Division of English, and Communication and Speech Communication Department

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

SPCH 1321: Business and Professional Communication | Lecture |
#17320 |Spring Semester |1st 8-Weeks|
|DE Online Anytime | January 19, 2021 – March 14, 2021
3 Credit Hours | 8 Weeks |24 hours per semester

Instructor Contact Information

Instructor: Dr. Brenda Washington, Ph.D.      Office Phone: 713-718-6608
Office: Virtual      Office Hours: TTH 11:00 p.m. – 1:00 p.m.
(An Appointment is Required)

HCC Email: brendaa.washington@hccs.edu      Office Location: Virtual

I encourage you to contact me concerning any problems that you may experience in this course. No matter is too small or insignificant, so let me know how I may assist you.

Instructor’s Preferred Method of Contact
Please contact me via email via Inbox in Canvas (primary) or via video and telephone conferencing using a platform noted in Canvas. As possible, I will respond to emails within 24-48 hours, particularly on Tuesday and Thursday during the times designated above. I will reply to weekend messages on the following Tuesday (virtual office hour day).

If you need to reach me by phone, please understand that due to the Coronavirus-COVID19, all HCC classes are being conducted through remote instruction until further notice. Therefore, I am not in my physical office to answer the telephone and will not know that you called. Further, voicemail checks from home will be done irregularly. For verbal exchanges, simply request a teleconference in Inbox and prepare for a positive experience!

If unable to reach me other than these times and days, and your need is an emergency, contact Ms. Renae Guerra, Administrative Assistant at 713-718-6258 and indicate that your need to reach me is urgent, only if there is an urgency.
**Course Modalities** This semester, there are three modalities for Speech courses: Online Anytime, Online on a Schedule, and Flex Campus.

- **WW: Online** Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Attendance will be taken through completion of online assignments.
- **WS: Online** on a Schedule classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings. Attendance will be taken each class period.
- **FC: Flex Campus** are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings. On the days when you are not assigned to be in person, it is expected that you will attend virtually (online). Attendance will be taken each class period.

*This class will be taught using the WW modality (De Anytime).*

**What’s Exciting About This Course**

The opportunity to learn about effective interactions in a business and professional environment as well as how to compose and present professional materials should spark excitement! If you need further convincing, this course offers leadership and interviewing training; targets organizational development and conducting meetings, and it promotes critical thinking and ethical behavior. Moreover, it provides useful theory and practical experience that prepare you for life.

**My Personal Welcome**

Greetings aspiring scholars! As evident by your enrollment in this class, you are on your way to making best practice decisions. Thank you for selecting me to teach and train you about this special discipline, communication. I know that you are eager to learn and participate in a class that is filled with ways to develop your knowledge and skills. I look forward to us working together, so join me!

**Prerequisites and/or Co-Requisites**

SPCH 1321 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.

**Canvas Learning Management System**

This section of SPCH 1315 will use Eagle Online Canvas ([https://eagleonline.hccs.edu](https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities. All students are required to log-in to the course in Canvas on the first day of the semester and at least 2-3 times weekly.
thereafter to be considered an active student. *Evidence of being active in Canvas* includes emails to the professor in Inbox, individual and group or team oral meetings scheduled with the professor, working on and submitting assignments, and student meetings with project leaders and for other assignments. **DE On-a-Schedule Students:** This further includes being in attendance each class period on your scheduled day (s) and at the scheduled time (s) as well as participate during class.

Moreover, students are required to read the information on the *Home Page*, explore the *Navigation Bar* links, check for assignments as listed in the *Syllabus Calendar* and under the weekly *Modules*, read instructions and complete all assignments as instructed, read the chapters that are listed in the syllabus that are also provided with each module for their convenience. **Note:** Refer to the heading: *Assignments, Exams, and Activities* – subheading *Discussion/Participation* for more information.

**Start Here** is a good place to begin for course materials and for viewing useful resources offered by the college. HCC resources in Canvas are assignments that pertain to this class; they are there to help with Canvas and provide quick access such as to the library. **Pay close attention to the syllabus calendar and the modules schedule to ensure you are completing tasks as on time and in the proper order.**

Students are also required to inform me as soon as they have difficulty trying to access information in Canvas so that I may assist them in a mutually timely manner.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER.**

**Scoring Rubrics, Sample Assignments, etc.**

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. Sample rubrics and grade sheets are provided for applicable assignments as well as other resources are in Canvas – Start Here. Scroll to the proper heading. **https://eagleonline.hccs.edu/login/ldap**

**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/**. **The orientation does not apply to this SPCH 1321 section.**
Instructional Materials

Textbook Information

The textbook is available for purchase at the HCC Bookstore.

Other Instructional Resources
Either purchase or visit a library or bookstore to read, The Robert’s Rules of Order (basic copy) book in preparation for Chapter 2 and the Team Project.

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 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.

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 1321 focuses on the study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats. 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 course 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 1321, the student will be able to:

1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
2. Demonstrate essential public speaking skills in professional presentations.
3. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership, and performance appraisals).
4. Apply essential dyadic and small group processes as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.

Learning Objectives

1. Conduct interviews to enhance students interviewing skills for employment, admission, membership, etc., serving as interviewer and interviewee.
2. Require assignments that will enable students to be creative in marketing strategies to attract an audience to their events, as well as those that will challenge them to produce professional documents and to make presentations that meet business and industry standards.
3. To integrate activities that build self-confidence and self-esteem.
4. To provide role development as leader, manager, and follower.
5. To foster understanding about what is meant by business and professional, and to address how communication is vital to both.

**Student Success**

Expect to spend at least three hours per week completing assignments, including practicing what you have been taught in class. The assignments provided will help you use your study hours wisely and better prepare you for realistic situations. Successful completion of this course requires a combination of the following:

- Self-Confidence
- Cooperation; good attitude
- Reading the textbook, lecture notes, and handouts
- Active Attendance in person and/or online (as applicable)
- Completing assignments
- Participating in class activities
- Purchasing the textbook. Contact the bookstore at: HCC Bookstore: [http://hccs.bncollege.com](http://hccs.bncollege.com)
- A reliable computer for coursework.
- Supplies such as notebook paper, ink pens, pencils, and erasers, and a binder or folder for this class for storage.

Serious-minded students who share in the personal responsibility of their learning have shown greater success than those who demonstrate nonchalant or reclusive behavior.

**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 (as applicable)
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook
Assignments, Exams, And Activities

Complete all assignments on the required dates and submit in Canvas to the required location. Do not send any work to Inbox unless you receive the pre-approval of the instructor. Students who fail to makeup a missed assignment will be ineligible to receive extra credit points for any extra credit opportunities should they be offered. Ensure the work you perform and submit reflects evidence of research, serious thought, and high quality. Use these sources to improve grammar and writing references: www.grammarly.com and www.apa.org.

All Assignments
(Refer to the Grading Formula section for Points.)

• Informative Speech: Oral Committee Report
• Persuasive Speech – Why We Should Have Your Account
• Team Employment Interview
• Online Module Assignments and Exercises
• Final Exam Written Test

Note: Pre-Semester Orientations I – Professor’s Greeting and General Information and II - Syllabus (were sent to Orientation Builder but are also posted in Canvas). Review before the first in preparation of Week I – Module I.

Discussion/Participation: Participate actively online (at least two-three times weekly). Read your textbook, handouts, and assignment instructions; listen to audio and view video information, check the Announcement portal located in the Navigation section of Canvas, and prepare for conferences using Cisco Webex or Conferences on the Navigation Bar in Canvas. FreeConferenceCall.com will be used as needed.

Before concluding that you cannot locate information in Canvas, please look for the information first, read it, and perform accordingly. If you still need assistance, feel free to email the professor via Inbox. Take time to read instructions and other materials carefully, get to know the modules and the entire Start Here page, and participate with discussions and other class activities. All Students: Before asking questions about assignments, make sure you have read the instructions thoroughly as well as text chapters and course materials.

Speeches

You will prepare and present speeches and other oral presentations. There will be a minimum of three (3) graded speeches. These speeches will be assessed on content, organization, and verbal and nonverbal delivery, in addition to other criteria that are indicated by the professor. Each speech will have its separate rubric and grade sheet. All topics must be pre-approved by the instructor and all assignments must be completed as instructed or the assignment will receive the grade zero.
Additional experiences to increase your public speaking and interpersonal skills will occur during group and team assignments and exercises. Sample rubrics and grade sheets will be posted in the Handout section of Canvas. Remember to videotape speeches as well as other work as applicable.

**All Students:** Read the chapters, handouts, and printed lecture materials weekly, other readings as required, and listen to audio lectures and exercises. Also, always have your **tools** (reading materials including instructions) present when listening to or reading lecture and textbook chapters, other materials, and when inquiring about course information.

**Videotape:** As you are aware, due to the Coronavirus COVID19 pandemic, all HCC classes district-wide are being conducted through remote instruction online using Canvas as the platform. **All speeches must be videotaped,** unless indicated otherwise, though *having a live audience in attendance is waived, no audience.* (When an audience is required, animals, mannequins, dolls, or other inanimate objects may not substitute for humans. All attendees must sit in a chair rather than on a bed, sofa, or the floor.)

**You, the speaker must stand in the videos,** unless you submitted a disability letter to the instructor indicating the need to sit when presenting the speech and the request was approved. No smoking, chewing, or eating and children nor pets should be in the video frame.

The **video** must be audible and clear of blur or glare. Further, *you must be visible from head to toe (full view) and you must face the camera and the instructor.* Give effective eye contact; use appropriate gestures, bodily movements, facial expressions, volume, and demonstrate self-confidence. **Note:** If you need assistance to prepare and upload videotapes, inform me as soon as possible. Dress professionally in the videos, place the speech in a binder or folder with secure tabs, and present yourself professionally.

**Exams & Projects**

One or more quizzes and a mid-term test may be used to assess learning, and a typed test or project will be used as the final exam. If a test, students will be given **My Choice Testing©** that comprises multiple-choice with possibly short - answer questions. I created this type of testing to increase students’ self-confidence when testing as well as to increase their success rate. Project instruction is located in Canvas.

The final exam test will consist of 25-30 regular questions and additional bonus questions. Details are listed on the test. Further, points for each question will be noted on the test with the total maximum allowable points being 100 for the actual test and additional points for the bonus section. These totals will equal a grand total of points and grade for the entire test. You will not need a scantron as you will write on the test. Feel free to bring sheets of paper to draft answers to be transferred to the actual test.
Student Assessment (s)

This course uses diverse ways to promote learning. Students may visit other classes and present short talks, give presentations using various delivery methods, present team and group assignments, experience the rigor of serving as interviewer and interviewee, and more.

Moreover, student learning and grades will be assessed on the basis of written tests, peer critiques, critical thinking, specific criteria listed on rubrics and grade sheets, class participation, homework, research, and the quality of work presented.

Grading Formula

<table>
<thead>
<tr>
<th>Speeches(s)</th>
<th>200 points</th>
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<tbody>
<tr>
<td>Team Interview</td>
<td>100 points</td>
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<tr>
<td>Online Module Assignments and Exercises</td>
<td>150 points</td>
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<tr>
<td>Final Exam Test</td>
<td>100 points</td>
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<tr>
<th>Grade</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>A</td>
<td>500-550</td>
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<tr>
<td>B</td>
<td>400-450</td>
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<tr>
<td>C</td>
<td>300-350</td>
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<tr>
<td>D</td>
<td>200-250</td>
</tr>
<tr>
<td>F</td>
<td>&lt;200</td>
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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

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics/What’s Due</th>
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<tbody>
<tr>
<td>1</td>
<td>1/18-24</td>
<td>Weekly Lectures, Readings, and Other Work in Canvas</td>
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<td></td>
<td></td>
<td>• Reverend Dr. Martin Luther King, Jr.’s Birthday</td>
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<td></td>
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<td>(1/18)</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Weekly Lectures, Readings, and Other Work in Canvas</td>
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| 2    | 1/25-31 | - Go to Canvas and revisit Pre-Orientations I & II (sent previously via Orientation Builder to the DE Department)  
- Complete Module I Assignments  
  - Chapter 1: Communication and Ethics at Work: What Should You Know?  
  - Chapter 5: Nonverbal Communication  
  - Chapter 11: Informative Presentations: Plan, Research, Organize, and Deliver  
  - Chapter 12: Verbal & Visual Communication/Supporting Materials  
- Weekly Lectures, Readings, and Other Work in Canvas  
  - Official Day of Record Census Report (1/25)  
  - Chapter 6: Anxiety, Technology, and Other Communication Obstacles  
  - Chapter 14: Polishing Written Communication  
  - Chapter 13: Persuasive Presentations: Individual or Teams |
| 3    | 2/1-7  | - Chapter 2: Organization in the Workplace: Which Ones Fit You Best?  
- Chapter 3: Handling Conflict, Cultural Diversity, and Relationships |
| 4    | 2/8-14 | - Chapter 9: Small Group Communication  
- Chapter 10: Participation & Leadership in Teams  
- Due: Informative Speech: Oral Committee Report (2/11)  
- Happy Valentine’s Day (2/14) |
| 5    | 2/15-21 | - President’s Day Holiday (2/15 – No Class)  
- Chapter 7: Basic Information for All Types of Interviews  
- Chapter 8: The Employment Interview |
| 6    | 2/22-28 | - Last Day to Withdraw (2/22)  
- Due: Persuasive Speech, Why We Should Have Your Account (2/28) |
| 7 | 3/1-7 | **Weekly Lectures, Readings, and Other Work in Canvas**  
• Chapter 4: Effective Listening  
• **Due:** Team Interviews (3/7) |
|---|---|---|
| 8 | 3/8-14 | **Weekly Lectures, Readings, and Other Work in Canvas**  
• **Due:** Final Exam Written Test on *Wednesday, 3/10 @ 11:59 p.m.* |

**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**  
Submit *written documentation* for consideration of make-up work. **Makeup work is not guaranteed, and an appointment is required.** *Only emergency situations* will be considered. **No Exceptions!!**

Make-ups may not become habitual or contagious. Assignments must be made up on the next (immediate) Academic Advising/Activities Hours day, unless the instructor approves another day. The day must be convenient for both, the student and instructor.

**Only one (1) makeup may be allowed.** *In case the instructor allows makeup work, acceptable documentation refers to:* (1) a note or letter from a physician, supervisor, or professor, (2) a receipt from a business showing that you were delayed and why, (3) a citation or warning notice from a police officer, (4) hospital discharge papers, (5) towing receipt, (6) evidence of having attended a meeting such as from a school principal or his or her assistant, or (7) court papers such as for jury duty or court case will be the only acceptable documentation.

Documentation must be dated, signed properly and on the proper letterhead paper, with the proper signature(s). 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. Ask the instructor for a form. No documentation, improper documentation, or late submitted documentation will prohibit the consideration of makeup work.**

**Academic 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.

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/studentprocedures/

**Attendance Procedures**

**Attendance and Withdrawing**

**Attendance is Required.** Life has a way of surprising us with unexpected circumstances, so it is understandable that you might need to be absent. Hence, each student will be allowed two (2) absences this semester, starting with Week II. **Absences prior to and on the Official Day of Record** will likely lead to you being withdrawn from the class by the institution. **Three points or more could be deducted from the final grade for each absence beyond two, regardless of the reason.** Exceptions may be made at the instructor’s discretion.

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” or in applicable cases, the grade “FX” 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.

**Student Conduct**

Concerning behavior, Kareem Abul-Jabbar enunciated, “One man can be a crucial ingredient on a team, but one man cannot make a team.” In this class, let us work collaboratively to achieve success for all. I naturally seek to make every student and any visitor feel comfortable and encouraged. Let each of us strive to be respectful, courteous, and demonstrate an appreciation for each other and for learning. Expect to learn in a fun-filled environment with a professor who sincerely cares about you!

As a reminder, the instructor reserves the right to withdraw a student for excessive absences, irrespective of the reason as well as for disruptive behavior, and for a lack of cooperation, inter alia. **Disruptive, disrespectful behavior** includes but is not limited to: the use of profanity; being argumentative in a hostile manner; back-talking to the professor; displaying nonverbal cues in a negative, distasteful way; talking when others are talking; passing notes at inappropriate times; fighting; bullying, being uncooperative, or belligerent, and any other behavior deemed disruptive or inappropriate by the instructor. “It is mature and wise to use discretion of the tongue rather than say everything you think” (Dr. Washington).
Instructor’s Other Course-Specific Information

Notes, Handouts, and Early Departures

Obtain lecture notes from a classmate and handouts from the Handouts, etc. section in Start Here, located in Canvas when absent, late for class, or leave early (particularly Flex Campus students and Online-on-a-Schedule students). The early departure of students must be for major reasons only, and they must not become habitual. *Departures at the start of class will be counted as absent at the instructor’s discretion. (Does not apply to DE Anytime students.)*

Arrival Time: Arrive to class no later than 15 minutes beyond the scheduled class time, unless pre-approved by the instructor. 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 be counted present. Arrivals after class will not be considered present.

Guests

Do not bring children to class (online and teleconferences included). Further, receive the instructor’s pre-approval regarding bringing any guests to the face-to-face or virtual classroom (i.e., friends, relatives, significant others, pets, etc.). When guests are permitted, all guests must comply with HCC policies and those set forth by the instructor.

Business and Professional Attire

Business and professional attire must be worn for all assignments, unless indicated otherwise by the instructor. As such, the following do not reflect being donned in business and professional attire: facial jewelry (i.e., eye, lip, nose, tongue, cheek, or forehead piercings); male earrings or large ones ladies; ankle bracelets; sleeveless dresses or blouses without proper covers; slacks without socks or some form of hosiery; summer sandals; party shoes; caps; short-sleeved shirts without a jacket (men); inappropriate under garments; extreme mini-skirts or dresses; slacks beneath the buttocks; slacks without belts when a belt would be proper; uncovered tattoos; revealing cleavage, or stiletto heels. See the instructor for additional information.

The practice of you wearing the appropriate attire in class is to show you what is expected in real-life settings external to the classroom. Some individuals globally have expressed having a lack of self-confidence and a feeling of embarrassment when wearing clothing contrary to the occasion. It is my hope that you never experience such a feeling in this class, rather that you will trust my judgment to show you how to accessorize and blend your items to work best for you.

Foods and Drinks

**Flex Campus Students:** Eat, drink, and enjoy, but remember to pause chewing when speaking! Eating, especially healthy foods, can certainly improve performance and thought. However, you will be responsible for properly disposing of all trash in the face-to-face setting
when finished. Familiarize yourself with the vending machines and food stations in the building as well as those in nearby buildings for quick access to snacks and meals (Flex Campus students). **All students:** remember to refrain from chewing when presenting assignments and during conferences unless such is appropriate for the occasion.

**Identification**

To better serve you and to maintain a congenial and healthy atmosphere, please submit to me *in writing* the pronoun (s) you prefer to be called if it does not represent the name on my official attendance roster that is provided by the institution. Likewise, if the name that appears on the official roster for HCC is not the name to which you prefer to answer, submit the preferred name in writing to me, along with your preferred pronoun (s) such as her and she or he and him, no later than the first day that you attend class.

**Electronic Devices**

**All Students:** Cellular telephones must be put on vibrate when in the classroom. Please do not talk on the cell phone during class while in the classroom. Rather, quietly leave the classroom to answer or initiate a call, then return upon finishing.

Those with cameras or camera phones, etc. may not video or take photographs of anyone without the individual’s permission, in class or virtually. In addition, the instructor’s approval must be obtained for any in-class, virtual, or class related photos and videos.

**DE On-a-Schedule Students:** The professor will consider that some students might not attend class using a camera at their respective homes or might be using their cell phone as their primary or sole method for attending class. Nonetheless, video cameras must be on when you are presenting assignments and completing exercises where this is applicable.

**All Students:** Tape recorders of any kind are also disallowed; exceptions may be made at the instructor’s discretion. Also, use your computer or tablet only for assignments, exercises, typing lecture notes, and discussions that apply to this class. Doing so helps to prevent unnecessary distractions. Violators will be prohibited from turning on their computers during class, as well as displaying them. (Applicable to Flex Campus students.)

*Please do not attempt to secretly use devices during class as doing so will be considered disrespectful, uncooperative behavior in class, and lead to a reduction of the semester grade by five (5) or more points per infraction, at the discretion of the instructor.*

**Notice of Compliance**

**Attention:** Read this document daily to stay abreast of its contents in preparation for each class. *Print the syllabus and bring it to class each class period; No Exceptions! Displaying it on cell phones, tablets, etc. will not be acceptable.* By printing a copy of this document, reviewing this document with the instructor or at your leisure, or receiving a hard copy of this
document from the instructor or a courtesy copy from a peer mean you, the student, have knowledge of the document and its information therein. Further, you are expected to adhere to its contents.

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/currentstudents/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) 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/](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/](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/eagleid) 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 food 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/](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/supportservices/disability-services/](http://www.hccs.edu/supportservices/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
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.


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
Telephone number: 713-718-7814