

Division of English & Communication

Speech Department

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/>

# SPCH 1311: Introduction to Speech Communication | Lecture | #12630

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

In-Person | Northwest College – Katy Campus | TTH 9:30 a.m.-10:50 a.m.

3 Credit Hours | 48 hours per semester

## Instructor Contact Information

Instructor: Angela A. Anderson, Ed.D. Office Phone: 713-718-5876

Office: Katy, Room 229 Office Hours: M-R 2:00-3:00 p.m.

HCC Email: [angela.anderson@hccs.edu](mailto:angela.anderson@hccs.edu) Office Location: Katy Campus Rm 229

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### Instructor’s Preferred Method of Contact

Please contact me via email. I will respond to emails within 24 hours, Monday through Friday; I will reply to weekend messages on Monday mornings. If you need to reach me by phone, please call me Monday-Friday, between the hours of 8:00 a.m.-4:00 p.m. If you are unable to reach me, please contact our department Administrative Assistant at 713-718-6258.

## What’s Exciting About This Course

Everything we do requires communication. Whether it’s ordering a latte from Starbucks, listening to a friend discussing their relationship problem, or participating in a group project with classmates, each requires communication! In this course, you will be introduced to concepts designed to assist you in being a competent communicator.

## My Personal Welcome

Introduction to Communication is one of my favorite courses to teach; it introduces you to various types of human communication, including: intrapersonal communication, interpersonal communication, public communication, mass communication, and communication through social media. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to discuss issues is in person and I am available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with confidence in your communication skills.

## Prerequisites and/or Co-Requisites

SPCH 1311 requires college-level reading and writing skills. The minimum requirements for enrollment in SPCH 1311 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

## Canvas Learning Management System

This section of SPCH 1311 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. **<< Insert more specific information about how you expect students to use Eagle Online Canvas here. Include information about scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.** **>>**

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS YOUR BROWSER**.

### HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

## Textbook Information

The eBook listed below is ***required*** for this course.

***"Communication: Making Connections"*** (11th edition) by William Seiler, Melissa Beall, and Joseph Mazer (Pearson Education). ISBN: 978-0134874548.

Revel is a fully digital delivery of Pearson content. The ISBN is for the standalone Revel access card; it is available for purchase at the HCC Bookstore. In addition to this access card, you will need a course invite link, to register and use Revel.

## Other Instructional Resources

### Publisher’s Digital Workbook

**<< Insert information about how you will be using the Publisher’s digital workbook in your course. If you do not require a digital workbook, you can delete this section. >>**

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

SPCH 1311 is 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 of majors in speech.

## Core Curriculum Objectives (CCOs)

The HCCS Speech Discipline Committee has specified that the course address the following core objectives:

* **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
* **Communication Skills**—to include effective department, interpretation and expression of ideas through written, oral and visual communication.
* **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
* **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

## Program Student Learning Outcomes (PSLOs)

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. Recognize how to communicate within diverse environments in a socially and personally responsible manner.
4. Demonstrate critical thinking in both written and oral communication.

## Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1311, the student will be able to:

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 with diverse environments.

## Learning Objectives

1. Teach students how to think critically and to listen actively-reflectively, critically, and 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-confidence, prepare individual, group, and teamwork.
5. Demonstrate the proper ways to start, engage, and end 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 interviewing skills for employment and other endeavors.

# Student Success

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

* Reading the textbook
* Attending class in person and/or online
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class in person and/or online
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the textbook
* Complete the required assignments and exams
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Attain a raw score of at least 50% on the departmental final exam
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

### Speeches

There will be four graded speeches. Speech of Introduction (Johari Widow), Informative, Persuasive and a Group Presentation Final Project. Speeches will be graded on content, organization, language, delivery, and visuals.

### Exams

Tests will consist of multiple choice, fill in the blank and true/false questions. The midterm will be worth 25 points and the final exam will be worth 35 points. Both of the exams will be Eagle Online Canvas. Please see the course schedule for dates of availability of each exam, the time limit, and the number of attempts allowed. HCC does not provide students with Scantron forms. They are sold in campus bookstores.

### Grading Formula

Johari Window Speech 25 points

Speech of Introduction 25 points

Informative Speech 30 points

Persuasive Speech 30 points

Final Project 30 points

Midterm 25 points

Final Exam 35 points

Online Discussions 80 points (10 points per discussion)

Extra Credit 10 points

Participation 10 points

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| --- | --- |
| **Grade** | **Total Points** |
| A | 300 - 295 |
| B | 284 - 274 |
| C | 263 - 253 |
| D | 252 - 242 |
| F | <241 |

## HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

### Incomplete Policy:

In order to receive a grade of Incomplete (“I”), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

# Course Calendar

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| --- | --- | --- |
| **Week Number** | **SPCH 1311 Activity Schedule**  **Anderson, Fall 2018** | |
|  | **Tuesday** | **Thursday** |
| 1 | Introduction to Course. | Crash Course Lecture  Canvas Discussion (1) |
| 2 | Lecture: Communication components.  Starting, Finishing and Styling  How to develop your speech outline | Lecture  Speech of Introduction |
| 3 | Complete Speech of Introduction  Research, presentation aids and outlining  Canvas Discussion (2) | Completion of Lecture/Q&A for Informative speeches, finishing, styling and outlining  Speech Sign-up and  Topics Due |
| 4 | **Library Day** | **Speech of Introduction Due** |
| 5 | **Speech of Introduction**  **Due** | Lecture Informative Speech  Canvas Discussion (3) |
| 6 | Complete Lecture for Informative Speaking | **Midterm Review**  **Informative Speech Topics Due** |
| 7 | **Midterm**  Canvas – Online  Question and Answers  Speech Sign-up | **Library Day**  Canvas Discussion (4) |
| 8 | **Informative Speeches Due** | **Informative Speeches Due** |
| 9 | Persuasive Speech Lecture | Persuasive Speech Lecture  Canvas Discussion (5) |
| 10 | **Persuasive Speech Topics Due**  **Questions and Answers**  **Speech Sign-up** | **Library Day** |
| 11 | **Persuasive Speech Presentations** | **Persuasive Speech Presentations**  Canvas Discussion (6) |
| 12 | **Lecture Group Project** | **Lecture Group Project** |
|  | **Thanksgiving** | **Thanksgiving** |
| 13 | **Group Speech Sign-up**  **Questions and Answers** | **Library Day**  Canvas Discussion (7) |
| 14 | **Group Project Presentations** | **Group Project Presentations** |
| 15 | **Final Exam Review** | Canvas Discussion (8) |
| 16 | **Final Exam**  **Canvas Based - Online** |  |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

**<< Modify Section & Delete Placeholder Text >>** Insert your make-up policy for course work other than the departmental final exam. It is acceptable to have a “no makeups” for exams if you drop the lowest exam. You may also allow makeups accompanied by a late-work penalty. Another option is to state that you may allow makeups on a case-by-case basis. Please also clearly state that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. You are responsible for proctoring make-up exams if you allow them.

## Academic Integrity

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations for academic integrity. Specify the consequences for cheating, plagiarism, collusion, etc. Consider including the following statement: Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations for attendance. Be specific about In-Person, Hybrid, and Online classes. Include your practice regarding withdrawals, never attending, etc.

## Student Conduct

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations for student conduct. Be specific about In-Person, Hybrid, and Online classes and the consequences that will be implemented for disruptive behavior.

## Instructor’s Course-Specific Information (As Needed)

**<< Modify Section & Delete Placeholder Text >>** Insert additional information on how you manage your course. For example, include your grading policy describing when students can expect grades and feedback after they submit coursework.

## Electronic Devices

**<< Modify Section & Delete Placeholder Text >>** Insert a specific description of your expectations regarding electronic devices.

# Speech Program Information

The Speech Department at HCC offers the students a variety of courses to help fulfill the Communications portion of their core requirements.

AWARD TYPES: Courses Only

AREA OF STUDY: Liberal Arts, Humanities & Education

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/>. In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the fall and spring semesters. EGLS3 surveys are not offered during the summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Contact Information

Please see below for the Speech Program Department Chairs’ contact information; the Dean’s contact information is also provided.

Department Chair: Dr. Danielle Stagg

Email address: danielle.stagg@hccs.edu

Telephone Number: 713-718-5478

Dean of English & Communication: Dr. Amy Tan

Email address: [amy.tan@hccs.edu](mailto:amy.tan@hccs.edu)

Telephone number: 713-718-7814