



Speech 1321
Northwest College
CRN 17732 – Spring 2016
Distance Education (DE)

Instructor: Danielle R. Stagg

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Instructor's Scheduled Office Hours: Wednesdays 11:00 a.m.-12:00 p.m. or by appointment

Course Description

A performance-based course which applies the techniques of oral communication to situations most common to business and professional people. The course covers discussion methods, conference techniques, committee reports, instructions, lectures, and public speeches. The course teaches both theory and practice, acquiring skills and knowledge, the study of a text, and making presentations. Credit: Three (3) semester hours (3 hour lecture).

SPCH 1321 is designed to assist the business and professional student to acquire skills necessary to function in speaking situations relative to the business community so that s/he can displace practical knowledge and skill in his/her business functions. The course attempts to get the student to think about his/her communication abilities and inadequacies and then to assist him/her in restructuring his/her habits so s/he displays effective job performance while improving these communication skills.

Course Prerequisites:

SPCH 1311 or ENGL 1301 or department approval.

Program Student Learning Outcomes:

The student will be able to:

1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models.
2. Research and select appropriate source materials to develop ideas and support claims for oral presentations.
3. Identify different types of relationships, in addition to determine when they are healthy or dysfunctional.
4. Explain the meaning of resume or vitae and cover letter, and design those that reflect professional appeal.
5. Use his or her articulators to articulate, enunciate, and pronounce words correctly, as well as breathe properly to produce resonance.
6. Serve as leader and follower in groups, on teams, and in other types of organizations.
7. Articulate the meaning of argumentation and debate; debate with self-assurance, and establish strategies for successful debate outcomes.

Course Student Learning Objectives:

1. Provide practical course content and experience
2. Help the student to decrease anxiety in professional communication situations
3. Aid in improving and developing a positive self-image
4. Help students to be accurate critics of themselves and others

Course Goals:

1. Develop practical communication skills usable on his/her job
2. Understand basic principles of communication, including verbal and non-verbal activities
3. Improve interpersonal relations
4. Understand the interviewing process and principles
5. Participate in small group encounters as a leader and a member
6. Deliver verbal information in an organized, coherent, professional manner
7. Deliver oral presentations in class either individually or in group activities
8. Research and properly document information
9. Use complete sentences conforming to the tenets of Standard English usage both in oral and written communication, including acceptable spelling and pronunciation of words

Core Objectives

Core objective definitions:

- **Critical thinking:** creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication:** effective development, interpretation and expression of ideas through written, oral, and visual communication
- **Empirical and quantitative skills:** manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork:** ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Social responsibility:** intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities
- **Personal responsibility:** ability to connect choices, actions and consequences to ethical decision-making

Program/Discipline Requirements

1. Identify and explain the components of the communication process and the role they play in human interactions.
2. Deliver informative and persuasive oral presentations that are consistent with and appropriate for the audience and purpose.
3. Identify, evaluate, and utilize evidence to support claims used in presentations and arguments.
4. Discuss the major types of interpersonal relationships, and how conflict and power issues can be handled effectively with communication.
5. Effectively communicate and interact with others in interpersonal, personal and professional situations.
6. Demonstrate through performance and analysis the importance of both verbal and nonverbal communication.

7. Work as a productive team member as either a leader or follower.

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HCC Calendar: Per specific Semester	
Classes Begin	Monday, August 22, 2016
Last day for drop/add/swap	Friday, August 19, 2016
Holidays and Breaks	Monday, September 5, 2016, Labor Day Thursday, November 24-Friday, November 25, Thanksgiving Break
Official Date of Record	Tuesday, September 6, 2016
Last day to drop classes with a grade of W	Friday, October 28, 2016
Final examination	Due by December 9, 2016 at 11:59 PM

Instructional Materials

Communicating for Results: A Guide for Business and the Professions, 10th edition. Author: Cheryl Hamilton

Online Course Requirements and Protocol

ATTENDANCE: Students must login to Eagle Online and complete the Self-Introduction Speech (written speech posted on forum) beginning on Monday, August 22, 2016 and ending on Friday, August, 26, 2016 at 11:59 p.m. in order to not be dropped from the class.

ORAL PRESENTATIONS

Instructions for Recording your Presentations

1. Record your speech by using a camcorder, iPad, iPhone, or other quality camera.
2. You must have an audience of at least three (3) adults or teenagers 13 years old or older to view your speech. One audience member can operate the camera. If an **audience** of at least three (3) people is not present and not shown on the video as directed below, you will receive a zero for the speech.

3. Place the camera in front of you; you should be visible from the front, not the side or back. You can use a tripod to ensure that the camera does not shake while recording.
4. Start recording for a few seconds and then show the audience (See # 5), including the person operating the camera. Once you have shown the audience, you should start your speech. The video should show your body from the waist up; do not only record your face. Have the camera zoom in on you after 30 seconds, so I can see you clearly.
5. **How to show the audience:** After you have recorded for a few seconds, have the cameraperson (if applicable) walk in front of the camera. Then have the other audience members stand up and face the camera. All audience members (excluding the camera person) should be clearly visible. Once the audience members have been shown, they can sit down and you should begin your speech. There should be no breaks in recording. It is okay if the audience is visible from the side or back during the speech. It is important for it to be one recording with no breaks. (See # 9)
6. If you use a visual aid, the visual aid (e.g. PowerPoint) should be visible on camera, as well as you. In addition, if you give the audience a handout, you must send one for me as an attached file. You can also scan the handout and send it to me via email.
7. After your speech, thank the audience and show everyone again before you turn the camera off. Remember, you should only have one recording; there should not be any breaks or editing in your video.
8. Please be sure to control noise and other distractions during the recording (e.g., pets, cell phones, babies, telephones). In addition, avoid recording outside or in front of curtains/blinds as it will create a dark shadow. If you use a PowerPoint, please do not turn down the lights. A speech is a formal event, and should be treated as such. ***View your video before you send your audience home***... You may still need them!
9. Your speech should be one continuous recording. If you mess up, you should do it again from the beginning. Do not start and stop the tape during the speech or edit your final video. Doing so will result in a deduction of 30 points.
10. If you record in an auditorium or large classroom, please be sure to place the camera close, as the microphone is usually not very good and is attached to the camera. If it is too far away, your volume will be low. In addition, do not stand far away from your audience.
11. Check your YouTube video before you send it to me. **If you do not meet the above mentioned requirements, you will receive a zero for your speech grade.** Remember, to showcase professionalism throughout your speech.
12. Send your recorded speech via email (danielle.stagg@hccs.edu) as a YouTube link.

Speaking Guidelines

1. Speeches will be delivered with a maximum of three note cards. Students should not use cue cards, paper, typed outlines, or any other means to deliver the speech.

2. Reading a speech will result in a low speech grade. The speech should be well practiced before recording. Students should spend a minimum of three hours organizing and practicing the speech prior to delivery. Practice makes perfect!
3. Be sure to use proper grammar and avoid offensive language.
4. Avoid using technical terms or jargon.
5. Use proper gestures, posture, and eye contact as discussed in the text.
6. Students should follow the speech presentation instructions posted on the homepage in the tab sections.
7. Dress professionally—dress for success!
8. Avoid going over or under the time limit for this assignment, as it will result in a deduction of points from your grade. Please note that timing your presentation is a form of learning.
9. Avoid looking directly at the camera while recording. Aim to distribute eye contact at your audience members. The camera should not be a distraction.

Online Assignments

All work, oral, and written, must include the following:

- a. Fulfill assignments as instructed.
- b. Meet standards of professionalism.
- c. Contain the student's name, class, date, instructor's name and assignment title (online assignments and full sentence outlines).

Heading Example (if oral, state the items listed below):

Keith Johnson
Speech 1311
January 19, 2016
Instructor-Stagg

- d. Be free of typos and errors.
- e. Be of scholarly nature.
- f. Please be sure to save submitted assignments on a flash drive to keep a record of your coursework.
- g. Students are expected to exhibit professional and courteous behavior at all times in the online classroom.
- h. Submitted using Word or PDF.

Examinations

There will be two exams in the course, a midterm exam and a final exam. The exams will cover material from the textbook. Students should read all assigned chapters and complete assignments.

Course Activities/Assignments

State of the Field Speech: The State of the Field Speech is a brief presentation in which you give an overview of a field you are interested in pursuing as a profession. **Speech must be videotaped and uploaded to YouTube.**

Discussions: Weekly discussions (online) that address information regarding communication concepts in the workplace.

Professional Report: This assignment asks you to conduct an interview with a professional in a field that you are interested in, and write a report summarizing what you find out in the interview.

Persuasive Speech: You will choose a product or service to market. The presentation will be a marketing presentation designed to generate interest in your product or service using persuasive appeals. **This assignment must be videotaped and uploaded to YouTube.**

Chapter Assignments: Assignments and activities related to information covered in the textbook.

Quizzes: Chapter quizzes

Deadlines

Assignments are due on the dates assigned; there will not be any exceptions. **If you fail to submit an assignment by the due date, you will receive a zero for that assignment.** Please note that assignments cannot be made up. All deadlines are firm, fixed, and non-negotiable, regardless of the circumstance. The concept behind DE courses is to provide relevant material and standardized instructional delivery to a group, in a consistent and fair manner, and at the lowest tuition price possible. To achieve these ends, deadlines must be adhered to strictly.

GRADING CRITERIA

The grading criterion is based on points.

1000-900 points=A 800-899 points=B 700-799 points=C 600-699 points=D

Below 600 points=F

Assignment	Points Possible
Self-Introduction Speech (attendance speech posted in forum)	80 points
State of the Field Speech	100 points
Quizzes: Total of 14 quizzes, 10 points each quiz	140 points
Discussion/Forum Questions (7 total) 10 points per discussion	70 points
Professional Report	100 points
Persuasive Speech	100 points
Assignments (7 total) 30 points per assignment	210 points
Midterm Exam	100 points
Final Exam	100 points
Total Points Possible	1000 points

**If there is a discrepancy with a grade, it is the student's responsibility to discuss in-person (not through the e-mail) the matter with the instructor. The instructor is available during the posted office hours.*

Additional Course Details

- Your course is in Eagle Online 2.0, CRN# 17732
- Correspondence will be through your student email, be sure to check it regularly.
- The textbook is a required material for success in this course.
- Speech 1321 DE courses are 100% online, including the informative speech.
- You must have at least three (3) audience members (13 years old or older) visible and present for your presentations. There are more specific instructions to follow in Eagle Online.
- If you do not complete your presentations for ANY reason, you fail the course. Do not wait until the presentations are due to read the requirements. If you read your speech, you will lose points as previously noted. If you feel that you cannot fulfill the requirements for the speech, please contact me immediately. Please do not wait until the due date to upload your speech as it may take some time or you might have a glitch. You should plan to encounter problems.
- Assignments are due as outlined in the course calendar; assignments will be available weekly. Students are not allowed to complete assignments at their own pace, excluding the Informative Speech.
- Please contact tech support if you experience technical problems with Eagle Online. Please note that you must have access to a computer with Firefox to complete all assignments.

HCC Policy Statement: Americans With Disabilities Act (ADA)

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165.

HCC Policy Statement: Academic Honesty

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;

- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Violations: Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Official HCC Attendance Policy: Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors. Attendance in this course will be monitored through your activity on Eagle Online.

Course Withdrawals

Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Early Alert Program

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available

to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, **students who repeat the same course more than twice, are required to pay extra tuition.** The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Title IX

HCC is committed to providing a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator, available at 713-718-8271 or email at oi@hccs.edu.

Open Carry

Since 1995, handgun license holders in Texas have been able to carry a handgun as long as the handgun is concealed. Effective January 1, 2016, handgun license holders may lawfully carry their handguns in an open manner throughout the state of Texas as long as the handgun is secured in a shoulder or belt holster. A license holder also has the option of carrying a handgun in a concealed manner; however, *the law does not permit concealed handgun carry on college campuses like HCC until August 2017.* Notwithstanding the ability to openly carry, the law on this subject remains relatively the same; specifically, **it is still prohibited under the law to openly carry a handgun on any college campus and on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college.**

EGLS₃ (Evaluation for Greater Learning Student Survey System)

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to www.hccs.edu/egls3 for more information.

Please note the course calendar will be available on Eagle Online.