Speech 1311 – Introduction to Speech Communication
Course Syllabus Summer 1 Term 2019

Richland College
World Languages, Cultures, and Communication Division
12800 Abrams Road, Dallas, TX 75243-2199
Location: Lavaca 208, Telephone: (972) 238-6943

Instructor Information
Professor Gilberto Castillo
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Office Hours: by appointment
Phone: 972-761-6789
Email: gilbertocastillo@dcccd.edu
*Instructor information may be subject to change.
This course syllabus is intended as a set of guidelines for (Course 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 number: SPCH 1311
Section number: 85405
Course title: Introduction to Speech Communication
Credit hours: 3
Meeting dates & Times: online with optional on-campus delivery times. See calendar for details.
Meeting place: Optional on-campus delivery meeting place: Crockett 207
Course Certification/Census Date: June 14, 2019
Last day to Withdraw with a W: July 3, 2019
Course Final: Online, Week 5

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
• (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**

*NONE: This course is extremely fast paced. Work will be due almost immediately. You must read your text regularly and be prepared to do 16 weeks of work in 5 weeks’ time, including the demands of any holidays you may celebrate.*

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 (160 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

*Quizzes (250 points)*

- Quiz 1 – Chapters 1, 2, 3 – 50 points
- Quiz 2 – Chapters 4, 5, 6 – 50 points
- Quiz 3 – Chapters 11, 12, 13– 50 points
- Quiz 4 – chapters 7, 8, Citations – 50 points
- Quiz 5 – Chapters 9, 10, 14 – 50 points

*Group Project (200 points)*

- Group Project - 100 points
- Post-Group Project Ethics Essay - 100 points

*Speeches and Speech Related Assignments (390 points)*

- 1 Personal Experience Object and Purpose - 10 pts
- 1 Informative Speech Country Choice and 2 Research Sources - 15 pts
- 1 Award Speech Topic and 3 Research sources - 15 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 - Award Speech - 50 points and Outline – 25 points
The units and assignments are not linear, meaning we may jump between Chapters in the textbook.

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,

\[
\frac{304 \times 100}{375} = 81 \text{ (B)}
\]

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.

You must also complete the Post-Group Ethics Essay with a passing grade of 70% in order to pass this course.

Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
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?”

**Online Assignments:**
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.

**Quizzes:**
You have one hour to take each quiz. If you have submitted an accommodation form from the Office of Disability services allowing you more time on your quiz, you can disregard the timer. If you do not have an accommodation form, you may lose 5 points for every 15 minutes you go over time. Deductions for going over time are at the discretion of the instructor. Once you begin, you must finish the quiz. You can view your correct and incorrect questions after the quiz has been graded. Please note the page number of any incorrect questions to locate and verify the correct answer.

You cannot take it again to better your grade. If you forget to do a quiz or do not complete a quiz on time, you may arrange ONE make up quiz for full credit. After that, every missed quiz or quiz that is not completed by the due date/time will be a zero. It is YOUR responsibility to alert your instructor. You have up to one week to complete a make-up quiz. If you miss the make-up quiz, you must accept a zero at that time.

**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 even ONE live audience member, the speech will not be accepted at all. You will receive a zero if you have no audience.** However, the true minimum to gain full credit for the speech is 5 audience members, each worth 5 points. You have up to one week to submit a speech late. 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 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.

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 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.
• You need to be able to upload your speech to StreamIt. Log in to StreamIt now to resolve any login issues early on. Go to http://media.dcccd.edu/ To log in to StreamIt, use your eConnect ID (“e” followed by ID#) and password that you use to log in to eConnect (not eCampus/Blackboard). If your login credentials fail you must go to here to reset your password: https://econnect.dcccd.edu/help/LogIn/Password.jsp
• Make a note of your password as you will need it at least on three separate occasions to log in to StreamIt. The first time you log in to StreamIt, you may be asked to input an email address. Please input any email address that you use regularly. It is where your confirmation videos will be sent. Make sure the email address is typed in correctly.

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.
• 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 may 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:**

[www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies)
Course Objectives/Learning Outcomes

"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.
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<thead>
<tr>
<th>Due Dates List</th>
<th>Due Dates (by @9 pm unless otherwise specified)</th>
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<tbody>
<tr>
<td><strong>WEEK 1 – Thursday – Sunday (6/6-6/9)</strong></td>
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<tr>
<td>• Start Here Quiz/Verify your Email Address/Sign up for Remind/Submit your Photo ID**must do to be certified in course</td>
<td><strong>Thursday, June 6</strong></td>
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<tr>
<td>• Chapter 1 Introduction Discussion Board Post and response – 40 points</td>
<td>Friday, June 7</td>
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<td>• Quiz #1 – Chapters 1, 2, and 3 – 50 points</td>
<td>Saturday, June 8</td>
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<td>• Chapter 5 Discussion Board Post and Response – 40 points</td>
<td>Sunday, June 9</td>
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<tr>
<td>• Chapter 6 Discussion Board Post – 40 points</td>
<td>Sunday, June 9</td>
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<td><strong>WEEK 2 – Monday – Sunday (6/10 –6/16)</strong></td>
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<tr>
<td>• Quiz #2 – Chapters 4, 5, and 6 – 50 points</td>
<td><strong>Wednesday, June 12</strong></td>
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<td>• Post Personal Experience Speech Object and Purpose – 10 points</td>
<td><strong>Wednesday, June 12</strong></td>
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<td>• Step 1 of Group Project (Your Profile) – 20 points</td>
<td><strong>Wednesday, June 12</strong></td>
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<td>• Complete Step 1 of Group Project (Response to group members) – 50 points</td>
<td><strong>Thursday, June 13</strong></td>
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<td>• Quiz #3 – Chapters 11, 12, and 13 – 50 points</td>
<td>Sunday, June 16</td>
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<td>• Complete Step 2 of Group Project – 25 points</td>
<td>Sunday, June 16</td>
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<td>• Chapter 7/8 Analysis of Interpersonal Relationship – 50 points</td>
<td>Sunday, June 16</td>
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<tr>
<td>• Personal Experience Speech (50 points) and outline (10 points)</td>
<td><strong>Wednesday, June 19</strong></td>
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<td>• Complete Step 3 of Group Project – 25 points</td>
<td><strong>Wednesday, June 19</strong></td>
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<td>• Post Informative Speech Country Choice and 2 Research Sources – 15 points</td>
<td><strong>Thursday, June 20</strong></td>
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<td>• Quiz #4 – Chapters 7, 8, and Citations – 50 points</td>
<td>Sunday, June 23</td>
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<td>• Complete Step 4 of Group Project – 25 points</td>
<td>Sunday, June 23</td>
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<tr>
<td>• Informative Culture Speech Video link (100 points) and outline (25 points)</td>
<td><strong>Wednesday, June 26</strong></td>
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<tr>
<td>• Post Award Speech Nominee and Award Title – 25 points</td>
<td><strong>Thursday, June 27</strong></td>
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<td>• Quiz #5 – Chapters 9, 10, and 14 – 50 points</td>
<td><strong>Sunday, June 30</strong></td>
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<tr>
<td>• Informative Self-Critique and Informative Peer Critique – 40 points</td>
<td><strong>Sunday, June 30</strong></td>
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<td><strong>WEEK 5 – Monday – Thursday (7/1 – 7/3)</strong></td>
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<tr>
<td>• Award Speech Video link (50 points) and outline (25 points)</td>
<td><strong>Tuesday, July 2</strong></td>
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<tr>
<td>• Post-Group Project Ethics Essay – 50points</td>
<td><strong>Wednesday, July 3</strong></td>
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