



Houston Community College Southwest

<http://southwest.hccs.edu/southwest/academics/fine-arts-and-speech>

Course Syllabus

HCC Academic Discipline: Speech

Course Title: Introduction to Speech Communication

Course Rubric and number: SPCH 1311

Course CRN: 69498

Semester Term: Spring 2011

Campus and Room Location with Days and Times: MOCC Rm. TBD, M/W 2:00-3:30 pm

Course Semester Credit Hours (SCH): 3 semester hours

Course contact hours per semester: 48

Course length: Regular Term, 16 weeks

Type of Instruction: lecture

Instructor: Mr. William F. Ferreira, M.A.

Contact Information:

Phone: 713-718-5478 (note: during office hour only)

Email: william.ferreira@hccs.edu

Learning web address: <http://learning.hccs.edu/faculty/william.ferreira>

Instructor Scheduled Office Hours: 9:00 to 9:30 am, M - Th, Stafford Learning Hub, Suite 208, Cube 11, or by appointment.

Course Description

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.

Course Prerequisites:

Must be placed into college-level reading (or take GUST 0342 as a co-requisite) and be placed into college-level writing (or take ENGL 0310/0349 as a co-requisite).

Course Goals: 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.

Course Student Learning Outcomes:

Currently under review.

Course Student Learning Objectives:

Currently under review.

Core Curriculum:

This course fulfills the following core intellectual competencies: reading, writing, speaking, listening, critical thinking and computer literacy. A variety of academic experiences are used to develop these competencies.

HCC Calendar: Per specific Semester	
Classes Begin	January 18 Tuesday
Last day for drop/add	January 19 Wednesday
Holidays and Breaks	February 21, President's Day March 14-20, Mon thru Sun, Spring Break April 22 Friday
Last day to file for graduation	February 15 Tuesday
Last day to drop classes with a grade of W	April 21 Thursday @ 4:30 pm
Instruction ends	May 8 Sunday
Final examination	May 11 Wednesday @ 2:00 pm

Course Calendar:

Date	Lectures / Topics / Assignments / Projects / Quizzes / Exams
Jan 19	Introduction to class,
Jan 24, 26	Chapter 1, Chapter 2
Jan 31, Feb 2	Chapter 3, Chapter 4
Feb 7, 9	Chapter 5, Test on Chapters 1 - 5
Feb 14, 16	Chapter 6, Chapter 7
Feb 21, 23	President's Day Holiday, Chapter 8
Feb 28, Mar 2	Chapter 9, Chapter 10
Mar 7, 9	Test on Chapters 6 – 10, Chapter 11
Mar 21, 23	Speech of Explanation
Mar 28, 30	Chapter 12, Chapter 13
Apr 4, 6	Speech of Persuasion
Apr 11, 13	Chapter 14, Chapter 15
Apr 18, 20	Chapter 16
Apr 25, 27	Group Project Workshop, Group Project Presentations
May 2, 4	Group Project Presentations
May 11	Final Exam, Comprehensive, May 11 @ 2:00 pm.

**Please remember that this syllabus is subject to change.
All changes will be documented by the instructor.**

Instructional Methods: Methods of instruction may include: lectures, readings (from textbooks, peer-reviewed articles, books, original source seminal texts), slide presentations, video/film presentations, and in-class critiques.

Student Assignments: Assignments/Activities may include: written critical responses, group projects, quizzes, exams, various assigned readings from textbooks, peer-reviewed articles, books, original source seminal texts; mandatory discussions based on various topics related to the major areas of study in Speech; debates; writing papers including essays, analyses, reviews, research, comparing and contrasting communication theories and perspectives; service learning projects; presentations; group and/or individual projects. This course requires a minimum of three verbal presentations, all of which must include at least one presentation aid. Student must also use PowerPoint for at least one Speech, and for the group project.

Student Assessments: Methods of Assessment/Evaluation may include: Tests and quizzes which may include: definitions, matching, multiple choice, true/false, short answer, brief essay, lists; writing assignments, in-class discussions and/or critiques; written papers including critiques, essays, analyses, reviews, research, comparing and contrasting communication theories and perspectives; service learning projects; presentations; group and/or individual projects; portfolios; other methods as may be determined by individual instructors..

Instructional Materials:

Communication: making connections. (8th ed.). Boston, MA: Pearson Education, Inc., Allyn & Bacon., 2011, Seiler, W. J. and Beall, M. L.

The new Merriam-Webster dictionary. Springfield, MA. Merriam-Webster Inc. Latest Ed.

A supply of 3 x 5 index cards, ruled or plain.

Ballpoint pen (blue or black), several #2 pencils (or a good mechanical pencil), and an eraser.

Three Scantron test forms.

HCC Policy Statement: Americans With Disabilities Act (ADA)

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165 or the Southwest College Counselor: Dr. Becky Hauri at 713-718-7909.

To visit the ADA Web site, log on to www.hccs.edu,

Click Future Students

Scroll down the page and click on the words Disability Information. <http://www.hccs.edu/hccs/future-students/disability-services>

HCC Policy Statement: Academic Honesty

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

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 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.

Official HCC Attendance Policy: 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

NOTE: LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER: Thursday, April 21 at 4:30 pm.

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

Early Alert Program:

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Individual Instructor's Requirements Statement

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 class activities, discussions, and critiques
- Provide a clear description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- 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

HCC Grading Information:

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 "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete. Students receiving an "I," must make an arrangement with the instructor in writing to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on student record as "I"/Grade (example: "I/A").

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, assignments and projects will be evaluated according to the following criteria:

- Adherence to all specific assignment guidelines/content requirements.
- Adherence to deadlines.
- Level of technical difficulty attempted and achieved. More sophisticated work may receive higher scores.
- Creativity and Originality: Solving the assignments in an imaginative and unique way may lead to a higher score.
- Honesty: Submit your own work.

Instructor's Final Grading Legend:

The final grade will consist of the following:

- *Speeches, Class Participation: 40 points*
- *Chapter tests: 20 points*
- *Final Exam: 10 points*
- *Final Project. 30 points*
- *Total: 100 points = 100%*

SPEECHES: Speech of Explanation – 3 to 5 minutes – explain a process telling the audience how to do something, how to make something, or how something works. Speech of Persuasion – 3 to 5 minutes – present information designed to affect audience beliefs, or move the audience to action. Speeches are graded on content, organization, language use, delivery, and visuals.

SPEECH RULES: (1) The minimum times listed for speeches above are absolute minimums. Points are forfeited for insufficient length as follows: 1 to 15 seconds short – minus 5 points. 16 to 30 seconds short – minus an additional 10 points (total 15). 31 to 45 seconds short – minus an additional 15 points (total 30). 46 to 60 seconds short – minus an additional 20 points (total 50). Speeches that are 61 or more seconds short will receive no credit (in other words, you get a grade of “0” for the speech) No speech may be redelivered. (2) The maximum times listed for speeches above are absolute. The instructor will cut off your speech at the timed maximum, and if you have not finished a major portion of your speech, such as a main point and/or the conclusion, you will not receive credit for that portion not completed. (3) If you are absent for a speech, that speech may only be made up if the student presents a doctor’s excuse that covers both speech days. Then the speech may only be made up during the next scheduled speech session. (4) Speeches must be prepared for presentation on the first day as scheduled. If your name is called on the first presentation day and you are not prepared to present your speech, you will lose one letter grade (10 points) on your speech when it is presented. If you are absent on the first presentation day, it will be assumed that you are not prepared and you will lose one letter grade (10 points) unless you present a doctor’s excuse for the absence. (5) All speeches require the use of visual presentation aids. Such aids include, but are not limited to, overhead transparencies, video segments (no more than 1/3rd of total speech time), and computer aids (such as Power Point). At least one speech **MUST** include a computer presentation aid. You are responsible for reading and observing visual presentation rules as given in the chapter on presentation aids, and learning to use Power Point on your own. 20% of each speech grade depends upon your proper use of visuals. (6) Considerable effort must be made by each student to eliminate “vocal interferences.” During the first graded speech vocal interferences will be noted. Beginning with the second graded speech you will be allowed one vocal interference for each **FULL MINUTE** of your speech. After that, vocal interferences will each count one point off your speech grade.

QUESTIONNAIRE - INTRODUCTION TO 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 INTRODUCTION TO SPEECH COMMUNICATION?

What are your goals for the future?

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