

Course Title: SPCH 1311 - Introduction to Speech Communication

Instructor: *Lissa Sharp*, Adjunct Faculty Member

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Print this document for your reference.

Technical and Required Materials:

1. Ability to purchase course textbook: **Communication: Making Connections, 10th Edition** – Seiler, Beall and Mazer. You may purchase the book through the SPC Bookstore or another resource carrying the textbook or e-text.
2. Access and ability to competently use an appropriate **computer** (+ printer + internet). Competent use includes the ability to send & receive Blackboard e-mail messages, attach & open **Word/PDF** documents, and post messages to discussion boards. A high speed internet connection and the ability to view video content, participate in group collaboration, and record video content. Be *certain* you have the appropriate Computer equipment by visiting the SPC Instructional Technology Department’s homepage. Direct technical questions to blackboard@southplainscollege.edu or call 716-2180.
3. Access and ability to competently use your own **video recording equipment** (web cam is not considered recording equipment) in order to record the Individual Presentation Final Exam. The web cam can be used to record the Self-Introduction presentation.
4. An audience of at least six adults (18 years or older; does not include the speaker but may include the camera person) for the Individual Presentation Final Exam (At the end of the semester). All must be present for the entire presentation.
5. Choice of **sensory aid (visual aid)** materials for the aforementioned presentation.

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Course Description:

This course is a beginning course in speech communication which clarifies general principles of communication common to all settings. The course applies communication concepts and skills improvements to intrapersonal, interpersonal and public speaking settings.

Core Objectives satisfied:

- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Team Work - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Course Purpose & Student Learning Outcomes:

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. The Student Learning Outcomes 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:

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. The Basic Intrapersonal and Interpersonal Concepts of Understanding One's Self and Relationships between Self and Others

- 2.1 define and understand the development of self-concept, self-image and perception and how each impacts interpersonal relationships.
- 2.2 define self-disclosure and identify its purpose and proper use.
- 2.3 evaluate one's own interpersonal communication, with particular interest in effective listening and plan ways to improve
- 2.4 realize the value of effective verbal and nonverbal communication in the overall communication process.
- 2.5 understand the stages of relationship development and deterioration.
- 2.6 explain what interpersonal conflict is and how to resolve it.

3. The Importance of Group & Team Communication

- 3.1 demonstrate effective problem solving in group communication.
- 3.2 recognize the importance technology plays in the enhancement of group communication.
- 3.3 identify roles and responsibilities of group members.
- 3.4 establish the importance of cohesiveness in small group interactions.
- 3.5 identify leadership styles and their application to real-world situations.

4. The Development, Organization and Delivery of a Formal Presentation

- 4.1 define differences in informative and persuasive speaking.
- 4.2 understand the importance of audience analysis.
- 4.3 construct an effective introduction, body and conclusion.
- 4.4 construct and use a correct key word/phrase outline.
- 4.5 judge effective delivery and use of sensory aids by self and others.
- 4.6 define, identify and manage his/her own communication apprehension.
- 4.7 construct and deliver effective presentations.

Disability 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 are made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

Diversity Statement

In this class, I 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.

Student Obligations

A. Punctuality

Students are required to complete and submit **ALL** assignments (activities, postings, examinations, etc.) on time, without exception. (Please see the section below titled 'Preparedness.')

Generally, activities and exams close at 11:55 pm (CST) on the due date (typically a Sunday). New material will be released on Mondays, but students should **check their Blackboard e-mail and Announcement area on a daily basis** for updates and announcements which could include changes in assignments/due dates.

B. Protocol

1. Technical questions should be sent to blackboard@southplainscollege.edu (806) 716-2180.
2. E-mail correspondence with the professor should be limited to Blackboard e-mail.
3. Students can expect a reply to a Blackboard e-mail within 24-hours Monday through Friday.

C. Professionalism

Because online courses are text-based, 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 should be appropriate for the college classroom and its educated participants. Presentations should also be performed utilizing a language understood by the instructor (English).

D. Preparedness

1. Group Work

- a. Students should be prepared to work with others through online learning platforms (i.e. Blackboard Collaborate, Video Chats). There are two scheduled activities during the course of the semester. The group activities are approximately one month apart. To determine the weeks for group work look at the Course Calendar. The first group assignment will occur during Chapter 3 and the second will occur during Chapter 13. When a group assignment is made you should promptly contact group members by utilizing the Blackboard email to establish your virtual meeting times.

2. Catastrophe management

- a. 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.
- b. If internet problems arise and cause the South Plains College server to go down, adjustments will be made accordingly.

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.

Course Grading

Grades are calculated on the basis of assigned material; **there is no extra credit.** **Your final grade is based on total points not a percentage.** **There is a total of 1,800 points possible for the course.** The breakdown is as follows:

1,800-1,620 = A

1,619-1,440 = B

1,439-1,260 = C

1,259-1,080 = D

>1,080 = F

View the "Values for Class Assignments" page included with the Course Calendar to see the listing of assignments, point breakdowns for each assignment and due dates. In viewing the Course Calendar, one will notice a number of assignments will be due each week on Sunday. Course units are as follows:

Unit I=Intrapersonal Communication

Unit II=Interpersonal Communication

Unit III=Public Communication

****You must complete the Individual Presentation Final Exam, included in Unit III, in order to pass the class. Failure to do the presentation will result in an "F" for the final course grade.**

Students are responsible for my **receipt** of their recorded Individual Presentation Final Exam, outline, bibliography and sensory aid(s) (when applicable) by the due date indicated on the Course Calendar. The Individual Presentation Final Exam is submitted electronically. Presentations are recorded utilizing the aforementioned "proper" video equipment and uploaded to Google Drive, YouTube, or a cloud-based service of your choice. Then a link is provided to the instructor for grading purposes. For individuals who cannot access the required audience or appropriate video equipment, a day and time will be available to complete the presentations utilizing Blackboard Collaborate Ultra (see Course Calendar for day/time).

Drop Policy

Students will be dropped for failure to submit the "getting started" activities (during the first week) and if they fail to submit assignments for **two consecutive weeks.**

Course Calendar

Please note that our class week **begins** each Monday and **ends** each Sunday at 11:55 p.m. CST. I will send out weekly emails highlighting assignments for the week. The "Values for Class Assignments" page identifies the assignments, the point values due with each chapter(s)/each week.

Week Starts – Week Ends

August 30 – September 5

Assignments

Getting Started Activities: Pre- Test, Personal Report of Communication Apprehension (PRCA-24) Assessment with video blog, and Introduction to Speech Communication Course Navigation and Scavenger Hunt, **All must be completed or risk being dropped

Unit I: Intrapersonal Communication

September 6 – September 12

Unit I Opens – Assigned Reading Chapter 1

3 assignments

Chapter 1 Quiz
Journal Entry-Discussion Starters
Assignment-Ethical Perspectives
Discussion Board- Video Self Intro. Speech

September 13 – September 19

Assigned Reading Chapters 2 and 3

3 assignments

Assignment- Self-Fulfilling Prophecy /Impression Management Virtual Collaborate
Journal Entry- Self Concept
Assignment – Understanding Perception

September 20 – September 26

Assigned Reading Chapters 4 and 5

2 assignments

Chapters 4&5 Quiz
Assignment- Verbal & Nonverbal Communication

September 27 – October 3

Exam I Available – due October 3 @ 11:55 p.m./Unit I Closes

Unit II: Interpersonal Communication

October 4 – October 10

Unit II Opens – Assigned Reading Chapter 6

4 assignments

Chapter 6 Quiz
Assignment-Active Listening
Journal-Barriers to Effective Listening
Discussion Board –Effective Listening Article

October 11 – October 17

Assigned Reading Chapter 13

2 assignments

Assignment –Theories of Interpersonal Communication Virtual Collaborate
Blog Entry – The Importance of Small Talk

October 18 – October 24

Assigned Reading Chapter 14

3 assignments

Assignment-Relational Stages & Popular Music
Assignment -Conflict Management
Chapter 14 Video Quiz

October 25 – October 31

Assigned Reading Chapter 15 & 16

3 assignments

Chapters 15&16 Quiz
Blog – Group Experiences
Assignment- Gender & Groups

Week Starts – Week Ends

Assignments

November 1 – November 7

Exam II Available – November 7 @ 11:55 p.m./Unit II Closes

Unit III Public Speaking Skills

November 8 – November 14

Unit III Opens – Assigned Reading Chapters 7 and 8

2 assignments

Chapters 7&8 Quiz

Assignment – Identify Different Types of Support

November 15 – November 21

Assigned Reading Chapters 9 and 10

1 assignment & Begin Outline Development

Assignment – Presentation Evaluation

November 22 – November 28

Assigned Reading Chapters 11 and 12

1 assignment & Work on Presentation

Chapters 11 & 12 Quiz

November 29 – December 5

Presentation Work-week: Instructor/Student Meetings in Collaborate to review outlines and discuss presentations

Thursday, December 2

Last Day to Drop

December 6 – December 12

Check end of semester

Assignment due dates closely

Final Exam and Post Test available December 8 – due Sunday, December 12 @ 11:55 p.m.

*These two exams make up the final exam

Monday, December 6

Section 151 Collaborate session for Individual Presentation Final Exam

****Available for students struggling to find an audience, recording equipment, etc.***

Tuesday, December 7

Section 152 Collaborate session for Individual Presentation Final Exam

****Available for students struggling to find an audience, recording equipment, etc.***

Wednesday, December 8

Recorded presentation, outline, PowerPoint must be SUBMITTED by 11:55 p.m.

Friday, December 10

Self-Evaluation must be SUBMITTED by 11:55 p.m.

December 13 – December 16

Course Evaluation due by December 16 @ 11:55 p.m.

Values For Class Assignments SPCH 1311

Assignments	Values	Chapters
<i>**refer back Course Calendar for due dates</i>		
Chapter 1 Quiz	25	
Assignment – Ethical Perspectives	50	Chapter 1 Assignments
Discussion Board- Video Self Intro. Speech	100	
Assignment- Self-Fulfilling Prophecy/Impression Management (Virtual Collaborate)	100	Chapter 2 & 3 Assignments
Assignment – Understanding Perception	50	
Journal Entry- Self Concept	50	
Chapters 4&5 Quiz	25	
Assignment-Verbal&Nonverbal Communication	100	Chapter 4 & 5 Assignments
Chapter 6 Quiz	25	
Assignment-Active Listening	50	
Journal-Barriers to Effective Listening	25	
Discussion Board –Effective Listening Article	25	Chapter 6 Assignments
Assignment – Theories of Interpersonal Communication (Virtual Collaborate)	100	Chapter 13 Assignments
Blog Entry – The Importance of Small Talk	50	
Assignment-Relational Stages & Popular Music	100	
Assignment -Conflict Management	25	
Chapter 14 Video Quiz	10	Chapter 14 Assignments
Chapters 15&16 Quiz	50	
Blog – Group Experiences	50	
Assignment- Gender & Groups	50	Chapters 15 & 16 Assignments
Chapters 7&8 Quiz	50	
Assignment – Identify Different Types of Support	50	Chapters 7 & 8 Assignments
Assignment – Presentation Evaluation	25	Chapters 9 & 10 Assignment
Chapter 11 & 12 Quiz	50	Chapters 11 & 12 Assignments
Individual Presentation Outline Review	15	
Individual Presentation Self-Evaluation	50	

Exams

Exam 1 (Chpts. 1-5)	100
Exam 2 (Chpts 6, 13-16)	100
Individual Presentation Final Exam	200
Final Exam (<i>Chpts. 7-12 & Post Test</i>)	100

Grading Scale

Total Points Available

1,800

1,800-1,620 = A

1,619-1,440 = B

1,439-1,260 = C

1,259-1,080 = D

>1,080 = F