



**Speech 1318**  
**Northeast College**  
**CRN 18984 – Spring 2017**  
**Distance Education**

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**Instructor:** Danielle R. Stagg

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**Instructor's Scheduled Office Hours:** **Mondays:** 10:00 a.m.-11:00 a.m.; **Tuesdays:** 11:00 a.m.-12:00 p.m.; **Wednesdays:** 11:00 a.m.-12:00 p.m.

**Course Description**

Interpersonal communication is designed to improve the student's effectiveness in small-group and one-to-one communication. Open to all students; required of majors in Speech.

**Course Goals**

Interpersonal communication seeks to teach students about communication, particularly interpersonal communication; how to abort double-standards, isms and stereotypes; prepare for the establishment, development, and maintenance of diverse relationships; enhance listening skills, multicultural interactions and cognitive skills; analyze relationships and actions objectively, and work to solve problems.

In addition, it intends to guide students to evaluate conversations in an effort to improve their quality; responsibly dissolve relationships when dissolution is unavoidable; manage conflict, and increase knowledge about life.

**Student Learning Outcomes:**

1. Exhibit understanding of interpersonal theories and principles.
2. Demonstrate ability to analyze and critique verbal and nonverbal interactions in mediated and face-to-face contexts.
3. Identify and understand perceptual processes as they relate to self and others.
4. Demonstrate critical thinking ability by effectively researching, evaluating, and applying communication theories in oral and written assignments.
5. Demonstrate understanding of the relevance of cross-cultural, co-cultural, gender, and age influences on human communication.
6. Demonstrate ability to identify, evaluate, and apply conflict styles and conflict management techniques in dyads and/or groups.
7. Identify types of and barriers to effective listening.

**Course Student Learning Objectives:**

- To use lectures, role-play exercises, discussions, and assignments to teach students about communication.
- To help students learn more about themselves in an effort to increase their self-confidence and improve their relations with others.
- To present realistic situations in developing student skills to think critically and objectively.
- To develop students' listening skills, and verbal, aural, and nonverbal communication skills.
- To help students identify different types of relationships, as well as to recognize when relationships are healthy or dysfunctional, and how to dissolve them correctly.

**Core Objectives**

This course fulfills the Academic Core Requirements: reading, writing, speaking/listening, critical thinking, and computer/information literacy. Additionally, it fulfills the six objectives as prescribed by the Texas Coordinating Board: critical thinking skills, communication skills, empirical and quantitative skills, teamwork, social responsibility, and personal responsibility.

<b>HCC Calendar: Spring 2017</b>	
Classes Begin	Monday, February 13, 2017
Official Date of Record	Thursday, February 23, 2017
Holidays and Breaks	Monday, March 13, 2017-Sunday, March 19, 2017: Spring Break Friday, April 14, 2017-Sunday, April 16, 2017: Spring Holiday
Last day to drop classes with a grade of W	Tuesday, April 11, 2017
Final examination	<b>Due Friday, May 12, 2017 by 11:59 p.m.</b>

**Online Course Requirements and Protocol**

Learning Assessments:

Measurement devices used to determine student mastery of learning outcomes may include:

1. Exams
2. Written, oral, and online assignments

**Instructional Materials:**

- Looking Out/Looking In, 15<sup>th</sup> edition, by Adler and Towne. 2015, Wadsworth Cengage Learning.

**ASSIGNMENTS**

**Introduction Speech**

Students will introduce themselves to the class. Students will need to organize main points (e.g., family, hobbies, background) and compose a 2-3 minute speech. The speech will need to be organized with an introduction, body, and conclusion. Students will need a visual aid (e.g., PowerPoint, props, handouts). Additional instructions will be posted on Eagle Online.

### **Relationship Paper & Oral Report**

Students will apply the concepts introduced in this course to analyze a personal relationship. Students will write a 4-5 page paper applying the concepts/theories to their relationship and prepare an oral report. Additional instructions will be available on Eagle Online. Please see course calendar for due date.

### **Nonverbal Oral Report**

Students will be assigned to investigate one of the following types of nonverbal behavior:

Emblems & Illustrators	Facial Expression
Touch	Turn-taking Behavior
Personal Space and Territoriality	Clothing

The following should be included in your oral report:

- The date, time and place of your field study
- A description of your method as actually implemented
- A summary of the results
- An analysis of the results based on relevant theories/concepts from the text

A separate handout will be available on Eagle Online which gives more details/specifics of what will be expected.

### **Online Assignments**

Students are expected to participate in weekly online forum discussions and assignments. There will be a total of 12 online discussions and 12 online assignments; please see the course calendar for due dates. Failure to complete a discussion or assignment by the due date will result in a grade of 0. Late assignments will not be accepted, regardless of the circumstance.

### **Exams**

There will be two exams: a midterm exam and a final exam. The midterm exam will cover chapters 1-6; the final exam will cover chapters 6-12. Each exam will contain 50 multiple-choice and true/false questions.

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### **Instructions for Recording your Speeches**

1. Record your speech by using a camcorder, iPad, iPhone, or other quality camera.
2. Place the camera in front of you; you should be visible from the front, not the side or back. You can use a tripod to ensure that the camera does not shake while recording.
3. Start recording for a few seconds and then begin your presentation. There should be no breaks in recording. It is important for it to be one recording with no breaks.
4. If you use a visual aid, the visual aid (e.g. PowerPoint) should be visible on camera, as well as you. You will also need to submit your PowerPoint presentation when turning in the assignment.

5. Please be sure to control noise and other distractions during the recording (e.g., pets, cell phones, babies, telephones). In addition, avoid recording outside or in front of curtains/blinds as it will create a dark shadow. If you use a PowerPoint, please do not turn down the lights. A speech is a formal event, and should be treated as such.
6. Your speech should be one continuous recording. If you mess up, you should do it again from the beginning. Do not start and stop the tape during the speech or edit your final video. Doing so will result in a deduction of 30 points.
7. If you record in an auditorium or large classroom, please be sure to place the camera close, as the microphone is usually not very good and is attached to the camera. If it is too far away, your volume will be low. In addition, do not stand far away from your audience.
8. Check your YouTube video before you send it to me. **If you do not meet the above mentioned requirements, you will receive a zero for your speech grade.** Remember, to showcase professionalism throughout your speech.
9. Send your recorded speech via email ([danielle.stagg@hccs.edu](mailto:danielle.stagg@hccs.edu)) as a YouTube link or post it in the assignment on Eagle Online.

### ***Speaking Guidelines***

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

### **Online Assignments**

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

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

**\*Online assignments (not discussions) should include the following:**

**Heading Example:**

Keith Johnson  
Speech 1311  
January 19, 2016  
Instructor-Stagg

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

**Instructor Grading Criteria:**

Homework, assignments and projects will be evaluated according to the following criteria:

- Adherence to all specific assignment guidelines/content requirements
- Adherence to deadlines
- Level of technical difficulty attempted and achieved. More sophisticated work may receive higher scores.
- Creativity and Originality: solving the assignments in an imaginative and unique way may lead to a higher score.
- Honest: Submit your own work.

**HCC Grading Information:**

**Grading percentile: the official HCC grading rubric is as follows:**

90–100 percent	A	Exceptionally fine work; superior in presentation, visual observation, comprehension and participation
80–89 percent	B	Above average work; superior in one or two areas
70–79 percent	C	Average work; good, unexceptional participation
60–69 percent	D	Below average work; noticeably weak with minimal participation
Below 60 percent	F	Clearly deficient in presentation, style, content with a lack of participation

The grade of "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete. Students receiving an "I," must make an arrangement with the instructor in writing to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on student record as "I"/Grade (example: "I/A").

The grade of "W" (Withdrawal) appears on grade reports when students withdraw from a class by the drop deadline. Instructors have the option of dropping students up to the deadline. After the deadline, instructors do not have that option — not even when entering final grades.

**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

<b>Assignment</b>	<b>Points Possible</b>
Introduction Speech (recorded speech)	100 points
Midterm Exam	100 points
Final Exam	100 points
Nonverbal Oral Report (recorded speech)	200 points
Relationship Paper and Oral Report (recorded speech)	200 points
Online Discussions (12 discussions, 10 points each)	120 points
Online Assignments (12 assignments, 15 points each)	180 points
<b>Total Points Possible</b>	<b>1000 points</b>

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

**Additional Course Details**

- Your course is in Eagle Online 2.0, CRN #18984.
- Correspondence will be through your student email, be sure to check it regularly.
- The textbook is a required material for success in this course.
- Speech 1318 DE courses are 100% online, including the speeches.
- All presentations must be uploaded to YouTube (except the Self-Introduction Speech).
- If you do not complete your speeches for ANY reason, you will not pass the course with a grade of C or higher. Do not wait until the speech is due to read the requirements. If you read your speech, you will automatically receive a zero. If you feel that you cannot fulfill the requirements for the speech, please contact me immediately. Please do not wait until the due date to upload your speech as it may take some time or you might have a glitch. You should plan to encounter problems.
- Assignments are due as outlined in the course calendar; assignments will be available weekly.
- Please contact tech support if you experience technical problems with Eagle Online. Please note that you must have access to a computer with Firefox to complete all assignments.

**Distance Education Student Services**

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources,

such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

## Course Calendar

Module Number	Due Date	Activity/Assignment/Discussion
Module 1	February 17 <sup>th</sup>	Read chapter 1 and complete all posted assignments (e.g., discussion questions, quizzes)
Module 2	February 24 <sup>th</sup>	Read chapter 2 and complete all posted assignments (e.g., discussion questions, quizzes)
Module 3	March 3 <sup>rd</sup>	Read chapter 3 and complete all posted assignments (e.g., discussion questions, quizzes) <b>Introduction Speech</b> is due.
Module 4	March 10 <sup>th</sup>	Read chapter 4 and complete all posted assignments (e.g., discussion questions, quizzes)
Holiday	March 13 <sup>th</sup> -March 17 <sup>th</sup>	Spring Break
Module 5	March 24 <sup>th</sup>	Read chapter 5 and complete all posted assignments (e.g., discussion questions, quizzes)
Module 6	March 31 <sup>st</sup>	Read chapter 6 and complete all posted assignments (e.g., discussion questions, quizzes)
Module 7	April 7 <sup>th</sup>	Read chapter 7 and complete all posted assignments (e.g., discussion questions, quizzes) <b>*Midterm Exam, Chapters 1-6 due</b>
Module 8	April 14 <sup>th</sup>	Read chapters 8 and 9 and complete all posted assignments (e.g., discussion questions, quizzes) <b>Nonverbal Oral Report Due</b>
Module 9	April 21 <sup>st</sup>	Read chapter 10 and complete all posted assignments (e.g., discussion questions, quizzes)
Module 10	April 28 <sup>th</sup>	Read chapter 11 and complete all posted assignments (e.g., discussion questions, quizzes)
Module 11	May 5 <sup>th</sup>	Read chapter 12 and complete all posted assignments (e.g., discussion questions, quizzes) <b>Relationship Paper and Oral Report Due</b>
Module 12	May 12 <sup>th</sup>	<b>Complete Final Exam, Chapters 7-12</b>



### **HCC Policy Statement: Americans With Disabilities Act (ADA)**

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

If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165 or the Southwest College Counselor: Dr. Becky Hauri at 713-718-7909.

To visit the ADA Web site, log on to [www.hccs.edu](http://www.hccs.edu),

Click Future Students

Scroll down the page and click on the words Disability Information. <http://www.hccs.edu/hccs/future-students/disability-services>.

### **HCC Policy Statement: Academic Honesty**

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

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

**Cheating** on a test includes:

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

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

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

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

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

**Official HCC Attendance Policy:** Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

**Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences.**

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time).

For example:

For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student may be dropped after six hours of absences.

**Administrative drops are at the discretion of the instructor.** If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course.

**NOTE: LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER: Tuesday, April 11, 2017**

#### **Course Withdrawals:**

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

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

#### **Early Alert Program:**

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

#### **Repeat Course Fee:**

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

### **EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System)**

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

### **Title IX**

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

### **Open Carry**

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