Eastfield College
Arts and Communications Division
Summer 2019
SPCH 1311.46034
3 Credit Hours

Instructor: Kay Keeland
Room: G226
Date/Times: July 8th, 2019-August 8th, 2019
   Monday-Thursday 10:10am-12:10pm
Withdrawal or Final drop date:

Contact Information:

   Office: G121
   Phone: 972 860-1047 972 639-8058
   Email address: KayKeeland@dcccd.edu
   Hours Available: by appointment

Course Description:
SPCH 1311: Introduction to Human Communication
2015 Core Curriculum Foundational Component Area: 010 Communications
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 Lec.) Coordinating Board Academic Approval Number 2313045112

Required Textbook / Supplies Needed

Textbook not required

3 by 5 index cards
2 pocket folder for Field Interview packet
Speech folder
Paper/pen
Flash drive (optional)

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

**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*

Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://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](http://www.dcccd.edu/netmail/home.html)

**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 *published in the DCCCD Catalog at* [http://www1.dcccd.edu/cat0506/ss/code.cfm](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 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://www1dccc.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:

- The grade of zero (0) on that particular assignment.
- A course grade of F (depending on the severity of the student’s dishonesty or plagiarism).
- 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 semester drop date. 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 DROP 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 it 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](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](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](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](http://www.dallascounty.edu) and [Eastfield College](http://www.eastfield.edu) 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/](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

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<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Grade (Range)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Speech</td>
<td>100 pts.</td>
<td><strong>A</strong> 900-</td>
</tr>
<tr>
<td>1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informative Speech</td>
<td>100 pts.</td>
<td><strong>B</strong> 800-</td>
</tr>
<tr>
<td>899</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Project/ Typed outline/MLA citations</td>
<td>200 pts.</td>
<td><strong>C</strong> 700-799</td>
</tr>
<tr>
<td>Field Interview Packet/Resume</td>
<td>200 pts.</td>
<td><strong>D</strong> 600-</td>
</tr>
<tr>
<td>699</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation/ activities</td>
<td>100 pts.</td>
<td><strong>F</strong> 599-</td>
</tr>
<tr>
<td>Below</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persuasive Speech/Typed Outline/MLA Citation</td>
<td>200 pts.</td>
<td></td>
</tr>
<tr>
<td><strong>Exam</strong></td>
<td>100 pts.</td>
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</tbody>
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**Attendance Policy:** Attendance is necessary, we need your participation. You are allowed one absent without it effecting your participation grade. Each absent after that will deduct 10 points from your participation grade. Also you will need to participate in class discussions and speech critiques.
Course Outline: *Important Dates to Remember*

- Introductory Speech
- Informative Speech
- Field Interview Packet
- Group Presentation
- Persuasive Speech

**Final Exam** TBA

The instructor reserves the right to amend this syllabus as necessary

**Classroom Etiquette:** Make sure cell phones are turned off during class time. Also no text messaging during class.

If you arrive late to class and your classmates is making a presentation, please wait outside until the student is finished presenting before entering the room. Arriving **15 minutes** late will result in an absent.