**General Information**

<table>
<thead>
<tr>
<th>College Name</th>
<th>Richland College</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name &amp; Contact Info.</td>
<td>School of World Languages, Cultures, and Communication, 12800 Abrams Road, Dallas, TX 75243 <a href="http://www.richlandcollege.edu">http://www.richlandcollege.edu</a></td>
</tr>
<tr>
<td>Semester/Term &amp; Year</td>
<td>Summer I 06/06/2019- 07/03/2019</td>
</tr>
</tbody>
</table>

**Instructor Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Prof. Christopher P. D'Amico</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>203-278-4253 (mobile) (leave a message)</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:CDamico@dcccd.edu">CDamico@dcccd.edu</a></td>
</tr>
<tr>
<td>Office Number</td>
<td>Virtual Office Hours</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Email or call- by appointment.</td>
</tr>
</tbody>
</table>

**Course Information**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>SPCH 131</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Number</td>
<td>85406</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3 Credit 3 Lecture 0 Lab</td>
</tr>
<tr>
<td>Class Meeting Time</td>
<td>Online</td>
</tr>
<tr>
<td>Course Title</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td>Prerequisite Required:</td>
<td>Prerequisite Required: College-level ready in Reading and Writing.</td>
</tr>
</tbody>
</table>

**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.)

**Course Objectives/ 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

**Core Courses**

**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.

**Drop Date**

The withdrawal request must be received in the Registrar’s Office. Last day to drop a class without “W” is June 11th; last day to drop a class with “W” is June 26th 2019.

**Required Material and Technology**

The required textbook is *Understanding Human Communication*, 13th edition by Adler, Rodman, and Pre, published by Oxford University Press (ISBN 9780190297084). Students may use the paperback or e-copy version. You are able to buy or rent your textbook in the Richland Bookstore located in Sabine Hall [see [https://alt.richlandcollege.edu/campus-map/](https://alt.richlandcollege.edu/campus-map/)] and at other bookstores and online locations. Please make sure you have the correct book. (Note: The student success manual and Now Playing book are optional purchases and not required for the course). Students must have access to a computer with dependable Internet connection and will be required to provide video recordings via a phone or computer with video recording capability or a digital camera.

**ISBN for Textbook**

ISBN 9780190297084
REQUIRED ONLINE ACTION: Students are required to submit photo identification for this course. No grading of assignments will occur until photo ID is submitted. The submission must be to the appropriate eCampus assignment folder once the course begins.

Assignments (200 points)
- Chapter 1 Discussion Board– 25 points
- Chapter 2 Discussion Board– 25 points
- Chapter 3 Discussion Board– 25 points
- Chapter 4 Discussion Board– 25 points
- Chapter 5 Discussion Board– 25 points
- Chapter 6 Discussion Board– 25 points
- Chapter 7 & 8 – Interpersonal Relationships- 50 points

Quiz #s 1-5 (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 – 50 points
- Quiz 5- Chapters 9, 10, 14—50 points

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

Speeches and Speech Related Assignments (400 points)
- Speech # 1- Personal Experience Speech Object and Purpose Post - 25 points
- Speech # 1 – Personal Experience Speech - 50 points and Outline – 25 points
- Speech # 2 - Informative Culture Speech Post and 3 Resources – 25 points.
- Speech # 2 - Informative Culture Speech - 100 points and Outline – 25 points
- Informative Self and Peer Critique - 50 pts
- Awards Speech- 75 points and outline 25 points

IMPORTANT NOTE: You must complete at least 2 verbal 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.

PLEASE NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D.”

Grading Scale
<table>
<thead>
<tr>
<th>Total Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-900</td>
<td>A</td>
</tr>
<tr>
<td>899-800</td>
<td>B</td>
</tr>
<tr>
<td>799-700</td>
<td>C</td>
</tr>
<tr>
<td>Below 600</td>
<td>F</td>
</tr>
</tbody>
</table>

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

Participation Policy
Class participation is required and is measured by responding and posting appropriate and timely contributions to online discussion boards and submitting assignments on time. The instructor reserves the right to remove students from discussion boards without notice for inappropriate comments and participation. Late work is not accepted.

My Policies and Procedures Frequently Asked Questions
“How do we contact you?”
Reach me at CDamico@dccc.edu. Always type “Student Email. Your Name” in the subject line. This will allow me to better track your email messages. 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 use correct spelling, grammar, and punctuation, as well as address your instructor and classmates 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 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. If you choose to come to campus to deliver your speech(es) in person, you should arrive on time, prepared to deliver your speech. Please note that food and drink, in small, quiet, clean capacities will be allowed. You are expected to put your cell phones or other devices away during speeches and listen politely.

“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.

**Tests and 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 30 points. 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. You earn 5 points for each additional adult audience member up to five---so 25 pts. However, without even ONE live audience member, the speech will not be accepted at all. You will receive a zero if you have no audience. No late speeches will be accepted after one week passed the due day.

**Online Audience Requirements:**
PLEASE NOTE: Audience members must be over the age of 16. You must have at least one adult audience member present at the time of your presentation for the speech to be accepted for grading. You will automatically earn 5 points for each additional adult audience member up to five---so 25 points. Speeches are not accepted if there is not at least one audience member in attendance. If you cannot find at least one adult audience member, please plan to come to campus to present your speech to your instructor.

“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 choose to deliver your speeches on campus, check the course outline for specific
dates/times and the location. 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." 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. If you choose the recording option, you will need digital recording equipment to record your speeches. You should TEST this equipment prior to recording your first speech. You will need a YouTube or other video hosting site account to upload your speeches. Please TEST an upload long in advance to gauge the upload speed of your computer. Long upload speeds will not excuse you from turning in your speech on time.

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. Always type “Student Email. Your Name” in the subject line. This will allow me to better track your email messages. 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 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. 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. If you do not have a particular program or have difficulty accessing the Internet or assignments while at home, please make arrangements to come to campus and use the school’s computers. 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. Printers are also made available to you at Richland.

Delivering Speeches
Whether you deliver in person or choose to record, 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 business or casual business attire—including shoes).

If you are recording, make sure, your face and entire body (head to toe) fills the frame and are clearly visible, and your vocals are clearly audible. If I can’t see and hear you clearly, I can’t
grade your speech. 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 must have at least one adult audience member in attendance for your presentation. Each additional audience member is worth 5 points, up to five total audience members. (This is the easiest way to earn points for our speeches!) Less than 5 audience members will result in a 5 point deduction per missing audience member.

Make your speaking environment as much like a real public speaking experience as possible. Turn off radio and televisions; make the room quiet and business like; have something to hold your speaking notes so that your hands are free; have an easel or other device to show your visual aids; again—look and act like a professional speaker. Business or business casual attire is required, including shoes.

You must read all the information provided in the course for how to write, record, and deliver your speeches. If you need help on your speech, let your instructor know!

<table>
<thead>
<tr>
<th>Academic Progress</th>
<th>Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check <a href="https://alt.richlandcollege.edu/admissions/">https://alt.richlandcollege.edu/admissions/</a> and <a href="https://alt.richlandcollege.edu/advising/">https://alt.richlandcollege.edu/advising/</a> for more details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Policies</td>
<td><a href="https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/">https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/</a></td>
</tr>
<tr>
<td>Disclaimer Reserving Right to Change Syllabus</td>
<td>The instructor reserves the right to amend a syllabus as necessary.</td>
</tr>
</tbody>
</table>