

1311.200 Introduction to Speech Communication
Course Schedule & Contact Information
Spring, 2017

INSTRUCTOR	Ms. Carol Brannan	E-MAIL: cbrannan@southplainscollege.edu	OFFICE 316I
TELEPHONE	(806) 716-4649	Fax: 885-1783	Classroom: RC 301
OFFICE HOURS	Mon. 11:00—12:00	Tue. 11:00-12:00 2:30-3:30	Wed. 10:00—12:00
		Thu. 11:00-12:00 2:30-3:30	Fri. 9:00--12:00
TEXT BOOK	Communication: Making Connections , Tenth Ed., Seiler and Beall, and Mazer-- available both Reese and Levelland bookstores		Textbook Required

Schedule (With minor changes as needed)

UNIT	Content	Activity/Assignments	Due Date
UNIT I	CONNECTING-PROCESSES	INTRAPERSONAL COMMUNICATION	
	Introduction to Course:	Getting Acquainted & Distribute Syllabus-----	W, 01/18
	Ch. 1 – Connecting Process & Principles	Student Agreement & Information Sheet -----	W, 01/25
	Ch. 2 -- Perceptions & Communication	Self-Concept Assignment -----	M, 01/30
	Ch. 3 -- Self-Concept and Communication	Exam 1 – Ch. 1-3 -----	M, 01/30
	Ch. 4 -- Verbal Communication	Euphemisms Assignment-----	M, 02/06
	Ch. 5 -- Nonverbal Communication	Exam 2 – Ch. 4, 5 -----	W, 02/08
UNIT II	CONNECTING-PROCESSES	INTERPERSONAL COMMUNICATION	
	Ch. 6 -- Connecting Listening & Thinking	Listening Diary Assignment -----	W, 02/15
	Ch. 13 – Interpersonal Communication	Communication Assignment -----	M, 02/20
	Ch. 14 – Developing Relationships	“Why We Form Relationships”-----	W, 02/22
		Stages in Relationships assignment-----	M, 02/27
		Exam 3 – Ch. 6, 13-14 -----	M, 02/27
UNIT III	WORKING & PRESENTING—INDIVIDUAL & IN TEAMS		
	Lab Day—Learn to use Library Resources	Library Day/SmartStarts due -----	M, 03/06
	Ch. 8 – Gathering and Using Information	Library Exercise due-----	W, 03/08
	!!!SPRING BREAK!!!! MARCH 13—17--GO HOME, EAT, SLEEP, PLAY, ETC., COME BACK SAFE!!!!		
	Ch. 15 & 16 -- Group & Team Communication	Group Activity-----	W, 03/22
		Group Activity/Time-----	M, 03/27
		Group Presentation -----	W, 03/29
		Exam 4 – Ch. 8, 15, 16 -----	M, 04/03
	Ch. 7 -- Connecting to Audience/Topic Selection	Outlining Assignment-----	M, 04/10
	Ch. 9 -- Organizing and Outlining Speech	Thesis Statement Exercise Activity-----	M, 04/10
	Developing Visual Aids	Viewing Speech video assignment-----	W, 04/12
	Ch. 10 -- Factors in Delivery/Managing Anxiety	Outline/Thesis Statement due-----	W, 04/12
	Ch. 11 – Informative Speaking	Happy Birthday to Me Presentations -----	W, 04/19; M, 24
	Ch. 12 -- Persuasive Speaking	Persuasive Assignment-----	W, 04/26
		Speech Video Assignment-----	M, 05/01
		Exam 5. – Ch 7, 9--12 -----	W, 05/03
	Last day to turn in Extra Credit -----		F., 05/05
	FINAL EXAM	Final Exam -- (comprehensive) -----	TBD

IMPORTANT NOTES

- You are responsible for all your own work, attendance, and participation.
- Being **asked to leave class** will result in an absence and ineligibility to take exam or give speech
- Your instructor will administratively drop you for excessive absences and/or disciplinary reasons.
- Students with **perfect attendance (or just one absence) for entire semester** will receive **10 bonus points** added to **final exam** grade. **Fifth** absence will deduct 10 pts., and may result in being dropped from the course with either and 'X' or 'F' by instructor discretion.
- All assignments, **except speeches** must be turned in by 2:30 p.m. on the **day the assignment is due**.
- If **unprepared on speech day**, you will receive a '**0**' for the speech unless excused by the instructor.
- If you are **late** to class, it is **your** responsibility to be sure you are counted **late, not absent**.
- Last day** to drop: **Th., April 27th**
- Failure to submit any 2 major assignments (as defined by the instructor) will result in a failing grade for the course.**
 - o Designated by ****** on **Grade Points Worksheet**

Grade Points Worksheet
SPCH 1311 Introduction to Speech Communication

Unit	Total Point Value	Your Earned Points	
Unit One			
Self-Concept & Communication Assignment	75	_____	
Euphemisms Assignment	50	_____	
Artifacts Assignment	50	_____	
Exam #1**	100	_____	
Exam #2**	100	_____	Unit total = 375
Unit Two			
Listening Diary	50	_____	
Communication Assignment	50	_____	
Why We Form Relationships	50	_____	
Stages in Relationships	50	_____	
Exam #3**	100	_____	Unit Total = 300
Unit Three			
Group Presentation**	100	_____	
Group Activity	50	_____	
Outlining Activity	25	_____	
Outline/Thesis Assignment	50	_____	
“Happy Birthday to Me Speech**	75	_____	
Persuasive Assignment	50	_____	
Infor’ve Presentation Video Assignment	25	_____	
Pers’ve Presentation Video Assignment	25	_____	
Exam #4**	100	_____	
Exam #5**	100	_____	Unit Total = 600
Final Exam			
Final Exam**	100	_____	Unit Total = 100
Daily/Participation Points			
Participation	75	_____	
Library Exercise	50	_____	
SmartStarts	60	_____	
“Why I don’t Have My Homework”	30	_____	
Thesis Statement Exercise	25	_____	
Student Agreement **	50	_____	
Peer Critic	10	_____	
Self Evaluation	10	_____	
Post Test **	100	_____	Participation Pts. = 410
Total Pts	1785	_____	

Grade Points: 1785--1607=A; 1606--1428=B; 1427--1250=C; 1249--1071=D; 1070—LOWER=F

Other miscellaneous points may be added during semester to final total grade, generally in 5 point increments for attendance on day with especially low attendance, or when everyone in class is present (excluding exam and presentation dates). Extra credit assignments may be discussed individually.

- **Absence on speech days results in 10 point deduction per absence from Participation Points*****

****Failure to submit any 2 major assignments (as defined by the instructor) may result in a failing grade for the course**

PURPOSE & OBJECTIVES

The purpose of this course is to introduce principles and concepts of human communication and to provide opportunities to practice skills associated with those principles and concepts. Course objectives include building understanding and skills in the areas of intrapersonal, interpersonal, and public communication. Upon completion of the course the student should have a full understanding of the following objectives:

- 1. The Nature of Communication**
 - 1.1 understand how communication helps make connections in one's daily life.
 - 1.2 distinguish the differences of intrapersonal, interpersonal (including group) and public communication.
 - 1.3 learn the essential components in the communication process.
- 2. Perception**
 - 2.1 define perception and identify its effect on our communication.
 - 2.2 select, analyze and discuss examples from one's own life in which differences in perception of the same event occurred.
 - 2.3 apply concepts of perception to communication situations in order to improve communication.
- 3. Self-Awareness and Self-Concept**
 - 3.1 make the connection between self-concept and perception.
 - 3.2 identify differences between self-concept and self-esteem.
 - 3.3 appraise how one's self concept has changed over time and, if necessary, plan steps to improve.
 - 3.4 understand how culture and gender effect self-concept.
- 4. Interpersonal Relationships**
 - 4.1 define interpersonal relationships and discuss their importance.
 - 4.2 define self-disclosure and identify its purpose and proper use.
 - 4.3 evaluate one's own interpersonal communication and plan ways to improve.
- 5. Developing Relationships**
 - 5.1 understand the stages of relationship development and deterioration.
 - 5.2 explain what interpersonal conflict is and how to resolve it.
- 6. Group & Team Communication**
 - 6.1 analyze the importance of effective group communication.
 - 6.2 recognize the importance technology plays in the enhancement of group communication.
 - 6.3 identify roles and responsibilities of group members.
- 7. Topic Selection and Audience Analysis**
 - 7.1 employ brainstorming and personal inventories to help in selecting topics.
 - 7.2 assess the proper breadth and depth of a topic for a specified presentation length.
 - 7.3 analyze an audience for a presentation.
- 8. Communication Apprehension and Speaker Credibility**
 - 8.1 define, identify and manage his/her own communication apprehension.
 - 8.2 practice establishment of personal credibility.
- 9. Organizing the Speech**
 - 9.1 construct an effective introduction, body and conclusion.
 - 9.2 construct and use a correct key word/phrase outline.
- 10. Delivery and Visual Aids**
 - 10.1 judge effective delivery and use of sensory aids by self and others.
- 11. Public Speaking**
 - 11.1 define differences in informative and persuasive speaking.
 - 11.2 construct and deliver an effective informative or persuasive presentation

ACADEMIC HONESTY

It is my expectation and the institution's that appropriate citation and documentation be given for materials and information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment/examination. In addition, the student may be dropped from the course with a failing grade. See the **SPC Student Handbook** for more information.

STUDENT OBLIGATIONS

Punctuality

Students are required to attend class, complete and submit **all** assignments (activities, postings, examinations, etc.) on time, without exception. Students should **check their e-mail and Blackboard, as well as course calendar on a daily basis** for updates and announcements which could include changes in assignments/due dates.

Attendance and Tardy Policy:

All students enrolled for this course are expected to attend class regularly, be on time, and remain until dismissed. Roll will be taken at each class meeting. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. Three (3) tardies in a MWF class and two (2) in a MW or TR class will constitute an absence. If a student leaves class prior to dismissal of the class, he/she may be counted absent. For summer classes, meeting M-TR, 3 absences is considered excessive and the student should seriously consider dropping. The instructor will drop the student on the 3rd absence.

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student should initiate withdrawal from the course. **The instructor may or may not administratively drop a student due to excessive absences. Please verify your instructor's policies on absences and drops/withdrawals.** Students are responsible for all classwork covered during absences from class even in cases in which they are able to satisfy the instructor that the absence was unavoidable. The department abides by this policy and enforces the following guidelines established for SPCH 1311:

1. Missing **more than two weeks** of class **overall** is considered excessive.

Example: MW/TR – 4 sick days allotted

MWF – 6 sick days allotted

One day/week – 2 sick days allotted

M-TR – 3 days allotted—recommend dropping/instructor will drop you that day

2. Being absent one day over your allotment will lower your final course total by 10 points.

3. Each subsequent absence will lower your final course total by 5 points.

4. If, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should withdraw from the course.

Professionalism

Students will ensure that grammatical and spelling errors are avoided. Excessive or distracting errors will result in grade reductions. Proper English is required.

Profanity and disrespect are not tolerated. All comments, whether electronic or face-to-face, should be appropriate for the college classroom and its educated participants.

Preparedness

Group Work

1. Students should be prepared to work with others through online as well as face-to-face interaction in groups. When a group assignment is made you should promptly contact others by phone, e-mail, etc..

Catastrophe management

1. Students should be prepared for equipment failures in their primary computer/printer. Locate a "back up" computer/printer **NOW and DO NOT procrastinate** in completing assignments as no work is accepted late.

2. Print out copies of assignments, Powerpoints, forms, outlines, etc. early to avoid delays and resulting stress.

CAMPUS GUIDELINES FOR THE REESE CENTER

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. **Students are not allowed to bring children to class** and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office at, Reese Center Building 8, 806-716-4675. **OR** the Disability Services Office in the Student Health & Wellness Office on the Levelland campus, 806-716-2577.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. (*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College.)

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

Never leave your personal property unsecured or unattended.

Look around and be aware of your surroundings when you enter and exit a building.

Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members.

Contact Campus Police to report all crimes, accidents, or unsafe conditions.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories. Since many students and instructors arrive at the Reese Center directly from work, individual instructors MAY permit food or drinks in classrooms as long as trash and drink containers are properly disposed of prior to leaving the classroom.

SMOKING/SPITTING

The use of ALL TOBACCO products INSIDE South Plains College buildings or near proximity to any entrance is **NOT** permitted. No smoking, spitting, vaping etc..

FIREARMS

FIREARMS of any kind are **PROHIBITED** on South Plains College property EXCEPT by authorized law enforcement personnel.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

Emergency.....911

Levelland SPC Policemobile 891-8883

Dean of Reese Center-(806) 716-4666 or 4600

Police--Reese Center(806)893-5705; 716-2923

Counseling.....4605 or 4606

Sheriff's Office.....767-1441