Success is a journey, not a destination. The doing is often more important than the outcome.
~ Arthur Ashe
Speech 1311 – Introduction to Speech Communication
Course Syllabus May Mini 2019

Instructor: Dr. Denecia Spence
Class Meetings: INET
Email: dspence@dcccd.edu
Virtual Office Hours: Monday – Friday 7am-8am
Class Meeting Days: MTWRFSU
SPCH 1311:84491: May 20th – June 05th 2019

This course syllabus is intended as a set of guidelines for SPCH 1311. Both Richland College and your instructor 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.

Course Information
Course Title: Introduction to Speech Communication
Course Number: SPCH 1311
Credit Hours: 3
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.)

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

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. Your instructor is deeply committed to your success in this course.
Course Work

Your assignments can be found in the left-hand menu under “Lessons/Assignments”. There are 3 units and “Extra Credit Opportunities”. You will also see “Speeches Tutorials and Help” and “Speech Examples” folders. These links will not be available until the day the course starts.

Please follow the schedule to submit all assignments on time. When the course begins please work ahead so that in the event of an emergency you are covered.

Assignments are due at 11:59pm on the due date, unless the instructor specifically says otherwise. You will be rewarded for early work. Late work will not be accepted. After grades are posted (usually, 7:00am on the following day) if the instructor accepts your work, students will receive point deductions.

Evaluation Procedures

- Assignments (200 points)
  - Chapter 1 Discussion Board with required response to classmate – 50 points
  - Chapter 5 Discussion Board with required response to classmate – 50 points
  - Chapter 6 Discussion Board (no reply to classmate necessary) – 50 points
  - Chapter 7 & 8 Assignment - Analysis of Interpersonal Relationship – 50 points

- Journals & Self-Analysis (300 points)
  - Journal #1: 100 Chapters 1, 2, and 3
  - Journal #2: 100 Chapters 2, 4, 5, 6, 7 and 8
  - Self-Analysis: 100 (all about you)

- Practice Quiz (50 points)
  - Understanding APA: Citation Practice

- Group Project (150 points)
  - Group Project - 100 points
  - Group Project Reflection and Peer Evaluation - 50 points

- Speeches and Speech Related Assignments (400 points)
  - 1 Personal Experience Object and Purpose - 10 pts
  - 1 Informative Speech Country Choice and 2 Research Sources - 15 pts
  - 1 Persuasive Speech Topic and 3 Research sources - 25 pts
  - Informative Self and Peer Critique - 40 pts
  - Speech #1 – Personal Experience Speech - 50 points and Outline – 10 points
  - Speech #2 - Informative Culture Speech - 100 points and Outline – 25 points
  - Speech #3 - Persuasive Speech - 100 points and Outline – 25 points

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

IMPORTANT NOTE: There are 3 speeches. You must complete at least 2 oral speeches both 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. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.
Grading Scale

This course has an additional 100 points built-in: Life happens and so there are opportunities to account for emergency situations: However, grades are calculated using 1000 points. The extra assignments (self-analysis) extra credit or bonus points will not affect your grade calculations.

The grade for this course is based on a point count system which is as follows: Again, extra credit will not change the following scale:

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! Remember there are extra points built into the class to help you achieve your goals. Please attempt all assignments. You cannot pass the class without 2 oral speeches with accompanying speech outlines. Grades are calculated using 1000 points.

Please read instructions about grade requirement before emailing the instructor. Emailed questions that are answered in the syllabus will result in a 20-point deductions for each question.

Please Note: You must attempt two of the three required oral speeches in order to pass the course. You will not pass this course even if you have enough points to do so, without completing at least 2 oral speeches accompanied by typed outlines. There are no exceptions to this policy.

Policies and Procedures/Frequently Asked Questions

- **“How do we contact you?”**
  - dspence@dcccd.edu
  - Your instructor can be reached by 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 48 hours on the weekends. If you do not receive a response within these time frames, please email again. Please remember to address your instructor formally, use proper spelling, grammar, and punctuation, as well as formally sign your name at the end of each email.

- **“Do you take attendance?”**
  - Attendance is based on your log ins to Blackboard. You are expected to log in every 2-3 days, if not every day. 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?”**
  - An online course can be very challenging. Time management skills are essential, and it is the student’s responsibility to look ahead in the course and plan accordingly. Discussion Boards and Topic Posts, Individual Steps of the Group Project, Chapter 7/8 Analysis, the group reflection, and critiques WILL NOT be accepted late. Your computer not working is not an excuse.
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. No exceptions.

- **“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 can be found 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 write an email to your instructor 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.

**Understanding APA: Citation Practice Quiz — Located Under Unit 1**

This is not a timed activity. You can redo this activity to improve your grade. If you forget to do the citation practice quiz or do not complete a quiz on time, please remember you can complete the self-analysis to earn up to 100 points. Please remember that failing to practice your citations may result in plagiarism and 0 on research assignments. Please use this assignment to practice and understand how to cite your work using APA format.

**Extra Credit — Located Under Lessons / Assignments**

Students can earn a maximum of 100 extra credit points on a single activity. If you miss the extra credit activity there is NO implied privilege for additional opportunities. This semester please complete Carl Jung’s and Isabel Briggs Myers’ typology. This activity provides you with extra credit, but beyond extra credit it allows you to understand your personality. This information will help you understand why you prefer certain individuals, situations and occupations and will clarify why you are challenged in other situations. I have attached a handout with information to help you better understand yourself. This knowledge should guide your academic, personal and professional interactions. You may also choose to share this information with your peers. This activity should be at least one-page double spaced.

You will be graded on the quality of your work. Few instructions are given intentionally to allow you to express yourselves professionally, personally and creatively, while following a few specific guidelines. Your employers will do this from time to time to assess your ability to think critically, problem solve and use your initiative. Please do not simply put 3 or 6 bullet points on a page and expect 100 points. In the “real” world your work will not be comparable to those who are creative, and have invested time to understand their communicative preferences in personal and professional spaces. Please use this extra credit opportunity to convey your commitment to personal and professional growth. Everyone will have different ideas about how to achieve this, which is fine. Write full sentences. Please remember quality is important.

See Schedule for due dates.
There may be additional Extra Credit opportunities: Please look under Lessons/Assignments, remember to review and follow the instructions and review the schedule for due dates.

**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. When you make that CHOICE, you must accept the deduction if you are late. You must have at least ONE live audience member of adult age. Without ONE live audience member, the speech will not be accepted. Please try to have 3 audience members, for each speech. If you are unable to find an audience, please describe your intended audience before your speech and I will serve as your audience (there will be a 5-point deduction). Please show your audience at the beginning and at the end of the recording.

**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 2-3 days. 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 will NOT be tolerated as a 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.
- Please upload your speeches to YouTube and make the link public to allow your instructor to grade your assignments.

*Email:*

- Check your email frequently.
- It is your responsibility to make sure you are receiving the emails from your instructor, 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 (your instructor) is a professional, who is also in charge of your grades, and 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 may not receive a response to your message if it begins with “hey,” contains egregious errors that impair the readers’ 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 it to your instructor 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. 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.
- Please 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 audience member or a description of your intended audience for the speech to be accepted. If there is no live audience member
- Please record the audience visually BEFORE and AFTER your speech.
- You cannot edit your speech video in any way at all. Editing your video may result in a zero or a re-do, potentially for a late grade, at the discretion of your instructor.
- Fewer than 3 audience members will result in a 5-point deduction
- If you do not have a live audience, please describe your target audience at the beginning of your recording who you intended (intended audience) to deliver your speech to. If you fail to do so and you have no audience, you will receive a zero.
- 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!
- Please review the schedule and plan ahead.
- Consider recording at least two speeches at once if getting an audience is a challenge that you anticipate.
SPEECH DRESS CODE:

DURING SPEECHES STUDENTS ARE REQUIRED TO WEAR BUSINESS PROFESSIONAL ATTIRE.
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.
8. APA citations are required in this course. You may learn how to cite in another format but this course requires you to use APA format. For APA assistance please use this link:
   https://owl.english.purdue.edu/owl/resource/560/03/

Information about Advising

Please click on the following course link to view information about advising:
https://www.richlandcollege.edu/services/advising/pages/default.aspx

Institutional Policies

Please click on the following course link to view all the institutional policies associated with this online course:

Drop Date

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. **The drop deadline is 05/31/2019.**

Course Objectives

Introduction to Speech Communication is designed to help you improve your public speaking, small group and interpersonal communication skills. It is expected that skill improvement in these areas will occur through reading the required text; viewing and interacting with text related material; engaging in online activities including assignments and exams. In addition, the student will digitally record and upload to the instructor the three required speeches. This course also satisfies the Speech Communication 1311 course requirement for the associate degree awarded by DCCCD.
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.
# Assignment Schedule

**Due Date List – May 20th – June 5th**  
**May Mini-Term 2019**

## WEEK 1 - 400 points (+10 extra credit points)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Here Quiz/Verify your Email Address/Submit your Photo ID**must do to be certified in course (+10 extra credit)</td>
<td>05/21 @ 11:59pm</td>
</tr>
<tr>
<td>Chapter 1 Introduction Discussion Board Post and response – (50 points)</td>
<td>05/21 @ 11:59pm</td>
</tr>
<tr>
<td>Understanding APA: Practice Quiz (50 points)</td>
<td>05/21 @ 11:59pm</td>
</tr>
<tr>
<td><strong>Select 3 Speech Topics: (50 Points)</strong></td>
<td>05/21 @ 11:59pm</td>
</tr>
<tr>
<td>1. Post Personal Experience Speech Object and Purpose – 10 points</td>
<td></td>
</tr>
<tr>
<td>2. Post Informative Speech Country Choice and 2 Research Sources 15 points</td>
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</tr>
<tr>
<td>3. Post Persuasive Speech Topic and 3 Research Sources – 25 points</td>
<td></td>
</tr>
<tr>
<td>Journal #1 – Chapters 1, 2, and 3 – (100 points)</td>
<td>05/23 @ 11:59pm</td>
</tr>
<tr>
<td>Chapter 5 Discussion Board Post and Response – (50 points)</td>
<td>05/23 @ 11:59pm</td>
</tr>
<tr>
<td>Chapter 6 Discussion Board Post – (50 points)</td>
<td>05/23 @ 11:59pm</td>
</tr>
<tr>
<td><strong>Personal Experience Speech (50 points) and outline (10 points)</strong></td>
<td>05/23 @ 11:59pm</td>
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</tbody>
</table>

## WEEK 2 – 365 points + (100 possible for Extra Credit)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal #2 (100 Points)</td>
<td>05/26 @ 11:59pm</td>
</tr>
<tr>
<td>Informative Culture Speech</td>
<td>05/26 @ 11:59pm</td>
</tr>
<tr>
<td>Video link (100 points) and outline (25 points) &amp; Self-Critique (40 Points)</td>
<td>05/26 @ 11:59pm</td>
</tr>
<tr>
<td>Complete Step 1 of Group Project (Your Profile) – (25 points)</td>
<td>05/26 @ 11:59pm</td>
</tr>
<tr>
<td><strong>Typology: Extra Credit Activity: 100 possible points</strong></td>
<td>05/26 @ 11:59pm</td>
</tr>
<tr>
<td>Chapter 7/8 Analysis of Interpersonal Relationship – (50 points)</td>
<td>05/26 @ 11:59pm</td>
</tr>
<tr>
<td>Complete Step 2 of Group Project – (25 points)</td>
<td>05/26 @ 11:59pm</td>
</tr>
</tbody>
</table>

## WEEK 3 - 325 points + (100 possible: Extra credit & 50% for late Journals)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Step 3 of Group Project – (25 points)</td>
<td>06/02 @ 11:59pm</td>
</tr>
<tr>
<td>Persuasive Speech Video link (100 points) and outline (25 points)</td>
<td>06/02 @ 11:59pm</td>
</tr>
<tr>
<td>Complete Step 4 of Group Project – (25 points)</td>
<td>06/02 @ 11:59pm</td>
</tr>
<tr>
<td>Group Project Reflection and Peer Evaluation – (50 points)</td>
<td>06/02 @ 11:59pm</td>
</tr>
<tr>
<td><strong>Self-Analysis: (100 Points)</strong></td>
<td>06/02 @ 11:59pm</td>
</tr>
<tr>
<td>Department Extra Credit Activity: (100 possible points)</td>
<td>June 4th @ 11:59pm</td>
</tr>
<tr>
<td>Please submit late written assignments: 50% (for Late or improved Journals)</td>
<td>June 4th @ 11:59pm</td>
</tr>
<tr>
<td>Final grades will be posted at 12:00pm (noon) on May 10th</td>
<td>June 5th @ 12:00pm</td>
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*Please note: This is a tentative schedule and the instructor reserves the right to alter due dates to achieve learning objectives. Important: Please submit all speech topics for approval as soon as possible no matter what the official due date. This will help you to prepare your speeches and manage your time wisely.*
What matters most is how you see yourself.