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World Languages Division: 972-238-6943

Classroom: Wichita Hall 123  
Adjunct Faculty Phone Number: 972-238-6140  
Office Hours: By Appointment/After Class

Course Prerequisites:  
Developmental Reading 0093 AND Developmental Writing 0093; ESOL 0044 and 0054; or have met the Texas Success Initiative (TSI) standard in Reading and Writing. (3 credit hours)-College Level Ready in Reading and Writing.

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 discuss Theory and Practice of speech communication behavior in one-to-one, small group and public listening, 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.

What is the Catalog Description for this course? Theory and practice of speech communication behavior in one-to-one, small group and public communication situations are introduced. Students learn more about themselves through the study of intrapersonal communications, improve their skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level skills in reading, writing, and speaking.

What textbook will we use in the class? Adler & Rodman, Understanding Human Communication, Thirteenth Edition, Oxford University Press. 2016. ISBN 978-0190297084. TEXTBOOK IS REQUIRED FOR THIS COURSE! There are a number of different sources to either purchase or rent your textbook – The Richland College Bookstore on campus or online at [http://www.bkstr.com/Home/10001-10678-1?demoKey=d](http://www.bkstr.com/Home/10001-10678-1?demoKey=d). You also have the option to purchase your book at an off-campus used bookstore, at Half Price Books, or online from one of the many sites that stock new and used textbooks. You can preview the textbook at the Publisher’s Web Site: [http://www.oup.com/us/companion_websites/9780199747382/student/?view=usa](http://www.oup.com/us/companion_websites/9780199747382/student/?view=usa)

If you have not purchased or rented your textbook during the first week of the semester, you may be able to temporarily access the textbook in the Reserve section of the Richland Library.

Unfortunately, there are significant differences between older editions of the Adler, Rodman text and the 13th edition. You must have the 13th edition to navigate the reading assignments, homework assignments and tests with greatest ease.

DROP DATE for this semester is July 30, 2019.
**Student Learning Outcomes:** Upon completion of SPCH 1311, you will be able to:
- Prepare and deliver effective formal public speeches
- Design an effective PowerPoint/Prezi type presentation to enhance a public speech
- Participate as a productive member of a small group
- Identify the elements of interpersonal communication, including conflict management, verbal and nonverbal codes, listening, culture and gender influences.

Course Hours: 3 Credit 3 Lecture 0 Lab

1. **What Course Objectives should I know about to be successful?** Notice that any one speech assignment may address more than one competency or objective. **Effective communication requires the application of multiple skills.**

2. **The purpose of this course is to help you become a more effective communicator.** You will participate in a variety of communication activities –Interpersonal, Small-Group, and Public Speaking. **You are expected to participate in ALL class activities.**

3. **All late assignments will cause a loss of one grade (10%) for that assignment.** Late speeches will be presented **if and when time permits.**

4. **In order for this course to fulfill the requirements for a DCCCD degree, you must receive at least a grade of “C”.”**

How will I be graded in this course?
Your grade will be based on points earned on the following activities and assignments:

<table>
<thead>
<tr>
<th>Tests</th>
<th>3 at 100 Points each</th>
<th>Final Grade: Average of the six assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speeches</td>
<td>3 at 100 Points each</td>
<td>Note: See Calendar for Details (Some group work will count)</td>
</tr>
</tbody>
</table>

**Total** 100%

**TOTAL AVERAGE** **COURSE GRADE** **Group Report Bonus to be discussed**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
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</table>

What Communication Activities will take place during the semester?
- **eCampus Communication:** Logon to eCampus and update your personal information. Be sure your email address is accurate. **You must have a working email address to participate in this course.** To login to ecampus, go to ecampus login screen at: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu), click login, type in your seven digit Student ID# preceded with an “e”, example: Username: e3456789; Password: e3456789
- After your initial login, please **change your password** and update your email address or enter it for your first time on ecampus by clicking on “Personal Information” (found under the “Tools” box under the left hand side of the “My DCCCD” tab) and selecting the appropriate links. If you still cannot login, please contact Technical Support at ecampus.support@dcccd.edu or call 972-669-6402.
Please give me some specific information regarding course assignments:

- Each assignment is explained in class, included in the course calendar at the end of the syllabus, and often noted on the ecampus web site. Speeches have specific time, content and organizational requirements that are explained in the assignment. Your speech grade is based on meeting these requirements AND presenting your speech at the assigned time. (Listening is the key behavior).

- A speech may require a word-processed outline to be handed to the instructor PRIOR to delivering the speech. You may not give a speech if you do not have an outline. (Unless otherwise instructed) NOTE: Only ONE Outline will be required.

- You may use speaker's notes when delivering your speech. Notes must be on 3x5 card(s) only. You may NOT read your speech. This is a Speech Communication class – NOT A READING CLASS!

- Speaking without notes is encouraged when possible.

What about Attendance and Class Participation?

- Attendance is required! Roll may be taken at each class session. Late attendance is documented. If you are late for class more than twice, your grade may be lowered by up to three points off your final average.

- Absences and Late Arrivals: Unexcused absences: three points may be deducted from the final average; Medical Statements required or Religious Holidays. Leaving class early equals absence.

Lateness to Class - After the second tardy, (coming in after the professor AND after class start time) equals absence.

Absences- Please discuss each absence with the instructor on the next class day.

Penalty for Assignment Lateness - If you are late on a speech or test, your grade for that assignment will automatically be lowered by ten points. I will do my best to make time for you to perform a late speech or to take a test late, but make-up opportunities cannot be guaranteed. Please do all your assignments in a timely manner.

- Participation includes asking relevant questions, participating in collaborative class activities, commenting on other students’ contributions, and reading all assignments before class. You cannot participate if you are not here! Look at the course calendar. If you see you will be absent on a test day or speech day, please talk to the instructor BEFORE the assignment date.

Speech Etiquette: Manage the impressions you make on others:

- If you arrive late to class, take a seat near the door. Do not walk in front of the instructor if he is conducting class.

- On speech days, if you arrive late to class, do not enter the classroom while someone is delivering a speech. Wait until the speaker has finished and you hear applause before you enter.

- Do not leave the room while someone is making a presentation.

- Give the speaker 100% attention.

- Never chew gum while delivering a speech.

- Do not wear anything on your head while delivering a speech unless it is part of your religious or cultural apparel.
• Turn off your cell phone, laptop, or other electronic devices in class unless you receive permission from your professor. Points will be deducted without notice for infractions of this class rule.
• Listen respectfully.
• In Addition to the second speech, an Informative Speech, you may give one or both of the following:
  • Personal Experience Speech: The goal of this presentation is to introduce yourself to the class in two ways: 1) provide an overview of yourself and the highlights of your life, and 2) show and describe an artifact (object) that communicates your personality and background. CEL PHONES DO NOT COUNT.
  • Award Speech: the goal of this presentation is to present an award to a person who has made a significant contribution to your life. This person is someone you personally know (not a movie star you admire, for example). You will create a title for the award, a presentation outline, and a certificate that you can give to this individual upon completion of the speech.
  • Substituted: Persuasive speeches may be presented in place of the Award Speech.
  • Group Speeches: May be required under certain conditions, such as group reports on focused chapters.

What is the college’s Withdrawal Policy?
If you are unable to complete this course, you must withdraw from it by the published withdrawal date. Withdrawing from a course is a formal procedure which **YOU must initiate**; your instructor cannot do it for you. You may complete your withdrawal paperwork in the Admission Office or in the Counseling Center. If you stop attending class and do not withdraw, you will receive a performance grade, usually an F. **The last date to withdraw from this class is July 30, 2019.**

**Active Learning**
You are expected to take an active role in learning. **If you are having trouble or need extra attention, come and see me – I will be glad to help.** If there are things you do not understand, **raise questions in class**, as others may benefit from your inquiry. If you are hesitant to speak up in class, stop by after class or send me an email. I am here to assist in your learning, so **please talk to me** if you need clarification or assistance.

**Email**
When I need to immediately alert you to changes to the schedule, assignment clarifications, or announcements, I will email you through Ecampus. That said, I must have a valid email address from you that you check frequently. Make sure you are receiving the emails from me, you are able to open attachments, and that you check your email frequently enough to not miss anything important.

If you email me, please use formal language that reflects our academic environment when sending an email. Please use correct grammar, spell check, and an overall polite, professional demeanor when sending me a message. So, begin your email with, “Dear Dr. Rhymes,” and finish with “Thank you.” This is good exercise for your future workplace.

**Classroom Citizenship**
Each of us is responsible for creating a positive learning environment. **Respectful** class participation includes contributing ideas that relate to the topic, asking questions to clarify understanding, responding thoughtfully when called upon, and giving respectful attention to the instructor and classmates. **Good communication skills** include listening carefully to diverse opinions, analyzing what is said, clearly stating opinions without personal put-downs, encouraging classmates, synthesizing new information, and applying it. **Disrespectful communication** includes interrupting or attacking others, monopolizing the
conversation, and/or carrying on side conversations. A positive classroom environment improves learning for both the individual student and for the class as a whole.

**Cell Phones, Appropriate Dress and Miscellanea**

**Please turn off your cell phones and computers when you come to class.** If your phone rings or you text in class, I may collect the phone. Your phone will be returned at the end of the class session. If you are expecting an emergency call, please tell me that BEFORE class begins, turn your phone on “buzz” and leave class when you take the phone call. **Computers are not allowed for note taking in my class.** Since the first test is open book, you must have a hard copy of the text.

Please do not wear pajamas, bedroom slippers, or mini-skirts/shorts that “leave little to the imagination” to class. Dress is a powerful form of nonverbal communication. The expectation is that we will dress appropriately for the academic environment.

**Please do not study for another class or do other work during our class time.**

**Syllabus Policies:** See [www.richlandcollege.edu/syllabipolicies](http://www.richlandcollege.edu/syllabipolicies) for college syllabus policies.

**Institutional Policies:** See [https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/](https://alt.richlandcollege.edu/employees/syllabus-institutional-policy-statements/) for institutional policies.

**Student Code of Conduct:** See [https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=RLC](https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=RLC) for 2019-2020 Catalog Code of Student Conduct. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct.

**Classroom Policies:** Are there any Classroom Policies I should know about?

**Bringing drinks and food into the college classroom** is a privilege and a responsibility. Out of respect for other members of the Richland College community, you agree to take full responsibility for your actions. This includes but is not limited to removing cans, bottles, and other trash from the classroom when you leave and depositing your trash in appropriate receptacles inside the classrooms. Also, you agree to clean up spills and, if special cleaning is needed, to contact appropriate college personnel immediately. **You will also be required to shut down your laptop, cell phone or other electronic device when class is in session.**

**ADA Statement:** If you are a student with a disability and/or special needs who requires ADA assistance please contact Richland College Disability Services Offices. The Disability Services Office offers a variety of services: [https://alt.richlandcollege.edu/disability-services/](https://alt.richlandcollege.edu/disability-services/)

**Religious Holidays:** Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the college catalog Student Obligations section.

**Academic Honesty:** Scholastic dishonesty is a violation of the Code of Student Conduct. **Scholastic dishonesty includes**, but is not limited to, cheating on a test, plagiarism, and/or collusion. If a student engages in cheating on a test (collusion) or another individual class assignment, s/he will receive an automatic “0” for that assignment. If a second incident of cheating is documented, the student receives an “F” for the course. A special note about Plagiarism: Students need to do original work and properly cite sources. For example, be aware of plagiarism—directly copying more than 3 or 4 words from another author without quoting (not just citing) the author is plagiarism. Cheating, plagiarizing, falsification,
misrepresentation or any other form of dishonesty are serious academic issues. Students will be subjected to **disciplinary action beyond the class under college regulations.**

Please note that course will be supplemented with Departmental Template Offerings.

In the event additional support is needed, your instructor reserves the right to amend the course syllabus and/or utilize additional teaching materials.

**Core Curriculum Objectives for all SPCH courses:**

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.