email at swalker@dcccd.edu. Late assignments will not be accepted unless you have contacted me PRIOR to the due date AND an extension has been granted. If an assignment is received late, zero points are earned.

Feedback
Post your general questions about assignments in the Class Café Discussion Board so everyone can see the answer; however, email your personal questions. To be successful in this course, it is recommended that you complete your assignments early so you have time to discuss any issues prior to the due date. Graded assignments cannot be resubmitted for a higher grade; however, I will gladly provide feedback on any assignment 72-hours prior to the due date.

Certification
You must attend and participate in your online 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: initiating contact with your instructor to ask a question about the academic subject studied in the course; 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.

In an online course, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

For this course, Orientation Quiz must have been attempted, competed, and submitted for grading by 10:00 pm on June 9, 2019 to be certified for this course. Failure to do complete and submit all required certification assignments due prior to the stated date will prevent you from being certified and will affect your financial aid. Additionally, initiating participation in the course after the certification date will not change your previously reported certification status.

Technology (Online Assignments):
Assignments are DUE as outlined in the course calendar. Waiting until the last minute can be problematic as issues may arise with computers. 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! Additionally, remember that the layout of this course allows you to submit assignments early—use this to your advantage!

Academic Integrity and Plagiarism Policy
Plagiarism includes (but is not limited to) copying phrases, sentences, paragraphs, essays, or ideas from another person, a website, or a book without giving proper credit to the author. If plagiarism is evident (e.g., credit is not given to the author(s); research is not cited orally, in written work, and on PowerPoint Slides; collusion with another student), then a grade of zero will be assigned to the assignment. Please review the full Student Code of Conduct.

Classroom/Online 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.

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. Scholar Smith SPCH 1311-254XX
• 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.

IMPORTANT: 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. 😊

Submit Assignments using Acceptable File Formats
Submit assignments as Microsoft Word-compatible attachments (e.g., file names with .docx, .doc, or .rtf are acceptable).

IMPORTANT: Please note that assignments submitted with files names containing .pages, .wps, .odt, .gdoc, or .txt cannot be opened in eCampus; therefore, they cannot be graded.
OVERVIEW OF ASSIGNMENTS

Unit 1 Orientation

• Orientation Quiz: Learn about the class policies and how to navigate this course.
• Listening Practice Tests: Learn about the different ways of listening using two different models.
• Listening Skills Quiz: Apply effective listening skills while watching a speech.
• Picking Up Context: Learn about the differences between high context and low context cultures and how it can impact communication.

Unit 2 Working Together

• Team Match Speech: Deliver a speech introducing yourself to potential team members.
• Choose Team Members: Watch the Team Match Speeches and find compatible classmates who will become your team members for the semester.
• Effective Teams: Post in Team DB the common characteristics of effective/ineffective teams; then respond to your team members about how you will help avoid a dysfunction that they have experienced.
• Exam 1: Chapters 1-5; multiple choice and one attempt only.

Unit 3 It’s All About Me

• Getting Attention: Get ready for your upcoming speech & learn about effective attention getting strategies.
• Self-Disclosure Speech Outline: Compose an outline for a speech where you will use four objects to introduce yourself to your team members.
• Self-Disclosure Speech Practice: Record yourself practicing your speech based on the outline.
• Self-Disclosure Speech: Deliver your speech in front of three adult audience members.
• Self-Disclosure Speech Critiques: Evaluate your speech and your team members’ speeches.
• “My Personal Motto”: Examine your core values and apply them to real situations for ethical decision-making.
• Exam 2: Chapters 6-10; multiple choice and one attempt only.

Unit 4 Let’s Go to the Movies

• Final Team Assignments: The team project includes four assignments: (1) the Team Contract, (2) the Interpersonal Communication Analysis, (3) the Team PPT Project and (4) the Peer Evaluations. The learning objective of these assignments is to analyze the interpersonal communication concepts found in a movie or television episode of your choice.
  o Team Contract: This assignment is an opportunity for each team to create a binding agreement on how your team will complete these final assignments. The Team Contract includes a series of questions that you will individually answer and post in your Team DB. Then the team will collaborate and discuss everyone’s ideas for each rule and compose a final Team Contract that everyone will sign and post in the Team DB.
  o Interpersonal Communication Analysis: This is an individual assignment that will be used to create your Team PPT Project. Your assignment is to watch the movie or television episode that your Team chose and individually analyze interpersonal communication concepts from the list provided that can be found in the textbook.
  o Team PPT Project: Your team’s task is to create a PPT presentation based on the communication concepts that were analyzed in each member’s Interpersonal Communication Analysis assignment.
  o Peer Evaluations: Each team member will evaluate the other team members’ contributions to the Team PPT Project.
• End of Course Reflection: Share with your team members how you have improved your communication and provide feedback to them regarding how they have improved over the semester.
GRADING SCALE

The Final Course Grade is based on the total number of points earned according to how well the assignments are completed. The required assignments are worth 1,000 possible points, which means that if more than 300 points are lost, then this class cannot be passed with a grade higher than a “D.” You have access to your Grade Book 24/7 so you will know how you are doing at any point in the semester. The following is the formula to calculate your grade:

Step 1: [Take the # of points you have earned] ÷ [total possible points of current assignments] = Your Answer  
Step 2: [Take Step 1 Answer] x [By 100] = Your Grade  

135 ÷ 150 = 0.9  →  0.9 x 100 = 90 points = “A” according to the Grading Scale Below

NOTE: If additional assignments’ due dates have passed, you would need to add your total number or points earned by the total number of points available at that point in the semester.

<table>
<thead>
<tr>
<th>Grading Scale Based on 1,000+ Possible Points</th>
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<tbody>
<tr>
<td>900 - 1,000+ Points = A</td>
</tr>
<tr>
<td>800 - 899 Points = B</td>
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<tr>
<td>700 – 799 Points = C</td>
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<tr>
<td>600 – 699 Points = D</td>
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<tr>
<td>0 - 599 Points = F</td>
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<tr>
<td>No Participation after Drop Date = N</td>
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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 I Semester Ends  
  Wednesday, July 3
BROOKHAVEN COLLEGE 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 (Cheating, Plagiarism and Collusion)
- ADA Statement
- Repeating This Course
- Grade Reports
- FERPA
- Institutional Equity
- Concealed Carry
- Weapons

Students with Disabilities

- If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at Brookhaven College or https://www.brookhavencollege.edu/services/disability/pages/default.aspx
- If you are eligible for accommodations, please contact DSO to send your accommodation request to me by the first Friday of this class.
- Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about disability services available across the district or contact the DCCCD Office of Institutional Equity at 214-378-1633.

Syllabus Change Disclaimer (Instructor’s Right to Modify)

- Instructors reserve the right to amend a syllabus as necessary.
- You will be notified of any changes to the Syllabus in an eCampus Announcement and email.

Please do not hesitate to ask any and all questions. I am here to help you. Prof. K
**CLASS CALENDAR**

<table>
<thead>
<tr>
<th>ASSIGNMENTS</th>
<th>WHERE TO SUBMIT</th>
<th>POINTS</th>
<th>DUE BY 10:00 PM</th>
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<tbody>
<tr>
<td><strong>UNIT 1 Let’s Get Started (125 pts)</strong></td>
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<tr>
<td>Login to eCampus—Class Begins</td>
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<td>Thur, June 6</td>
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<tr>
<td>Orientation Quiz*</td>
<td>Unit 1 Folder</td>
<td>25</td>
<td>Sun, June 9</td>
</tr>
</tbody>
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*The Orientation Quiz must be completed by the stated due date to be certified.*

| Listening Skills Practice Tests (2 assignments) | Unit 1 Folder | -- | Mon, Jun 10 |
| Listening Skills Quiz (Cuddy Speech)           | Unit 1 Folder | 50 | Mon, Jun 10 |
| Picking Up Context                             | Unit 1 Folder | 50 | Mon, Jun 10 |

**UNIT 2 Working Together (225 pts):**

| Team Match Speech (Part 1) *                  | Class DB | See Note #1 | Tue, Jun 11 |
| Team Match Speech (Part 2) — Choose Team Members | Class DB | 50 | Wed, Jun 13 |
| Effective Teams (Part 1)                       | Team DB  | See Note #1 | Fri, Jun 14 |
| Getting Attention                              | Unit 2 Folder | 50 | Fri, Jun 14 |

*Team Match Speech must be completed in order to continue with this class; Part 1 & Part 2 must be completed for credit.*

| Effective Teams (Part 2)                       | Team DB  | 25 | Mon, Jun 17 |
| Exam 1: Chapters 1-5                            | Unit 2 Folder | 100 | Mon, Jun 17 |

**UNIT 3 It’s All About Me (375 pts):**

| Self-Disclosure Speech Outline                 | Unit 3 Folder | 50 | Tue, Jun 18 |
| Self-Disclosure Speech Practice Sessions       | Unit 3 Folder | 50 | Tue, Jun 18 |
| “My Personal Motto” Signature Assignment       | Team DB       | See Note #1 | Thur, Jun 20 |
| Self-Disclosure Speech Critiques*              | Team 3       | 125 | Fri, Jun 21 |

| Exam 2: Chapters 6-9, 11                       | Unit 3 Folder | 100 | Fri, Jun 21 |

**UNIT 4 We Need to Talk (275 pts):**

| Contract Agreement (Part 1)                     | Team DB | See Note #1 | Mon, Jun 24 |
| Contract Agreement (Part 2)                     | Team DB | 50 | Tue, Jun 25 |

| Interpersonal Communication Analysis            | Team DB | 50 | Wed, Jun 26 |
| Communication Analysis: Team PPT Project        | Team DB | 100 | Mon, Jul 1 |
| Peer Evaluations                                | Unit 4 Folder | 50 | Mon, Jul 1 |

| End of Course Reflection (Part 1)               | Team DB | See Note #1 | Mon, Jul 1 |

| End of Course Reflection (Part 2)               | Team DB | 25 | Wed, Jul 3 |

| Last Day of Class                               | --       | -- | Wed, Jul 3 |

Note #1: Part 1 must be completed by the stated due date to receive credit for both portions of the assignment.