Speech 1311 – Introduction to Speech Communication
On-line Course Syllabus May Term 2019

Richland College
World Languages, Cultures, and Communication Division
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Professor Information
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Course Information
Course title: Introduction to Speech Communication
Course number and Date:
SPCH 1311.84489
Credit hours: 3
Course Certification and Withdrawal Dates:
Course Certification Date: Tuesday, May 21, 2019
Last Day to withdraw with a “W”: Friday, May 31, 2019
Prerequisite: College level ready in Reading and Writing.

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.)

Prerequisite: College level ready in Reading and Writing.

What is this Class like?
During this course, you will receive a comprehensive introduction to the basic concepts and theories of communication. You will have opportunities to assess and improve your skills. We will practice mindful communication with others, critically evaluating, speaking, and choosing appropriate communication strategies. You will gain crucial knowledge and skills useful to you in your career, academic life and personal life. A good way for you to think about this course is that during this semester you will have your own personal communication “coach” and mentor who will guide you in becoming a more confident, competent and effective communicator. I am deeply committed to your success in this course.
Required Course Materials

- Access to a computer with Microsoft Word and PowerPoint and a printer

Core Curriculum Objectives:
As a course included in the DCCCD Core Curriculum, SPCH 1311 provides students with the opportunity to develop the following skills:

1. **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making.

SPCH 1311 Student Learning Outcomes (SLOs):
Upon completion of SPCH 1311, the student will be able to

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. Recognize how to communicate within diverse environments.
5. Develop, research, organize, and deliver formal public speeches.

Required Course Materials

- (Note: The student success manual and Now Playing book are optional purchases and not required for the course).
- Access to a computer with Internet

Course Work
Your assignments can be found in the left hand menu under the “Weekly # Assignments” subdivider. These links will not be available until the day the course starts.
Evaluation Procedures

Assignments (300 points)

• Chapter 1 Discussion Board with required response to classmate – 100 points
• Chapter 5 Discussion Board with required response to classmate – 100 points
• Chapter 6 Discussion Board (no reply to classmate necessary) – 100 points

Group Project (200 points)

• Group Project - 150 points
• Group Project Reflection and Peer/Self Evaluation - 50 points

Speeches and Speech Related Assignments (500 points)

• 1 Personal Experience Object and Purpose - 10 pts
• 1 Informative Speech Country Choice and 3 Research Sources - 25 pts
• 1 Awardee Speech Awardee and Award Title - 15 pts
• Informative Self and Peer Critique - 40 pts
• Speech #1 – Personal Experience Speech - 125 points and Outline – 10 points
• Speech #2 - Informative Culture Speech - 100 points and Outline – 25 points
• Speech #3 - Award Speech – 100 points and Outline and Certificate – 25 points
• Persuasive Speech Critique – 25 points

The units and assignments are not linear, meaning we may jump between Chapters in the textbook.

Extra Credit – There are three opportunities for extra credit in this class for a total of 60 points. You must complete all three speeches to be eligible to earn extra credit. You will see announcements regarding the extra credit in Units One and Four.

Grading Scale

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

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

Grades are updated frequently! To calculate your average, take the # of points you have earned, multiply by 100 and divide by the total possible # of points. For example, if we have completed up to a possible 375 points, but you only earned 304 of them,
PLEASE NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D.” You must pass two of the three required speeches with a minimum grade of 70% (a “C” letter grade) in order to pass the course, regardless of end-of-semester accumulated course points. There are no exceptions to this policy. Speeches are to be given in front of a physically present audience visually seen by the instructor in person or via recording with no edits made to the video to pass the course. Again, failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

Grade Reminders

- Grades cannot be based on effort. Teachers cannot measure time or energy expended; only outcomes can be gauged. If you work hard at something and do not achieve the desired outcomes, a teacher cannot give you the grade you want or the higher grade because of your effort.
- Grades cannot be assigned because a student needs/wants a particular grade. If you desire the A, you will need to fulfill the conditions needed to earn an A.
- Grades are based on announced standards. Therefore, consideration of grade fairness must center on the application of those standards to student work, instead of comparisons to other student’s work.
- Generally, teachers are more experienced at assessing student work than the students themselves.
- Teachers, on average, are objective and are not out to “nail” their students. Most teachers want to give their students the highest grade possible and the benefit of the doubt.
- Students are entitled to emotional reactions to assessment of their work; however these expressions should occur in private, NOT public.
- Any discussion of grades should be impartial, unemotional, and characterized by mutual respect, courtesy, and professionalism.

Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
You can reach me either using the “Send Email” button in the course or at the email address listed on page 1. You can expect a 24 hour turnaround time during the weekdays and up to 24-36 hours on the weekends. If you do not receive a response within these time frames, please email again. Please remember to address me formally, use proper spelling, grammar, and punctuation, as well as formally sign your name at the end of each email. You can also call my office at 972-238-6238.

“Do you take attendance?”
Attendance is based on your log in activity to Blackboard. You are expected to log in every day during the May Term. There is no attendance grade, but if you fall behind on work and have not been logging in regularly, you may be contacted to discuss your participation in the course.
“Can I make up this work?”

**Online Assignments:**
An online course can be very challenging. Time management skills are essential, and it is your responsibility to look ahead in the course and plan accordingly. Discussion Boards and Topic Posts, Individual Steps of the Group Project, the group reflection, and critiques WILL NOT be accepted late. If you put something off until the last minute and something happens—that is a lesson learned. Learn it, and move on. Anticipate technology problems and don’t procrastinate.

**Speeches:**
If you miss a speech due date, you will immediately lose points, up to 30% at the discretion of your instructor. If you are even 1 minute late submitting your speech, this may deduction apply. It is your CHOICE to wait until the last minute, and you are CHOOSING to risk the deduction if you wait.

You must have at least ONE live audience member of adult age or your speech will not be graded. You will receive a zero if you have no audience. You are required to have 5 audience members in attendance for each of your speeches. Each audience member is worth 5 points for a total of 25 points. You must show your audience at the beginning AND end of the recording.

“How do you grade the assignments?”
All of your assignments have previously assigned point values which can be found in the Syllabus or on the assignment itself. Rubrics are used to grade all of your work so the points are broken down for content, organization, and in the case of your written assignments, spelling and grammar. All work is expected to be college level writing. Please run spell check and proofread your work before submitting it.

Due dates are in the due date list and My Grades. All assignments submitted on time will be graded within one week. You can find the grade as well as the written feedback in "My Grades." Make sure to check “Comments.”

If you disagree with your grade, you have up to one week after the grade is posted in My Grades to dispute the grade. Please email me with your complaint fully written out so that it may be addressed fully. After one week from the time the grade is posted, the grade may not be disputed.

**Technology**

**General:**
- This is an Internet-based course. Therefore it is expected that you have regular access to the Internet. Regular access means you can access the Internet at least once every 24 hours. If you do not have regular Internet access in your home, then you should make a plan NOW for accessing it using the school’s computers, going to your local library, or asking a friend. Not having access to the Internet is not an acceptable reason for not being able to turn in work.
• You will need digital recording equipment to record your speeches (should you choose the recording option). You should TEST this equipment prior to recording your first speech.

• You need to be able to upload your speech to YouTube. If you do not already have a YouTube account, please do so during the first week of class. When you upload your speeches to YouTube, please remember that you must make the video PUBLIC. IF you mark the video PRIVATE, I will neither be able to access it nor grade your work.

Email:
• Check your email frequently.
• It is your responsibility to make sure you are receiving my emails, you are able to open attachments, and that you check your email frequently enough to not miss anything important.
• If you miss/fail an assignment because you neglected to check your email or Blackboard, you are wholly responsible.
• Please consider the person you are emailing (Dr. Dean) is a professional. Remember to utilize proper grammar, capitalization, spell check, and an overall polite and similarly professional demeanor when sending a message. In other words, include your name and use complete sentences. You will not receive a response to your message if it begins with “Hey,” contains egregious errors that impair my ability to decode your message, or is disrespectful in tone and content.

Blackboard (also called “eCampus”):
• Blackboard is essential in this course. You must be able to access Blackboard during the first two days of the course beginning. It is your responsibility to alert your instructor to problems you have with logging in. You are also responsible for contacting the Help Desk if the problem is technical in nature.
• Blackboard will include an electronic copy of your syllabus.
• You will submit ALL of your assignments via Blackboard.
• If you are unable to submit something online due to Blackboard issues, you should immediately email me along with an explanation of the issue. Make sure to always include your name and course section number. Do not simply NOT turn it in. Thank you for remembering that Blackboard is not responsible for your success in the course – you are.
• If you do not own a computer or have regular access to the internet, you are responsible for making arrangements before the due dates/times.

Delivering Speeches
• While delivered in a location of your choosing, with an audience of your choosing, the speech should still be considered a formal speech, as you would give it in the classroom, in front of your instructor and classmates.
• Dress appropriately (as you would if you were giving a presentation to professionals — and always wear shoes).
• If you are recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible.
• If you are recording, you must have at least one live audience member for the speech to be accepted. If there is no live audience member over the age of 16, you will receive a zero. You MUST record the audience visually BEFORE and AFTER your speech.
• You cannot edit your speech video in any way at all. Editing your video will result in a zero or a re-do, potentially for a late grade, at the discretion of your instructor.
• Each audience member up to 5 is worth 5 points. Less than 5 audience members will result in a 5 point per missing audience member deduction (Thus, the most points you lose is 20 since you must have at least one person)
• Please read all the information provided in the course for how to write, record, and deliver your speeches. Many tutorials are provided for your benefit. Please watch them.
• If you need help on your speech, let your instructor know!

How to be successful in this class:
1. Stay motivated! Don’t get behind, but if you do, renew your efforts to not miss any more assignments.
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions. Read all instructions BEFORE asking questions.
4. After reading carefully, if you still have unanswered questions, please email your instructor for help.
5. Turn assignments in on time—or better yet, early! You do not have to wait until the day something is due to submit it. “Due date” doesn’t mean the Date you DO the assignment.
6. Put all the dates of assignments and speeches on a calendar or planner and highlight them.
7. Don’t make excuses about why you cannot do something. Either do it, or don’t, and accept the consequences. Challenge yourself to get out of the habit of thinking up excuses any time you forget something or make a mistake. We all make mistakes and accepting the consequences helps us to remember next time not to make the same mistake.

Institutional Policies
Institutional Policies relating to this course can be accessed from the following link. These policies include but are not limited to academic advising and degree planning, students with disabilities, cheating, plagiarism and collusion, religious and ethnic holiday observance, harassment, discrimination and sexual misconduct, students receiving financial aid (attendance/participation requirements and withdrawal from classes), class drop and repeat options, campus emergency procedures and the DCCCD concealed carry weapons policy. PLEASE DO READ THESE POLICIES. www.richlandcollege.edu/syllabipolicies

Academic Honesty
In addition to the institution’s policies on academic dishonesty: the first time you are found using someone else’s work from a concurrent or past course, having someone else do your
quizzes and assignments, using an online website for quiz and assignment answers, or doing anything less than 100% your own work, you will receive a 0 on the assignment and a written warning. The second time you will receive a failing grade in the course, be reported to the Vice President of Academic Affairs and your suspension from DCCCD will be requested. Do your own work, always.

**Drop Policy**

If you are unable to complete this course, you must officially withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. For more information about drop deadlines, refer to the current online Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office.

**Syllabus Disclaimer**

*Instructor information may be subject to change. This course syllabus is intended as a set of guidelines for SPCH 1311. Both Richland College and Dr. Dean 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.*

<table>
<thead>
<tr>
<th>Due Date List – Three Week Course – Speech 1311.84489</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Dates:</strong> Monday, May 20 to Wednesday, June 4, 2019</td>
<td>*Assignments are due by 11:59 p.m. of the due date</td>
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<tr>
<td><strong>Course Certification Date:</strong> May 21, 2019</td>
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<tr>
<td><strong>Last Day to withdraw with a “W”: May 31, 2019</strong></td>
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</tbody>
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**WEEK 1 – 310 points (+40 extra credit points)**

- Start Here Quiz +10 points extra /Verify your Email Address/Submit your Photo ID**must do to be certified in course Monday 5/20
- Chapter 1 Introduction Discussion Board Post and response – 100 Tuesday 5/21
- Post Personal Experience Speech Object and Purpose – 10 points Wednesday 5/22
- Chapter 5 Discussion Board Post and Response – 100 points Thursday 5/23
- Chapter 6 Discussion Board Post – 100 points Friday 5/24
- **Intercultural Competency Video Series Extra Credit – 30 points** Saturday 5/25

**WEEK 2 – 465 points**

- Personal Experience Speech (125 points) and outline (10 points) Monday 5/27
- Post Informative Speech Country Choice and 3 Research Sources – 25 points Monday 5/27
- Complete Step 1 of Group Project (Your Profile) – 50 points Tuesday 5/28
- Complete Step 2 of Group Project – 25 points Wednesday 5/29
- Complete Step 3 of Group Project – 50 points Thursday 5/30
- Informative Culture Speech Video link (100 points) and outline (25) Friday 5/31
<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Award Speech Nominee and Award Title</td>
<td>15</td>
<td>Saturday 6/1</td>
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<tr>
<td>Informative Self-Critique and Informative Peer Critique</td>
<td>40</td>
<td>Sunday 6/2</td>
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<tr>
<td><strong>WEEK 3 - 225 points</strong></td>
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<tr>
<td>Complete Step 4 of Group Project</td>
<td>25</td>
<td>Monday 6/3</td>
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<tr>
<td><strong>Evaluation of Persuasive Speech (TED Talk) +25 points</strong></td>
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<td>Monday 6/3</td>
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<tr>
<td>Award Speech Video link (100 points) and outline (25 points)</td>
<td></td>
<td>Tuesday 6/4</td>
</tr>
<tr>
<td>Group Project Reflection and Self/Peer Critique (50 points)</td>
<td></td>
<td>Wednesday</td>
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<tr>
<td><strong>Last Day of Class</strong></td>
<td></td>
<td>Wednesday</td>
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