Be advised, syllabus assignments and due dates can be modified at anytime by the course instructor.
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. Failure to do so will prevent you from being certified and will affect your financial aid.

**Student 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.

In order to be successful in this course you must possess college level competence in reading and writing. You must qualify for or complete English 1301 as a requirement for SPCH 1311. The Learning Assistance Center (LAC) can help you with study skills practice and writing assignments.

All degree-seeking students are advised to complete this core course within the first 36 semester hours since speech stresses the needed skills for many other courses. Students must earn a “C” or better for credit in all core courses.

**Tier I Statement**

Speech 1311 is a Tier I course in the Speaking and Listening learning category. Knowledge and skills that are important to your success in other college courses will be introduced and reinforced in Tier I. The Speaking and Listening category develops your ability to communicate effectively individually, in pairs and in groups. Instructors will place an emphasis on listening, critical and reflective thinking and responding.”

"DCCCD Catalog

**Part II: Specific Information for this Course**

**Required Text & Materials**

- Package of lined 3X5 Note Cards (any color)
- USB Flash Disk

**Classroom Etiquette & Expectations**

1. During your presentation please turn the volume off on your phone. You will lose points on your formal presentation grade if your phone or other device interrupts your speech.
2. There will be neither make-up speeches, nor exams for unexcused absences.
3. You will receive a thorough description of requirements for all formal assignments before they are due. All assignments must be TYPED, double-spaced, with a (top and bottom) 1 inch margin, and a 12 point font to receive credit

*Be advised, syllabus assignments and due dates can be modified at anytime by the course instructor.*
Be advised, syllabus assignments and due dates can be modified at anytime by the course instructor. (e.g., papers, outlines, work cited page(s) etc.) *Please note* essay expectations excludes graphs, charts or pictures. Your Work Cited Page will be in MLA format in accordance with the latest edition.

4. It is your responsibility to engage in behavior that is respectful and supportive during classroom instruction and interaction this also means listening attentively to your fellow classmates when they are communicating online & delivering their speeches. (See Student Code of Conduct). Your Participation Grade depends on it!

5. Incompletes "require that you have a minimum grade of "C" and have a minimum of 70% of the course assignments completed. Incompletes are an option in cases of extreme emergency only and given at the instructor's discretion.

Attendance Policy
Attendance is important in order for you to be successful in the course. For online courses this is described as being active in ALL online chats, Dialogue Journals, LinkedIn Assignments and speeches.

Absences during Exams, Presentations, or Major Assignments
If you are absent during a presentation, or major assignment you can request to make up the assignment, if it is excusable. The only absences that will be considered excused are death in the family, a severe documented personal illness, religious holidays, and participation in Eastfield sponsored activities (e.g., intercollegiate sports). 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 by phone/email within 24 hours of the assignment due date to arrange a make-up.

Late Work
Please take time to look over your course calendar and govern your schedules accordingly. There will be no late assignments accepted, unless there is a verifiable emergency. There will be no make-up (late) speeches or tests for unexcused absences. Students must complete all exams and speeches in the course by the due date/time in order to receive a passing grade.

Assignments

(1) Introductory Speech (100 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
Time limit: 1-3 minutes total.
Dress: Casual

Be advised, syllabus assignments and due dates can be modified at anytime by the course instructor.
(2) Informative Speech (200 points)

This assignment will require you to develop a speech informing the audience about an object, concept, process, or event (not a person). The speech should follow the guidelines for effective informative speaking as presented in chapter 17 of the Human Communication text. Use of a visual aid is required (does not have to be PowerPoint). A typed full-sentence preparation outline of the speech, including work cited page in MLA format, is due on the day you present. In addition to an outline students will turn in an essay. Both outline & essay must be typed in Times New Roman, 12 point font, with one inch margins on each side of the pages (essay should be 3-5 pages). *Please note* essay expectations excludes graphs, charts or pictures. The speech is to be delivered extemporaneously (half notes and half memorized) from note cards.

**Materials:** Cover Page, Outline, Work Cited Page, Visual aid or PowerPoint and 3 Note Cards.

**Time limit:** 3-5 minutes total.

**Dress:** Business Professional

(4) Homework & Outside Assignments (Totaling= 200points)

1. LinkedIn Assignment (200 points)

(5) Dialogue Journals (100)

You will be required to complete five dialogue journals (DJ) on a discussion board within our course (each worth 20 points). The discussions will include various debate topics. The debates shall remain ethical and constructive. I will moderate these periodically throughout the semester. All Dialogue Journals are due by Sunday at noon of the end of the week.

<table>
<thead>
<tr>
<th>Assignment(s)</th>
<th>Point Value</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory (Personal Narrative) Speech</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Informative Speech</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>LinkedIn Assignment</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Dialogue Journals</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Home Work Assignments</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Class Participation</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Grading Scale**
The grade for this course is based on a point count system which is as follows

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>599 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**Grade Guidelines for Speeches – Adapted from Robert T. Oliver (1960) “The Eternal (and Infernal) Problem of Grades”**

**For a grade of “C,” a speaker must:**

1. produce a speech with a clear purpose in terms of auditor response sought, supported by main points easy to identify
2. demonstrate reasonable directness and communicativeness in delivery
3. not detract from his/her message through gross errors of grammar, pronunciation or articulation
4. conform reasonably to the assigned time limits
5. conform to the type of speech assignment
6. be prepared to speak on the day assigned
7. be intellectually sound in developing a topic of worth with adequate and dependable supporting material
8. hand in an outline in proper outline form listing the main points and support of the speech, as well as the sources consulted

**For a grade of “B,” the speaker must meet the “C” requirements AND:**

1. produce a speech distinguished by elements of vividness and special interest in style
2. make understandable an unusually difficult process or concept OR win some agreement from an audience initially inclined to be neutral or to disagree
3. move the audience progressively from initial uncertainty (of knowledge, belief, or tendency to act) toward acceptance of the speaker’s purpose, by orderly processes using appropriate transitions, toward final resolution of uncertainty in a conclusion that evolved naturally from the material used by the speaker
4. be of more than ordinary simulative quality in challenging the audience to think or in arousing depth of response

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For a grade of “A,” the speaker must meet the “B” requirements AND:

1. make a genuinely individual contribution to the thinking of the audience
2. achieve a variety and flexibility of mood and manner suited to the multiple differentiations of thinking and feeling demanded by the subject matter and by the speaker-audience relations
3. establish a high order of rapport with apt style and direct, extemporaneous delivery, achieving a genuinely communicative response

Part III: General Eastfield College Course Information

Obtaining Final Course Grades Using eConnect
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.

Eastfield College Email Policy
Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Financial Aid Statement
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Financial Aid Statement for Distance Learning Classes
If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course)
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not

Be advised, syllabus assignments and due dates can be modified at anytime by the course instructor.
be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

**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. 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. 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.

**ADA Statement**
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcccd.edu. For more information: http://www.eastfieldcollege.edu/SSI/DSO/index.html

**Religious Holidays**
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy**
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 November 17th, 2016. 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. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.
STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.
You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.
Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:
https://www1.dcccd.edu/coursedrops

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.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

College Disability Services Offices
- Brookhaven 972-860-4673
- Cedar Valley 972-860-8119
- Eastfield 972-860-8348
- El Centro 214-860-2411
- Mountain View 214-860-8677
- North Lake 972-273-3165
- Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct:

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.
Be advised, syllabus assignments and due dates can be modified at anytime by the course instructor.