



**Division of English & Communication
Speech Department**

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

**SPCH 1311: Introduction to Speech Communication | Lecture |
#13930**

Spring 2020 | 16 Weeks (1.21.2020-05.17.2020)

Hybrid - In-person and Online|West Loop Center C245 | Tu 11 a.m.-12:20 p.m.

3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Ruth Salisbury	Office Phone:	713-718-2074
Office:	West Loop, Room C256	Office Hours:	M F 9:30 a.m. – 10:30 a.m.
HCC Email:	ruth.salisbury@hccs.edu	Office Location:	Faculty Workroom

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's 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.

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.

Prerequisites and/or Co-Requisites

SPCH 1311 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 1311 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.

This section of SPCH 1311 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) for specific in-class assignments and activities.

All assignments that are due in Canvas 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 as well as the professor's Learning Web 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.

All assignment submissions for Canvas 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.

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

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**.

HCC Online Information and Policies

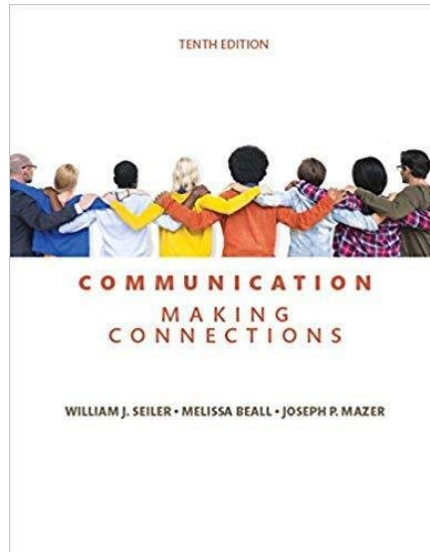
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

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>

Instructional Materials

Textbook Information



To enhance your learning experience and provide affordable access to the right course materials, this course is part of the HCC Textbook Savings program that provides inclusive access to course materials. You can easily access the required materials for this course at a discounted price, and you will benefit from single sign-on access with no codes required in Canvas.

This course will use the textbook, *Communication: Making Connections* (11th edition) by Seilar, Beall, & Mazer (Pearson Education).

Your Houston Community College student account was billed for these materials at the time of registration and the price is guaranteed to be the lowest cost available for your required materials. It is not recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to the Census Date, but will then be responsible for purchasing the course materials at the full retail price and access to your materials may be suspended.

For more information about the HCC Textbook Savings program, contact our bookstore manager, LaTonya Pate, at sm515@bncollege.com or 713-528-0872.

Other Instructional 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](#) 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 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 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 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

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.

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.

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

Assignments, Exams, and Activities

Speeches

Speeches: There will be two graded speeches.

- **Speech of Information** – 2 to 6 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 11).
- **Speech of Persuasion** – 2 to 7 minutes – present information designed to affect audience beliefs, and/or move the audience to action (see book Chapter 12).

Student Assessments:

Speeches:

Students are responsible for ensuring that their presentation meets the following requirements in order to obtain a passing grade:

- 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 timer will be set up to inform when the student has one minute to the maximum. Student *must conclude* the speech once the timer has signaled the maximum has been reached regardless of where the student is in the presentation. Student will receive one more warning if they continue past the maximum and 10 points will be deducted from your grade. Failure to end speech after the first warning will result in an additional 5 points deducted from the speech total.
- 3) Due to time constraints, presentations are conducted over several days to accommodate all enrolled students.

Professor determines the presentation order and students will be required to present as the order is determined. This order is not released before the scheduled date on the syllabus therefore all students must be prepared for presentations on the scheduled due date on the syllabus calendar.

NO EXCEPTIONS.

Attendance is mandatory on all presentation days. Students who do not present on the speech day they are scheduled, whether by lack of preparation or absence, will get an automatic "0" and cannot make up the speech (see section 3 above).

Unexcused absences on any of the presentation days will result in a 20 point penalty to the final speech grade if the student has already presented.

Unexcused absences on presentation days will also result in a penalty of a full presentation point.

5) All speeches require the use of presentation aids. (See Sections 19 – 21 in the textbook 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.
- Your cell phone may not be used during your presentation as part of your speech. Cell phones may only be used as an external drive or as a timer but must remain on the teaching station or lectern. Otherwise students must bring all files and materials on an external drive, flash drive or have uploaded the files to an online drive or through their email. Use of your cell phone during your presentation for ANY reason other than acceptable uses mentioned above will result in a 10 point deduction from your total speech grade.

6) 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

7) In order to create a respectful and realistic atmosphere for each presentation:

- Students must remain in class until the final classmate has presented. Only excused students who have given prior notice may leave early. Students who leave class unexcused before the final presentation will be deducted a full participation grade and 10 points from their total speech grade.
- The classroom door is closed once class has begun. Students who arrive late on presentation days will remain outside the door until the presentation is complete and are allowed in by the instructor. Students who enter and interrupt a presentation will be deducted participation points and have 5 points taken from their speech grade. Students must wait in between presentations to leave the classroom, for any reason, and will be deducted 5 points for every interruption as well as participations points.
- Students will refrain from unsolicited outbursts during other student's presentations. This is disrespectful to the presenter and will not be tolerated. 10 points will be deducted for the first interruption. Any subsequent interruptions can result in being asked to leave the class. If the student is asked to leave and has presented, an additional 10 points will be deducted from their speech grade. If the student has not presented, they not be allowed to present and will receive an automatic "0."
- Students will also refrain from using all electronic devices, including laptops, tablets, and cell phones on presentation days. All electronic devices must be on silent and out of sight during presentations. This is to create a respectful and attentive atmosphere for all presentations. 5 points will be taken from their total speech grade for every instance that a student has to be reminded of this policy as well as participation points.
- Students will be alert and attentive to fellow student presentations. Falling asleep during a presentation will result in 5 points being deducted from that student's speech grade. (See participation assessment criteria below)

8) 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 students may use the speaking outline samples provided on the professor's learning web page.
- Failure to submit a rough draft outline also results in a zero for the final presentation and student will not be allowed to present or schedule a make up.
- Students must submit the rough draft outline to the course Eagle Online page and an outline will not be accepted after their presentation is given.
- No other formats will be accepted. The following is NOT acceptable – note cards, the speech manuscript, print out of the Slideshow slides, a print out of 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.
- A final draft outline must be submitted if student:
 - Submits an incomplete rough draft
 - Makes any major changes to the speech content whether at the instruction of the professor or through their own editing process
 - If student presents a topic that is different from original submission

9) Grading rubrics (presentation critique forms), as provided on the instructor's Learning Web page and course Canvas page, along with a final version of the outline if needed and must be presented the day of presentations.

Students are responsible for printing the grading rubrics and cannot present without one.

Failure to be prepared in class with the appropriate grading form for the assigned speech will result in a five point penalty.

Group Project:

The Group Project is due at the end of the semester. Groups must be between 3 – 5 people. A PowerPoint/Slideshow presentation is required and must be at least 10 minutes in length. Groups can choose from the following projects:

1. Choose a problem that is affecting the city of Houston and discuss a solution to the problem.
2. Take a pro or con position on an issue affecting the city of Houston and defend that opinion.
3. Select a community or volunteer service project. Group must complete a total of four compiled hours of service and have documentation of service. Provide a background on the particular charity or community service organization and the reasons for why the group chose to participate in their mission. Also discuss the benefits of volunteering and why it is important to be active in one's community.

Group project grade will consist of three parts – Group Presentation Grade, Individual Presentation grade and a Peer evaluation grade. Final project grade will be an average of these grades. All group members must present. Failure to present with one's group will result in a zero for the individual grade.

On the day of presentations the group must provide the Group Project grading form available at Prof. Salisbury's learning web page and course Canvas page as well as complete the Peer Evaluation form for all group members excluding themselves.

Students are responsible for printing the grading rubrics and failure to provide the appropriate grading forms with result in a 10 point penalty from the total group grade. Any group or individual group members that do not provide the grading form will be allowed to present.

The evaluations must be completed and brought on the day of presentations. Failure to complete the peer evaluations will result in 10 points deducted from the individual grade.

In-Class Activities

In – class participation includes: Class discussions and activities, adhering to presentation day rules, regular class participation and students must complete a peer evaluation of at least one of their fellow student presentations before the end of the term. Failure to do so will result in a full participation grade penalty.

Participation Activity:

Introduction of a Classmate – After being partnered with a classmate, student will introduce them to rest of the class in one - two minute Speech of Introduction. This is an ice-breaker exercise and not a formal presentation. No outline, presentation aid or other is required. This activity is part of your participation grade. To receive participation credit, student must attend class on the day of introductions and present their partner. This activity is worth 2 points of the total participation grade.

Canvas Activities/Participation

Chapter Quizzes; To be completed as noted on the Course Calendar for the Chapters scheduled in the syllabus – 45 Points

Chapter Discussions; Weekly discussions related to the chapters – 30 Points

Weekly Activity; Individual activities relating to the course material and concepts – 25 Points

Attendance; Weekly check in at the course attendance forum to establish participation in the course on online class days.

Grading Formula

Speeches(s)	40%
Participation (This includes both in-class and online)	30%
Group Project	30%

ASSIGNMENTS

Speech of Information Outline	Week 4
Speech of Information	Week 5
Speech of Persuasion Outline	Week 11
Speech of Persuasion	Week 12
Group Project	Week 15

PARTICIPATION

Reflection/Activity One	Week 2
Quiz One	Week 2
Reflection/Activity Two	Week 3
Quiz Two	Week 3
Presentation Aid Webinar	Week 4
Reflection/Activity Three	Week 6
Quiz Three	Week 6
Reflection/Activity Four	Week 7
Quiz Four	Week 7
Reflection/Activity Five	Week 9
Quiz Five	Week 9
Reflection/Activity Six	Week 10
Quiz Six	Week 10
Reflection/Activity Seven	Week 14

HCC Grading Scale can be found on this site under Academic Information:
<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

Week	Dates	Topic/What's due
1	Jan. 20 – Jan. 26	Martin Luther King Holiday – Jan. 20 th HCC Campuses closed Classes officially begin Jan. 21 st . MEET IN CLASS Assignments Due: Syllabus Acknowledgement Form Due ON CANVAS Lecture/Materials Due: Download and read syllabus
2	Jan. 26 – Feb. 2	ONLINE CLASS Lecture/Materials due: Ch. 1 & 11 Assignments due: Reflection/Activity One; Quiz One ON CANVAS
3	Feb. 2 – Feb. 9	ONLINE CLASS Lecture/Materials due: Ch. 7 & 9 Assignments Due: Reflection/Activity Two; Quiz Two ON CANVAS
4	Feb. 9 – Feb. 16	MEET IN CLASS - Assign Groups (Go to Canvas to establish group page and communication) Lecture/Materials Due: Ch. 8 & 10 ON CANVAS Assignment Due: Presentation/Slide Show Aid Workshop ON CANVAS; Speech of Information Outline Due on Canvas
5	Feb. 16 – Feb. 23	President's Day – Feb. 17 th NO CLASSES MEET IN CLASS

Week	Dates	Topic/What's due
		Speech of Information
6	Feb. 23 – Mar. 1	MEET IN CLASS Speech of Information
7	Mar. 1 – Mar. 8	ONLINE CLASS Lecture/Materials due: Ch. 2 & 3 Assignment Due: Reflection/Activity Three; Quiz Three Due ON CANVAS
8	Mar. 8 – Mar. 15	ONLINE CLASS Lecture/Materials Due: Ch. 4 & 5 Assignment Due: Group Project Topic Approval submitted to Canvas; Reflection/Activity Four; Quiz Four ON CANVAS
	Mar. 15 – Mar. 22	Spring Break – Mar. 16 th – Mar. 20 th NO CLASSES
9	Mar. 22 – Mar. 29	ONLINE CLASS Lecture/Materials due: Ch. 13 & 14 Assignments Due: Reflection/Activity Five; Quiz Five ON CANVAS
10	Mar. 29 – Apr. 5	ONLINE CLASS Lecture/Materials due: Ch. 6 & 12 Assignments Due: Reflection/Activity Six; Quiz Six ON CANVAS
11	Apr. 5 – Apr. 12	ONLINE CLASS Assignments Due: Speech of Persuasion Outline Due on Canvas
12	Apr. 12 – Apr. 19	MEET IN CLASS Speech of Persuasion
13	Apr. 19 – Apr. 26	MEET IN CLASS Speech of Persuasion
14	Apr. 26 – May 3	ONLINE CLASS Lecture/Materials Due: Ch. 15 & 16 Assignment Due: Reflection/Activity Seven
15	May 3 – May 10	MEET IN CLASS Group Project Presentations Group Project Peer Evaluations due ON CANVAS
16	May 10 – May 17	FINAL EXAMS WEEK FOR ALL HCC

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

If you are absent on a presentation day then that speech may only be made up if the student presents a legitimate excuse, such as a doctor's note, or has otherwise informed the professor of reason for absence *immediately* (within at least a 48hr time period, preferably) following the absence or if prior notice was given to the professor of a conflict between

scheduled days and the student's personal schedule. Then the speech may only be made up during the next scheduled speech session or as otherwise arranged with the professor. 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 absence.

If a student fails to submit a Canvas 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.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

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. 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/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" or "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.

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.

Instructor's Course-Specific Information (As Needed)

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.

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 and content with a lack of participation

The grade of "FX" will be given to any student who ceases attendance in the course after the official withdrawal date. This grade is not the same as a "W" or an "F."

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.

Instructor Grading Criteria:

Speeches are graded on:

- Content
- Organization
- Language use
- Delivery
- Visuals.
- Creativity and Originality
- Honesty: Submit your own work.

Group Projects are graded on:

- Group presentation
- Individual presentation and peer evaluation of participation in group

Electronic 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.

Students will also refrain from using all electronic devices, including laptops, tablets, and cell phones on presentation days. All electronic devices must be on silent and out of sight during presentations. This is to create a respectful and attentive atmosphere for all presentations. 5 points will be taken from their total speech grade for every instance that a student has to be reminded of this policy as well as participation points.

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/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

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/>

Campus Carry Link

Here's the link to the HCC information about 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](#) 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 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.

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/>)

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/support-services/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.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

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