SPCH 1311 – Introduction to Speech Communication
Course Syllabus Summer 2018

Richland College
World Languages, Cultures, and Communication Division
12800 Abrams Road, Dallas, TX 75243-2199
Location: Alamito Hall (A110), Telephone: (972) 238-6140

Instructor Information
Instructor’s Name: Tricia Diaville, M.A.
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Office Hours: by appointment

This course syllabus is intended as a set of guidelines for Speech 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
Section number: 85002
Class meeting time: M-F, 9:40 am – 11:40 pm
Class meeting place: WH, Room 125
Credit hours: 3

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 Required: College level ready in Reading and Writing.

Required Course Materials
- Access to computer with Internet

Course Learning Objectives

Speech 1311 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.
Speech 1311 Course 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.

What is this Class like?

In Speech 1311 you 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.

Course Work

**ATTENDANCE** - 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 regularly attending class. Think of this class as a job, and instead of a paycheck, you get a grade. Missing work (class) will cause your pay (grade) to be docked, and after missing too much work (class), you will be dismissed (fail/drop). See attendance and tardy policy for specific details.

**ASSIGNMENTS**

*Class Participation and Assignments – 400 points*

I will assign you a variety of assignments. Some will be done during class and some will be done outside of class and due at the beginning of the next class period. I will verbally announce these assignments AND they will be posted as announcements in our course in Blackboard. You can choose to have announcements emailed you by selecting this option in Blackboard.

*Tests – 300 points*

You will have three multiple-choice/true-false tests covering most of the textbook and in class lecture material. They will be completed online.

*Formal Presentations – 300 points*

**Informative Speech** – Teach the class something unique and new. Must submit outline and PowerPoint visual aid (3-5 slides) (100 pts).

**Persuasive Speech** – Students will speak from 4-6 minutes and sell us a product or a service, or a place to visit. Students will need to have researched and cite a minimum of 3 sources in the speech and outline and hand in a bibliography, with the outline. Students will be required to follow Monroe’s Motivated Sequence. Must submit outline and PowerPoint visual aid (3-5 slides) (100 pts).
Demonstrative Speech – Persuade the class to agree with your group’s side of a controversial issue. Must submit outline with research, works cited page, and PowerPoint visual aid (5-7 slides) (100 pts).

**IMPORTANT NOTE:** You must complete at least 2 oral speeches both in front of a physically present audience. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

**Evaluation Procedures and Grading Scale**

The maximum number of points available for each assignment is listed in Course Work, as well as in our course on BlackBoard. **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 and can always be found in “My Grades” in our course in BlackBoard! To calculate your average manually, take the # of points you have earned, multiply by 100 and divide by the total possible # of points.

**Assignments:**

The following are the graded assignments:

**SPEECHES (four) given in class**

1. Introduction 30
2. Informative 100
3. Persuasive 100
4. Demonstrative 100

**ANALYTICAL CRITIQUES / REPORTS**

1. Interpersonal Conflict Paper 75
2. Intercultural (Interview Paper) 75

**TESTS**

1. Test 1 100
2. Test 2 100
3. Test 3 (Final) 100

**OUTLINES / OTHER WRITING**

4. Introduction Outline 10
5. Informative Outline 20
6. Persuasive Outline 20
7. Demonstrative Outline 20

**CLASS PARTICIPATION**

Attendance – 100
In-Class Participation – 50

**Policies and Procedures/Frequently Asked Questions**

“How do we contact you?”

I can be reached by either using the “Have a Question? Send an 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 an answer within this time frame, you may ask again or ask the class. Please remember to address me formally, use proper spelling, grammar, and punctuation, and formally sign your name at the end of each email along with your course and section number.

“Do you take attendance?” - Attendance and Tardy Policy
Think of this class like a job. Every day, as soon as class begins, your attendance will be noted. If you are tardy, it will be noted. A tardy means that class has begun, and you have walked in after class has begun. If you cannot make it to class by the start time, or this class conflicts with your other classes, or other responsibilities, it is advisable to take another class in which you can always arrive at on time. You should give notice as a courtesy any time you know in advance you will be late or absent. Giving notice does not excuse the tardy or the absence. If you are tardy twice, you will be written up and given formal notice. If you are tardy again, you will lose 10 points per infraction from your total grade at the end of the semester.

Like with a job, you are allowed certain days off. You may miss THREE day without penalty. For every missed day after that, you will lose 25 points from your participation grade. If you miss your group presentation or speech day, other penalties for those assignments may apply.

“Can I make up this work?”
As with any class, time management skills are essential, and it is your responsibility to look ahead in the course and plan accordingly. Part of the value of this class in particular is learning how to meet deadlines, as you will have to do in the workplace. As with any job, poor choices and even accidents and mistakes all have consequences. Therefore, most assignments will not be accepted late. Your computer not working is not an excuse—you should have a backup plan in place. If you put something off until the last minute and something happens—that is a lesson learned. Learn it, and move on. Anticipate technology and scheduling problems and don’t procrastinate. No exceptions.

Class participation and assignments:
We will have a number of class participation activities and assignments. These will be announced in class, and posted as an announcement in our course on Blackboard after the class is over. If you are requested to submit something the following class day, you will be responsible for bringing the assignment to class on the requested due date. Unless otherwise specified, you cannot submit these assignments online and they cannot be made up.

Tests:
Tests will be assigned every 4-5 textbook chapters and may include information from videos and class activities. The exam will be given online in our course in Blackboard. You will have approximately a few days in which to decide to take your test. Once beginning you have an hour and a half to complete the test. You can only take a test once. You cannot take it again to better your grade.

Group Project:
Making up a group project can be extremely difficult. Your group will create a contract prior to beginning the project and you all will set forth guidelines for deductions and how to handle non participating members. If extenuating, documented circumstances exist, alternate options may be explored, at the discretion of the instructor and potentially other group members.

Speeches:
In order to make up a speech 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 me via email immediately. You have up to two class days after your return to my classroom to submit documentation. After two class days following your return, your documentation is null and void. Your documentation MUST correspond with the missed speech date. Without documentation, you can only receive up to 70% on the speech. (If you have documentation, the make up is allowed without question.)
“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.

“What are your technology policies and preferences?”
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 reader’s ability to decode your message, or is disrespectful in tone and content. You may also not receive a response if your question has been answered previously and can be located easily (i.e. ‘it’s in the syllabus.’)

Blackboard (also called “eCampus”):
- Blackboard is used 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.

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 quiz and technology fails you, you are wholly responsible and must accept the zero for the assignment or penalty point deduction for the exam. You must accept the risks that come with relying on technology at the last minute.
- If you do not have a particular 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 them.

Other technology: smartphones, tablets, 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 let me know in advance. Otherwise you will receive one warning. After that,
I may confiscate your device, ask you to leave the classroom, or deduct up to 25 points from your participation grade per infraction.

- Please remove all earphones while in class. I am a firm believer that you can only listen to one message fully at a time. I expect that you will be listening to what’s going on in the classroom.
- Laptops and other devices may be used for note-taking. However, if you are surfing during class, or doing anything unrelated to what is going on in the classroom, I will warn you once. After that, I may confiscate your device, ask you to leave the classroom, or deduct 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. I will deduct 5 points from YOUR speech grade for each infraction if I catch you doing this.
- Show up on time on speech days because they are on a tight schedule already. If you are more than 10 minutes late to your own speech day, I will deduct 10 points from your speech grade.
- If you are late and speeches have already begun, stay OUTSIDE the classroom door until the person has completed their speech. It is very distracting. If you interrupt someone’s speech by coming in (or leaving abruptly), I will deduct 5 points from your speech grade for each infraction.
- If your cell phone interrupts a speech, I will deduct 5 points from your speech grade for each infraction.
- Do not text during someone’s speech. Such behavior is inconsiderate and rude and you will be asked to leave. It will count as an absence.
- If you need help on your speech, let me know! That’s what I’m here for!

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:

www.righlandcollege.edu/syllabipolicies
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