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

Course Objectives/Learning Outcomes
Speech 1311 is included in the DCCCD Core Curriculum. This course provides students with the opportunity to develop the Core Curriculum Intellectual Competencies of reading, writing, speaking, listening, critical thinking and computer literacy fundamental to all DCCCD Core Curriculum courses. It also provides students with the opportunity to achieve the Texas Higher
Education Coordinating Board's Exemplary Objectives in Communication

Core Curriculum Intellectual Competencies (CCIC)
Speech 1311 satisfies the following Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.

- **READING**: the ability to analyze and interpret a variety of printed materials, books, documents, and articles above 12th grade level
- **WRITING**: the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience above 12th grade level
- **SPEAKING**: the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience above 12th grade level
- **LISTENING**: analyze and interpret various forms of spoken communication, possess sufficient literacy skills of writing, reading above 12th grade level
- **CRITICAL THINKING**: think and analyze at a critical level
- **COMPUTER LITERACY**: understand our technological society, use computer based technology in communication, solving problems, acquiring information

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

Attendance
Because speech communication involves listening, evaluating, and writing as well as speaking, you are expected to be in attendance every week. Daily participation is necessary for success in this course (i.e. reading, assignments, discussions etc.)

Absences:
*Attendance is taken based on your weekly discussions, responses and assignments. It is your responsibility to look at your course shell daily for announcements or updates.*

Absences and Missed Assignments in excess will result in the lowering of your final course grade by **10% of total class points available (100 points) for each subsequent absence**. For example, if you are receiving a 900 in the class and have one more absence than you are allowed, you will receive an 80% (800 points) for the course. If you have two extra absences, you will receive a 70% (700 points) and so on.
**Missed Work:**
*NO LATE WORK WILL BE ACCEPTED.*

You are expected to have all work submitted to the instructor in class by the assigned date and should be current with the course upon your return. In the event of an absence on the day you are scheduled to give a speech, you are not permitted to make up that speech and will receive a score of "0" for that assignment (unless there is serious extenuating circumstance preventing you from attending). In the event of an absence on a day in which in-class activities occur, you are not permitted to make up those activities and will receive a score of "0" for that assignment (with the exception of some extenuating circumstances). Exams are administered online and are available for one week. The student is responsible for ensuring that adequate time is devoted to completing and submitting all exams. *Please ensure you are taking your exam on a reliable computer. Once the window has been closed for the test it will not be reopened (i.e. computer problems).*

**Speech Day Policy:**
If the speech outline is late, the student can still present the speech.

**Protocol of Performance:**
- You must submit your speech on or before the day assigned.
- You must videotape your speeches on vimeo and upload it to ecampus.
- You must present your outline before every speech. All outlines must be headed, titled, typed, and stapled (if necessary) and turned in by the start of class on your speech day. Late outlines will not be accepted.
- Dress appropriately each time you are to give a speech.

**Course room Guidelines**
Respect is expected at all times. This includes students, faculty, staff, and Mountain View College. I will not allow any behavior, vocal, or otherwise, that shows disrespect. Examples include, but are not limited to: obstruction or disruption of the educational process; willful disobedience and/or the open persistent defiance of authority; verbal or physical threats to students, faculty, or staff. If you need clarification, ask.

I reserve the right to dismiss any student for disruptive or disrespectful behavior. Excessive or extreme cases may be referred to the department chair or the division dean.

**Discussion Board Guidelines**
You Initial Discussions and Responses must be a minimum of 200 words each unless otherwise noted. They must be single spaced (Font type: Arial, Size: 12). Use APA citations when appropriate. Also, follow APA for all your essays, reports or research papers within the course. You are not allowed to submit discussion posts/responses or assignments earlier than the assigned week. They will not be graded.

**Special Considerations**
If you have special needs or concerns, do not hesitate to ask me for consideration. Exceptions or considerations are usually not granted for an assignment on the day it is due.
I strongly encourage you to form a study group to minimize outlining of reading and lecture material. It is very difficult for one student to catch everything in every reading and lecture. Additionally, I believe in the power of teams. Use your class group as another opportunity to achieve success.

Grade Distribution:
A = 1000-900
B = 899-800
C = 799-700
D = 699-600
F = Below 600

Institutional Policies
The following information is important MVC and/or DCCCD guidelines and policies.

Standards for Core Courses
All students are advised to enroll in this course within the first 36 hours of credit since it stresses critical skills needed for success in other courses. To graduate, students must earn a final grade of "C" or better in all core courses. A "C" grade indicates competent performance.

Withdrawal Policy (with drop date)
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 __________ 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.

Academic Honesty:
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. 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. Cheating on a test, speech, PowerPoint or any other assignment will result in the student receiving a final grade of “F” for the semester.

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 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.

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.

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.

College Title IX Coordinators
Brookhaven Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825 Cedar Valley
Grenna Rollings TitleIX-CVC@dcccd.edu 972-860-8181 Eastfield
Rachel Wolf TitleIX-EFC@dcccd.edu 972-860-7358 El Centro
Shanee’ Moore TitleIX-ECC@dcccd.edu 214-860-2138 Mountain View
Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561 North Lake
Rosemary Meredith(acting) TitleIX-NLC@dcccd.edu 972-860-3992 Richland
Bill Dial TitleIX-RLC@dcccd.edu 972-238-6386 Dallas Colleges Online
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 take a make-up examination or complete an assignment within a reasonable time after the absence.

Disclaimer Reserving Right to Change Syllabus
The instructor reserves the right to amend this syllabus as necessary.

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Inclement Weather Statement
In the event there is inclement weather that affects regular scheduled classes and events on the Mountain View campus, the Dallas County Community College District and Mountain View 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 in the event that the DCCCD or Mountain View College Internet sites cannot be accessed.

Student Code of Conduct
All enrolled Mountain View students are responsible for following the guidelines and policies of the DCCCD Student Code of Conduct. As an enrolled student, you accept the Code of Conduct and agree to abide by the policies and the procedures in place or a violation of the Code of Conduct. The Code of Conduct applies to the classroom, student activities on and off campus, as well as campus facilities. Details on the Student Code of Conduct are available at https://www1.dcccd.edu/cat0406/ss/code.cfm.