HCC

Instructional Services · English and Communication · Speech

Intro to Speech Comm-14744

SPCH-1311

SS 2021   Section 0005   3 Credits   09/20/2021 to 12/12/2021   Modified 09/20/2021

🕐 Course Meetings

Meeting Days

Online

Meeting Times

Anytime

Meeting Location

Canvas LMS

Lecture

Anytime
Online

👤 Welcome and Instructor Information

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.

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.

Office Hours

Tuesday, Thursday, 10:30 AM to 12:00 PM, Professor's Zoom Room

DUE TO COVID – 19 and until further notice I will only be holding virtual office hours. Follow the link below during set hours

above:

Virtual Office Hours: Fridays via Live Conference 10:30AM - Noon

Follow the link and use the password to enter:

https://zoom.us/j/5656742105?pwd=TiswL1VRdEpQWjh0UCtiNSt5Zzgrdz09 (Links to an external site.)

Meeting ID: 565 674 2105
Password: 9evQJA

Full-Time Faculty - Speech, Communications, and ASL: Ruth Salisbury

Email: ruth.salisbury@hccs.edu
Office: 5601 West Loop South, Room C256 Faculty Work Room, Houston, TX 77081
Phone: 7137182074
Website: http://learning.hccs.edu/faculty/ruth.salisbury (http://learning.hccs.edu/faculty/ruth.salisbury)

🖥 Course Overview

Course Description

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 Skill**s—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skill**s—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.

📊 Student Learning Outcomes and Objectives

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 (LOs)

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.

☰ Departmental Practices and Procedures

Department Specific 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

Program-Specific Student Success Information

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.

📒 Instructional Materials and Resources

Instructional Materials

The HCC Online Bookstore (https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Add Instructional Materials Here

Communication: Making Connections

Author: William J. Seiler, Melissa L. Beall, and Joseph Mazer
Publisher: Pearson Education
Edition: 11th
ISBN: 978-0134874548
Availability: Campus Bookstore and First Day Inclusive Access

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas.

Houston Community College will bill you at the discounted price as a course charge for this course.

It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class through the official day of record, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. If you opt out, the credit to your student account will be completed within two weeks of the official day of record by the Bursars Office. The official day of record for this term is: **09/29/2021**

For more information and FAQs go to customercare.bncollege.com.

Canvas External Tool Configuration

As an instructor for a First Day/Inclusive Access course, you will need to add the following Tool Link in Canvas so that students can Opt-Out of the program if they wish, during the Opt-Out period only, and Courseware and eTextbook materials can be accessed by students through this link. (**Note:** Your LMS may have slight variations in these steps or naming.)

Setup for "First Day (Inclusive Access) Course Materials" Link

Steps
1. Log into Canvas with your instructor username and password and navigate to the course that requires the First Day (Inclusive Access) Course Materials link.
2. Click **Settings** from the left-hand navigation.   1.   1. If Settings is not available, make sure that you are in the course as a teacher. Once you are, Settings will appear.
3. Click the **Navigation** tab, and scroll down to the hidden items, at the bottom of the list.
4. Look for **First Day (Inclusive Access) Course Materials** in the list.
5. Click and hold **First Day (Inclusive Access) Course Materials** and drag it up to the list of active navigation links. If the **Purchase Course Materials** link is an active navigation link, select it and drag it down to the hidden items, to prevent student confusion for this course only.
6. Click **Save**.
7. The First Day (Inclusive Access) Course Materials link will now be available in the left-hand navigation of your course. You may have to refresh your window to see it.
8. Repeat these steps any additional sections that require the Course Materials link.

Setup First Day (Inclusive Access) Course Materials Link Tutorial

1. https://edutube.hccs.edu/media/Kaltura+Capture+recording+-+January+8th+2021%2C+11A15A34+am/1_jgk17ukr
2. https://vimeo.com/303360564

Customer Care Contact Information

Customer Care is available 24/7* to help students with questions about accessing their course material, using their eTextbook, or opting-out or in to the First Day program. Be sure to share the below information with your students.

*Please note that Customer Care currently has limited hours of operation and will be available to assist students Monday – Friday, 9 a.m. to 6 p.m. (Eastern Time).

- Link to Customer Care website: bncollege.com
- Open a ticket Online for the Customer Care team: https://tinyurl.com/customercarerequest
- Email the Customer Care team: bookstorecustomercare@bncollege.com
- Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

Faculty Questions? Contact:

LaTonya Pate, General Manager

lpate@bncollege.com

713.528.0872

✔ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Individual Speech	20%	Informative Speech	3 to 5 minutes – explains a subject to an audience in depth through research and analysis, demonstrates a process telling the audience how to do something or how to make something, describes for the audience a person, place, event or thing or the process of how something works or defines for the audience a concept, idea, word, or feeling (see book Chapter 12)
Speech	40%	Persuasive Speech	2 to 7 minutes – present information designed to affect audience beliefs, and/or move the audience to action (see book Chapter 12).
Participation	40%	Discussions, activities and other assigned participation assignments	**Participation Assessment**: Participation is out of 400 points: Chapter Quizzes; To be completed as noted on the Course Calendar for the Chapters scheduled in the syllabus – 120 Points Weekly Reflections: Individual discussions relating to the course material and concepts – 150 Points Weekly Activity; Individual activities relating to the course material and concepts – 150 Points Attendance; Weekly check in at the course attendance forum to establish participation in the course.

Grading Formula

Speeches total point value	**600 Points**
Participation total point value	**400 Points**
Total points possible	**1000 Points**

✳ Instructor's Practices and Procedures

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 a request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

All assignment submissions must be done through the course Eagle Online page only. No email submissions will be accepted at any time. If any assignment submission is sent via email it will be disregarded.

If a student fails to submit an assignment on time due to technical difficulties, the student must contact eagle online tech support and provide a copy of their correspondence to the professor to receive credit or for arrangements for resubmission. Failure to provide such documentation will result in the assignment receiving an automatic zero.

Professor reserves the right to refuse any late submissions unless prior arrangements have been made.

If you are unable to upload your speech to EAGLE ONLINE on the appointed due date then that speech may only be made up if the student presents a legitimate excuse, such as a doctor's note or if prior notice has been given to the professor of a conflict between scheduled day and the student. Such notice must be given immediately or within at least a 48hr time period. Such prior notice MUST BE GIVEN in the form of an email to provide documentation of excuse for professor's records and as proof of a legitimate excuse. Then the speech may only be made up at the assigned time given by the instructor. Also review the Canvas Management Learning System for instructor's Canvas policies regarding assignments and course participation.

Academic Integrity

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

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

Attendance Procedures

For All HCC Students:

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. . A "W" WILL NOT be given for absenteeism.

NOTE: LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER:

Last day to drop classes with a grade of W

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later:

Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college level credit courses for unacceptable reasons during their entire undergraduate career.

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.

For Eagle Online Courses and Hybrids:

Regular attendance and consistent activity is expected on the Eagle Online course page and is monitored by the instructor.

Attendance is monitored by the instructor and will be taken weekly. Students are required to sign in with a "present" of "checking in" reply to the attendance forum before midnight of every class week to receive attendance credit, full credit for all assignments due in the scheduled weeks and for participation activities. Failure to sign into this forum will result in an absent for the entire week and a zero for all assignments due.

Instructor's Course-Specific Information

In order to achieve a passing grade and succeed in this course it is the student's responsibility to follow all instructions as detailed in this syllabus, on the Canvas Course page and in all provided materials regarding assignments. It is the student's personal responsibility to navigate the Canvas course page successfully and to find these instructions and materials independently.

As your instructor I will communicate regularly through Canvas in the form of Weekly Announcements, emails and other form of communication as needed. I will provide expectations and instructions to all required pages.

Feedback and grading of assignments will be done in as timely a manner as possible. As part of my regular communication with the class, updates will be given on the progress of grading and provide any additional information as requested by the student.

Devices

Your cell phone may not be used during your presentation as part of your speech. It may only be used as your recording device. Use of your cell phone during your presentation for any reason other than what is listed as permissible will result in a 10 point deduction from your total speech grade.

Student Conduct

Online participation in the class will be respectful and follow the instructions directed by the instructor in all interactions with all participating members of the course. Students will reply to discussions with courtesy and honesty.

Student interactions with the instructor, whether via email or other form of virtual communication, will still follow the HCC Code of Conduct and be done so in a respectful and timely manner for all considerations.

Students will follow the HCC Code of Conduct regarding academic honesty (review the policies laid out under Academic Integrity) and in the HCC Student Handbook.

Faculty Statement about 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.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities.

All assignments will be due at midnight on the Sunday of the week scheduled – see assignment calendar at the end of the syllabus for specific due date

All materials needed for this course are provided on the course Eagle Online page and students are expected to use only the materials provided there. This includes the course syllabus, all needed materials for presentations and other provided supplemental materials – grading forms, outline samples and assignment handouts. Failure to use the materials provided can result in penalties and other negative effects to the student's assignment and course average.

HCCS Open Lab locations may be used to access the Internet and Canvas. **For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.**

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Instructional Modalities

Online Anytime (WW)

Traditional online course without scheduled meetings

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

Speech Assessments

Speeches videos will be uploaded to video submission link for each speech on the course page. A video MUST BE uploaded to receive full credit for a presentation. This may be done using YouTube or the Kaltura Video App on Eagle Online. Video Submissions are worth up to 25 points

- Failure to upload a video will result in an AUTOMATIC "0" for the entire assignment and no re-submissions will be accepted one the video link is closed regardless of submission to the materials link.

Presentation Requirements and Assessments:

(1) The minimum times listed for speeches above are absolute minimums. Points are forfeited for insufficient length as follows: 1) If the speech is under 1 minute the automatic grade is an "F." For every 10 seconds less than the minimum 10 points will be deducted from your grade. The minimums are absolute minimums so adhere to them.

2) The maximums are absolute maximums. A five point penalty is deducted for the first 30 seconds over the maximum. And additional ten points is deducted for every additional minute(s) over up to 5 minutes. Speeches that exceed 5 minutes over the maximum receive an automatic zero.

3) All speeches require the use of presentation aids. (see the module for chapter 10 for more examples and clarification) 20% of each speech grade depends upon your proper use and inclusion of presentation aids.

- Such aids can include, but are not limited to - handouts, use of props, video and audio segments, computer-generated aids (such as Power Point, Prezi or other slideshow software), etc.
- Video clips may include YouTube videos, personal videos and any other media sources. Video and audio segments may not be longer than one/third of the total time of your presentation and the length of the video or audio is included in your total presentation time.

4) At least one speech must include a slideshow presentation software aid such as Power Point, Prezi or Emaze and failure to use one before the end of the term will result in a 20% deduction from your total speech average.

You are responsible for learning to use any of these presentation programs on your own.

www.prezi.com

www.emaze.com

5) Students must turn in an outline with every speech.

- Outlines must be typed and in either standard academic outline format (see Chapter 9 in the textbook or on the canvas page in the chapter module) or students may use the speaking outline samples provided on the course eagle online page.
- Students will submit a rough draft the week before for partial credit and for instructor approval. Rough drafts are worth ten points and go towards your final course grade.
- No other formats will be accepted. The following is not acceptable –the speech manuscript, the slideshow slides, the outline samples that has not been modified to that student's specific speech, and any other written form of the speech that is not in the required format as requested.

Failure to provide a final draft of your outline with your presentation will result in a 50 point penalty.

Recording and Uploading Instructions:

1. Record your speech by using a camcorder, tablet, cell phone, 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. This is a professional exercise and appropriate dress IS REQUIRED. No casual/informal clothing: such as – pajamas, sweats, exercise clothing of any kind, inappropriate attire such as tight clothing, shirts with obscene messages, etc.

3. The video should show your body from the very least the waist up; do not only record your face. This is still a formal presentation and should be done so while standing.

If you are sitting then your video will not be accepted.

The recording must show you at a steady angle and distance. Place your recording device on a tripod or other steadying stand if not held by an audience member so I can see you clearly and there is no shaking or unprofessional/inappropriate angles to your recording.

This includes upward angles and any other camera angles that do not have a full and straight view of you in the camera shot.

THE USE OF A GO-PRO or SELFIE STICK IS PROHIBITED. DO NOT RECORD YOUR VIDEO IN A SELFIE OR FACEBOOK LIVE STYLE. ALL VIDEOS SUBMITTED IN ANY OF THESE PROHIBITED METHODS WILL RECEIVE A ZERO AND CANNOT BE RESUBMITTED.

4. Your visual aid (e.g. PowerPoint) should be visible on camera, as well as you if you are making a recording for upload to YouTube. When using a computer-generated aid, you may display it using the laptop, computer monitor, or a TV monitor (it is suggested you use a monitor of 32" or larger) connected to your display device. This can be done for all visual/multimedia aids that require a monitor or screen to display. In addition all presentations aids that are in the form of digital files (Power Points, handouts, weblinks, etc.) must be uploaded as an attachment in Eagle Online to the assignment link provided. If you are using the Kaltura Video App then you must use the Screen and Webcam option to ensure this is done and you are still responsible with provided a copy of all digital files of your presentation aids or necessary links as well.

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 so that you are obscured or in the dark. A speech is a formal event, regardless if it is done in person or in a virtual medium 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 recording during the speech or edit your final video. Doing so will result in a deduction of 10 points from the video critique grade.

7. If you record in an auditorium, conference room or large classroom, please be sure to place the camera close, as the microphone is usually not very good on most recording devices in those larger spaces. If it is too far away, your volume will be low and this will reduce the quality of your audio. This will result in a 10 point penalty from your delivery score.

8. Check your video before you submit it to me. If you do not meet the above mentioned requirements, you will receive a zero for your TOTAL speech grade. Remember to showcase professionalism throughout your speech.

1. Submit your video as a Kaltura video directly through Canvas, a video file or as a YouTube link. If you choose to submit via YouTube then you will need to create a YouTube account to upload your video. There will be a submission link for weblinks and you can submit your YouTube link there directly. If you video is submitted via the Kaltura App then it will appear as awaiting to be published in the Course Media Gallery under the speeches folder and the instructor will approve for publishing. A copy of the video will then be uploaded under your name in Canvas in the Video Submission link. If you are submitting a video file check the following before submitting:

1) Give yourself time to upload your video. The assignment link for video submissions are open at least a week prior to the deadline. The link will close at midnight of the Sunday scheduled and any uploads in progress will be cancelled and not be submitted. IF this occurs the instructor has the discretion to deny any resubmission due to a lack of time management and no opportunity will be given to do so without prior documentation of previous technical difficulties. See Missed Assignment section for clarification of instructor's policy.

2) Be sure that you are submitting the video in a format that be viewed on any HCC computer, such as a .MOV, .MP4 or other Windows format.

🏛 HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2

Grade	Grade Interpretation	Grade Points
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook [https://www.hccs.edu/resources-for/current-students/student-handbook/ (https://www.hccs.edu/resources-for/current-students/student-handbook/)](https://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

Link to HCC Academic Integrity Statement

[https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/ (https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)](https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

https://www.hccs.edu/departments/police/campus-carry/ (https://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 (https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

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

Ability 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 https://www.hccs.edu/support-services/ability-services/ (https://www.hccs.edu/support-services/ability-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/ (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/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. 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 probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: http://www.hccs.edu/online/ (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 (https://eagleonline.hccs.edu/login/ldap)

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 during office hours, and 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
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook (http://www.hccs.edu/resources-for/current-students/student-handbook/)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS[3] ([Evaluation for Greater Learning Student Survey System (http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)](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. EGLS[3] 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/)](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

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.

Student Resources

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/)](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/)](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/ (http://www.hccs.edu/resources-for/current-students/supplemental-instruction/)](http://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

[https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)](https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)

Basic Needs Resources:

[https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)](https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

[https://www.hccs.edu/resources-for/current-students/communicable-diseases/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/)](https://www.hccs.edu/resources-for/current-students/communicable-diseases/)

📅 Course Calendar

Week	Dates	Topic/What's due
1	Sep. 20 -Sep. 26	Classes officially begin Sep. 20th Lecture/Materials Due: Download and read syllabus Assignments Due: Syllabus Quiz due; Syllabus Acknowledgement Form Due ON CANVAS
2	Sep. 27 - Oct. 3	Lecture/Materials Due: Chapter 1; Presentation Aid Webinar Assignments Due: Reflection One Due; Activity One Due; Quiz One due; Good, Bad and The Ugly Slideshow Examples Due
3	Oct. 4 - Oct. 10	Lecture / Materials Due: Ch. 2 & 3; Presentation Aid Webinar Assignments Due: Reflection Two Due; Activity Two; Quiz Two Due; Presentation Aid Webinar Discussion Due
4	Oct. 11 - Oct. 17	Lecture / Materials Due: Ch. 10 & 11; Assignments Due: Reflection Three Due; Activity Three Due; Quiz Three Due
5	Oct. 18 - Oct. 24	Lecture / Materials Due: Due: Ch. 12 Assignments Due: Speech of Information Rough Draft Outline Due
6	Oct. 25 - Oct. 31	Assignments Due: Speech of Information
7	Nov. 1 - Nov. 7	Lecture / Materials Due: Ch. 6 & 8 Assignments Due: Reflection Four Due; Activity Four Due; Quiz Four Due
8	Nov. 8 - Nov. 14	Lecture / Materials Due: Ch. 4 & 5 Assignments Due: Reflection Five Due; Activity Five Due; Quiz Five Due
9	Nov. 15 - Nov. 21	Lecture / Materials Due: Ch. 7 & 12 Assignments Due: Reflection Six Due; Activity Six Due; Quiz Six Due
10	Nov. 22 - Nov. 28	THANKSGIVING HOLIDAY - NOV. 25 - NOV. 28; HCC CAMPUSES CLOSED; NO CLASSES Lecture / Materials Due: Ch. 13 & 14 Assignments Due: Reflection Seven Due; Activity Seven Due; Quiz Seven Due
11	Nov. 29 - Dec. 5	Lecture / Materials Due: Ch. 15 Assignments Due: Reflection Eight Due; Activity Eight Due; Quiz Eight Due; Speech of Persuasion Rough Draft Outline Due
12	Dec. 6 - Dec. 12	ALL FINAL EXAMS FOR HCC (There is no final exam in this course.) Assignments Due: Speech of Persuasion

MAJOR ASSIGNMENTS

Speech of Information Outline	Week 5
Speech of Information	Week 6
Speech of Persuasion Outline	Week 11
Speech of Persuasion	Week 12

Participation - On CANVAS

Syllabus Acknowledgment Quiz	Week 1
Syllabus Acknowledgement Form	Week 1
Reflection One/ Activity One	Week 2
Quiz One	Week 2
Power Point Examples	Week 2
Presentation Aid Webinar Discussion	Week 3
Reflection Two / Activity Two	Week 3
Quiz Two	Week 3
Reflection Three / Activity Three	Week 4
Quiz Three	Week 4
Reflection Four / Activity Four	Week 7
Quiz Four	Week 7
Reflection Five / Activity Five	Week 8
Quiz Five	Week 8
Reflection Six / Activity Six	Week 9
Quiz Six	Week 9
Reflection Seven / Activity Seven	Week 10
Quiz Seven	Week 10
Reflection Eight / Activity Eight	Week 11
Quiz Eight	Week 11

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.

▦ Additional Information

Departmental/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

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Department Chair: Dr. Danielle Stagg

Email address: danielle.stagg@hccs.edu

Telephone Number: 713-718-5478