Course Syllabus

Introduction to Speech Communication
SPCH 1311

| Semester with Course Reference Number (CRN) | Spring 2011/66498 |
| Instructor contact information (phone number and email address) | Dr. Brenda Washington, Course Instructor  
Discipline Committee Chair – Communications (journalism/speech) – District  
Telephone: 713.718.6608  
Email: brendaa.washington@hccs.edu |
| Office Location and Hours | Fine Arts Center (FAC), Room 226  
Academic Advising/Activities Hours  
Monday: 12:30 p.m. – 3:30 p.m.  
Tuesday: 2:30 p.m. – 4:30 p.m. |
| Course Location/Times | FAC – Room 231  
TTH 9:30 a.m. – 11:00 a.m. |
| Course Semester Credit Hours (SCH) (lecture, lab) If applicable | Credit Hours 3.00  
Lecture Hours 3.00  
Laboratory Hours (N/A) |
| Total Course Contact Hours | 51 Semester Hours |
| Continuing Education Units (CEU): if applicable | N/A |
| Course Length (number of weeks) | 17 Weeks |
| Type of Instruction | Lecture |
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)

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.

Mission

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

Course Student Learning Outcomes (SLO): 4 to 7

1. Analyze issues, and identify possible resolutions for problems;
2. Read aloud, using the appropriate vocal cues, verbal and nonverbal skills;
3. Organize and deliver speeches;
4. Coordinate various types of activities, such as symposia, discussions, and meetings;
5. Speak in a conversational tone and other appropriate tones, as applicable to the communication situation;
6. Initiate conversations, as well as participate in them with self-confidence; and
7. Work with others in groups and on teams, and serve as an effective leader or follower.
8. Serve as interviewer and interviewee.
Equally important is a student’s commitment to class attendance, relentless participation, and cooperation.

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-confidence.
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.

This course fulfills the Academic Core Requirements: reading, writing, speaking/listening, critical thinking, and computer/information literacy.

**Calendar**

*Opportunities to prepare for team, group, and class assignments will be given after course activities as time permits. Nonetheless, students should expect to meet during non-class times to prepare for assignments.*

**Week I (1/18,20):**
- Teacher – Students Introductions
- Discuss Syllabus and Concerns
- Chapter 1 General Information

**Week II (1/25,27):**
- Chapter 4 Verbal Communication
- Chapter 5 Nonverbal Communication

**Week III (2/1,3):**
- Chapter 15 & 16 Groups & Teams

**Week IV (2/8,10):**
- Chapter 7 Topic & Audience
- Chapter 8 Gathering & Using Information

**Week V (2/15,17):**
- Due: Team TV Show or Movie Discussion

**Week VI (2/22,24):**
- Chapter 9 Organizing & Outlining
- Chapter 10 Managing Anxiety
Week VII (3/1,5): Chapter 11 Informative Speaking  
Chapter 12 Persuasive Speaking

Week VIII (3/8,10): Chapter 12 Persuasive Speaking Continued  
Chapter 10 Perception

Week IX (3/14-20): Spring Break Holiday!

Week X (3/22,24): Chapter 3 Self  
Chapter 13 Interpersonal Communication

Week XI (3/29,31): Chapter 14 Developing Relationships  
Appendix – Employment Interview

Week XII (4/5,7): Employment Interview Continued  
Class Project Preparation

Week XIII (4/12,14): Chapter 6 Listening  
Informative Speech Preparation

Week XIV (4/19,21): Due: Who I Am Using Fruit... (informative)  
Last Day for Administrative/Student Withdrawals by 4:30 p.m. (4/21)

Week XV (4/26,28): Due: Who I Am Using Fruit... (informative)  
Review for Written Test

Week XVI (5/3,5): Administer: Written Test  
Class Project Preparation  
Instruction Ends (5/8)

Week XVII (5/9-15) Final Exams  
Due: Final Exam Class Project Talk-Show, Tuesday, 5/10 from 9:00 a.m. - 11:00 a.m.

Instructional Methods

The methods used to promote learning will include, role-play, team and group work, projects, discussions, readings, and exercises. Earl Campbell wrote, “Dare to dream, dare to try, dare to fail – dare to succeed.” You have come to a teacher who will encourage you to dream and work to make the dream a reality.
Assignments

Informative Speech – *Who I Am Using Fruit as a Metaphor*
Group Discussion of a TV Show or Movie
Written Comprehensive Test
Final Exam Talk-Show

Student Assessment (s)

Student learning and grades will be evaluated based on a written test, specific items listed on grade sheets for each assignment, class participation, attendance, homework research, and the quality of work presented.

REQUIREMENTS

(The following will be enforced. Read, Remember and Comply.)

1. **Assignments:** Complete all assignments on the required dates. Students who fail to makeup a missed assignment will be ineligible to receive extra credit points. Ensure the work you perform and submit reflects evidence of research and professional effort.

   Use a computer to type all written graded and non-graded assignments and those for oral presentations, and space appropriately. In class assignments will be the only exception! Points will be deducted for failure to do so.

2. **Discussion/Participation:** Participate in class discussions and activities, and read all assigned readings. Bring your textbook to class daily.

3. **Attendance: Attendance is required.** Seek the instructor’s approval for absences. Complete an *Absentee Form* for each absence, and submit it to the instructor upon returning to class. To access the form, go to the instructor’s Learning Web site.

   The instructor reserves the right to withdraw you for excessive absences, irrespective of the reason, as well as for disruptive behavior, and for a lack of cooperation, inter alia.

   Each student will be allowed *five absences* this semester, excluding Week I. *Three points or more* will be deducted from the final grade for each absence beyond five, regardless of the reason. *Exceptions may be made at the instructor’s discretion.*
4. **Makeup Work**: Submit *written documentation* for consideration of make-up work.

*An appointment is required. Only emergency situations* will be considered. No Exceptions!! Make-ups will not become habitual or contagious. Assignments must be made up on the next (immediate) Academic Advising/Activities Hours day.

*Acceptable documentation* refers to: (1) a note or letter from a physician, supervisor, or teacher, (2) a receipt from a business, or (3) a citation from a police officer. It must be dated, signed properly and on the proper letterhead paper. Explanations pertaining to absences or tardiness deemed sensitive in nature, such as personal illnesses not treated by a doctor must also be in writing. *Documentation is separate from the absentee form. It supports an absence, and must be attached to the form.*

5. **Officially Withdraw**: By attending one or more class periods, you *must officially* withdraw from class should you decide to stop attending class. Otherwise, receive the grade “F” as your final semester grade. Whether or not the instructor withdraws you, you are fully responsible for withdrawing yourself if you no longer desire to remain in this class. The letter grade “W” is no longer given by instructors.

6. **Notes, Handouts, and Early Departures**: Obtain lecture notes from a classmate and handouts from the instructor when absent, late for class, or leave early. The *early departure of students* must be for major reasons only, and they must not become habitual. Seek the approval of the instructor for early departures. Failure to comply will result in the student being considered absent for that class period, at the instructor’s discretion.

7. **Arrival Time**: Arrive to class *no later than 15 minutes* beyond the scheduled class time, unless pre-approved by the instructor. Failure to comply will prevent you from signing the *Daily Attendance Roster*, and reduce your status to absent.

Students who are later than 15 minutes should enter quietly and participate. After class, provide the instructor with an explanation, and it will be determined whether you may sign the roster.

8. **Integrity**: Maintain a high standard of academic integrity. Thus, plagiarism, collusion, cheating, or impersonations are prohibited. Violators will be punished in accordance to the policy of the college, in addition to receiving the letter grade “F” for the assignment, and possibly for the semester.
9. **Guests:** Do not bring children to class. Further, receive the instructor’s pre-approval regarding bringing any guests to the classroom i.e., friends, relatives, and significant others.

10. **Attire:** Dress in professional business attire for assignments, unless given permission by the instructor to dress differently.

11. **Calls and Emails:** Telephone instead of e-mail the instructor to report explanations of absences, failures to complete assignments, emergency situations, and to inform the instructor that an email has been sent.

12. **Practice:** Practice inside and outside the classroom to improve skills rather than rely solely on the instructor.

13. **Electronics:** Cellular telephones must be put on vibrate when in the classroom. Those with camera phones may not take photographs of anyone without the individual’s permission. Tape recorders of any kind are also disallowed. Exceptions may be made at the instructor’s discretion. Also, Computers must only be used for assignments, exercises, and discussions that apply to this class. Any student who uses his or her computer for any purpose that has not been approved by the instructor will be required to shut it off immediately, and remove it from his or her desk. Violators will be prohibited from turning on his or her computer during class, as well as displaying it.

14. **Foods/Drink:** Eat, drink, and just be happy! However, you will be responsible for properly disposing of all trash when finished. Violators will lose their food and drink privileges.

15. **Attention:** Read this document daily to stay abreast of its contents in preparation for each class.

    **Notice of Compliance**

    By accepting a copy of this document you, the student agree to adhere to its contents.

    **Program/Discipline Requirements: If applicable**

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.

HCC Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
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<tr>
<td>F</td>
<td>59 and below</td>
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</tbody>
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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. 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.

Instructor Grading Criteria

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Informative Speech</td>
<td>21%</td>
<td>90 – 100 A</td>
</tr>
<tr>
<td>Group Discussion</td>
<td>25%</td>
<td>80 – 89 B</td>
</tr>
<tr>
<td>Written Test</td>
<td>20%</td>
<td>70 – 79 C</td>
</tr>
<tr>
<td>Final Exam Project</td>
<td>34%</td>
<td>60 – 69 D</td>
</tr>
</tbody>
</table>

Below 60 – F

Instructional Materials


In addition to the textbook, purchase common supplies such as ink pens, binder for storing class materials, and notebook paper.
Insurance Alert!

“The Division of Fine Arts at Central College strongly recommends that all HCCS students carry some form of medical insurance to cover illness and injury, both on and off the campus. Information regarding low-cost health insurance for students is available in the Fine Arts office, Room 101. Under Texas State Statute, HCCS is immune to liability in the event of accident or injury.”

-Former Fine Arts Division Chair

Veterans
Assistance at your fingertips

.HCC District Office of Veterans Affairs @ 713.718.8522
.Dr. Sabrina Lewis @ Sabrina.lewis@hccs.edu or call 713.718.7089
.Roxine Simms @ roxine.simms@hccs.edu or call 713.718.8475
.Veteran Hotline (24 hours a day, 7 days a week) @ 1.800.273.Talk (8255), and press “1” or call 211 Texas/United Way Helpline.

Academic Advising

The Division of Fine Arts offers academic advising for its degree areas (speech communication, broadcast journalism, art, music, dance and drama). Sign-up in FAC, Room 101 to speak with the appropriate instructor.

Fine Arts Newsletter

To stay informed about events in the Fine Arts Division (music, speech, journalism, dance, drama, and art), please inquire in FAC – Room 101 to sign-up.
Attention: Three-Peaters

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

Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades.”

-Director of Learning Initiatives

HCC Policy Statement:

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

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:
http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

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