



**Division of English & Communication  
Speech Department**

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

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**SPCH 1318: Interpersonal Communication | Lecture | #17562**

Spring Second Start 2021 | 12 Weeks (02.16.2021 – 05.16.2021)

Online | Southwest College |

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:	Virtually, F 10:30AM – 12PM
HCC Email:	<a href="mailto:ruth.salisbury@hccs.edu">ruth.salisbury@hccs.edu</a>	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.

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

**What's Exciting About This Course**

As we all know, communication is essential to successful relationships. Interpersonal communication focuses on relationship development and maintenance, improving self-confidence, enhancing listening skills, managing interpersonal conflict, and much more!

### **My Personal Welcome**

Interpersonal communication is an exciting course; you will learn a lot about yourself and human communication by completing the course. 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 1318 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 1318 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities.

All assignments will due by midnight of the Sunday of the week assigned. See the assignment calendar at the end of the syllabus for specific due dates and weeks.

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.

For the textbook the publisher is providing Inclusive Access directly through Canvas. View the following tutorial video for information on where to access it through the course page:

<https://vimeo.com/312120444>

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 WILL NOT accept any assignments brought to class in hard copy. Assignments are due on the date that is called for by the Instructor. All written assignments will be double-spaced, typed/word processed and have a consistent writing style format. All presentations must meet professor instructions and requirements. Failure to do a presentation for an assignment will result in an automatic "0."

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.

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**

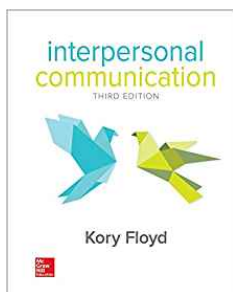
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### **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, "***Interpersonal Communication***" (3<sup>rd</sup> edition) by K. Floyd (McGraw-Hill).

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](mailto: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 1318 is designed to improve the student's effectiveness in small group and one-to-one communication. Open to all students. Required of majors in speech.

### 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 1318, the student will be able to:

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

### Learning Objectives

1. To provide a theoretical framework to enhance students' knowledge about interpersonal communication, and how it differs from intrapersonal communication.

2. To foster a clearer understanding about the components of communication and its unique process.
3. To use lectures, role-play exercises, discussions, and assignments to teach students about effectuating communication.
4. To recognize and engage the kind of listening skills needed in various communication settings and verbal, aural, and nonverbal communication skills.
5. To help students identify different types of relationships, as well as to recognize when relationships are healthy or dysfunctional, and how to dissolve them correctly.
6. To use critical thinking skills in the interpretation of communication cues to allow for objectivity.

## **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**

## Assignments

**Interpersonal Reflection Papers:** These papers are short reflection papers based on your own communication style with others. There will be three papers. Each one will be one to two pages discussing the following three relationships:

- Relationship with a family member (not including spouses or life partners)
- Relationship with a non-family member such as a friend or coworker
- A romantic relationship, past or present

On the due date of the third paper the student will make a reflection video, around 5 - 7 minutes, in which they will include an analysis of the following: 1) what communication differences did they note in the three relationships, 2) what communication similarities in the three relationships 3) their overall analysis of the role communication plays in relationship maintenance.

**Magazine Article Assignment:** This assignment is designed to show the vast amount of advice that is given regarding interpersonal communication. You will find **THREE** articles from any magazine and/or newspaper regarding the information covered in the text. These can either be from a traditional print publication or from online. You will compare these articles to the readings and class notes to determine what concept or theory is being discussed. You will then explain whether or not the article agrees or disagrees with the text. A copy of each article (which may be in the form of a URL link or scanned copy) and your analysis are to be handed into Canvas.

Students will also submit a brief video discussing which of the articles you found most interesting or most closely related to the concepts from class and your overall analysis including an article summary and the key concepts it most specifically relates.

**Non-Verbal Survey Partner Project:** A Survey of Nonverbal Behavior  
You will work with another classmate as a pair to conduct survey of non-verbal behavior in the mediated / mass communication environment. Pairs will choose to observe how non-verbal communication contributes to our interpretation and engagement with mass media and mediated / online communication sources. After the survey the pairs will present a two to four page Methodology report of the survey(s) as detailed below and each individual will submit a 5 – 10 minute testimonial video of the survey and their own individual reflection of the field study experience. Students will also evaluate their peers and group communication. Failure to submit peer evaluations will result in a 10 point penalty from individual grade. The group has to make a decision regarding (1) the type of nonverbal behavior to be investigated, (2) the method adopted to conduct the survey, and (3) the online/media selections for the survey method to be implemented.

- **Your group can choose to investigate any type(s) of nonverbal behavior which include but are not limited to:**  
Body Language (Gestures and Body Movement)  
Facial Expression and Eye Contact  
Touch  
Personal Space and Territoriality
- **The following should be included in your written report:**
  - a. The date, time and mediated / mass communication source of your study
  - b. The names of the others in your groups
  - c. A description of your method as actually implemented
  - d. A summary of the results
  - e. An analysis of the results based on relevant theories/concepts

\*If your group has an idea that is not listed, please ask the instructor about your idea as a possible alternative.

**Research Paper:** This project includes a three to four page double spaced, typed paper and a presentation. The paper will be written in MLA format. This paper will require the use of the course materials; text, class notes and lectures, class discussions, your own analysis of the course material, and at least one external source that relates to the topic chosen. You are asked to analyze one of the following topics:

- The influence of mass media on interpersonal relationships. This can be an overall analysis of the media's general influence or more specific to one aspect of media, such as films or television.
- The role modern virtual technology, such as the phenomenon of Facebook or in general, has played in interpersonal relationships
- The role of good communication in a specific interpersonal relationship, such as one of the relationships analyzed in the reflection papers or from an academic perspective.
- The role of conflict and how conflict resolution affects interpersonal relationships.

Students can adapt the suggested topics in any way that analyzes or explores any of the concepts of the course. More details will be discussed within the first few weeks of class (this will include a detailed description of the assignment).

Students will submit their final research topic for approval and a rough draft outline on the dates specified on the syllabus calendar. This will count for 10% of the final paper grade.

The outline is worth 100 points towards the final research paper grade and **NO PAPER** will be accepted without first submitting the outline.

Research papers are to be submitted to the **Turn It In** link on the Eagle Online Page for the course. Papers that are not submitted to the **Turn It In** link **will not** be accepted.

### **Student Assessments:**

Written Assignments: All written assignments will be graded on the basis of content, use of proper MLA formatting, proper citation of sources, application of course theory and themes, and grammar and are due the day scheduled on the syllabus.

Presentations required with assignments are 20% of the overall grade. Oral presentations will be graded on content, delivery, and overall analysis of the subject.

### Recording 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 waist up; do not only record your face. This is still a formal presentation and should be done so while standing.



The recording must show you at a steady angle and distance. DO NOT have your recording device placed on a surface at down angle from you or facing up at you at an awkward angle. Any video that are not an appropriate perpendicular angle to your upper body will be deducted 10 points AUTOMATICALLY.

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.

**The use of a go-pro or selfie stick is prohibited.**

**All videos submitted in any of these prohibited methods will receive a zero and cannot be resubmitted.**

4. 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.

5. 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.

6. 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.

7. Submit your video as a Kaltura video directly through Canvas 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 your 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 then will 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.

**Participation:**

Total Participation Assessment(all participation assignments are to be completed in CANVAS)

Participation is out of 1200 points

Chapter Quizzes on the Eagle Online Page – 400 Points

Chapter Reflections –400 Points

Chapter Activities –400 Points

## Grading Formula

Interpersonal Reflection Papers (3 x 10%)	30%
Magazine Article Assignment	10%
Field Survey Project	20%
Research Paper	20%
Participation	20%
<b>TOTAL</b>	<b>100%</b>

### Major Assignments

Interpersonal Reflection Paper #1	Week 4
Interpersonal Reflection Paper #2	Week 5
Interpersonal Reflection Paper #3 and Video	Weeks 6
Magazine Article Assignment	Week 9
Non-Verbal Behavior Partner Project	Week 11
Research Paper Topic Submission	Week 8
Research Paper Rough Draft Outline	Week 10
Research Paper	Week 12

### Participation Assignments – (Chapter Reflections, Activities and Quizzes)

Ch. 1	Week 1
Ch. 2	Week 7
Ch. 3	Week 7
Ch. 4	Week 4
Ch. 5	Week 5
Ch. 6	Week 6
Ch. 7	Week 8
Ch. 8	Week 9
Ch. 9	Week 2
Ch. 10	Week 3
Ch. 11	Week 10
Ch. 12	Week 11

### **Final Grading Legend**

Interpersonal Reflection Papers	400 Points (300 points for papers; 100 Points for Reflection/analysis Video)
Magazine Article Analysis Assignment	300 Points
Non-Verbal Behavior Partner Project	1000 Points
Research Paper	1100 Points
Participation	1200 Points
Total Course Points	4000 Points

**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**

<b>Week</b>	<b>Dates</b>	<b>Topic/What's due</b>
1	Feb. 15 – Feb. 21	President's Day Holiday – Feb. 15 <sup>th</sup> - NO HCC CLASSES Classes Begin Feb. 16 <sup>th</sup> Lecture / Materials Due: Download and Read Syllabus; Ch. 1 Assignments Due: Syllabus Acknowledgement Form Due; Chapter One Activity, Reflection, and Quiz Due <b>ON CANVAS</b>
2	Feb. 22 – Feb. 28	Lecture / Materials Due: Ch. 9; Chapter Nine Activity, Reflection, and Quiz Due <b>ON CANVAS</b>
3	Mar. 1 – Mar. 7	Lecture / Materials Due: Ch. 10 Assignments Due: Chapter Ten Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ;
4	Mar. 8 – Mar. 14	Lecture / Materials Due: Ch. 4; Establish Contact with Partner for Non-Verbal Survey Project; Assignments Due: Chapter Four Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ; Interpersonal Reflection Paper #1 <b>ON CANVAS</b>
	Mar. 15 – Mar. 21	SPRING BREAK Mar. 15 <sup>th</sup> – Mar. 21 <sup>st</sup> - NO HCC CLASSES
5	Mar. 22 – Mar. 28	Lecture / Materials Due: Ch. 5; Assignments Due: Chapter Five Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ; Interpersonal Reflection Paper #2 <b>ON CANVAS</b>
6	Mar. 29 – Apr. 4	Lecture / Materials Due: Ch. 6; Assignments Due: Chapter Six Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ; Interpersonal Reflection Paper #3 and Reflection Video on IRP Papers Due <b>ON CANVAS</b> ,
7	Apr. 5 – Apr. 11	Lecture / Materials Due: Ch. 2; Ch. 3 Assignments Due: Chapter Two Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ; Chapter Three Activity, Reflection, and Quiz Due <b>ON CANVAS</b>
8	Apr. 12 – Apr. 18	Lecture / Materials Due: Ch. 7; Assignments Due: Chapter Seven Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ; Submit Research Paper Topic for approval <b>ON CANVAS</b>
9	Apr. 19 – Apr. 25	Lecture / Materials Due: Ch. 8; Assignments Due: Chapter Eight Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ; Magazine Article Assignment Due <b>ON CANVAS</b>
10	Apr. 26 – May 2	SPRING HOLIDAY Apr. 2 <sup>nd</sup> - NO HCC CLASSES Lecture / Materials Due: Ch. 11; Assignments Due: Chapter Eleven Activity, Reflection, and Quiz Due <b>ON CANVAS</b> ; Submit Research Paper Rough Draft Outline <b>ON CANVAS</b>

<b>Week</b>	<b>Dates</b>	<b>Topic/What's due</b>
11	May 3 – May 9	Lecture / Materials Due: Ch. 12 Assignments Due: Non-Verbal Survey Project Due <b>ON CANVAS</b> ; Chapter Twelve Activity, Reflection, and Quiz Due <b>ON CANVAS</b>
12	May 10 – May 16	Final Exams For All HCC (No final exam in this course) Research Paper Due

### **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 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.

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

### **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 for in-person and hybrid courses is checked at every class meeting 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.

Assignments will be graded on the following criteria:

- Critical analysis of course theories and concepts
- Original work and creativity
- Proper grammar and composition skills
- Presentation of materials and method of delivery
- Honesty and academic integrity
- Completion of assignments as directed

### **Electronic Devices**

All electronic devices must be on silent during lectures and presentations. This is to create a respectful and attentive atmosphere for all presentations. Note-taking devices – laptops and tablets – are permitted during lectures as long as they are not disruptive to the professor and fellow students. Points will be taken from a student that has to be reminded of this policy from the participation grade.

## **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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([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. EGLS<sup>3</sup> surveys are only available for the fall and spring semesters. EGLS<sup>3</sup> 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](mailto: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](mailto:danielle.stagg@hccs.edu)  
Telephone Number: 713-718-5478

Dean of English & Communication: Dr. Amy Tan  
Email address: [amy.tan@hccs.edu](mailto:amy.tan@hccs.edu)  
Telephone number: 713-718-7814