

Introduction to Communication

Spch1311-011

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	M 8am-9:30am		
Office	T 10:00am- 12:00pm		
Hours	TR 10:00am -12pm		
	F 9:00am- 11:30am		

Course Information

This course is delivered face to face.

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*

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.

Make-up policy:

*** ONLY 1 Speech can be made up.

- Speeches may be made up on a specified day IF the absence is excused (school trip, death in the family, sickness with a doctor's note) this is up to the instructor's discretion and is done on an individual basis only.
- Missing Speech will result in lowering that **speech grade by 20 points.**
- If you do not complete two (Speeches), you will receive an F at the end of the semester.
- **I do not accept LATE work.** All daily assignments are due at 11:59 pm on the date they are due. Technical issues are not a valid reason for late work.
- Because exams are online, you will get **one make-up exam** for any exam that was missed with a **10-point deduction.** The missed exam must be taken within a week of the original due date!

Finley's Attendance/Tardy Policy:

- **I no longer drop students based on absences - however, you have a participation grade that drops each time you have an unexcused absence.**
 - I expect notes if you miss because of an illness. With Covid, I will work with you, but I expect communication. You cannot expect me to help you if you do not communicate with me.
 - I expect you to come to class on time. If you are more than 5 minutes tardy it will reflect on your in class assignment for the week.
 - If you stop coming to class, you must withdraw yourself, I will NOT drop you.
- **If you have perfect attendance, you will be exempt from the Final.**

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.

WITHDRAWAL POLICY: The last day to withdraw/drop with a grade of "W" is **April 27th**. 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>.

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

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/>.

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.

SPC Bookstore Price Match Guarantee Policy:

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester