

Introduction to Communication

Spch1311 – Online

Instructor	Kelley Finley	Phone	806-716-2199
Office	CM 138	E-mail	kfinley@southplainscollege.edu
	M 1:00pm – 3:00pm		
Office	T 10:00am- 12:00pm		
Hours	TR 10:00am -12pm		
	F 9:00am- 11:30am		

Course Information

This course is delivered 100% online. I will be available online during any of my office hours. There will be 2 virtual meetings you must attend but there are a variety of times to choose from.

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: Communication Pathways by Valenzano, Broeckelmon-Post and Parcell, 2nd edition. This textbook is required but you have purchased it with the course. **It is an e-text that you will receive on the day the course opens.**

Technical Requirements

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

Recommended Course Materials

- A USB headset with microphone or headphones (for video conferencing)
- Digital video recording equipment capable of recording up to 10 minutes of video footage

Technical Skill Requirements

Be comfortable with the following:

- Microsoft Word or word processor that can save Word compatible files (.doc or docx)
- 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. I will only drop you from the course if you have missed every live meeting or speech. I will not drop for failing grades?

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. In addition, the student may be dropped from the course with a failing grade. *See the SPC Student Handbook for more information*

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 Course Calendar 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”.

*If you upload the incorrect or blank document or a document in the wrong place, I will erase it and allow you to resubmit but it will cost you 5 points on the assignment.

*Vlogs and speeches should be uploaded as a URL link. I will take points off if you upload in MP4 or MOV format.

Late Work Policy

Discussion boards, learning activities, journal activities, speech uploads, and peer and self-evaluations are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule. Late work will not be accepted. The only exception that will be made will be for extended illnesses or a death in the family. In such instances, you 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.

Video Conferences (Live meetings) when you will deliver synchronous speeches, CAN NOT be made up, as a major component of the assignment involves the synchronous audience. The only exception that will be made is in the event of a medical emergency. In such instances, you must submit verifiable and official documentation to your instructor (e.g., a doctor’s note). If you are unable to commit to the video conferencing on the dates and times listed on the Course Schedule, you will need to drop the course.

If the instructor allows you to makeup a synchronous speech, it will be made up as a recording only and 15 points will be deducted.

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.

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 895 points
- To earn a B, you need 795 points
- To earn a C, you need 695 points
- To earn a D, you need 595 points
- If your point total is 594 points or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, you will need to email your instructor or visit him/her in virtual office hours 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.

There are 1,000 points possible in the course.

- **Speeches and Group Project (300 points)**
 - You will deliver two major speeches and a group video in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the modules. Below you will find basic information about each speech.
 - The Introductory Speech will be delivered to your audience live in Collaborate.

- The Persuasive Speech will be recorded and uploaded to Blackboard. This speech requires the use of a Presentation Aid. *Speeches should be uploaded as a URL link. I will take points off if you upload in MP4 or MOV format.
- The Group Video Project will be a collaborative effort between your assigned group members.
- **Post Speech Evaluations (100 points)**
 - You will complete two post speech evaluations. These evaluations will give you the opportunity to reflect on your own speeches. You will also complete an evaluation on your team project.
- **Exams and Final (165 points)**
 - You will take 2 tests based on chapters and supplemental readings, lecture videos, and any other supplemental material presented in each module.
 - You will also have a comprehensive final exam at the end of the semester.
- **Assignments (225 points)**
 - You will complete seven learning activities designed to help you apply course material and prepare for your upcoming speeches.
- **Live Meeting (50 points)**
 - You will have one 1 hour video conferences with your instructor. During this video conference, you will have the opportunity to discuss course content and your upcoming speech with your instructor.
- **Video Blogs (200 points)**
 - These blogs will be recorded and uploaded to Blackboard. I recommend using Youtube or Google drive to house your videos and create URLs to share. These videos will be 2 minutes in length and will address the questions asked in the assignment. *Vlogs should be uploaded as a URL link. I will take points off if you upload in MP4 or MOV format.

Final grades in this course will be based on the following assignments and point values. Check your Course Schedule in Blackboard for specific due dates and times.

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 may be 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 Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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.