Eastfield College
Arts, Language and Literature Division

Summer 2019
Introduction to Speech Communication
SPCH 1311 – 45410, 3 Credit Hours

Class Meeting Time & Room:
Reminder: This is an 4-week Online “fast-track” course that starts Thurs. June 6th and ends Wed. July 3rd.

Instructor: Rachel Dunnahoe
Contact Information:
Office: C201
Phone: (972)860-1046
Email address: RDunnahoe@dccc.edu (Email is the best way to communicate with me!)
Hours Available: By Appointment

Course Description (from Eastfield Catalog):

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

Textbooks and Other Course Materials:
  ISBN# 978-0134407081
  We will use specific Chapters in the textbook to complete discussion board, assignments and have comprehension quizzes.
- Knowledge and Use of Windows Office.
  We will use Word and PowerPoint to create documents for class activities and speech work.
- Proficiency in eCampus-Blackboard and Internet applications such as email, attachment of documents, Youtube, etc.
  We will submit all work on eCampus using the Assignments tab.

The instructor reserves the right to amend this syllabus as necessary.
General Information

This Class Packet includes 1311 Student Learning Outcomes, Course Objectives, Class/Evaluation Procedures, DCCCD/State/Eastfield Information and a Class Calendar. The class is set up in Modules. You have week-long Modules each week. Every Module contains approximately 8 assignments.

All Module Task Lists and assignment information will be posted under the information tab and you will submit all your assignments under the assignments tab of blackboard for the course.

Online Class Procedures

1. Read over the Class Calendar and Announcements weekly.
2. Review instructions given to explain Module tasks (assignments).
3. Check the Presentation Descriptions & Requirements for each speech.
4. Use correct spelling and grammar for all of your work (points will be deducted if not).
5. Always follow the instructions, guidelines, requirements, formatting exactly.
6. Rely on your classmates’ expertise for revisions, suggestions and other help aids.
7. Be courteous, polite and supportive in communications online with the class & instructor.

Speech Submissions

Descriptions, Materials Needed, Time Length and Dress for each speech will be outlined for you within the appropriate Module Task Lists.

1. Your recorded presentations will need to be uploaded to youtube.com. It is your responsibility to figure out how to upload and place the link to the video in the appropriate submission box on eCampus.
2. Do not attach the file to eCampus, a file attachment will result in a ZERO.
3. You will need to set the privacy setting on your uploaded presentation to UNLISTED (this will allow for your presentation to only be viewed by those you give the link to). Be sure to check your link on another computer to make sure it is workable when opened in a new browser.
4. The recording of your speech should 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. If your speech recording has been stopped, started, or edited it will result in a ZERO.
5. The recording of your two formal presentations (Informative & Persuasive) MUST HAVE THREE “live” adult audience members that are made visible on the recording. Live means they must be physically present in the room with you for your entire presentation and they may not be shown via Skype, Facetime, etc. A presentation submitted without three live adult audience members will result in a ZERO.
   a. Two ways to show your audience:
      i. Show them at the beginning and then hand the camera to an audience member to hold and then show them again at the end.
      ii. Set the camera up behind the audience as if on the second the row of your audience where the back of their heads can be seen. (Keep in mind that I need to be able see you STANDING to deliver your formal presentations as you are graded on your nonverbal skills as well.)

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Student Learning Outcomes (1311)

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

Class Procedures

College-Level Reading, Writing, and Speaking Skills

In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking. You are expected to do college-quality work! Grades will be reduced for poor or unacceptable writing and speaking. If you are having any difficulties successfully completing your assignments, please visit the LAC (Learning Assistance Center), C-236, 972-860-7177.

Paperwork Formatting Guidelines

Submit assignments as Microsoft Office - compatible attachments (e.g., file names with .docx, .doc, .rtf, .ppt, .pptx are acceptable). Please note that assignments submitted with files names containing .pdf, .wps, .odt, .pages or .txt cannot be opened in Blackboard; therefore, they cannot be graded and it will result in ZERO.

Participation, Questions Policy & Course Certification

Participation-Students are expected to COMPLETE ALL WORK and PARTICIPATE IN ALL CLASS ACTIVITIES by the due dates listed in the Class Calendar. You should expect to report online at least every other day to check Announcements and/or submit assignments. Announcements will serve as reminders of modules opening/due dates and notification of any changes to the modules.

Questions - First, re-read the Class Packet and review the announcements. Then, contact a buddy if further clarification is needed to check your understanding. Lastly, you may always email professor for help. Keep in mind, it may take your professor 24 hours to get back with you and up to 48 hours over the weekend. Thus, make sure you do not wait until the last minute to ask questions about assignments, as you may not receive the answer you desire before it is due.

Course Certification: In order to be certified as having attended for your financial aid, you must complete an assignment. Thus, the course orientation quiz and self-introduction video are due prior to the certification date of 6/10/19. Thus, they are due by 11:59pm on 6/9/19. Simply logging into our course will NOT count for your attendance certification.

DCCCD/State/Eastfield Information

Please see the following website for all of our institutional policies:

The instructor reserves the right to amend this syllabus as necessary.
Evaluation Procedures

Course Requirements:
• Reading of assigned textbook materials
• Completing various journal posts
• Complete PowerPoint Presentation Assignment
• Presenting various forms of public speeches (Self Intro, Informative & Persuasive)
• Completing communication analysis
• Completing quizzes based on textbook and supplemental material

Course Activities/Grades:

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<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>150</td>
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<tr>
<td>Self-Introduction Presentation</td>
<td>60</td>
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<tr>
<td>Cultural Discoveries PPT</td>
<td>100</td>
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<tr>
<td>Discussion Board #1</td>
<td>40</td>
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<tr>
<td>Discussion Board #2</td>
<td>40</td>
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<tr>
<td>Informative Topic</td>
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<tr>
<td>Informative Outline</td>
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<td>Informative Works Cited</td>
<td>30</td>
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<tr>
<td>Informative Presentation</td>
<td>150</td>
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<tr>
<td>Communication Analysis</td>
<td>100</td>
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<tr>
<td>Credibility Analysis - MLK</td>
<td>50</td>
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<tr>
<td>Persuasive Topic</td>
<td>20</td>
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<td>Persuasive Outline</td>
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<td>Persuasive Presentation</td>
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<td><strong>Total =</strong></td>
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Grading Scale:

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<th>POINTS</th>
<th>GRADE</th>
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<tr>
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<td>D</td>
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<td>599 – Below</td>
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Assignments will NOT be accepted late unless:

➢ Deaths in the family, court dates, and other serious emergencies must be verified immediately in writing with some form of official documentation for full credit to be given after the due date.

➢ Do not wait until the last minute to try and submit your assignments, get them done so any technical issues can be worked out! It is your responsibility to make sure your assignments are uploaded and submitted on time. **You will receive a zero for any assignments submitted late!**

➢ Be sure to use “My Grades” under Blackboard Tools tab to track assignment points.

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 it **will result in a ZERO.**

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**Course Calendar**

* You will receive a thorough description of requirements for all assignments at the start of each new module with a detailed explanation of all assignments and grading procedures via “Module Task Lists.”

*All Module Task Lists and assignment information will be posted under the information tab and you will submit all your assignments under the assignments tab of blackboard for the course.

* Module Task Lists will be posted at the start of each new module for your guidance, organization and benefit. Print the task list and follow it carefully!

* Keep in Mind: The work for this course is divided up into 4 thematic Modules. Each Module has a Module Task List that explains all the tasks (assignments) that should be completed within that Module. All the tasks and each of the 4 Modules must be completed in order to successfully finish the course.

*It is important for you to PRINT the courses SCHEDULE! It contains the dates for when your modules will open and close!*

* In order to receive the same 3 credit hours for this course as do the students of face-to-face Speech classes, each recording MUST have 3 “live” (Facetime, Skype, etc. will NOT count) audience members that are adults and made visible on the uncut recording. If you do NOT have this audience of THREE OR your video is cut/spliced together, you will receive a ZERO for the presentation.

**Summer 2019 Online Schedule**

Module #1 6/6 – 6/12
- Self-introduction Video DUE 6/9/19
- Course Orientation Quiz DUE 6/9/19

**Course Certification:** In order to be certified as having attended for your financial aid, you must complete an assignment. **Thus, the course orientation quiz and self-introduction video are due prior to the certification date of 6/10/19 and must be submitted by 11:59pm on 6/9/19.** Simply logging into our course will NOT count for your attendance certification.

The following assignments are due by 11:59pm on 6/12/19:

The instructor reserves the right to amend this syllabus as necessary.
o Chapter 1 Quiz
o Chapter 2 Quiz
o Chapter 3 Quiz
o PPT Do’s Handout Quiz
o Cultural Discoveries PPT Assignment
o Informative Presentation Topics

Module #2  6/13 – 6/19
  o Discussion Board #1 (Chapters 14, 15 & 16) - Part #1 Due 6/15/19; Part #2 Due 6/19/19
  o Chapter 17 Quiz
  o Stand & Deliver/Anxiety Management Handouts Quiz
  o Informative Presentation Outline
  o Informative Presentation Works Cited
  o Informative Presentation
  o Persuasive Presentation Topic Due

Module #3  6/20 – 6/26
  o Discussion Board #2 (Chapters 4, 5 & 6) - Part #1 Due 6/22/19; Part #2 Due 6/26/19
  o Chapter 18 Quiz
  o Credibility Analysis – MLK – “I Have a Dream”
  o Persuasive Presentation Outline
  o Persuasive Presentation Works Cited
  o Persuasive Presentation

Module #4  6/27 – 7/3
  o Discussion Board #1 (Chapters 10, 11, 12 & 13) - Part #1 Due 6/29/19; Part #2 Due 7/3/19
  o Chapter 7 Quiz
  o Chapter 8 Quiz
  o Chapter 9 Quiz
  o Communication Analysis – The Blind Side
  o Chapter 10 Quiz
  o Chapter 11 Quiz
  o Chapter 12 Quiz
  o Chapter 13 Quiz

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