Effective Communication is a result of mindfulness – William Gudykunst

Speech 1311 – Introduction to Speech Communication
Course Syllabus – SUMMER I Semester 2019

RICHLAND COLLEGE
12800 Abrams Road, Dallas, TX 75243-2199
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
World Languages, Communications, Culture Division
Location: Lavaca 208, Telephone: (972) 238-6943

This course syllabus is intended as a set of guidelines for (Course Speech 1311). Both Richland College and your lecturer 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.

Lecturer Information
Lecturer’s Name: Adeyemi Coker
Email Address: acoker@dcccd.edu
Phone Number: 972-238-3732
Office Hours: by appointment

Course Information
Course title: Introduction to Speech Communication
Course number: Speech 1311
Section number: 85001
Credit hours: 3
Class meeting time: Mon, Tues, Wed, Thur & Fri: 9:40 a.m. – 11:40 a.m.
Class meeting place: Wichita Hall (WH) Room 121
Session Period: 06/06/2019 through 07/03/2019

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 lecture hours)

Course prerequisites: This course requires college-level ready in Reading and Writing.

Required Materials

OWL Purdue Online Writing Lab @ http://owl.english.purdue.edu/owl/resource/560/1/
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, 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

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

Course Work

The majority of assignments are posted online (Blackboard/ecampus), unless otherwise noted. Assignments will be due on specified dates, unless otherwise noted. Late work without proper and valid written reason(s) will not be accepted.

CLASS PARTICIPATION (75 possible points): 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 attending class. Class participation points will be obtained by actively contributing to the class discussions. While SILENCE is a form of communication, it will not be an acceptable substitute for participation. Please make good use of the opportunities to participate in class discussions. No makeup.
CLASS ATTENDANCE (75 possible points): You must be present in order to participate. Please be on time. Our class time is limited; as such, being punctual reduces the distractions. While we understand that unforeseeable emergencies are out of our control, priority management will ensure that we make it to class before the start time.

QUIZZES (50 possible points): There will be a syllabus quiz valued at 50 points. You must read and familiarize yourself with the contents of the syllabus to ensure your active participation in the course.

PROMPT (100 possible points): You will be assigned an essay prompt. This prompt will incorporate class lectures, chapter readings and current global and/or domestic events.

ASSIGNMENTS (200 possible points): You will have two assignments to complete outside of class:

   Interpersonal Analysis: After your reading and our review of Chapters 7 and 8, you will be assigned a written project demonstrating your appreciation for the contents of these two chapters. (100 points)

   Class Reflection: You will be given an opportunity to conduct a Self Assessment/Reflection of the class. This reflective exercise will enable you to examine the progress you are making in understanding human communication. (100 points)

EXAMINATIONS (200 possible points): You will write two (2) exams (Midterm & Final) covering lecture material and textbook information. The Exams are 100 points each.

SPEECHES (300 possible points)

The instructions for these presentations will be posted on e-campus/Blackboard.

1. Personal Artifact Presentation: 3 - 5 minutes speech about a personal artifact and its impact in your life. This is valued at 50 points

2. Persuasive Presentation: 4 – 6 minutes speech persuading the audience to consider doing or believing something. This is valued at 120 points.

3. Informative Group Presentation: 10-12 minutes speech informing on a research project. Each member of the team must participate in the research and must contribute to the oral delivery. This is valued at 130 points.

Note: You must complete 2 out of the 3 presentations to pass the course. The group presentation is mandatory. Failure to complete the Informative Group Presentation will result in an F in the course, regardless of the points accumulated. Your presentations will be video recorded by the lecturer.

EXTRA CREDIT: Extra credit is a privilege that will be offered as a means to counter the loss of points that may occur unexpectedly, such as an excused absence. Extra credit will be applied to participation and exam grades. The lecturer reserves the right to revoke your extra credit privileges. Please feel free to discuss your progress in the course at anytime. The lecturer maintains an open door policy. Send an email to the lecturer to schedule meeting times. The ACCESS CENTER provides conference rooms for meetings.
Evaluation Procedures and Grading Scale

The maximum number of points available for each assignment is listed under the sub-heading Course Work.

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

A = 900 - 1000 (90% to 100%); B= 800-899 (80% - 89%); C= 700-799 (70%-79%);

D = 600-699 (60% - 69%); F= 599 or less (59% -0)

Grades can always be found under the tab My Grades on Blackboard! To manually calculate your average grade, take the number of points you have earned, multiply by 100 and divide by the total possible number of points. For example, if we have completed up to a possible 375 points, but you only earned 304, then:

304 x 100 = 30400  
30400/375 = 81%  (B)

If you lose more than 300 points, you cannot make higher than a “D”!!!

Holidays – No Classes: Campus Closed to Students/Faculty/Staff
All campus buildings will be closed and no wireless access will be available

Policies and Procedures/Frequently Asked Questions

“Do you take attendance?”

• **In order to be successful, students must attend and participate in enrolled courses.** Roll will be taken daily.

• It is VITAL that you show up on time so that we can get started. Class starts at 9:40 a.m. if you get there after 9:45 a.m. you are tardy. **Being tardy 3 times = 1 absence.**

• We have 5 weeks to cover the materials in this class. **Attendance & Participation** are paramount. **Week 5 is dedicated to completing FINAL EXAMINATION**

• Beginning with your 2nd absence without a legitimate reason, you will begin to lose 7.5 points from your participation grade. If you miss 10 or more times, you lose not only all of your participation points, but you fail the class automatically. **Remember that in order to participate, you must be present.**

• If you show up on time, but leave before the end of class for any reason, it will work the same as a tardy. Leaving early 3 times = 1 absence.

• **If you come in late, please do your best to avoid distracting the class.**
“I missed class, what do I do?”

- You are responsible for the content and assignments whether you are present or absent.
- You should check the **COURSE OUTLINE** *(Found in this syllabus)* first to see what you missed, *before* emailing the lecturer. The COURSE OUTLINE includes what we did that day, assignments assigned, and due dates.
- You should then check your EMAIL and Blackboard for announcements and new assignments.
- If you missed a lecture, highlights of the chapter(s) discussed would be posted on Blackboard, and ask a classmate to let you copy down any notes from the lecture. PowerPoint highlights will not be emailed.

“What are the other classroom policies?”

- Please use the bathroom before class begins. In the event of an emergency, you may leave, otherwise, please wait until the end of class. If you do leave, please do so quietly. You do not need permission from the lecturer. One of the core course objectives is **Personal Responsibility**.
- Please use language that is professional and appropriate at all times.
- While small snacks and capped beverages are allowed during class time, please do not disrupt other students and be prepared to clean up after yourself.
- Please be prepared for class at all times: bring your textbook, bring your own pen/pencil, print your notes, and provide your own materials such as staples and/or paperclips. The lecturer does not bring these items to class.
- **CHEATING, COLLUSION, and PLAGIARISM** are unacceptable. All work, except the group project, should be 100% your own. If you are found engaging in these activities, you will get a zero for the assignment and the college authorities will be notified of your activities.

“Can I make up this work?”

**Attendance/Participation/In-class activities:**
What happens in a class session cannot be replicated.

**Assignments:** Most assignments are posted on Blackboard, and therefore, you do not have to be present to turn them in on time. **Late work without proper or valid reason will not be accepted.** **Priority Management is strongly encouraged.** If you are unwell and/or cannot come to class, you are expected to submit these assignments electronically *before* the beginning of the scheduled class on the due date. If Blackboard is down, email the work to the lecturer immediately. Explaining that your computer is/was not working is not an excuse. Anticipate technology problems and don’t procrastinate. **No exceptions.**
Exams: The exams might be in class. Once you start writing, you have the available class time to complete the exam. You can only take an exam once. You cannot take it again to better your grade. If you completely miss one OR do poorly on an exam, you may take the Optional Cumulative Final Exam at the end of the course on the day of the final to replace your poor grade. If you miss the final exam, you must accept a zero. The Optional Final is NON-COMPELLSORY. You do not have to take it if you are happy with your grades for Exam 1 and 2.

Presentations: In order to make up a presentation for full credit, you must have proper documentation (i.e. a doctor’s note, a dated receipt for emergency repair work, a dated police report—no parental excuse notes and NO photographs) AND contact the lecturer via email immediately. You have up to TWO CLASS DAYS after your return to the classroom to submit documentation. After TWO CLASS DAYS following your return, your documentation is null and void. Your documentation MUST correspond with the missed presentation date. Without proper documentation, you can only receive up to HALF CREDIT on the presentation. (25 points for the Personal Artifact presentation and 60 points for the Persuasive) You may only make up ONE missed speech. (If you have documentation, the makeup is allowed without question.) If you miss your group presentation, you must do another with a different topic alone, for half credit (65 points). You are required to do the Group Presentation, as well as at least ONE of the other presentations in order to pass the class, regardless of the points earned.

“What are your Technology policies?”

Email:
• When there is need to immediately alert you to changes to the schedule, assignment clarifications, announcements, reminders, or problems, you will receive an email from the lecturer; as such, you should check your email frequently.
• Update your email address in Blackboard immediately. You are responsible for the address at which you want to receive emails. Bulk emails are sent frequently and occasionally you will receive individual emails. Go to My DCCCC tab, Personal Information, and EDIT your personal details. Please do not use multiple emails to contact the lecturer. The email on record (ecampus) is presumed accurate.
• It is your responsibility to make sure you are receiving the emails from the lecturer, you are able to open attachments, and that you check your email frequently enough to avoid missing anything important.
• If you miss/fail an assignment because you neglected to check your email or Blackboard, you are wholly responsible. Additionally, all due dates are in the COURSE OUTLINE made available to you the first day of class (via e-campus).
• Proper email etiquette is a must. Please make sure you read over your email before sending to ensure the following: utilize proper grammar, capitalization, spell check, INCLUDE YOUR NAME, and have an overall polite and professional demeanor when sending a message. If the tone of message is interpreted as disrespectful or discourteous, you will receive one response to alert you that the tone of your email does not comply with proper email etiquette. If this persists,
you will not receive response(s) to your subsequent emails. Please remember, we are working to Understand Human Communication. Please do not start your email with “Hey” – you will not receive a response.

Blackboard:
- Blackboard is essential in this course. You must be able to access Blackboard on the first DAY of school. It is your responsibility to alert the lecturer if you have problems with logging on to the system. You are also responsible for contacting the Help Desk at (972) 669-6402 if the problem is beyond the lecturer’s purview. Send the lecturer your TICKET NUMBER from the Help Desk immediately after contacting them if the issue is not resolved during your phone call.
- Blackboard will include an electronic copy of your syllabus. You do not need to ask the lecturer for a copy—Blackboard will always have the most current copy of the syllabus available for downloading and printing.
- You will submit many of your assignments/exams via email or Blackboard. Occasionally, there will be a request for printed copies, if they pertain to the day’s activities. These instructions will always be made clear to you.
- If you are unable to submit something online due to Blackboard issues: email it to the lecturer, print it, write it down and bring it class—do whatever you must do to turn in the assignment on time. Do not miss an opportunity to turn in your work. It is STILL due ON TIME. Blackboard is not responsible for your success in the course: you are.

Computers and Printers:
- Please anticipate computer and printer problems. Do not procrastinate with your assignments.
- If you CHOOSE to wait until the due date of an assignment or exam and technology fails you, you are wholly responsible and must accept the zero for the assignment or penalty point deduction. You must accept the risks that come with relying on technology at the last minute.
- If you do not have a particular software program or have difficulty accessing the Internet or assignments while at home, please use the school’s computers. Computers and printers are also made available to you at school; use the Library, Del-Rio Room 257, or Wichita Room 159.
Other technology: phones, iPods, laptops, etc.

- Texting or accepting phone calls during class is unacceptable. If an emergency or extraordinary situation exists and you need to access your phone, please alert the lecturer in advance. Otherwise you will receive one warning. After that, you may be asked to leave the classroom, or lose up to 25 points from your participation grade per infraction.
- Please remove all earphones while in class. It is firmly believed that you can only listen to one message fully at a time. You are expected to be listening to what’s going on in the classroom.
- Laptops and other devices may be used for RESEARCH PURPOSES ONLY (when required). However, if you are surfing during class, or doing anything unrelated to what is going on in the classroom, you will receive a single warning/reminder. Subsequent infractions will result in your dismissal from the classroom, or deduction of up to 25 points from your participation grade per infraction.

“What is proper Speech etiquette?”

- Proper speech etiquette is enforced in this classroom. Be considerate of your classmates at all times. Please do not verbally interrupt any speech, or make faces at the speaker. If caught, 15 points will be deducted from YOUR speech grade for each infraction.
- Show up on time on presentation days because the classes are already on a tight schedule. If you are more than 10 minutes late to your own presentation day, 10 points will be deducted from your grade.
- If you are late and presentations have already begun, stay OUTSIDE the classroom door until the speaker has completed his or her presentation. If you interrupt someone’s presentation by coming in (or leaving abruptly), 10 points will be deducted from your grade for each infraction.
- If your cell phone interrupts a presentation, 15 points will be deducted from your grade for each infraction.
- Do not text during someone’s presentation. Such behavior is inconsiderate and discourteous; you will be asked to leave. It will count as an absence.
- If you need help with preparing your presentation, seek help! That’s the duty of the lecturer!
“How can I be successful in this class?”

1. Responses are normally offered before you ask your question, but you have to be *listening*.
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions BEFORE asking questions.
4. 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.
5. Put all the dates of assignments and speeches on a calendar or planner and highlight them.
6. 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 misstep. We all make missteps and accepting the consequences helps us to avoid them in the future.

**Institutional Policies**

For a list of all Institution Policies, please refer to: [www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies)

**Academic Progress:** Students are encouraged to discuss academic goals and degree completion with their lecturers. Specific advising is available throughout the semester.

**Drop Policy:** If you are unable to complete this course, you must officially withdraw. Withdrawing is a formal procedure which you must initiate; your lecturer cannot do it for you. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office. **Last date/day to drop the class with a “W” is Tuesday June 25, 2019.**

https://econnect.dcccd.edu/eConnect/droppingfacts.html#3

**ADA Statement:** If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY), visit Thunderduck Hall, suite T120, or go [http://www.richlandcollege.edu/dso/](http://www.richlandcollege.edu/dso/)
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<thead>
<tr>
<th>MONTH</th>
<th>WEEK</th>
<th>DAY &amp; DATE</th>
<th>CLASS ACTIVITY</th>
<th>ASSIGNMENTS</th>
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<tbody>
<tr>
<td>June</td>
<td>1</td>
<td>Thurs. 6/6</td>
<td>Course Introduction, Syllabus Review &amp; Class Activity. Start Class Discussion Ch. 1</td>
<td>Read &amp; Learn Ch. 2 &amp; 3 Assign Reflection &amp; Syllabus Quiz (see rubric)</td>
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<td>Fri. 6/7</td>
<td>Class Discussion Ch. 2 &amp; 3</td>
<td>Read &amp; Learn Ch. 11 &amp; 12 Assign 1st Presentation</td>
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<td>2</td>
<td>Mon. 6/10</td>
<td>Class Discussion: Ch. 11, 12 &amp; 1st Presentation – Formulate Outlines</td>
<td>Continue Preparing Outline &amp; Rehearsing Speech</td>
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<td>Tues. 6/11</td>
<td>Delivery of 1st Presentation</td>
<td>Read &amp; Learn Ch. 4, 6 &amp; 13 Group Assignment</td>
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<td>Wed. 6/12</td>
<td>Class Discussion: Ch. 4, 6, &amp; 13 Discuss 2nd Presentation</td>
<td>Commence Group work &amp; research of 2nd Presentation Assign Prompt</td>
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<td>Thurs. 6/13</td>
<td>Class Activity – Group Research</td>
<td>Read &amp; Learn Ch. 5, 7, &amp; 8</td>
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<td>Fri. 6/14</td>
<td>Class Discussion: Ch. 5, 7, &amp; 8</td>
<td>Continue Group Work</td>
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<td>3</td>
<td>Mon. 6/17</td>
<td>Class Activity – Group Research</td>
<td>Read &amp; Learn Ch. 9 &amp; 10.</td>
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<td>Tues. 6/18</td>
<td>Class Discussion: Ch. 9 &amp; 10 – Class Activity – Finalize Formal Outlines</td>
<td>Assign Study Areas for Midterm Examination</td>
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<td>Wed. 6/19</td>
<td>Delivery of 2nd Presentation</td>
<td>Prompt Assignment Due. Read &amp; Learn Ch. 14.</td>
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<td>Thurs. 6/20</td>
<td>Class Discussion: Ch. 14</td>
<td>Assign Midterm Examination</td>
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<td>Fri. 6/21</td>
<td>Class Discussion of 3rd Presentation</td>
<td>Assign Interpersonal Analysis Assignment</td>
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<td>Mon. 6/24</td>
<td>Class Activity - Prepare Formal Outlines for 3rd Presentation</td>
<td>Continue research and preparation.</td>
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<td>Tues. 6/25</td>
<td>Finalize Outline &amp; Rehearsals</td>
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<td>Wed. 6/26</td>
<td>Delivery of 3rd Presentation</td>
<td>Interpersonal Analysis Assignment Due</td>
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<td>Thurs. 6/27</td>
<td>Open Discussion</td>
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<td>Fri. 6/28</td>
<td>Open Discussion</td>
<td>Assign Study Area for Final Examination</td>
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<td>July</td>
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<td>Mon. 7/1</td>
<td>Final Examination</td>
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<td>Tues. 7/2</td>
<td>Open Discussion</td>
<td>Reflection Assignment Due</td>
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<td>Wed. 7/3</td>
<td>Last Day of Class</td>
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I have read, and I understand the course expectations, division, college policies and procedures, and the assignments and grades required for successful completion of this course outlined in this syllabus.

NAME:__________________________________________________________________________

SIGNATURE:_______________________________________________________________________

DATE:_____________________________________________________________________________