

Course Syllabus

SPCH 1311 (3:3:0)

Intro to Speech Communication

Communication Department

Division of Arts and Sciences

Levelland

South Plains College

FALL 2023

Janine Fox

SPCH 1311 Intro to Speech Communication

Instructor Information: *Janine Fox*

Office: *Communication Building Room 142*

Email: *jfox@southplainscollege.edu* **Phone:** *(806)-716-2452*

Office hours: *Tuesday/ Thursday 12:15pm - 1:00pm*

Wednesday/Friday 9:00am - 12:15pm

This syllabus is a tool, not a legal contract. College and department policies are firm, but the professor reserves the right to modify, supplement, or make changes as need arises.

Department: Communication Department

Discipline: Communication Studies

Credit: 3 hours online

This course satisfies a core curriculum requirement in Speech

Prerequisites: There are no prerequisites for this course.

Available Formats: online

Campus: Levelland, Reese, ATC and Plainview

Digital Textbook: Communication Pathways, Valenzano, Broeckelman-Post, Sahlstein Parcell with **Top Hat** access (Inclusive Access: See TexBook statement at the end of your syllabus.)

Supplies:

1. Text/ Access code for Top Hat
2. Notebook(s) and pen/pencil/highlighter
3. Access to a computer, webcam, microphone, and high-speed internet for online work.

Course Description: Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Apply principles of human communication including: perception, verbal/nonverbal communication, listening and audience analysis.
2. Demonstrate how to establish/maintain relationships through interpersonal communication.
3. Apply small group communication skills including: problem-solving, group roles, leadership styles, and cohesiveness.
4. Develop, research, organize, and deliver formal public speeches.
5. Recognize how to communicate within diverse environments.

Course Requirements:

1. You will be tested on class lecture/discussion materials on scheduled exams.
2. To take thorough notes, study all lecture material, informational handouts, and assigned readings, and work/prepare in a language understood by instructor and class (English).
3. To actively participate in class discussions and group activities.
4. To show maturity/professionalism in preparation of assignments and in classroom behavior. (*Disruptive/inappropriate behavior may result in being dropped from class.*)
5. To show courteousness to fellow classmates.
6. To communicate with instructor when assistance is needed regarding class assignments.
7. To appropriately cite 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 or examination.
8. To initiate withdrawal from the course if absences/ missed work become excessive.

Academic Honesty: It is my expectation and the institution's that appropriate citation and documentation is 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. See the ***SPC Student Handbook*** for more information.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

Covid-19 Policy Statement: For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

Contacting your Instructor: It is important you develop a network of your peers that will allow you to get specific information more quickly. That being said, I am available for you to contact me if you have questions or concerns about your progress in this class etc. You may do that by phone if necessary, but email is preferred. I DO NOT RESPOND TO MESSAGES IN BLACKBOARD.

You will find my information on this syllabus or the directory at:

<http://www2.southplainscollege.edu/information-for/employees/employee-directory>

Assessment and Grading:

This department supports university policies of academic excellence as noted in the student handbook. Interpretation of grades should be considered within the university framework: A=excellent, B=good; C=average; D=inferior; and F=failure.

Grades will be calculated based on the amount of points students earn, interpreted as:

A=900-1000, B=800-899, C=700-799, D=600-699, F=599 and below.

Points Earned:

<u>Week 1</u>				
	Goal Setting Worksheet (25)			_____
<u>Week 2</u>				
	Homework Questions (2x25)	_____	_____	_____
	Discussion Question (2x15)	_____	_____	_____
<u>Week 3</u>				
	Homework Questions (2x25)	_____	_____	_____
	Discussion Question (2x15)	_____	_____	_____
<u>Week 4</u>				
	Homework Questions (2x25)	_____	_____	_____
	Discussion Question (12x5)	_____	_____	_____
<u>Week 5</u>				
	Homework Questions (25)			_____
	Discussion Question (15)			_____
<u>Week 6</u>				
	Homework Questions (2x25)	_____	_____	_____
	Discussion Question (2x15)	_____	_____	_____
<u>Week 7</u>				
	Homework Questions (25)			_____
	Discussion Question (15)			_____
<u>Week 8</u>				
	Homework Questions (2x25)	_____	_____	_____
	Discussion Question (2x15)	_____	_____	_____
<u>Week 9</u>				
	Homework Questions (25)			_____
	Discussion Question (15)			_____
<u>Week 10</u>				
<u>Week 11</u>				
	Homework Questions (25)			_____
	Discussion Question (15)			_____
	Informative Speech (100)			_____
	Informative Speech Outline (25)			_____
<u>Week 12</u>				
<u>Week 13</u>				
<u>Week 14</u>				
	Homework Questions (25)			_____
	Discussion Question (15)			_____
	Persuasive Speech (100)			_____
	Persuasive Speech Outline (25)			_____
<u>Week 15</u>				
	Group Infographic (100)			_____
<u>Week 16</u>				
	Final Reflection (25)			_____
Points Possible:	1000			Your Total: _____

*Detailed descriptions of the assignments will be available in Top Hat. *

BLACKBOARD USE IS LIMITED FOR THIS CLASS. You will be able to see important information, links to Top Hat, weekly folders etc. in Blackboard as consistent with other SPC courses, but it is easiest to work in Top Hat or the Top Hat app. The due dates will ONLY be posted on your syllabus calendar and in Top Hat and your most accurate gradebook will be in Top Hat also. In addition, I do not accept emailed assignments unless instructed to do so when assigned and do not check messages in Blackboard. Please email me directly at jfox@southplainscollege.edu.

Attendance and Tardy Policy:

Please make sure you have read and understand your Student Handbook for SPC policies. The expectation is that you will login to your platform AND check SPC email regularly. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

Make-Up Policy: Generally, late/make-up work is NOT accepted. In this online course, you are given ample time to complete assignments. All work has a deadline and deadlines must be met even if the student must be absent from classes. When an unavoidable reason for an absence arises, such as illness, family death, emergency, official trip authorized by the college or an official activity, I **may** permit the student to make up work. Students should communicate with the instructor to confirm a make-up is allowed. Each student will be dealt with on an individual basis. If a student must be absent from completing the online work, they should advise the instructor beforehand if possible and if the student is representing the college, they should have a signed permit from a coach or sponsor. In all cases, it is the student's responsibility to complete work missed within a reasonable amount of time as determined by the instructor. In addition, late work may not receive full credit.

TexBook Program: This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.

- What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- Help with TexBook issues and support: check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (24/7 by chat/email/phone/text)
- Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the

twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to pwells@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / Phone: 806-716-2097

Email: agamble@texasbook.com / Phone: 806-716-4610

		Fall 2023 SP CH 1311 INTRO Course Schedule		Changes may be made as the semester progresses. *	
		*Please note that this schedule is tentative.			
		Required Weekly Readings BEFORE CLASS MEETING			
Week		Monday		Wednesday (Assignments due at 9 AM)	
1		28-Aug Introduction to course/Syllabus/Top Hat Assign Goal Setting Worksheet	30-Aug	Get logged into Top Hat ASAP! Course Q&A	
2	CH 1 Communication Process, CH 2 Communication, Culture, and Diversity	4-Sep HOLIDAY- Labor Day	6-Sep	Goal Setting Worksheet Due Chapter Discussions (Quizzes/ Discussion Questions DUE)	
3	CH 3 Perceptions of Self, CH 4 Dialogic Communication	11-Sep	13-Sep	Chapter Discussions (Quizzes/ Discussion Questions DUE)	
4	CH 5 Language, CH 6 Nonverbal Communication	18-Sep	20-Sep	Chapter Discussions (Quizzes/ Discussion Questions DUE)	
5	CH 7 Listening	25-Sep	27-Sep	Chapter Discussion (Quiz/Discussion Question DUE)	
6	CH 8 Relationship Development, CH 9 Relationship Maintenance	2-Oct	4-Oct	Chapter Discussions (Quizzes/ Discussion Questions DUE)	
7	CH 13 Nature of Presentations	9-Oct	11-Oct	Chapter Discussion (Quiz/Discussion Question DUE)	
8	CH 14 Organizing Your Presentation, CH 15 Delivery	16-Oct	18-Oct	Chapter Discussions (Quizzes/ Discussion Questions DUE)	
9	CH 16 Informative Speaking	23-Oct	25-Oct	Chapter Discussion (Quiz/Discussion Question DUE) Assign Informative Speech	
10		30-Oct	1-Nov	In-class Informative Workshop	
11	CH 17 Persuasive Speaking	6-Nov	8-Nov	Informative Speech Day Outline Due in Top Hat Chapter Discussion (Quiz/Discussion Question DUE) Assign Persuasive Speech	
12		13-Nov	15-Nov	In-class Persuasive Workshop	
13	CH 18 Small Group Communication	20-Nov	22-Nov	NO CLASS-THANKSGIVING HOLIDAY	
14		27-Nov	29-Nov	Persuasive Presentation Day Outline Due in Top Hat Chapter Discussion (Quiz/Discussion Question DUE) Assign Group Infographic Project	
15		4-Dec	6-Dec	Group Infographic Project Due Assign Final Reflection	
16 FINALS WEEK	Final Reflection	11-Dec	11-Dec	Final Reflection DUE in Top Hat Monday by 9 AM	