# Amy Dopierala Course Syllabus

Introduction to Speech Communication Fall 2016

SPCH 1311 Distance Education

You can now earn a Communications degree at HCC!!!
For more information, visit [http://www.hccs.edu/programs/programs-a-z/speech/](http://www.hccs.edu/programs/programs-a-z/speech/)

<table>
<thead>
<tr>
<th>Semester with Course Reference Number (CRN)</th>
<th>Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN:</td>
<td>11722</td>
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<table>
<thead>
<tr>
<th>Instructor contact information (phone number and email address)</th>
<th>Amy Dopierala</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>832-510-9419</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:amy.dopierala@hccs.edu">amy.dopierala@hccs.edu</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Office Location and Hours</th>
<th>Online, Phone, by Appointment</th>
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<table>
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<tr>
<th>Course Location/Times</th>
<th>DE</th>
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<tr>
<th>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</th>
<th>Credit Hours: 3</th>
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<tbody>
<tr>
<td>Lecture Hours: 3</td>
<td></td>
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<tr>
<td>Laboratory Hours:</td>
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<tr>
<td>External Hours:</td>
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<table>
<thead>
<tr>
<th>Total Course Contact Hours</th>
<th>48.00</th>
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<tr>
<th>Course Length (number of weeks)</th>
<th>16 Weeks</th>
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<tr>
<th>Type of Instruction</th>
<th>100% Online</th>
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| Course Description: | A survey course in the basic principles of oral communication. Includes the study of the use of the body and voice, the speaker-listener relationship, and preparation and delivery of platform speeches. Open to all students. Required for speech majors. |
Core Curriculum Course.

**PREREQUISITE(S):**

- Must be placed into college-level reading (or enroll in GUST 0342 as a co-requisite) and
- be placed into college-level writing (or enroll in ENGL 0310/0349 as a co-requisite)

**FREQUENT REQUISITES**

- College Level Reading
- College Level Writing

**Academic Discipline/CTE Program Learning Outcomes**

1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models.
2. Demonstrate business etiquette.
3. Initiate conversations, and participate in conversations.
4. Use appropriate listening skills for various situations.
5. Display self-confidence.
6. Use theories of communication as a foundation to understand human interactions.
7. Identify and illustrate ways to handle conflict.
8. Coordinate professional events, and do so in a professional manner.

**Course Student Learning Outcomes (SLO): 4 to 7**

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

**Learning Objectives**

(Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

1. Teach students how to think critically and to listen discriminatively, particularly when discussing issues and attempting to understand and describe behavior.
2. Train students to improve their vocal, aural, and nonverbal skills.
3. Provide opportunities for students to research and use different resources to obtain data for formal and informal discussions, presentations, and conversations.
4. Work with students individually and collectively to build self
5. Direct students to initiate and engage in conversations.

6. Give assignments that promote team and group participation, as well as those that develop leadership and followership skills.

7. Place students in roles of interviewer and interviewee to enhance their interviewing skills for employment and other aspirations.

SCANS and/or Core Curriculum Competencies: If applicable

Core Curriculum Competencies:

- Analyze issues, and identify possible resolutions for problems;

  - Intellectual - Reading
  - Intellectual - Writing
  - Intellectual - Speaking
  - Intellectual - Listening
  - Intellectual - Critical Thinking
  - Intellectual - Computer Literacy

  - 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.

This course fulfills the following core objectives: critical thinking, communication, teamwork, social and personal responsibility.

Instructional Methods 100% Online
Student Assignments

Analyze issues, and identify possible resolutions for problems;

Various assigned readings from textbooks, peer-rev

Discussions

Service learning projects

Presentations

Projects

Read aloud, using the appropriate vocal cues, verbal and nonverbal skills;

No assignments selected for this outcome

Organize and deliver speeches;

No assignments selected for this outcome

Student Assessment(s)

Various assigned readings from textbooks

Presentations

In-class discussions

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Group and/or individual projects

Instructor's Requirements

See Below

Program/Discipline Requirements: If applicable

N/A

HCC Grading Scale:

A = 100-90  
B = 89-80:  
C = 79-70:  
D = 69-60:  
59 and below = F  
FX (Failure due to non-attendance)  
IP (In Progress)  
W (Withdrawn)  

4 points per semester hour  
3 points per semester hour  
2 points per semester hour  
1 point per semester hour  
0 points per semester hour  
0 points per semester hour  
0 points per semester hour
I (Incomplete) 0 points per semester hour
AUD (Audit) 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

*Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.*

**Instructor Grading Criteria**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Self-Introduction Speech (attendance speech)</td>
<td>25pts</td>
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<tr>
<td>Informative Speech</td>
<td>405pts</td>
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<tr>
<td>Quizzes (17) 10 pts each quiz</td>
<td>170pts</td>
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<tr>
<td>Assignments (10) 25 pts per assignment</td>
<td>250pts</td>
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<tr>
<td>Midterm</td>
<td>50pts</td>
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<tr>
<td>Final</td>
<td>100pts</td>
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**Total Points** 1000 pts

**Instructional Materials**

**Textbook:** *Communicate!* (15th Edition).

**Authors:** Verderber, Sellnow, & Verderber

Note: Please purchase textbook from the bookstore or the Publisher at Cengage.com (there is a code that comes with the textbook to access MindTap).

E-book is also available.

**HCC Policy Statement:**

Access Student Services Policies on their [Web site](http://hccs.edu/student-rights)

**EGLS3 -- Evaluation** 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. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies


Access CE Policies on their Web site: http://hccs.edu/CE-student-guidelines

Mission: Introduction of Speech Communication intends to acquaint students with aspects of various sub-areas of the program Communication, such as interpersonal, nonverbal, organizational, public speaking, and group communication. Additionally, its aim is to enhance self-confidence, develop conversations, oratorical skills, interviewing, critical thinking skills, and leadership skills, as well as improve the way students think and interact with others. The ability to read, write and speak clearly and complete college-level work is important to students’ learning and succeeding in this course.

Technical Compliance: "That’s what you get for letting your cousin install Explorer as your default browser and downloading that virus!"

This class is a distance education class using Eagle Online for online notes, lectures and assessments. Each student must maintain Internet access throughout this course. Additionally, students are expected to maintain a state of technical compliance, including (but not limited to): up-to-date software as required by the Professor, a stable Internet connection, and use of the Firefox browser when using Eagle Online. The Professor is not required to give consideration for lost/missing/unacceptable work stemming from technical non-compliance and/or end-user technical issues.

Failure to maintain Internet access shall not constitute a valid excuse for missed work. Any student who cannot keep up with the coursework owing to a lack of computer or Internet must drop the course. Any student found to have quit logging in (two weeks is typical) and whom the Professor is unable to contact is subject to being dropped without further warning, resulting in either a "W" or a "FX" grade, neither of which will help financial aid and/or immigration status.

NB If a student has not reset his/her email profile within PeopleSoft to reflect that email which he/she uses most often, the Eagle Online system will default to delivering notifications and messages to that student's HCC default email address, i.e., yourfirstname.yourlastname@student.hccs.edu (please click here to access the HCC Webmail system). The Professor is not responsible for communicating with students who fail to follow this instruction.

FERPA Statement

All communications between the Professor and his class are subject to the Federal Educational Rights Privacy Act (FERPA). The Professor may not discuss specific grades or attendance with anyone other than the student and selected HCC administrators (e.g., department chair). The Professor is not allowed to discuss grades over the telephone, as privacy cannot be guaranteed. Likewise, discussion of grades over email is prohibited except over a) an official HCCS email address or b) within the Eagle Online LMS environment.

ADA Statement

Students wishing to receive ADA accommodations must follow all HCC procedures as outlined here. No
student may receive accommodations without the proper documentation. The Professor cannot retroactively apply ADA accommodations to work previously assigned or past-due.

http://www.hccs.edu/district/students/disability-services/ada-counselors/

Central College
713.718.6164

Coleman College
713-718-7376

Northeast College
713-718-8322

Northwest College
713-718-5667
713-718-5408

Southeast College
713-718-7053

Southwest College
713-718-7909

Adaptive Equipment/Assistive Technology
713-718-6629
713-718-5604

Interpreting and CART services
713-718-6333

Title IX: http://www.hccs.edu/district/departments/institutionalequity/title-ix-know-your-rights/

Title 9 Statement

HCC is committed to provide 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 oie@hccs.edu.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to www.edurisksolutions.org Go to the button at the top right that says Login and click. Enter your student number.

**Electronics:** Cellular telephones must be put on vibrate when in the classroom. If you cannot survive without your phone for 90 minutes, then please drop the course. Those with camera phones may not take photographs of anyone without the individual’s permission. Tape recorders are also disallowed. Exceptions may be made at the instructor’s discretion.

**Campus Carry:** [http://www.hccs.edu/district/departments/police/campus-carry/](http://www.hccs.edu/district/departments/police/campus-carry/)

First, you should understand the difference between Open Carry, legislation effective January 1, 2016 and Campus Carry, effective August 2017 for community colleges—these are two different laws.

1. Texas House Bill 910, known as the “Open Carry” law, allows licensed handgun owners with the right to carry a handgun visibly in a waist belt holster or a shoulder holster, but they may not openly carry on or in a college campus or building and they may not openly carry on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college.

2. Texas Senate Bill 11, known as the “Campus Carry” law, will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. Again, this legislation does not apply to HCC until August 2017.

Right now, no guns are allowed on college campuses.

**MENINGITIS IMMUNIZATION REQUIRED FOR SPRING REGISTRATION** Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. Beginning with Spring registration, November 7, students will have to satisfy this requirement.

**NOTICE:** Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities.

**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, 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 division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the semester.
COURSE REQUIREMENTS AND PROTOCOL:

ATTENDANCE: Students must log in to Canvas and complete the Self-Introduction Speech (written speech). The due date for this speech is August 29th before 8:00am in order not to be dropped from the class. The speech is worth 25 points.

SPEECHES:
There will be one formal speech: Informative. The evaluation for the speech will be explained in the tab section (module) on the homepage labeled Informative Speech. Your speech grade includes not only the delivery of the speech, but also the format, support, typed full-sentence outline and indications of acceptable research using the APA format, and other specifications provided by the instructor.

Important Notice!!!!!. If you do not present, the informative speech (regardless of all other assignments and exams completed); you will receive an “F” as your final grade. The informative speech is worth 405 points.

Time Frame:
Informative Speech/APA format (APA-reference page only): 3-7 minutes (video is due on or before October 23rd before 11:00pm)

CLASS WORK:
All work, oral, and written, must:
   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:
   Keith Johnson
   Speech 1311
   May 16, 2016
   Instructor-Dopiera
   Be free of typos and errors.
   Be of scholarly nature.
   Save submitted work to a USB flash drive.
All students are expected to exhibit professional, courteous behavior at all times in the online classroom.

EXAMINATIONS:
All students will complete two exams (midterm and final). The exams will cover text material and quizzes. Everything is fair game for an exam question, so read the chapters and the study quizzes.

DEADLINES:
All work is due on the assigned due dates (NO EXCEPTIONS!) Refer to course calendar for deadlines. Please read Explanation of Deadlines.

EXPLANATION OF DEADLINES:
All deadlines are firm, fixed, and non-negotiable, NO MATTER WHAT YOUR PERSONAL CIRCUMSTANCES that may cause you to miss one.

Here is why: The concept behind DE is 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. This is a standard for all DE institutions, HCC college policy, and that of every instructor; not just mine. I am NOT the bad woman here by following these rules, so please do not ask me to bend them. Tests and Assignments MUST be submitted by the due date on time! If it is locked out, you missed it!
Example One: Why there are no extensions?
Test 1 locked out at 8am. A student who had not saved any of his answers before he submitted received a grade of zero, so he sends me an email at 12:00am asking to re-take. I agreed to accommodate him and extended the test to 9:30am. In doing this, two other students who had no permission also submitted late, and wrongly benefited from the longer timeline. Another student who was locked out at 8am, did not benefit from the extension as did the other three, so now I have to find yet another way to be fair to him and give him extra time. This is absolutely crazy!!

Example Two: Why there are no extensions?
Three people missed the deadline for the Part 4. One was nine minutes late and the others by three hours. All whined and asked for mercy, saying “it was only 3 hours”. So you tell me, what the sweet spot is for this 2nd deadline? How late is too late and who determines it? The point is: “when is late, not so late; and when is late considered too late??” If the deadline has passed; it is too late!

Example Three: Computer malfunctions
You are responsible for a reliable Internet connection, computer, and software standards set by the college. If there is a problem or inconsistency, it is your own issue. HCC provides excellent PCs and software at no cost in the libraries and Learning Labs located at 30+ sites all over town. If you have a problem, this is your solution. Most of us drive to campus every day, and so can you!

Conclusion
Deadlines and penalties are a part of the business world. When your rent is late, landlords charge a $5.00 penalty each day late. If you are late picking up children from daycare, the fine is $1. /minute late. IRS charges penalties AND interest on a daily basis. Both utility and credit card companies have late fees, penalties, and ultimately higher interest rates for missed deadlines. These are not my ideas, they are the ways of the world!! You must learn them now. In rare circumstances, special arrangements could possibly be made in advance if there is some rare reason you need preferential treatment, but do not count on it. DE instruction is for MATURE, disciplined students who are college-ready and prepared to work independently. You MUST have the reading/writing/typing skills and the discipline to accomplish this on your own within the allotted timelines; otherwise you should NOT be enrolled in a DE class.

INCOMPLETE:
An incomplete will be allowed to students who have passing grades and become seriously ill or suffer tragedies that will prevent them from otherwise completing the course. To receive an incomplete, the illness or tragedy must be documented in a written memo. The memo must clearly show that the emergency prevented the student from completing the remainder of the course work.

ACADEMIC HONESTY:

Violations of academic honesty, including but not limited to plagiarism, collusion, deception, conflict of interest and theft are not tolerated and can lead to severe penalties. Disciplinary actions are outlined in the Student Handbook. Don’t take any chances with this; it’s simply not worth it. For more information, go to: http://hccs.edu/student-rights.

Students with Disabilities:
According to federal and college guidelines, any student with special needs bears responsibility of notifying faculty accordingly. Official notification from Disabled Student Services must be received to provide special consideration and accommodations (You have three days to e-mail your documents to me. If you do not e-mail these documents to me within the first three days of class, I will make accommodations the day I received your documents). 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.
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

Self-Introduction Speech (attendance speech) 25pts
Informative Speech 405pts
Quizzes (17) 10 pts each quiz 170pts
Assignments (10) 25 pts per assignment 250pts
Midterm 100pts
Final 50pts

Total Points 1000 pts

Course Calendar: Fall Semester 2016 Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>08/22-08/29:</td>
<td>Read Syllabus and Course Calendar/Complete Self-Introduction Speech (Attendance Speech)—This assignment needs to be completed and submitted before or on August 29th before 8:00am.</td>
</tr>
<tr>
<td>08/22-09/18:</td>
<td>Read Unit I (Chapters 1-6/complete all work. Unit I is due before or on September 18th before 11:00pm.</td>
</tr>
<tr>
<td>08/22-10/16:</td>
<td>Read Unit IV (Chapters 11-17/complete all work. Unit IV is due before or on October 16th before 11:00pm. The midterm exam is located in Unit IV.</td>
</tr>
<tr>
<td>08/22-10/23:</td>
<td>Informative Speech Video is due before or on October 23rd before 11:00pm. I am accepting speeches before the 23rd of October.</td>
</tr>
<tr>
<td>08/22-11/13:</td>
<td>Read Unit II (Chapters 7 &amp; 8/complete all work. Unit II is due before or on November 11th before 11:00pm.</td>
</tr>
<tr>
<td>08/22-12/04:</td>
<td>Read Unit III (Chapters 9 &amp; 10/complete all work. Unit III is due before or on December 5th before 11:00pm. The final exam is located in Unit III.</td>
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*Important Notice!!!!! If you do not present the Informative Speech, you will receive an “F” as your final grade.

Let’s Have A Wonderful Semester

Fall