Speech 1311 – Introduction to Speech Communication  
Course Syllabus – Summer 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: Erica Autry Armstead  
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Office: Alamito Hall 110  
Office Hours: by appointment  
Phone: 972-238-6140 (ACCESS Center)  
*Instructor information may be subject to change.

This course syllabus is intended as a set of guidelines for 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 title: Introduction to Speech Communication  
Course number: Speech 1311  
Meeting: M-TH 11:50-1:50pm  
Section number: 86003  
Room: WH 211  
Credit hours: 3

Course Description: Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. (3 Lec.)
Course prerequisites: This course requires college-level skills in reading and writing.

Required Materials  

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  
CLASS PARTICIPATION: It is expected that you will attend class regularly. However, for this class, you’re required not only to attend class, but also to actively participate during class thus demonstrating your knowledge of the assigned readings. This means demonstrating active listening skills, being directly involved in discussion. Remember, just by being physically present in class does not automatically gain you participation points. I reserve the right to reduce your participation score for any day you are physically present, but working on other material than that for this class, sleeping, reading the newspaper, text messaging, cell phone ringing during class, using a lap top during class to engage in instant messaging or e-mail, disrespect to classmates and Instructor. Tardiness or leaving class before dismissal will cause reduction in participation points. You must be present and participate to gain points for these activities. No makeups.
EXAMS – there are three (3) non-accumulative exams. They may be online in Blackboard or in paper form. Multiple Choice questions for each exam.

SPEECHES
1. Informative Speech – 4-6 min speech giving information about any topic. Visual aid is optional. Printed outline AND works cited IN A FOLDER due at the beginning of the presentation. Note cards are recommended. **110 pts.**
2. Persuasive Speech – 4-6 min speech persuading the audience to do or believe something. Must have topic approved. Visual aid required. Printed outline AND works cited IN A FOLDER due to me at beginning of presentation. Note cards recommended. **110 pts.**
3. Group presentation – 20-30 min speech informing audience about a topic agreed upon by the group – Each speaker will speak approximately 4-5 minutes. PowerPoint visual aid highly recommended. Printed outline for the entire group, meeting notes, and works cited IN A FOLDER due as well. **120 pts.**
*Note* You must complete 2 out of the 3 speeches to pass the course. The group speech is required. Failure to do so will result in an F in the course, regardless of the points accumulated.

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, if offered, will be offered to the entire class and is offered at the instructors’ discretion.

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.

Your final grade in this course will be determined by their performance on a small group assignment, two speeches, three exams, daily work and participation. Final grades are determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>80 points</td>
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<tr>
<td>Exam 2</td>
<td>80 points</td>
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<tr>
<td>Final Exam</td>
<td>100 points</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>100 points</td>
</tr>
<tr>
<td>Group Presentation Outline</td>
<td>20 points</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>100 points</td>
</tr>
<tr>
<td>Informative Speech Outline</td>
<td>10 points</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>100 points</td>
</tr>
<tr>
<td>Persuasive Speech Outline</td>
<td>10 points</td>
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<tr>
<td>In Class Activities &amp; Participation</td>
<td>100 points</td>
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<tr>
<td></td>
<td>700 points</td>
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</tbody>
</table>

This course is based on a 700-point system, not percent. Your grade is based on the following point breakdown:

A=700-630, B=629-529, C=528-428, D=427-327, F=326-0

*If you lose more than 400 points, you cannot make higher than a “D”!!!*
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, July 8</td>
<td>Course overview, expectations - Ice Breakers Communication &amp; Why?</td>
<td>Read: Ch 1-2</td>
</tr>
<tr>
<td>Tues, July 9</td>
<td>The Self, Perception, and Communication</td>
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<tr>
<td>Wed, July 10</td>
<td>Communication &amp; Culture</td>
<td>Read: Ch 4</td>
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<tr>
<td>Thur, July 11</td>
<td>Language</td>
<td>Read: Ch 5</td>
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<tr>
<td>Mon, July 15</td>
<td>Listening</td>
<td>EXAM 1 (Ch 1-5)</td>
</tr>
<tr>
<td>Tues, July 16</td>
<td>Nonverbal Communication</td>
<td>Read: Ch 6</td>
</tr>
<tr>
<td>Wed, July 17</td>
<td>Understanding Interpersonal Communication</td>
<td>Read: Ch 7&amp;8</td>
</tr>
<tr>
<td>Thur, July 18</td>
<td>Improving Interpersonal Relationships</td>
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<tr>
<td>Mon, July 22</td>
<td>Communicating in Groups and Teams</td>
<td>Read: Ch 9&amp;10</td>
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<tr>
<td>Tues, July 23</td>
<td>Preparing &amp; Presenting Your Speech Organizing and Support</td>
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<tr>
<td>Wed, July 24</td>
<td>Group Work</td>
<td></td>
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<tr>
<td>Thurs, July 25</td>
<td>GROUP PRESENTATIONS</td>
<td>Read: Ch 11</td>
</tr>
<tr>
<td>Mon, July 29</td>
<td>GROUP PRESENTATIONS</td>
<td>EXAM 2 (Ch 6-10)</td>
</tr>
<tr>
<td>Tues, July 30</td>
<td>Informative Speaking</td>
<td>Read: Ch 12-14</td>
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<tr>
<td>Wed, July 31</td>
<td>INFORMATIVE SPEECH</td>
<td></td>
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<tr>
<td>Thur Aug 1</td>
<td>INFORMATIVE SPEECH</td>
<td></td>
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<tr>
<td>Mon, Aug 5</td>
<td>Persuasive Speaking</td>
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<tr>
<td>Tues, Aug 6</td>
<td>PERSUASIVE SPEECH</td>
<td></td>
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<tr>
<td>Wed, Aug 7</td>
<td>PERSUASIVE SPEECH</td>
<td></td>
</tr>
<tr>
<td>Thur, Aug 8</td>
<td>Final Exam</td>
<td>Final (Ch 11-14)</td>
</tr>
</tbody>
</table>
My 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. You are tardy by 10 minutes after class start time. Three tardies = 1 absence.
- We meet in the classroom 12 times. You are allowed 1 “free” absence. As long as you are not missing a speech on one of those dates, you do not need to bring documentation.
- Beginning with your 2nd absence, you will begin to lose 25 points from your participation grade. If you miss 3 or more times, you lose not only all of your participation points, but you fail the class automatically.
- 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.

“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 me. The COURSE OUTLINE includes what we did that day, assignments assigned, and due dates.
- You should then check your EMAIL and Blackboard next and check for announcements and new assignments.
- If you missed a lecture you can print the note sheets from Blackboard, and ask a classmate to let you copy down the blanks from the lecture—PowerPoints will not be emailed.

“What are your other classroom policies?”

- Please use the bathroom before class begins. If an emergency exists, you may leave, otherwise, please wait until the end of class.
- 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. I do not bring these items to class with me for your usage.
- **Cheating, collusion, and plagiarism are unacceptable.** All work, except the group project, should be 100% your own. If I catch that you have engaged in these activities, I will give you 0 for the assignment and/or report your activity to college authorities.

“Can I make up this work?”

**Attendance/Participation/In-class activities:**

No. In class activities are un-make-up-able. What happens in class cannot be replicated.

**Assignments/Presentations:**

Late Work and Incompletes: You will be responsible for knowing the due dates of all assignments. This means you will have to be diligent and organized throughout this semester. **As a rule, I will not accept any late assignments/presentations. If you are unable to present a speech on the day assigned, it is your responsibility to find someone to switch with you (if more than one day for presentations), or you will receive a “0” for that assignment.** Any exceptions to this rule, determined on a case-by-case basis, will require extremely compelling, well-documented reasons. In addition, you must provide written documentation upon your return to class.

Further, in such dire and/or catastrophic situation, you must receive permission in advance to turn in any assignment late. Also, expect a grade deduction of at least ten percent—one letter grade—for any late assignment, which is accepted. The late work must be completed within 5 business days after the original due date. Problems of time management, computer failure, doctor/dental appointments, break ‘early’ departing, canine in subordination, or parents in town for dinner etc. do not count as “dire.”
Exams:
There will be three multiple choice exams for the course. They are not cumulative. You will need a scantron 882-E and pencil.

Speeches:
See description of each speech and requirements in Syllabus addendum

“What are your Technology policies?”

Email:
• When I need to immediately alert you to changes to the schedule, assignment clarifications, announcements, reminders, or problems, I will email you therefore you should check your email frequently.
• **Update your email address in Blackboard immediately. You are responsible for the address at which you want to be emailed. I send emails in bulk frequently and don’t type in each individual's address. Go to My DCCCD tab, Personal Information, and EDIT personal information.**
• It is your responsibility to 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 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.
• Please consider the person you are emailing (me) as a professional, who is also in charge of your grades, and remember to utilize proper grammar, capitalization, spell check, INCLUDE YOUR NAME, and have an overall polite and professional demeanor when sending a message. In other words, include your name and use complete sentences. **I will not respond to your message if it begins with “hey” or if it does not include your name.**

Blackboard:
• Blackboard is essential in this course. You must be able to access Blackboard within the first **DAY of school.** It is your responsibility to alert me to problems you have with logging in. You are also responsible for contacting the Help Desk at (972) 669-6402 if the problem is beyond my realm. Send me 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 me for a copy—Blackboard will always have the most current copy of the syllabus available for downloading and printing.
• If you are unable to submit something online due to Blackboard issues: email it to me, print it, write it down and bring it class—do whatever you must do to turn the assignment in on time. Do not simply NOT turn it in. 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 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 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 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 can I be successful in this class?”

1. Listen. I usually answer questions before you ask them, but you have to be listening.
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions. 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 mistake. We all make mistakes and accepting the consequences helps us to remember next time not to make the same mistake.