

Houston Community College

SPEECH

SPEECH 1311 FUNDAMENTALS OF SPEECH COMMUNICATION
CRN 63954 Tuesday/ Thursday 1:00 p.m.-2:30 p.m.

INSTRUCTOR: Shera D. Carter Phone: 832.723.9510 Fax: 866.406.3920
Course Location: Fine Arts Center (FAC)-Room 232
E-mail: shera.carter@hccs.edu

Office Hours: By appointment.

SPCH 1311 Fundamentals of Speech Communication. 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, interpersonal communication, oral interpretation, perceptions, self-concept, problem solving and decision making, interviewing, conversation enhancement, and preparation and delivery of platform and non-platform speeches. Must be placed into a college level reading (or take GUST 0342 as a co-requisite) and be placed into a college-level writing (or take ENGL 0310/0349 as a co-requisite). Open to all students. Required of majors in Speech. Credit: 3 semester hours (3 hour lecture).

PURPOSE: Speech Communication is the life-skills constituent of the field Communication in that, in nature it encompasses training for all other disciplines relative to the efficacy of human interaction and the understanding of phenomena and oneself. Speech 1311 introduces students to the science of communication. As such, communication theories are woven into discussions to provide a strong understanding of this component. Additionally, its purpose is to enhance self-confidence, develop oratorical skills, those of interviewing, critical thinking skills, and leadership skills.

Additionally, students are taught how to present themselves professionally and confidently in diverse situations, such as when delivering platform and other types of speeches, initiating and/or contributing to discussions, as well as when engaging in social conversations. Attention is given to selected lecture and discussion on Voice and Diction and Oral Interpretation.

GOALS AND OBJECTIVES: Upon completion of this course, students should be able to do the following:

1. Coordinate various events.
2. Interact with others in diverse communities.
3. Explain and apply rhetorical sensitivity.
4. Compose speeches and deliver speeches with self-confidence.
5. Captivate the attention of an audience in a positive manner.
6. Discuss issues intelligently and work to solve problems methodically.
7. Initiate and engage in conversations with least effort.
8. Articulate and enunciate effectively.
9. Read literature and interpret it through analyzing and dramatizing.
10. Use eye contact effectively.
11. Think critically.

TEXTBOOKS AND MATERIALS:

- *Communication: Making connections.* (8th ed.). Boston, MA: Pearson Education, Inc., Allyn & Bacon., 2004, Seiler, W. J. and Beall, M. L.
- A supply of 8 1/2 x 11 loose leaf notebook paper (not torn from a spiral-bound notebook).
- A supply of 3 x 5 index cards, ruled or plain.
- Spiral Notebook

SPEECHES & OTHER ASSIGNMENTS

Speech of Introduction
Speech of Information
Speech of Persuasion
Group Project

TESTS AND EXAMS

Tests: Chs. 1-5
Chs. 6-16 + Appendix

GRADING

Speeches	40%
Chapter Tests	20%
Class Participation and Attendance	20%
Final Exam	20%

ATTENDANCE: SPCH 1311 is both theory and practice, requiring the acquisition of skills to be used in speeches of persuasion, small group discussions, speeches for all occasions, and class discussions. Therefore, it requires that a student be present for each class session. Students who are absent for more than 6 hours of instruction, as stated in the catalogue, may be dropped. Students who are absent for more than 12 hours of instruction, as stated in the catalog, will receive a grade of "F" for the course. Absences are defined as nonattendance during the regularly scheduled class periods for whatever reason, illness notwithstanding. Work missed by the student may be turned in or made-up during the office hour of the Instructor on the next class day attended. When absent, students are responsible for next assignments as though they had been present. It must be noted that the student must file all required paperwork in order to drop this class. NOTE: The instructor will NOT administratively drop the student for nonattendance. Failure of the student to officially drop this class will result in a grade of "F" for the course.

TARDIES: Punctuality in college classes is important, just as it would be in the workplace. Students are expected to be in the classroom ready to begin at or before 7:00 p.m.. NOTE WELL: Any student entering or leaving the room during another student's presentation will be penalized one letter grade on his/her speech for each occurrence.

ASSIGNMENTS: Assignments are due on the date that is called for by the Instructor. These include selected reading materials, practicing skills, preparing group discussions, written and oral preparation of speeches, etc. Assignments are **not** accepted after the date(s) assigned.

SYLLABUS: Each student received a copy of the class syllabus that outlines the class assignments and activities for the semester. The syllabus becomes the official assignment instrument for the class and the student is responsible for meeting the requirements for each class activity as those requirements are detailed in the syllabus unless **ALTERED BY THE INSTRUCTOR**.

GRADE VALUES

Numerical grades:	Letter Grades:
90-100 = A	A
80--89 = B	B
70--79 = C	C
60--69 = D	D
0--59 = F	F

SCHOLASTIC DISHONESTY: The student's attention is called to the Student Disciplinary Rules section of the HCCS Student Handbook. Plagiarism, cheating, and other forms of academic dishonesty are

prohibited by college system policy and the rules of this class. Plagiarism involves using the ideas or words of another person (either in whole or in part) without crediting the source. Cheating involves fraud and deception for the purpose of violating legitimate testing rules. A student guilty of a first offense will receive a grade of "F" on the assignment involved. For a second offense, the student will receive a grade of "F" for the course.

LIBRARY ASSIGNMENTS: Speech 1311 requires that the student research materials necessary for preparing and delivering some speeches taught in the course; therefore, the student is required to perform library research and specific assignments relating to library work. The student should be prepared to spend several hours out of class on these assignments.

REASONABLE ACCOMMODATIONS: Houston Community College is committed to compliance with the Americans Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Section 504). Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Dr. Becky Hauri in the Disability Services Office of Southwest College at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact a Disability Counselor at (713) 718-5156, or go to HCC ADA website at <http://www.hccs.edu/students/disability/faculty/index.htm>

INSURANCE ALERT

"The Division of Fine Arts at HCC Central College strongly recommends that all HCCS students carry some form of medical insurance to cover illness and injury, both on and off campus. Information regarding low cost health insurance for students is available in the Fine Arts office, Room 101. Under Texas State Statute, HCCS is immune to liability in the event of accident or injury." –Former Fine Arts Division Chair

VETERANS ASSISTANCE

HCC District Office of Veterans Affairs 713.718.8522

Dr. Sabrina Lewis 713.718.7089

Roxinne Sims 713.718.8475

Veteran Hotline 1.800.273.8255 Press "1" or call 211 Texas/United Way Helpline

ACADEMIC ADVISING

The Department of Fine Arts offers academic advising for its degree areas. Sign-up in FAC, Room 101 to speak with appropriate instructor.

SEXUAL HARASSMENT: It is a violation of HCCS policy for an employee, agent, or student of the college to engage in sexual harassment as defined in the EEOC guidelines.

HCCS POLICY: Ringing cellular phones or sounding beepers constitute a major disruption of instruction. Students must remember to turn **off** phones and beepers while they are in class.

Course Outline

Fall 2010

Week 1 Introduction to Class/Speech of Introduction/Chapter 1

Week 2 Chapters 2 and 3/Group Project Workshop

Week 3 Chapter 4/Oral Interpretation

Week 4 Chapter 5

Week 5 Test #1, Chs. 1-5

Week 6 Group Project Workshop/Ch. 6 and 7

Week 7 Chapter 8 and 9

Week 8 Chapters 10 and 11/Speech #2 Outline Due

Week 9 Speech #2, Speech of Information
Week 10 Chapters 13 and 14 (Speech # 3 Outline Due)
Week 11 Speech # 3 Speech of Persuasion (Peer Evaluations)
Week 12 Peer Evaluations/ Chapters 15,16, and Appendix
Week 13 Thanksgiving Holiday
Week 14 Group Project
Week 15 Group project/ Review for Final Exam
Week 16 Final Exam Test # 2

QUESTIONNAIRE - FUNDAMENTALS OF SPEECH COMMUNICATION

Please write or print CLEARLY

Name: _____

Student ID #: _____ E-mail: _____

Phone: Home: _____ Work: _____

List the classes you are taking this semester at HCC:

List other responsibilities: (i.e. work, children, etc.)

What is your major? _____

List hobbies or other special interests:

What do you hope to learn in FUNDAMENTALS OF SPEECH COMMUNICATION?

What are your goals for the future?

Note: Students are responsible for seeing to it that this information is updated as required

