

Course Syllabus

**SPCH 1311 (3:3:0)
ONLINE**

Intro to Communication

Communication Department

Division of Arts and Sciences

Levelland

South Plains College

SPRING 2026 2nd 8 WEEK

Janine Fox

Course Syllabus
SPCH 1311 ONLINE Intro to Communication

Instructor Information: *Janine Fox*

Office: *Communication Building Room 142*

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

Office hours:

Monday 8:00 AM – 11:00 AM

Tuesday 8:00 AM - 9:30 AM

Thursday 8:00 AM - 9:30 AM

Friday 8:00 AM – 10:00 AM

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, Lubbock Downtown Center and Plainview

Digital Textbook: Entry Level to Executive: All Communication Counts, Fox & Finley

Adapted for Interpersonal Communication *with Classavo* access

Supplies: Text/Access code for Classavo and access to a computer/webcam/microphone/high-speed internet for online work.

This course partially satisfies 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.

Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC E-mail
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing/speeches)
- All software needs to be updated on computer or laptop
- Microsoft Office
- Adobe Reader
- Flash Player

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.

No access to technology is not tolerated as an excuse for failure to submit assignments.

- The ability to download video files, or to stream files.

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. Other South Plains College policies concerning Disabilities, Non-discrimination, Title IX Pregnancy and Parenting Accommodations, CARE (Campus Assessment, Response, and Evaluation), Intellectual Exchange, Campus Concealed Carry, COVID-19, and AI (Artificial Intelligence) can be found here: [Syllabus Statements](#).

Assessment and Grading:

This department supports university policies of academic excellence as noted in the student handbook. 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>		
CH 1 Reading Quiz (in Text)	25 points	_____
CH 1 Discussion Question	25 points	_____
CH 1 Peer Response	25 points	_____
Goal Setting WS	25 points	_____
PRCA	25 points	_____
CH 2 Reading Quiz (in Text)	25 points	_____
Intro Speech	100 points	_____
<u>Week 2</u>		
SPRING BREAK		
<u>Week 3</u>		
Informative Speech	100 points	_____
Informative Speech Outline	25 points	_____
<u>Week 4</u>		
CH 3 Reading Quiz (in Text)	25 points	_____
CH 3 Discussion Question	25 points	_____
CH 3 Peer Response	25 points	_____
Listening Activity	25 points	_____
<u>Week 5</u>		
CH 4 Reading Quiz (in Text)	25 points	_____
CH 4 Discussion Question	25 points	_____
CH 4 Peer Response	25 points	_____
Self-Evaluation	50 points	_____
Peer Evaluation	50 points	_____
<u>Week 6</u>		
CH 5 Reading Quiz (in Text)	25 points	_____
CH 5 Discussion Question	25 points	_____
CH 5 Peer Response	25 points	_____
<u>Week 7</u>		
CH 6 Reading Quiz (in Text)	25 points	_____
CH 6 Discussion Question	25 points	_____
CH 6 Peer Response	25 points	_____
<u>Week 8</u>		
CH 7 Reading Quiz (in Text)	25 points	_____
CH 7 Discussion Question	25 points	_____
CH 7 Peer Response	25 points	_____
Team Activity	25 points	_____
<u>Week 9 FINALS: VLOG</u>	100 points	_____

Points Possible:
1000**Your Total:** _____

*Detailed descriptions of the assignments will be available in Classavo. *

BLACKBOARD USE IS LIMITED FOR THIS CLASS. You will see important information, links to text, etc. as consistent with other SPC courses, but work is done in Classavo. Due dates will ONLY be posted on your syllabus calendar/in Classavo, and gradebook will be in Classavo. I do not accept emailed assignments unless instructed to do so. I don't always see Blackboard messages, so 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.

Spring 2026 2nd 8 Week Schedule
SPCH 1311 Intro to Communication

Week	Date - MON	Weekly "To DO" List (open at 12:00 AM CST)	Date -SUN	DUE (By 11:59 PM CST)
1	9-Mar	Get Classavo E-Text, Get Signed in! Go to "TEXT"-From entry Level to Executive..." Begin reading Book Information/CH 1 (TO READ) Begin reading Worksheet/CH 1 Quiz/Discussion Question/Response/PRCA (TO DO) Begin reading CH 2 (TO READ) Begin CH 2 Quiz and Intro Speech (TO DO)	15-Mar	CH 1 Quiz (in CH 1 TO READ) CH 1 Discussion Question AND Peer Response (CH 1 TO DO) Goal Setting Worksheet (in CH 1 TO DO) PRCA (in CH 1 TO DO) CH 2 Quiz (in CH 2 TO READ) Intro Speech (in CH 2 TO DO)
2	16-Mar	Spring Break	22-Mar	Spring Break
3	23-Mar	Begin Informative Speech and Outline (TO DO)	29-Mar	DUE TODAY: Informative Speech (in CH 2 TO DO) Informative Speech Outline (in CH 2 TO DO)
4	30-Mar	Begin reading CH 3 (TO READ) Begin CH 3 Quiz/Discussion Question/Response/Listening Activity (TO DO)	5-Apr	DUE TODAY: CH 3 Quiz (in CH 3 TO READ) CH 3 Discussion Question AND Peer Response (in CH 3 TO DO) Listening Activity (in CH 3 TO DO)
5	6-Apr	Begin reading CH 4 (TO READ) Begin CH 4 Quiz/Discussion Question/Response/Speech Self & Peer Evaluations (TO DO)	12-Apr	DUE TODAY: CH 4 Quiz (in CH 4 TO READ) CH 4 Discussion Question AND Peer Response (in CH 4 TO DO) Self Eval and Peer Eval (in CH 4 TO DO)
6	13-Apr	Begin reading CH 5 (TO READ) Begin CH 5 Quiz/Discussion Question/Response (TO DO)	19-Apr	DUE TODAY: CH 5 Quiz (in CH 5 TO READ) CH 5 Discussion Question AND Peer Response (in CH 5 TO DO)
7	20-Apr	Begin reading CH 6 (TO READ) Begin CH 6 Quiz/Discussion Question/Response (TO DO)	26-Apr	DUE TODAY: CH 6 Quiz (in CH 6 TO READ) CH 6 Discussion Question AND Peer Response (in CH 6 TO DO)
8	27-Apr	Begin reading CH 7 (TO READ) Begin CH 7 Quiz/Discussion Question/Response/Team Activity (TO DO)	3-May	CH 7 Quiz (in CH 7 TO READ) CH 7 Discussion Question/ AND Peer Response (in CH 7 TO DO) Team Activity (in CH 7 TO DO) Begin Final Reflection VLOG
9	Finals Week Final Grades Reported This Week	FINAL Reflection VLOG Due Thursday 5/7 at 12 Noon CST		