“Greatness begins with a choice and ends with action.”

Eastfield College
Arts and Communications Division
Summer 2018

Class Information
Instructor: Brittany Holloman
Office: Eastfield Campus, C236
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Office Hours: Tuesday and Thursday after class or by e-mail

Course Information
Course number: Speech 1311 Section number: 45501
Credit: 3 hours
Class meeting time/location: M-Th/7:40pm - 9:40 pm/RM: G118

This course syllabus is intended as a set of guidelines for (Course Speech 1311). Both Eastfield College and I reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

This is a Texas Common Course Number. This is a DCCCD Core Curriculum Course. Prerequisite: One of the following must be met: (1) DREA 0093 AND DWRI 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.

Course Description: 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. (3 Lecture) Coordinating Board Academic Approval Number 2313045112
Course Objectives: Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking

Course Information:


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

Attendance Policy: Attendance is mandatory for the class and will affect your overall grade if you do not complete basis. There will also be Mandatory Attendance Days and these are days that I require students to be in class. By missing these days this and will affect your final grade. These scheduled mandatory attendance days is an opportunity for you to earn points when you are present in class to help your overall grade.

Course Outline: See weekly attendance calendar for assignments and due dates
**In-Class Participation:** Communication skills cannot be learned without practice. Therefore, you will want to be in class for maximum learning.

**Eastfield College Speech Department:** Core Curriculum Statements and Student Learning Outcomes (SLOs)

Speech 1311 (or Speech 1315 or Speech 1321) is included in the DCCCD Core Curriculum. 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.

**Core Curriculum Tier I Statement**

Speech 1311 (Speech 1315 or Speech 1321) 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*

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**ACADEMIC HONESTY & PLAGIARISM—Speech Departmental Policy**

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.
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 un-administered 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. In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences or words without quotation marks. For such an offense, a student will receive a zero on the assignment and could even receive an F for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write, unless you are using a direct quote. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension.

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Eastfield College Student Code of Conduct explained in the Eastfield College and district catalogs or on-line at the district website (https://www1.dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this Speech class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached
document) will receive one or more of the following penalties:
  o The grade of zero (0) on that particular assignment.
  o A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
  o The professor may request that the student drop the class.

**INSTITUTIONAL POLICIES**

**DROP / WITHDRAWAL POLICY AND SEMESTER DROP DATE**

If you are unable to complete this course, it is your responsibility to withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. You must withdraw through the Admissions/Registrar’s Office (C119) in person or by mail by INSERT THE SEMESTER’S DROP DATE HERE. You may also withdraw through eConnect. Failure to withdraw before the deadline will result in receiving a performance grade, usually a grade of “F.” You will receive a “W” (“Withdraw”) in each class dropped. A “W” shows up on your transcript BUT does not hurt your GPA.

***STOP BEFORE YOU DROP: THE 6 DROPS RULE***

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 six 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 six 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.

**DISTRICT THIRD ATTEMPT POLICY/ REPEATING A COURSE**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate 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 higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any
of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at:
http://www.dcccd.edu/Current+Students/Paying+for+College/Third+Course+Attempt/.

FINANCIAL AID STATEMENT
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not withdraw or stop attending any class without first consulting the Financial Aid Office (C237). Non-attendance or withdrawals may affect your eligibility to receive further financial aid and could cause you to be in a position of repayment for the current semester. Also, students who do not withdraw from a class but fail to attend or participate after the drop date are also subject to this policy, that is, may be in a position of repayment for the current semester.

TEXAS SUCCESS INITIATIVE (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm.

ADA STATEMENT—STUDENTS WITH LEARNING, MENTAL, OR PHYSICAL DISABILITIES
Students requesting accommodations due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodation through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact (DSO) at (972) 860-8348 voice/TDD.

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.

ACADEMIC HONESTY POLICY/CODE OF CONDUCT
Academic honesty is expected, and integrity is valued in the Dallas County Community College District. 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. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm. In this course, violators of the Academic Honesty Policy will receive an “F” for the work done under academic dishonesty and cannot be made up.

PRINTING ON CAMPUS
Printing in the Computer Lab (L108), Library, and Learning Assistance Center (LAC) will cost 10 cents a page. You must bring a one, five, ten, or twenty-dollar bill to the lab to create a print account before you can print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. No cash refunds are possible. An account stays active (and therefore, you can print) as long as the account has value (that is, has money in it).

RELIGIOUS HOLIDAYS/OBSERVANCES
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog section on Student Responsibilities.
STUDENT E-MAIL:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send assignments/drafts as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to https://www1.dcccd.edu/netmail/activate.cfm All students receiving financial aid must open a student NetMail account. You can check your NetMail by going to http://www.dcccd.edu/netmail/home.html

INCLEMENT WEATHER STATEMENT
In the event there is inclement weather that affects regular scheduled classes and events on the Eastfield College campus, the Dallas County Community College District and Eastfield College web pages will display a notification of any closings or delays. **If there is no notice of changes or delays, then classes are in session as usual.** You also may refer to announcements on major television and radio stations (like KEOM-FM radio 88.5) in the event that the DCCCD or Eastfield College Internet sites cannot be accessed.

OBTAINING GRADES AT THE END OF THE SEMESTER
Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnect.dcccd.edu/. Telephone number: 972-613-1818.

DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS/COURSE SCHEDULE
The instructor reserves the right to amend this syllabus as necessary.

Evaluation Procedures:
All tests and assignments are based upon a point system. Please keep track of your grades on this page. You may earn points in the following manner:

**Assignments Point Value**
- Participation: 200 points
- Final Exam: 100 points
- Personal Narrative Speech: 100 points
- Agenda Policy Speech: 100 points
- Business Adventure Speech: 100 Points
• Social Distance Activity 100 points
• Dialogue Journals 100 points

TOTAL POSSIBLE POINTS 800 points

Final Grade Scale: 800-720 = A  719-640 = B  639-560 = C  559-480 = D  479-400 = F

Course Outline

Exams: There will be 1 formal online exam (Final) administered during the semester. The exam is worth 100 pts.  
Total Points =200.

Participation: You earn participation points by completing all the assignments by the due date and participating in classroom discussion.  
Total Points=200.

Narrative Speech: (2:00-3:00 minutes): You will be asked to present to the class a speech of self-disclosure via narrative or introduction speech. This assignment is designed to help you understand more fully some of the aspects of your self-concept. Total Points=100.

Agenda/Policy Speech: (5:00 minutes): This speech will give you the opportunity to push your own agenda. You will be required to prepare and turn in a typed outline with your speech, deliver the speech extemporaneously. Total Points=100.

Business Venture Speech: (5:00 minutes): This speech will give you the opportunity to present a company you believe in to a room of potential investors. Total Points=100.

• Dialogue Journals: You will be required to complete 4 dialogue journals (DJ) on a discussion board within our course (each worth 25 points). Your response needs to be at least one page. The topics will include various debate topics. The due dates for each DJ will
be posted on Black Board.  *For the heading, ONLY type include title. Your paper should adhere to these guidelines: 12-point font, Times New Roman, no more than 1.5 spacing. If your response paper is not meeting the one-page response guidelines, points will be deducted. Please put thought into your responses. This assignment is not a completion grade. You must let me know 48 hours before the due date, if you are having technical difficulties with your online submission, along with proof. If you don’t, I will NOT accept any submissions after the due date. Total Points=100.*

**Late work is not accepted.** Extreme circumstances will be evaluated on a case-by-case scenario with provided documentation. Otherwise, all assignments are due in the professor’s hands by the end of class on the designated assignment due date. Assignments may be turned in early to B342 if you will absent, but work is not accepted late after an absence. Work is not accepted via email.

All assignments, unless otherwise noted, must be typed, stapled and received on time to receive full credit.

There will be opportunities for extra credit throughout the semester.

Note to student: Remember, I do not give you a grade; you earn a grade based upon your performance and participation. You are responsible for your own success! Please feel free to discuss with me any concerns you have during the semester. Communication is key; do not hesitate to email me or ask questions at any time.

All due dates are listed here. Each due date is confirmed unless otherwise specified in class by your instructor. You may use this as a guideline for specific assignment deadlines. It is the responsibility of the student to know when assignments are due, as they have been provided in this syllabus upon the first day of class. Any changes will be announced in class and posted on Black Board.
CLASS CALENDAR

WEEK 1: July 8

Monday: (First Day of Class) Introductions

Tuesday: Chapter 1/2 Guidebook PPT (Assign intro speech)

Wednesday: Chapters 2-4

Thursday: Chapters 2-4 Outline Intro speech due

Friday:

WEEK 2: July 15

Monday: Social Distance Activity

Tuesday: Chapter 14/15 (Assign Agenda policy speech)

Wednesday: Chapter 16/17 (Class time to work on speech)

Thursday:

Week 3: July 22

Monday: Chapter 12/13 (Class time to work on speech)

Tuesday: Outline and Info/Agenda Policy Speech due

Wednesday: Chapter 10 /Agenda Setting

Thursday: Agenda Setting Activity
WEEK 4: July 29

Monday: Agenda Setting Activity Present

Tuesday: Chapter 7/8/9

Wednesday: Assign Business Venture (Class time to work on speeches)

Thursday: Class time to work on speeches

WEEK 5: August 5

Monday: Business Venture Speech due

Tuesday: Motivational Speech

Wednesday: Make up speech due

Thursday: Final
Introductory Speech (1:30 -2:00 minutes):

You will be asked to present to the class a speech of self-disclosure via narrative using a single story that describes who you are. This assignment is designed to help you understand more fully some of the aspects of your self-concept. You may choose to use visual aids, but they are not required.

Please be creative with your speech introduction. I will mainly be grading over content and how much thought put into your speech. I will also provide feedback after everyone has gone so you all can become better at speaking publicly.

–Good luck
**Ratings:** 1 (Missing), 2 (Poor), 3 (Fair), 4 (Good), 5 (Excellent)

Introduction:

Organization:

Creativity:

Space Filler:

Body Movement:

Volume:

Inflections:

Confidence:

Eye Contact:

Conclusion:
(Agenda/Policy Speech 5:00 minutes):

This speech will give you the opportunity to bring awareness on policies and or agendas that matter to you. The policy you choose to implement can be created by you or a policy that is already in use by government officials. You will also have the option to discuss a policy or policies that you believe should or shouldn’t be revoked.

What is Policy:

- Policy is made in response to some sort of issue or problem that requires attention. Policy is what the government chooses to do or not do about a particular issue or problem.
- Policy might take the form of law, or regulation, or the set of all the laws and regulations that govern a particular issue or problem.
- Policy is made on behalf of the "public."
- Policy is oriented toward a goal or desired state, such as the solution of a problem.
- Policy is ultimately made by governments, even if the ideas come from outside government or through the interaction of government and the public.

Your Objective:

- Increase awareness of the latest information about a public policy by using related facts.
- Deepen your listeners’ knowledge of a complicated terms, concepts, and processes.
- Aid in your listeners’ understanding on why this policy should or shouldn’t be implemented.
- Educate your audience on about the negative or positive of the policy you choose to discuss.
- Explain how this policy may or may not impact our future.

Requirements:
1. The topic should be informative and challenging to your audience.
2. A minimum if five (5) sources are required for this speech—list a complete bibliography at the end of your outline. Only use credible sources.
3. A minimum of three (3) visuals of professional quality are required.
4. Your speech should be carefully organized.
5. Your speech will be graded on the Evaluation Form.
Ratings: 1 (Missing), 2 (Poor), 3 (Fair), 4 (Good), 5 (Excellent)

Did INTRODUCTION: Comments:
1. Begin with attention getter?
2. Motivate audience to listen?
3. Establish credibility?
4. Smooth transitions?

Were MAIN IDEAS:
5. Easy to identify and follow?
6. Arranged in effective persuasive pattern?
7. Connected by good transitions?

Was SUPPORTING MATERIAL:
8. Well documented during speech?
9. Adequate in verbal supports? [Use +, ü, x]
   __ Statistics? __ Explanation/Definitions?
   __ Comparisons? __ Short Instances (Examples)?
   __ Expert opinion? __ Detailed Instances (Illustrations)?
   __ Fables, rhymes, sayings, poems, demonstrations? __ Other:

Did SPEAKER PERSUASIVELY:
10. Use evidence & logic (logos)?
11. Establish credibility (ethos)?
12. Relate to psychological needs of listeners (pathos)?

Did CONCLUSION:
13. Summarize main arguments?
14. Visualize future & ask for audience acceptance?
15. Close in a memorable way?

Was DELIVERY characterized by:
16. Dynamic, yet conversational quality?
17. Confidence (in posture, gestures, & eye contact)?
18. Freedom from distracting mannerisms? [Check]
   __ "Uh"/ "Um"/ "And Uh"/ "You know"/ "Well"/ "Well Uh"/ "OK"?
   __ Plays with pencil, clothes, hair, or pointer?
   __ Nervous laugh or cough?
   __ Slouches, taps feet, paces, or sways?
   __ Other?
19. Effective vocal delivery (volume/pitch/rate?
20. Effective language usage?
Business Venture Speech (5:00 minutes):

Your goal is to influence a room of investor to support a business idea/organization/non-profit that you create. You will basically be a spokesperson for the company you choose to represent.

Requirements of Assignment:

- Select a company/organization/service that your classmates would not think of.
- Explain company history.
- What has your company already accomplished.
- What are your services?
- How will your services benefit us?
- Share information that will help your company stand out.
- At least three (3) sources.
- Visual aids are required to help share their story
- Be creative!
- Have fun!
Ratings: 1 (Missing), 2 (Poor), 3 (Fair), 4 (Good), 5 (Excellent)

INTRODUCTION: Comments:
1. Begin with attention getter?
2. Motivate audience to listen?
3. Establish qualifications/credibility?
4. Make purpose clear?
5. Smooth transitions?

Were MAIN IDEAS:
6. Easy to identify and follow?
7. Arranged in effective pattern?
8. Characterized by smooth transitions?

Was SUPPORTING MATERIAL:
9. Well documented during speech?
10. Adequate in verbal supports? [Use +, √, x] 
   ___Statistics? ___Explanation/Definitions?
   ___Comparisons? ___Short Instances (Examples)?
   ___Expert opinion? ___Detailed Instances (Illustrations)?
   ___Fables, rhymes, sayings, poems, demonstrations? ___Other:
11. Adequate in visual supports? [Use +, √, x] 
   ___Interesting? ___Professional?
   ___Easy to see? ___Handled well?

Did CONCLUSION:
12. Summarize topic & main ideas?
13. Close in a memorable way and use effective Q & A (if appropriate)

Was DELIVERY characterized by:
14. Natural, conversational quality?
15. Direct eye contact?
16. Minimal (or no) use of notes?
17. Freedom from distracting mannerisms? [Check]
   ___"Uh"/ "Um"/ "And Uh"/ "You know"/ "Well"/
   ___Plays with pencil, clothes, hair, or pointer?
   ___Nervous laugh or cough?
   ___Slouches, taps feet, paces, or sways?
   ___Other?
18. Effective volume, pitch, rate, & emphasis?

Was PRESENTATION AS WHOLE:
19. Suited to assignment & time limit?
20. Accompanied by quality outline & other requirements?
** 10 points will automatically be deducted from your speech if you do not have your outline submitted the day of your speech. Your outline **MUST** follow this template exactly (i.e. spacing, formatting, etc.) Sources must be cited in MLA or APA formatting on the last page of your outline. If your outline does not meet the submission requirements, you will **NOT** receive credit for your submission.

**Basic Speech Outline**

**Purpose:**

**A -- Introduction**

1 -- The introduction should grab the audience’s attention, explain what the presentation is about and provide direction.

A – State your topic  
B – State your thesis  
C -- Preview your main points

**B -- Body** (Provides the audience with salient information regarding your topic)

I -- State your first main point.  
1 -- Provide a statement to support this point  
2 -- Provide illustrations, examples, anecdotes, statistics etc., that further clarify and support your point

II -- State your second main point  
1 -- Provide a statement to support this point  
2 -- Provide illustrations, examples, anecdotes, statistics etc. that further clarify and support your point

III -- State your third main point  
1 -- Provide a statement to support this point  
2 -- Provide illustrations, examples, anecdotes, statistics etc. that further clarify and support your point
C -- **Conclusion** (Reiterate the purpose for and points supporting your speech)

I -- Review or summarize your main points and/or
II -- provide a memorable statement or quote that summarizes your presentation