

**Introduction to
Speech Communication
SPCH 1311.001**

Department: Communication Department

Discipline: Speech Communication

Available Formats: Conventional, Internet, Hybrid

Campuses: Levelland and Online

Prerequisite: **None**

Credit: 3 Lecture: 3 Lab: 0

Instructor: Lissa Sharp, Assistant Professor Communication Studies

Office 140 Communications Building

Email: lsharp@southplainscollege.edu

Phone – 806-716-2573

Office Hours: M-W 1:30 p.m. – 2:30 p.m.

T-TH 9:00 a.m. – 11:00 a.m.

Friday 10:00 a.m. – noon

Virtual Office Hours – by appointment

[Print this document for your reference.](#)

Technical and Required Materials:

1. Our textbook is ***Introduction to Communication, updated October 18, 2018, and compiled by LibreTexts April 10, 2025.*** Weblink: [LibreCommons | Introduction to Communication](#)

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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. Notebook(s) pens/pencils and highlighters.

This course partially satisfies a Core Curriculum Requirement:

Institutional Foundational Component Area (090)

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
- Teamwork - 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:

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking. Upon completion of the course, the student will (*course purpose and student learning outcomes are from The Texas Higher Education ACGM*):

1. Apply the principles of human communication including perception, verbal communication, nonverbal communication, listening, and audience analysis.
2. Demonstrate how to establish and maintain relationships through the use of 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.

Intellectual Exchange 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.

Academic Integrity Statement:

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of a student to present as their own any work which they have not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly academic or disciplinary suspension. Initial offenses of cheating and plagiarism are considered academic discipline and are managed on a case-by-case basis by the faculty and/or academic administration.

Plagiarism Statement:

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from

books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

Covid-19 Policy Statement:

For information and guidance relating to COVID-19, and processes at South Plains College, please visit the [SPC Covid](#) information. As instructed, if you are experiencing any COVID-19 symptoms, please notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness at dedens@southplainscollege.edu or 806-716-2376.

*Access the [Student Handbook](#) for additional information relating to student responsibilities. For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, Campus Concealed Carry, and Artificial Intelligence; access the [SPC Syllabus Statements](#).

Student Responsibilities:

1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials.
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.

Student Obligations:

Research recommends that students spend two hours of outside study for every one hour of in-class time. For a 3 credit-hour, face-to-face course that means a total time investment of six to nine hours per week.

Attendance and Tardy Policy:

Students who enroll in the 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.

All students enrolled for this course are expected to attend class regularly, be on time, and remain until dismissed. Students are also required to complete all assignments (in class or online) by the posted deadline.

Attendance 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. ***Two (2) tardies will constitute an absence.*** If a student leaves class prior to dismissal of the class, he/she may be counted absent.

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.***

I enforce the following guidelines:

1. Being absent one day over your allotment (tardies adding together) will lower your final course total by 10 points.
2. Each subsequent absence will lower your final course total by 5 points.

Make-Up Policy:

Generally, late and/or make-up work is **NOT** accepted. All work has a deadline, and deadlines must be met even if the student is absent. When an unavoidable reason for class absence arises, such as illness, family death, emergency, an official trip authorized by the college or an official activity, I may permit the student to make up work missed **ONLY IF DOCUMENTATION IS PROVIDED**. This is especially important for presentations. The student should communicate with the instructor to learn what documentation is acceptable. Each student absence will be dealt with on an individual basis. If a student must be absent, she/he should advise the instructor beforehand if possible and if the student is representing the college, they should have a signed permit from his/her 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. Each student must make an appointment to plan for make-up work. **Also, late work may not receive full credit.**

Cell Phone Policy:

Cell phones must be turned off or on silent and out of sight. No usage is allowed during class.

Brief Course Assignment Descriptions

Speeches

1. You will deliver three major speeches. More information about speech purposes and instructions will be provided in class. Below is the basic information about each speech:
 - a. *Self-Introduction Speech* will serve as a way to introduce yourself to your fellow classmates.
 - b. *Individual Presentation* will be a more in-depth presentation that will require you to conduct research to support your presentation.
 - c. *Team Project/Speech* will allow you to work together with a group of fellow classmates. Your work will culminate in a presentation that each team member will participate in.

Peer and Self-Evaluations

1. You will complete a self-evaluation and a peer evaluation. These evaluations will give you the opportunity to evaluate your own speech and the speech of a fellow classmate.

Weekly Quizzes

1. You will take quizzes that will be based on chapter readings. These quizzes will be due on Monday night before I lecture over the assigned chapter content.

Learning Activities

1. You will complete learning activities designed to help you solidify your understanding of course content. Most of these activities will be conducted in class.



Grading

Grades are calculated based on assigned material; **there is no extra credit**. **Your final grade is based on total points not a percentage. There is a total of 1,000 points possible for the course.** The breakdown is as follows:

Assignments	Grade Distribution												
Major Presentations = 450 points *See Course Calendar for breakdown													
Daily/Homework & Class Participation = 450 points *See Course Calendar for breakdown													
Final Examination = 100 points See Course Calendar for breakdown													
	<table border="1"><thead><tr><th>Course Grade</th><th>Points Required</th></tr></thead><tbody><tr><td>A</td><td>1,000-900</td></tr><tr><td>B</td><td>899-800</td></tr><tr><td>C</td><td>799-700</td></tr><tr><td>D</td><td>699-600</td></tr><tr><td>F</td><td>>599</td></tr></tbody></table>	Course Grade	Points Required	A	1,000-900	B	899-800	C	799-700	D	699-600	F	>599
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D	699-600												
F	>599												

View the “Grade Assignment Sheet” page included with the Course Calendar to see a general listing of assignments and point breakdowns for each assignment. Course units are as follows:

Module I=Intrapersonal Communication
Module II =Interpersonal Communication
Module III=Public Speaking

All grades will be kept up to date in the Blackboard Gradebook for our course. It is important that you keep **ALL** assignments during the semester. Once graded, if you need clarification or have questions, it is your responsibility to provide those documents and schedule a meeting with me.

Withdrawal Policy:

Please review the last day to withdraw listed below. 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 points will be updated frequently, and students can seek guidance from me throughout the semester to help decide whether they need to drop the class or not.

Last Day to Withdraw/Drop with a grade of "W"	Student Initiated Drop
Thursday, April 30	Student Initiated Drop Request Form

SPCH 1311
Introduction to Speech Communication
Tuesday/Thursday
Tentative Daily Schedule
(Spring, 2026)

Instructor	Lissa Sharp	Office: Communications Building Office 140
Contact Information	806-716-2573	lsharp@southplainscollege.edu
Office Hours	Monday & Wednesday	1:30 p.m. – 2:30 p.m.
	Tuesday & Thursday	9:00 a.m. – 11:00 a.m.
	Friday	10:00 a.m. – 12:00 noon
	Virtual Office Hours	By appointment

✓ **Grades and Attendance will be recorded in Blackboard**

Class Meeting Days			What are we Doing-What should be Read by Next Class-What is Due?
Tuesday	January	13	Week 1 – Orientation/Review of Syllabus & Tentative Schedule Assigned Reading – Communication Apprehension Assignment Ancillary Materials & Chapter 8.9.5 Speech Anxiety through 8.9.7 (3-pages)
Thursday	January	15	In-Class Syllabus Activity and CA Discussion Due PRCA Inventory - Access in Blackboard and bring completed inventory to class Assigned Reading: Chapter 1
Tuesday Theory	January	20	Week 2 - Lecture: Outlining and Introduction to Communication In-Class Activity: Outlining
Thursday	January	22	Lecture: Finish Intro to Communication Theory Assign Self-Introduction Speech Assigned Reading: Chapter 2 Due: Chapter 1/Lecture/ Quiz Friday, January 23 @ 11:55 p.m.

Class Meeting Days Due?			What are we Doing-What should be Read by Next Class-What is Due?
Tuesday	January	27	Week 3 Due: Self Introduction Speeches Lecture: Social Perception Class Participation Homework Assignment: Self-Introduction Self Evaluation *you will bring completed evaluation to next class
Thursday	January	29	Lecture: Self Fulfilling Prophecy Class Participation Homework Assignment: In-Class Activity Perception Due: Chapter 2/Lecture Quiz Friday, January 30 @ 11:55 p.m. Assigned Reading: Chapter 3
Tuesday	February	3	Week 4 Lecture: Connecting through Diversity & New Technologies
Thursday	February	5	Lecture: Finish Connecting through Diversity & New Technologies Due: Chapter 3/Lecture Quiz Friday, February 6 @ 11:55 p.m. Assigned Reading: Chapter 4
Tuesday	February	10	Week 5 Lecture: Verbal & Nonverbal Communication
Thursday	February	12	Lecture: Verbal and Nonverbal Communication Due: Chapter 4/Lecture Quiz Friday, February 13 @ 11:55 p.m. Assigned Reading: Chapter 5

Unit II: Interpersonal Communication

Tuesday	February	17	Week 6 Lecture: Listening & Disclosure Class Participation Homework Assignment: In-Class Activity Listening: Small Group Activity
Thursday	February	19	Lecture: Continuation of Listening & Disclosure Due: Chapter 5/Lecture Quiz Friday, February 20 @ 11:55 p.m. Assigned Reading: Chapter 6
Tuesday	February	24	Week 7 Lecture: Developing & Maintaining Relationships

Class Meeting Days Due?			What are we Doing-What should be Read by Next Class-What is Due?
Thursday	February	26	<p>Lecture: Dealing with Relationship Conflict Assign Relational Stages and Popular Music Assignment</p> <p>Due: Chapter 6/Lecture Quiz Friday, February 27 @ 11:55 p.m.</p> <p>Assigned Reading: Chapter 8.1- 8.4</p>
Unit III: Public Speaking			
Tuesday	March	3	<p>Week 8 Lecture: Selecting a Topic & Connecting to the Audience Assign Individual Presentation</p>
Thursday	March	5	<p>Lecture: Continuation of Connecting to the Audience</p> <p>Due: Relational Stages and Popular Music Assignment – due Thursday, March 5 @ 11:55 p.m. online</p> <p>Class Participation Homework Assignment: In-Class Brainstorming Speech Topics</p> <p>Due: Sections 8.3 & 8.4/Lecture Quiz Friday, March 6 @ 11:55 p.m.</p> <p>Assigned Reading: Chapter 8.6</p>
Tuesday	March	10	<p>Week 9 Lecture: Research</p>
Thursday	March	12	<p>Lecture: Citing Sources</p> <p>In-Class Activity: Practice Citing Sources</p> <p>Due: Section 8.6/Lecture Quiz Friday, March 13 @ 11:55 p.m.</p> <p>Assigned Reading: Chapter 8.5 & 8.7</p>
*Spring Break – March 16-20			
Tuesday	March	24	<p>Week 10 Lecture: Introductions & Conclusions</p>
Thursday	March	26	<p>Informative and Persuasive Speaking/Methods of Delivery</p> <p>Due: Sections 8.5 & 8.7/Informative & Persuasive Speaking Lecture Quiz Friday, March 27 @ 11:55 p.m.</p> <p>In-Class Activity: Methods of Delivery</p>
Tuesday	March	31	<p>Week 11 In-Class workday on Individual Presentation</p>
Thursday	April	2	<p>In-Class workday and review of outline</p> <p>Class Participation Homework Assignment: In-Class Review of Outline</p>

Class Meeting Days Due?			What are we Doing-What should be Read by Next Class-What is Due?
Tuesday	April	7	Week 12 Due: Individual Presentation & Outline
Thursday	April	9	Due: Individual Presentation & Outline Assigned Reading: Chapter 7 Class Participation Homework Assignment: Conflict Management Styles – Access in Blackboard and bring completed styles inventory to class
Tuesday	April	14	Week 13 Lecture: Small Group Communication Assign Group Presentation Due: Self Evaluation and Peer Critique
Thursday	April	16	In-Class work time for group presentation Due: Chapter 7/Lecture Quiz Friday, April 17 @ 11:55 p.m.
Tuesday	April	21	Week 14 In-Class work time for group presentation
Thursday	April	23	In-Class work time for group presentation
Tuesday	April	28	Week 15 Due: Group Presentations
Thursday	April	30	Due: Group Presentations Class Participation Homework Assignment: Team Reflection Journal due Thursday, April 30 @ 11:55 p.m.

Thursday, April 30 – Last Day to Drop

Tuesday May 5 Week 16 Online Final Exam Due Tuesday, May 5 @ 11:55 p.m.

****This is a tentative daily schedule. Announcements made during class take precedence over the tentative daily schedule.**

“The thing about a comfort zone is nothing grows there.”
Fit Body Bootcamp Coach

Grade Assignment Sheet
SPCH 1311
Introduction to Speech Communication

Exams, Major Presentations, Individual Assignments

_____	Self Introduction	100
_____	PRCA-24	50
_____	Relational Stages and Popular Music Assignment	100
_____	Individual Presentation	100
_____	Team Presentation	100
_____	Total	450 possible points

Daily Work, Homework, Class Participation

_____	10 Quizzes 20 points/each	200
_____	Team Reflection	50
_____	Self-Evaluation	50
_____	Peer Evaluation	10
_____	Class Participation	90
<i>*(Assignments, quizzes and activities assigned throughout the semester) **10 points added for 0 absences</i>		
_____	Outline	50
_____	Total	450 possible points

Final Examination

_____	Final Exam	100
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Grade Assignment Sheet
SPCH 1311
Introduction to Speech Communication

Total 100 possible points

Number of Absences

Total (All Areas) Semester Grade 1,000 possible points

1,000-900 = A

899-800 = B

799-700 = C

699-600 = D

<599 = F

