COURSE SYLLABUS
Speech 1311 – Introduction to Speech Communication
Summer 2019 - Online

VISUAL/PERFORMING ARTS -- DIVISION
Office Hours: 8:00 a.m. – 6:00 p.m. Monday-Thursday
8:00 a.m. - 4:30 p.m. Friday - Telephone: 972-273-3560
Location: Lower Level-North Lake Library

This course syllabus is intended as a set of guidelines for (Course Speech 1311). Both North Lake 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.

Instructor Information:
Instructor’s Name: Rachael Tiede
Email Address: rtiede@dcccd.edu
Office hours by appointment, please email.

Course Information:
Course title: Introduction to Speech Communication
Course number: Speech 1311
Section number: 76426
Credit hours: 3
Class meeting time: Online

Course description: Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced.
Course prerequisites: This course requires college-level skills in reading and writing.
Required or Recommended Textbooks and Materials:


Course Objectives:

SPCH 1311 Introduction to Speech Communication
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Specific Course Learning Outcomes:

1. Upon successful completion of this course, students will:
2. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
3. Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
4. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness.
5. Develop, research, organize, and deliver formal public speeches
6. Recognize how to communicate within diverse environments

Classroom online requirements:
- It is expected that you will develop an ethical framework to guide communication interactions.
- There will be no make-up speeches or tests unless you have a documented emergency. You must then contact your instructor within 24 hours. You are encouraged to utilize extra credit opportunities to help your grade point in the class.
- Late assignments will not be taken unless documentation is provided for a medical or other personal issue.
- All tests will be taken on Connect and are multiple choice, matching, and true/false.
- You will receive a thorough description of requirements for all formal assignments before they are due. All assignments must be TYPED, double-spaced, with appropriate margin of 1” all the way around, and a font size of 12 points to receive credit (e.g., papers, outlines, etc.). Your Works Cited will be in MLA format in accordance with the latest edition.
- Any speech in which the minimum number of sources is not used/cited, will receive a grade of no higher than a “C.” This includes oral citations when presenting the speech as well as in written form in the outline. In addition, any speech read from notes will not receive above a “C” grade.
- It is important to stay within the time limits for the assigned speeches. Failure to do so indicates that you have not thoroughly prepared and practiced for the assignment and will lower your grade. Speeches more than 30 seconds under/over will receive a grade no higher than a “C.”
- Do not chew gum or wear caps during your speech.
- 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.
- Topics for Informative and persuasive speeches must be over a current, relevant, and perhaps social issue, see the don’t go there clause for more information.
- No video editing is allowed. Check videos before uploading make sure the sound and video quality are good. Visual aids need to be shown.
- Any problems with Connect (video compression or upload issues) need to be addressed first to Connect please call 1800 331 5094 and get a case number. I need that case number in an email from you to assess the situation.
- Speeches need to be presented in a well lit room, with your face showing well enough to see your facial expressions. The audience should consist of at least 5 adults – 14 years and up will suffice.
- PLEASE NOTE: Emails will be returned in 24-48 hours, please plan accordingly.

DON’T GO THERE CLAUSE: Topics that are off limits for this class are gun control, abortion, legalization of drugs, lowering the legal drinking age, the death penalty, and religious conversions (attempts to or sharing of own experience). Sources that are off limits consist of religious texts (Bible, Torah, Koran, etc.) and WIKIPEDIA. You may use NLC’s Online Databases, periodicals, and books. Dictionaries may be used as secondary sources but do not count as one of your required source cites in any presentation.

Speech Video Requirements - Students who are physically able to stand should do so on Speech presentations. Audience (of 5 Adults) should be shown on video for recorded speeches at the beginning and at the end of the speech. Students want their Speech Deliveries to be presented in the most Professional way possible (NO background noise like the TV or crying children; Brightly lit room; Audience that is sitting in front of the student speaker and Actively Listening to the delivery, etc). Call McGraw Hill and get a case # before emailing me – 1 800 331 5094.

Check into the Course on a regular basis, and stay current with assignment Due Dates; LATE Work is not Accepted. It is the student’s responsibility to properly upload documents into Connect including speeches through eCampus (follow posted requests for uploading assignments).

Discipline/ Course/ Department/Policies
There will be no make-up (late) speeches or tests. Entry Competencies: College level reading and writing skills Student Responsibilities: Listen, follow directions, and submit assignments on time.
Class Participation is an important component of this course. You can only gain the vital instruction and interaction that you need in order to achieve course objectives by participating in the online class. If your contribution to class discussion along with your timeliness and participation in assignments will be noted and raised in the event that your total grade points border narrowly (8 points or less) between an A and B, B or C, etc.

Grading Scale
The grade for this course is based on a point count system which is as follows:

A= 900-1000 and all graded assignments
B= 800-899
C= 700-799
D= 600-699
F= 599 or less

A. SPEECHES:

Informative or Demonstration Speech - Students will speak for 4-6 minutes to offer knowledge and understanding about a specific topic of interest. Students will need to have researched and cite 4 sources in the speech and hand in a bibliography with the outline. 1 visual aid is required (no live animals or people) more are acceptable. Student’s options for this speech are as follows: Cultural heritage, traditions, food, family ancestry or the place your family is from. You may also speak about a job or company you would like. 75 pts.

Persuasive Speech – Students will speak from 5-7 minutes in order to change or reinforce the class’ beliefs or actions about a topic, product, belief, value, culture, etc. Students will need to have researched and cite 4 sources in the speech and hand in a bibliography, with the outline. Students will be required to follow Monroe’s Motivated Sequence. Speech topics include places to travel to, or activities to do in DFW or useful products for the summer heat in Texas. 75 pts.

Introduction / Me in 30 Seconds Speech- Students will speak 3-5 minutes about themselves. This will include career goals, educational plans and your strengths from the Strength Finder Assessment. 50 pts.

Small Group Panel Discussion Students will speak 4-5 min and are expected to present a 15-20 min panel discussion as a group on a current and relevant topic to the class. This will be done online using Connect. The same as your other speeches. Each group will need to cite at least 5 sources. Each person will deliver an individual speech that is 4-5 minutes in length. This speech should either be informative or persuasive, depending on the topic. Groups will be at least 4 people and no more than 6 people and the discussion and video will be done using Connect. 100 pts.

B. OUTLINES:

Speech Outlines: Students will develop an outline for each speech given and turn it in prior to speaking. Bibliographies are due at the same time and are required to have 4-6 sources. Each outline will be worth 20 points, to total 80 pts.

C. WRITTEN ASSIGNMENTS:

Interpersonal Analytical Critique / Report (Friendship Paper) - Analyze a current relationship you have with a friend and write a 2-3 page double spaced paper about the various Friendship stages described by Rawlins. See page 123 in the book to cover the six stages by Rawlins. Be sure to include examples of any non-verbal cues and the use of language in your interactions. 75 pts.
Intercultural Analytical Critique / Report – Interview someone from another culture and analyze in 2-3 pages the various co-cultures they exist in. Compare the cultures they belong to, to your own co-cultures. Report your findings in a 2-3 page double spaced paper in paragraph form. Use Chapter 7 as your guide, you need examples and at least four of the cultural characteristics described in Chapter 7. 75 pts.

Resume – Students will create or update a resume, using the templates and guidelines as well as the examples on Ecampus. The StrengthsFinder book will be used in completing the resume. 20 pts.

Me in 30 Seconds – Students will develop a summary statement of who they are and why someone would want to hire them over another potential candidate. This will be done in conjunction with the resume and will use the StrengthsFinder book and test. 20 pts.

D. TESTS:  
Tests - Three tests will be taken in class on Connect. The tests will consist of the LearnSmart Quizzes. The questions will be multiple choice and true/false. Each test is worth 100 pts to total 300 pts.

E. PARTICIPATION:  
Blog / Discussion Boards: You will be required to complete five discussions within our course (each worth 10 points). The discussions will include various debate topics. The debates shall remain ethical and constructive. I will moderate these periodically throughout the semester. The due dates for each Discussion Boards will be clearly posted on eCampus. The last discussion will take place in Connect for your group panel. This board will be open at the beginning of class for you to start participating. Each Discussion board will be due on the posted due date in the discussion board. To receive your points you will need to comment on at least two of your classmates posts. 50

LearnSmart Activities: Students will complete up to 20 minutes per chapter of questions and flash card type activities in Connect. (these will help prepare you for the tests and are part of your participation grade. 75 pts.

All of the above is subject to change according to time and other factors at my discretion. I am looking forward to an exciting semester together.

Evaluation Procedures

GRADING SCALE
A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = 59% or less

The following are the graded assignments

SPEECHES (four)  
1. Introduction 50
2. Informative 75
3. Persuasive 75
4. Group Panel Discussion 100

**SUB TOTAL 300**

**TESTS**
Test 1 100
Test 2 100
Test 3 (Final) 100

**SUB TOTAL 300**

**ANALYTICAL CRITIQUES / REPORTS**
Interpersonal 75
Intercultural 75

**SUB TOTAL 150**

**OUTLINES / OTHER WRITING**
Informative Outline 20
Persuasive Outline 20
Introduction Outline 20
Group Panel Outline 20
Resume 20
Me in 30 Seconds 20

**SUB TOTAL 120**

**CLASS PARTICIPATION 130**

**TOTAL PTS. POSSIBLE 1000**

**CLASS PARTICIPATION** is an important component of this course. You can only gain the vital instruction and interaction that you need in order to achieve course objectives by participating. Your contribution to class discussions along with your timeliness and participation in assignments will be noted and thus considered in the event that your total grade points border narrowly (8 points or less) between an A and B, B or C, etc. Please note that three tardies will equal one absence.
<table>
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<th>Weeks</th>
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| Week 1 –   | Syllabus Read Ch. 1-6  
Discussion Board #1 Due introduce yourself.  
Discussion Board #2 Due on Topic ideas about your informative speech.  
Introduction Speeches and Outlines Due |
| July 8-14  |                                                                         |
| Week 2 –   | Extra Credit Due – email article from Academic Search Complete about Business Communications,  
TEST #1 Due on Connect covering Ch 1-6.  
Resume, Due  
Me in 30 Seconds, Due  
Cover Letter Due.  
Informative Outline Due on Connect. Full sentence outline with 4 sources |
| July 15-21 |                                                                         |
| Week 3 –   | Informative Speeches – 4-6 minutes, 1 visual aid, 4 sources Due,  
Read Ch. 7-11  
Discussion Board #3 on Listening Skills |
| July 22-28 |                                                                         |
| Week 4 –   | TEST #2 Due on Connect covering Ch. 7-11  
Persuasive Outlines Due on Connect Due  
Persuasive Speeches Due – 5-7 min Due  
Discussion Board #4 Due on persuasion, when have you been persuaded and how have you persuaded others.  
Discussion Board #5 Due Group Panel Discussion |
| July 29-   |                                                                         |
| Aug 4      |                                                                         |
| Week 5 –   | Group Panel Speeches and Outlines Due Aug 8, TEST #3 on Connect Due Aug 8. |
| Aug 4-8    |                                                                         |

INSTITUTIONAL POLICIES  
NORTH LAKE CAMPUS POLICIES  
Institutional Policies relating to this course can be accessed from the following link:  
www.northlakecollege.edu/syllabipolicies