

HOUSTON COMMUNITY COLLEGE Southeast  
Summer 2016 (Mini Session)  
(May 16-June 5, 2016)  
Speech 1321-0001 (CRN#14428)  
(This is a Distance Education course.)

**10% of the time will be spent face to face and 90% will be spent online via Eagle Online.**

Instructor: Prof. P. Shivers

Phone: 713/718-7156 (Office) or (713) 816-5052 (Cell) leave voice/text message

Email: paralee.shivers@hccs.edu

<p><b>FINAL EXAM (Face To Face): Saturday, June 4, 2016, 9:00-11:30 AM</b> <b>Room 303, 3rd Floor, Felix Morales Bldg., 6815 Rustic, Houston, TX 77087</b></p>
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**SECTION I: Overview**

A. Course Description – Course is designed to teach learners process and principles of speech communication in four key areas: public speaking, listening, speech planning and preparation and presentation.

B. Expanded Course Description – Teach how communicate effectively in the workplace and in organizations.

C. Textbook, “**Communicating for Results** ” 10<sup>th</sup> Edition, Cheryl Hamilton (Author)  
(Textbook is **REQUIRED** for this class).

**SECTION II: Student Learning Outcomes – The student should be able to demonstrate his or her ability to:**

A. Explain the theoretical process of speech communication.

B. Understand the role speech communication plays in society.

C. Identify techniques for different types of listening.

D. Develop public speaking skills for informative and persuasive presentations.

E. Speak or present information to an audience with confidence and poise.

**SECTION III: Learning Activities**

A. Course Topics: Include new chapters here...

1. The Communication Process
2. Organization Communication
3. Improving Interpersonal Relationships
4. Effective Listening

5. Nonverbal Communication in the Organization
6. Obstacles to Organizational Communication
7. Basic Information for All Types of Interviews
8. The Employment Interview
9. Small Group Communication and Problem-Solving
10. Participation and Leadership in Small Groups
11. Informative Presentations
12. Researching, Supporting, and Delivering
13. Professional Visual Aides
14. Persuasive Presentation: Individual or Team

**B. Course Calendar:**

1. Chapter reviews and lectures from textbooks, as well as, other selected sources (weekly)
2. Written and oral assignments (weekly)
3. Individual projects (weekly)

**C. Major Assignments – Learning activities used to achieve student learning outcomes will be selected from the following:**

- a. Exams (Weekly Quizzes, Mid Term Exam, Final Exam)
- b. Papers (Observation Reports, Journals, Internet/Library Research/Case Analyses, Etc.)
- c. Class Exercises (Self Assessment work, group work, appropriate other.)

**SECTION IV: Learning Assessment**

**A. Evaluation & assessment based on learning outcomes – Measurement devices used to ascertain student mastery of learning outcomes may include:**

1. Exams (online) & (face to face)
2. Written Assignments
3. Evaluation and Self Assessment Exercises

B. Grade Determination – Grades will be determined by the following Grading Criteria:

**(Based on Points Achieved)**

900-1000	A
800-899	B
700-799	C
600-699	D
Under-600	F

<b>Category</b>	<b>Total #</b>	<b>Maximum Points</b>	<b>Total Points</b>
Quizzes	14	10 pts. each	140
Assignments	14	10 pts. each	140
Discussion Questions	14	5 pts. each	70
Journals	14	10 pts. each	140
Mid Term Exam	1	75 pts. each	75
Final Exam	1	170 pts. each	170
Special Project	1	265 pts. each	<u>265</u>
<b>Grand Total</b>			<b>1000</b>

**SECTION V: Make-up Policy**

Is the responsibility of the student to make up any assignments missed during his/her absence. Make-up examinations will be given only if there is a documented for missing the examination.

**SECTION VI: Academic Honesty**

Students observed cheating on examinations or assignments will receive a failing grade.

**SECTION VII: Attendance**

Attendance is determined by students participating in two (2) face to face sessions, discussions, quizzes, assignments, and exams as well as online activities.

**SECTION VIII: Students with Disabilities**

Any student with a documented disability who needs to arrange reasonable accommodations must contact Southeast College's Disabilities Counselor. Faculty is authorized to provide only accommodations requested by the Disability Support Services office.

**SECTION IX: Use of Tape Recorders, Cameras, Cell Phones, Etc. in Class.**

Students must request permission from instructor to use tape recorders, cameras, cell phones, or other equipment that may be misused or improperly interpreted when academic instruction is taking place.

### **DISCUSSION OF GRADED ASSIGNMENTS**

If there is a discrepancy with a grade, it is the student's responsibility to discuss in person or over the phone (**not through the e-mail**) the matter with the instructor. Not only is this important for creating open communication between the instructor and student, but it also ensures that all grade disputes are handled in the same way for all students. After an assignment is graded, students may call the instructor on Tuesday or Thursday from 3:00 p.m. til 5:00 p.m. to discuss (**over the phone**) or face to face, any grading discrepancies with the instructor. Although communication with the instructor is encouraged, timeliness is essential for the success of the course.

### *ADDITIONAL INFORMATION*

#### **DE 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-hand> The **DE counselor is Ms Dameria Curry-Boston**. Her number is 713.718.7281. Email: [dameria.curry@hccs.edu](mailto:dameria.curry@hccs.edu)<mailto:dameria.curry@hccs.[book](#)

**E-mails:** I will respond back to e-mails within 72 hours from Sunday-Thursday only.

**Teaching Strategies:** The objectives of this course will be achieved through one lecture and a face to face Final Exam. Reading is Mandatory! All chapters in the text will be assigned to read and participate in activities, discussions, quizzes, etc.

**Extra Credit:** Students will have an opportunity to earn anywhere from 10 to 30 extra points on presentation day (s). Extra credit consists of oral and written critiques.

**Make-up/Late Policy:** No makeup on quizzes, midterm exam, or final exam.

**SPEECH MAKE-UP DAY:** The "speech make-up day" is available to students who cannot come to class on their due date and/or communicated with the instructor 24 hours in

advance about an extenuating circumstance. Students will not be able to make up the informative speech if they do not show up on the due date and fail to contact the instructor 24 hours in advance. Fifty points will be deducted from the make-up speech. If students have questions about the informative speech prior to the due date, your instructor welcomes your questions and concerns. Feel free to call or send an email to find out what day and time to schedule the make-up speech.

**Withdrawal Procedure:** 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.**

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

**Online work is due on the due date before or by 10:00pm.**

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

### **EGLS,-- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.