Syllabus Information: Speech 1311

Instructor: Ms. L. Roberts
College: Eastfield College (DCCCD)
Division: Arts and Communications
Semester: Summer I – 2019
Course: Speech 1311
Course Title: Introduction to Speech Communication
Credit Hours: 3 credit hours
Class Period: Section 45037 – M-F (G-119)  
Certification/Census Date: (6/10/19)
Drop/Withdraw Date: (6/25/19)
Section Number: 45037
Office: n/a
Office Phone: (972) 860-7124
Office Hours: By appointment only
Campus Email: LatashaRoberts@dcccd.edu

Required Text:

Note: Do Not Purchase the REVEL Version

Class Policies and Information:

Course/Catalog Description: Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. (SPCH 1311 is a DCCCD core curriculum course.)

Grading Scale:
A = 1300 – 1170
B = 1169 – 1040
C = 1039 – 910
D = 909 – 780  
(Final grades are available only on e-connect and touchtone telephone at 972-613-1818 with student ID#.)
Grading:
This course is worth 1300 points. The breakdown is as follows:
A = 1300 - 1170, B = 1169 - 1040, C = 1039 - 910, D = 909 - 780, F = 779 and below

Keep Track of Your Grades

Examinations - 100 points each (4) 400 pts.
Online Chapter Quizzes – 10 points each (18) 180 pts.
Unannounced In-class Exercises - (Points vary according to activity) 170 pts.
Cultural Presentation 100 pts.
**Small Group Presentation & Outline 100 pts.
Small Group Peer Evaluation 50 pts.
**Informative Presentation, Outline, & Visual Aid 150 pts.
**Persuasive Presentation, Outline, & Visual Aid 150 pts.

Final Total = ______________

(**Indicates a major speaking activity)

Extra Credit (140 pts. for attendance and misc. activities) 140 pts.

Examinations: (Find Exams in the EXAMS folder on eCampus)
There will be 4 exams given this semester (see the exam information listed below). Tests will be composed of textbook and PowerPoint lecture materials. Exams will consist of fifty (50) multiple choice and true/false questions accessible on eCampus. (400 points)

- Exam #1 (Chapters 1-6) 100 points
- Exam #2 (Chapters 7 -13) 100 points
- Exam #3 (Chapters 14-18) 100 points
- Final Exam (Comprehensive – Chapters 1-18) 100 points
Online chapter quizzes: *(Find Quizzes in the CHAPTER QUIZZES folder on eCampus)*
There will be eighteen (18) chapter quizzes offered throughout the duration of this semester. Each student will have a specific amount of time to answer these questions and after the due dates have passed these materials will be no longer available for access. The quizzes will cover the content for each chapter reading assignment. Further, the quizzes will consist of multiple choice and true/false questions accessible on eCampus. Quizzes may be attempted multiple times to ensure necessary completion and retention. **Note: Some of the quiz questions will be included in each examination.** (180 points).

Speeches:
There will be no make-up speeches unless there is prior approval from the instructor or a documented emergency. Speech days will be assigned, and it is the student’s responsibility to switch days if a presentation cannot be given on the assigned day. Speeches are timed and research is required. Speeches should be practiced and carefully prepared. Never memorize or read a speech to the class. **For any major speaking activity **not completed, the student’s earned letter grade will be dropped by one letter grade.

- A speech must be presented to receive any class points. Partial points or credit will not be given if a speech is not presented, a grade of 0 will be recorded for all parts (speech, outline, & visual aid) of an incomplete speech.

Semester speaking activities:
- Cultural presentation
- **Informative speech*** → (Major Speaking Activity)
- **Small Group speech*** → (Major Speaking Activity)
- **Persuasive speech*** → (Major Speaking Activity)

Extra Credit: 140 points possible
Various programs and activities will be offered as extra credit. Normally these are 10 points each. These extra credit points cannot exceed eighty (80) points total. Additionally, sixty (60) bonus/extra credit points will be given to all students with perfect attendance: 45 points for one absence, 30 points for two absences and 15 points for three absences and 0 points for four or more absences.

- Extra credit points can only be used to bring up a grade if all four tests are taken and all major speaking activities are completed.

Attendance Policies:
- Students are expected to attend class regularly, to arrive punctually, and to complete all assigned work. If you are absent, you are responsible for learning material covered in class. Additionally, if you are absent when an applicable in-class assignment is due, you must submit the assignment prior to the one (1) week grace period to receive credit.
- **Written documentation** is required for an absence to be Excused….NO EXCEPTIONS. Three (3) late arrivals equal one (1) absence.

- Late arrivals are disruptive to our learning environment; if you arrive late please enter the classroom quietly and discreetly.

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**Drop/Withdraw Date:** **Summer I- Tuesday, June 25, 2019.** Failure to officially drop or withdraw from a course may result in a performance grade of F.

- If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by (Summer I- June 25, 2019). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.

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**Class Policies:**

- Talk with me. I cannot help if you don’t keep me informed of any problems that may arise. Please call, e-mail, or schedule an appointment.
- You are responsible for all lecture and textbook reading assignments.
- Keep up with your assignments and attend class. You are expected to attend class regularly and to talk with your instructor when an absence is necessary.
- Please, no children, live animals, alcohol or explosives in the classroom.
- As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones, pagers, PDAs, or similar communication devices ring and students respond in class or leave class to respond, it disrupts the class. All such devices must be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class.
- Students requiring special assistance, please contact the instructor.
- The course, syllabus and schedule may be modified to fit individual class and/or college needs.
- **Important:** Students often drop courses when help is available that would enable them to continue. **Free tutoring services are located in the library (L-200).**

- Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior will not be tolerated. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. Please **respect** your classmates.

- The classroom is not a cafeteria. It is a place of learning, and proper respect should be shown for it. Please limit the amount and type of food and beverages that you bring into the classroom. “Meals” should be consumed before or after
class or during class breaks. Students are expected to clean up after themselves and to deposit beverage and snack containers in designated trash receptacles.

- An Incomplete (I) grade will be assigned at the discretion of the instructor when, due to extenuating circumstances (as determined by the instructor), the student who has successfully completed a substantial portion of the course's work with a passing grade and was prevented from completing the work of the course on time. Generally, extenuating circumstances are defined as those situations over which the student has little or no control. Requirements for receiving an Incomplete (I) grade include the following:
  - Completion of at least 75% of course assignments course’s major requirements.
  - A request for an Incomplete (I) grade prior to the last week of class.
  - Submission of suitable and applicable documentation.
  - The student, at the time of the request, is passing the course.

- Advisory: Please be advised that some of the content and materials presented in speeches may be controversial and/or offensive, with this in mind a certain degree of maturity and understanding is required from class participants. If you are unable or unwilling to remain in the audience for these types of presentations, you are at any time free to leave the classroom without penalty. Speakers should make their audiences aware in advance of potentially controversial and/or offensive material or content.

**Institutional Policies relating to this course can be accessed from the following link:**


- Student Success
  - Academic Advising and Degree Planning
  - Tutoring
  - Students With Disabilities
  - Cheating, Plagiarism and Collusion
  - Student Survey of Instruction
  - Religious and Ethnic Holiday Observance
  - Harassment, Discrimination and Sexual Misconduct

- Students Receiving Financial Aid
  - Attendance and Participation
  - Withdrawing From Classes

- Class Drop and Repeat Options
  - Withdrawal Policy
  - Six Drop Rule
  - Repeating a Course and Third Drop Rule
Other Institutional Information:

Emergency and inclement weather procedures:
In case of emergency* or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite ISD, EFC Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. The earliest an announcement may be broadcast on KEOM Radio is 6:00 am. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college. *Emergencies may include power or air conditioning outages, fires, etc.

Eastfield College Email Policy:
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. All currently registered students with the Dallas County Community College District qualify for Office 365 including Outlook based email. For more information and instructions for accessing your account please see www.dcccd.edu/MSoffice.

Obtaining your grades at the end of the semester:
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Printing on Campus:
Printing in the Computer Lab (L108), Library, and Learning Assistance Center will cost 5 cents per page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

Family Educational Rights and Privacy Act of 1974 (FERPA): In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written
consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law. For more information please refer to: https://www.dcccd.edu/Emp/policy/WhatIsFERPA/Pages/default.aspx

**DCCCD Emergency Operating Procedures:**
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

**Important Class guidelines:** Treat your classmates the way you wish to be treated and have fun.
Texas Higher Education Coordinating Board Student Learning Outcomes:

SPCH 1311 Introduction to Speech Communication

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

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 Contract:

I, _____________________________, received a Syllabus for (Your name) Speech ___________ for the __________ semester ___________.

(Course number) (Fall, Spring, or Summer) (Year)

I have read the syllabus and fully understand all of the requirements of the course and I agree to abide by all the rules and provisions of this course.

Specifically, I understand and agree that:

- A text and other related class materials will be purchased.
- There are no make-ups or “retakes” on any assignments or tests.
- Attendance in class is required.
- I may earn an “F” for a late assignment (One (1) week grace period).
- All grades and points given on assignments are final.
- No E-mail, fax or computer disk assignments are final.
- All applicable assignments must be typed on standard white computer paper, use 12-point font and black ink.
- At the instructor’s discretion, time permitting, speech assignments may be made up with a reduction of 20% for that assignment.
- Speech assignments are accepted only during assigned speaking days.
- Not to enter class while a speech is in progress, but to wait until the speech has ended.
- All applicable assignments, including written work and speeches, must be the student’s original work. Any use of the work of other authors must be accurately and correctly cited.

Signed _____________________________

Printed Name ___________________________

Date _____________________________

Section Number ___________________________