Spring 2019 Introduction to Communication

Spch1311 – Online

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Office Hours: By appointment only, email is preferred

Course Information

SPCH1311.151. This course is delivered 100% online. Those assignments that require video submission may be submitted via blackboard or email (if necessary).

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.

Textbook: Communicate! By Verderber, Sellnow and Verdeber, 15th edition.
This textbook is required. You will *not* need Mindtap access.

Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC Email
- Microsoft Office (download from MySPC)
- Adobe Reader (download from Adobe.com)
- Flash Player (download from Adobe Flashplayer)
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for recording vlogs)

Recommended Course Materials

- Digital video recording equipment capable of recording up to 10 minutes of video footage
- A tripod

Technical Skill Requirements

Be comfortable with the following:

- Microsoft Word or word processor that can save Word compatible files (.doc)
- Using email for communication, attaching documents
- Internet search engines and browsers
- Recording and uploading video files. Not having a way to record speeches or vlogs will not be tolerated as an excuse for failure to submit assignments.
- The ability to download video files, or to stream files.

Course Requirements:

1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned Readings.

3. To prepare assignments/presentations in a language understood by the instructor and students of the class (English).
4. To actively participate in class discussions and group activities.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior.
6. To show respect to fellow classmates/speakers.
7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments or when class has been missed.
8. To initiate withdrawal from the course if absences become excessive.

Disability Statement
ADA Statement - Levelland Campus
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 in the Student Health & Wellness Office, 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.

Non-Discrimination Statement
South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement
If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

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, <u>with at least a failing grade for the assignment/examination</u>. In addition, the student may be dropped from the course with a failing grade. *See the SPC Student Handbook for more information.*

<u>**Grading Structure -**</u>

Major Grades - 80%

       Introductory Speech

       Persuasive Speech

       Group Project

       Exam 1

       Exam 2

       Final

Minor Grades - 20%

       Pre- and Post-Speech Evaluations (4 total)

       Journal Activities (5 total)

       Assignments (5 total)

       Introductory Outline

       Persuasive Outline

       Persuasive Rough Draft

Please note: The precise number and nature of particular assignments are subject to change, but the overall grading percentages will not. This means that, assuming the assignments are as listed above, missing EVEN ONE test grade will result in an overall grade loss of more than ten points. I strongly urge all my students to complete every assignment, and there is confusion about how to do so please contact me immediately.

Learning Assessments

The Department of Communication Studies supports and adheres to college policies of academic excellence as noted in the student handbook. Below you will find a brief description of the six major assessment categories in the course. More information and specific instructions about each assessment will be included in the Units under the Course Menu in Blackboard. Check the Course Schedule to locate specific due dates for each assessment.

Course Evaluation

Grades are calculated on the basis of assigned material. See the Tentative Daily Schedule & the Grade Assignment Sheet for assignments, due dates and point values for assignments.

A Note about Speech and Assignment Grades:

We hold the same set of grading standards for all students enrolled in this course, regardless of academic major or discipline. Our instructors are trained to utilize standard speech grading rubrics when evaluating your speechwriting and delivery abilities. These rubrics can be found in Blackboard and we encourage you to refer to these documents as you prepare for your speeches so that you will be aware of our assessment methods.

It is also important to acknowledge that this course is unique in several ways. First, there is a performance element present. Knowing about effective communication/public speaking principles does not necessarily mean that one communicates effectively in public speaking settings. Secondly, the course is taught incrementally, meaning that we will gradually introduce more complex theory and application. Third, it is important to note that each student comes into the course with varying levels of public speaking experience and knowledge. Just as some students excel in math, history, science, art, or other disciplines, some students excel in communication and public speaking.

For individual assignments and speeches, you can expect to earn an "A" when you far exceed basic requirements and provide a model of excellence to your classmates, a "B" when you exceed basic requirements and demonstrate depth of application, a "C" when you meet basic/minimum requirements, a "D" when you do not meet basic requirements, and an "F" when you fall significantly short of the minimum requirements or when you do not complete the assignment.

Assignment Submissions

You will submit all assignments through their designated submission link in Blackboard. You are required to title your assignment files in the following format: "lastname_firstname_assignmentname.doc".

Late Work Policy

Discussion boards, learning activities, journal activities, speech uploads, and peer and self-evaluations are due by 11:59pm Central Time on the due date listed on the Course Schedule. The instructor reserves the right to reject any and all late work, only excepting those circumstances including, but not limited to, illness or death in the family. In any such exceptional instances the student must submit verifiable and official documentation to your instructor (e.g., a doctor's note indicating an extended illness or extenuating circumstance). Technological issues are not an excuse

for late work. Do your assignments, quizzes and speeches early to ensure you have time for any issues that might arise.

Technical Difficulties

Getting Help

- Information Services Help Desk is available to assist with MySPC sign-in problems, browser errors, and other technical difficulties you may encounter. For technical assistance, please contact IS Help Desk at 806-716-2600 or email them a helpdesk@southplainscollege.edu.

- For student assistance with Blackboard, email blackboard@southplainscollege.edu or call them at 806-716-2180.

Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered as an acceptable reason for not completing course activities at a scheduled time. Note: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date. If the server experiences unforeseen problems your course instructor will send an email. The same will occur for Mindtap.

Lost/Corrupt/Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

Grading

You can access your grades on the Blackboard Course Menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for your instructor's assessment methods.

Your final grade will be determined as follows:

- To earn an A, you need 90% or higher

- To earn a B, you need 80% or higher

- To earn a C, you need 70% or higher

- To earn a D, you need 60% or higher

- If you score below a 60%, you have failed the course

If you have questions about or are concerned about a specific grade you earned, you will need to email your instructor to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have one week after the grade has been posted in Blackboard to approach your instructor about your questions or concerns. After one week, your instructor will consider the matter

closed. When you approach your instructor after viewing your grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by your instructor.

IF you come onto campus please be aware:

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following.
· ***Natatorium***
For a complete list of campus carry exclusions zones by event, please visit http://www.southplainscollege.edu/campuscarry.php

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 Human Communication
        1.1   recognize how to communicate within diverse environments.
1.2   distinguish the differences of intrapersonal, interpersonal (including group) and public communication.
        1.3   learn the essential communication process components.
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.

Course Schedule - The following weekly calendar is subject to change, check blackboard often to ensure you are not missing a change that has been made.

Date Assigned	Reading and Preparation	Assignment
Week 1 1/14 - 1/20	Read: Syllabus Read: Course calendar Watch Intro Video	Online Readiness Quiz Pretest
Week 2 1/21 - 1/27	Read - Ch 1-Foundations of Comm Read -Ch 2-Perception of Self & Others Watch Comm Process video	Journal 1 Journal 2
Week 3 1/28 - 2/3	Read: Ch 3- Intercultural Communication Read: Ch 4- Verbal Messages Watch: Intercultural communication video	Journal 3 Live Meeting
Week 4 2/4 - 2/10	Read: Ch 5- Nonverbal Messages Read: Ch 6- Listening	Journal 4 **Exam 1**
Week 5 2/11 - 2/17	Read: Ch 11-Topic Selection Read: Ch 12- Organizing your Speech Watch: How to outline your intro speech	PRCA
Week 6 2/18 - 2/24	Read: Speech Outline example Watch: Sample Speeches	Speech Preparation
Week 7 2/25 - 3/3		Outline Due **Introduction speech**
Week 8 3/4 - 3/10	Read: Ch 13- Presentation Aids Watch: Death by Powerpoint Video Watch: your Intro Speech video in collaborate	Journal 5 What Sensory Aid would you use? Post Speech Evaluation
Week 9 3/11 - 3/17	Spring Break	Spring Break

Week 10 3/18 - 3/24	Read: Ch 14- Language and Oral Style Read: Ch 15-Delivery Watch: Persuasive Debate videos	Persuasive Activity
Week 11 3/25 - 3/31	Read: 16-Informative Speaking Read: Ch 17-Persuasive Speaking Watch: Sample Persuasive Speeches	Rough Draft of Outline for Persuasive Speech **Exam 2**
Week 12 4/1 - 4/7		Outline Due **Persuasive Speech**
Week 13 4/8 - 4/14	Read: Group Presentation assignment Watch: Sample Group Presentations Watch: Your Persuasive Video in collaborate	Check in with your group and begin preparing the assignment DUE on 5/1 Post Speech Evaluation
Week 14 4/15 - 4/21	Read: Ch 7 Interpersonal Relationships Read: Ch 8 Interpersonal Communication Watch: 4 Horseman Video	4 Horseman activity Post Speech Evaluation
Week 15 4/22 - 4/28	Read: Ch 9 Comm In Groups Read: Ch 10 Group Leadership	Work on Group Activity
Week 16 4/29 - 5/5		**Turn in Group Activity by Wednesday 5/1 at Noon!**
Week 16 - Finals 5/6 - 5/9	Finals	**Final Exam must be turned in by Thursday 5/9 at NOON!**