McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRO TO SPEECH COMMUNICATION

SPCH-1311-091 & 092

KATIE STEVENS

NOTE: This is a 16-week course.
NOTE: This is an Online course.

COVID 19 Notice:
McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:
Introduces basic human communication principles and theories embedded in a variety of contexts, including interpersonal, small group, and public speaking.

Prerequisites and/or Corequisites:
There are no official course prerequisites at this time. The student should, however, be able to speak, listen, and write in English, employing at least a high school level vocabulary and correct grammar. Writing skills are necessary for completing assignments; reading skills are necessary for reading a college text and responding to test questions; and speaking is necessary to demonstrate the skills studied. The student will be expected to apply critical thinking skills including comparison and contrast, analysis, and synthesis. To improve inadequate skills for the level of this course, the student may take advantage of the college's reading and developmental English courses. Adequate English oral usage is expected for success in the course.

Course Notes and Instructor Recommendations:
This course is an overview of communication in various settings. We will go over the basics of communication, including self-awareness, listening, verbal and nonverbal communication and culture. We will discuss communication in relationships, including how to initiate, develop and maintain relationships, as well as conflict management. Group communication and dynamics will also be covered with focus on problem-solving. Finally, presentations will be completed in a group and individual setting, with an outline, works cited and visual aid component.

Students need to access course materials in Brightspace and check regularly for class information, to submit assignments and check grades. I recommend students Opt-In on notifications in Brightspace for announcements and grades posted. Students must submit assignments in Word or PDF documents. All assignments will be submitted in Brightspace and grades/feedback will be posted in Brightspace. Presentations must be recorded and students will create and submit a link for their video. This can be completed in YouTube through your student email. Students should be familiar with Zoom and create a free account, which will be used for the group presentation. Lectures will be posted as PowerPoint slides in Brightspace. Students must have access to reliable internet and check Brightspace regularly.

Instructor Information:
Instructor Name: Katie Stevens
MCC E-mail: kstevens@mclennan.edu
Office Phone Number: 512-966-7806
Office Location: Zoom office
Office/Teacher Conference Hours: Monday-Friday by appt on Zoom

Other Instruction Information: If you need to contact me, I will respond within 24 hours via email during the weekdays. On weekends, I will try to respond promptly, but in some instances response time may wait until Monday, especially during holidays.

Required Text & Materials:

Title: Communication: Principles for a Lifetime
Author: Beebe, Beebe, & Ivy
Edition: 7th
Publisher: Pearson
ISBN: 9780134553528

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:

This course will consist of lecture, discussion, quizzes/tests, papers, outlines and presentations. Students need to access course materials in Brightspace and check regularly for class information, to submit assignments and check grades. I recommend students Opt-In on notifications in Brightspace for announcements and grades posted. Students must submit assignments in Word or PDF documents. All assignments will be submitted in Brightspace and grades/feedback will be posted in Brightspace. Students must have access to reliable internet and check Brightspace regularly.

Course Objectives and/or Competencies:

- **Critical Thinking (CT) --** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communications Skill (COM) --** to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Teamwork (TW) --** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** -- to include the ability to connect choices, actions and consequences to ethical decision-making

Learning Outcomes: Upon successful completion of this course, students will:

1. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis. (CT, COM, PR)

2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication. (COM, TW)
3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness. (CT, COM, PR, TW)
4. Develop, research, organize, and deliver formal public speeches. (CT, COM, PR)
5. Recognize how to communicate within diverse environments. (CT, COM, PR, TW)

Course Grading Information:

- *Attendance*: Attendance will be monitored and graded through chapter quizzes and attendance in Zoom or in-person meetings.
    - *Discussions:* For each thread, you should respond to the discussion question and also respond to two other classmates. Your initial response must be at least 150 words. Your responses to other posts must be at least 50 words. Discussions are worth 10 points each (6 points for initial post, 2 points for each response).
    - *Quizzes*: There are 16 Chapter Quizzes that must be taken in Brightspace, worth 10 points each. Each student will answer 5 questions from the chapter, with each question worth 2 points. The quizzes are not timed and questions will be randomized. Each quiz may be taken up to three times and the highest quiz grade will be recorded. The lowest quiz score will be dropped.
      Note: Chapter 14 Quiz is completed by submitting your Outline Rough draft via email for feedback.

- *Exams*: There are three exams in the course worth 100 points each.
    - Test#1 covers Chapters 1-6
    - Test#2 covers Chapters 7-10
    - Test#3 covers Chapters 11-15

  Each test will be completed in Brightspace. You will have 60 minutes to complete the test (extended time for students with time accommodations). Test questions and answers will be randomized to avoid cheating. Tests will be available as each unit opens up and can be taken any day/time online, but must be completed by the specific deadlines. If you miss a deadline for a test, you will receive a zero for that test (see Note below).

  Note: There is an optional Final exam that will allow you to drop an earlier test grade. So, if you missed a test deadline and received a zero or scored low on a test and want to pull up your grade, the final exam will replace that score. If you do not need to drop an earlier test grade, then the final exam does not need to be taken. The Final exam is avaliable in Brightspace and contains 50 multiple-choice questions from Chapters 1-15. You have 90 minutes to complete the Final exam. Test questions will be randomized to avoid cheating.

- *Personal Report:* There will be a personal report of your communication style.You will complete a packet of 4 surveys that help you identify your personal communication style

across 4 areas. Then, you will answer four questions where you reflect upon your results for each survey. The Personal Report Assignment will be completed in the first unit of the course.

- *Conflict Resolution Skills Check:* There will be an interpersonal skills check. This is a role-play activity where you will demonstrate effective conflict resolution from the steps explained in Chapter 8. You will choose a conflict scenario and create a script/dialogue exhibiting the steps of effective conflict resolution.

- *Group Assignment:* There will be one presentation completed with an assigned group. Group assignments will be communicated within Brightspace initially. Once initial contact is established, groups may communicate in other formats, like GroupMe or Google MeetUp. The group will choose a charity and then present 10-15 minutes about that organization. Each group member must cite one source during the presentation. The group will receive a grade based on the group presentation and an individual peer evaluation portion.

- *Persuasive Presentation*: There will be an individual persuasive presentation on a topic of your choice. The speech is 5-7 minutes long and includes 4 sources that must be cited verbally during the presentation. An outline, bibliography and audience analysis paper will be submitted on Brightspace. Students must video their presentation and post a link (Instructions included in Assignment Intstructions on Brightspace) in the Discussion section, which will be available for the class to view. Students will view classmates' speeches and complete 10 peer review sheets, answering questions about each speaker. Also, you will submit a self-reflection paper explaining three things that you did well and three areas to improve from your presentation.

- *Grades will be divided as follows:*

Test 1 (Chapters 1-6)	100pts
Test 2 (Chapters 7-10)	100pts
Test 3 (Chapters 11-15)	100pts
Discussion Boards	100pts
Chapter Quizzes	150pts
Personal Communication Report	100pts
Conflict Skills Check	50pts
Group Presentation	100pts
Speech Outline	50pts
Persuasive Presentation	100pts
Speech Peer Reviews	20pts
Speech Self-reflection	25pts
	1000pts

A=900-1000; **B**=800-899; **C**=700-799; **D**=600-699; **F**=000-599

Course Outline or Schedule:

Assignments listed should be completed by Sundays at 11pm in Brightspace.

Date	Coursework	Deadline
Week 1		
8/23-29	Look over Syllabus Complete Orientation Quiz Post in Discussion Board 1	August 29th
Week 2		
8/30-9/5	Read Chapters 1 & 2 Complete Chapter 1& 2 Quizzes Post in Discussion Board 2	September 5th
Week 3		
9/7-12	Read Chapters 3 & 4 Complete Chapter 3 & 4 Quizzes Post in Discussion Board 3	September 12th
Week 4		
9/13-19	Read Chapters 5 & 6 Complete Chapter 5 & 6 Quizzes Post in Discussion Board 4	September 19th
Week 5		
9/20-26	Submit Personal Report Take Test#1	September 26th
Week 6		
9/27-10/3	Read Chapters 7 & 8 Complete Chapters 7 & 8 Quizzes Post in Discussion Board 5	October 3rd
Week 7		
10/4-10	Complete Conflict Skills Check	October 10th
Week 8		
10/11-17	Read Chapters 9 & 10 Complete Chapters 9 & 10 Quizzes Post in Discussion Board 6	

	Begin Group Assignment	October 17th
Week 9		
10/18-24	Work on Group Assignment	
	Take Test#2	October 24th
Week 10		
10/25-31	Submit Group Presentation	
	Submit Group Peer Evaluations	October 31st
Week 11		
11/1-7	Look over Persuasive Assignment	
	Read Chapter 11	
	Complete Chapter 11 Quiz	
	Post in Discussion Board 7	November 7th
Week 12		
11/8-14	Read Chapter 12 & 13	
	Complete Chapter 12 & 13 Quizzes	
	Post in Discussion Board 8	November 14th
Week 13		
11/15-21	Read Chapter 14	
	Submit Outline rough draft via email (Ch.14 Quiz)	
	Read Chapter 15	
	Complete Chapter 15 Quiz	
	Post in Discussion Board 9	November 21st
Week 14		
11/22-28	Take Test#3	November 28th
Week 15		
11/29-12/5	Submit Speech Outline	
	Record & Submit Speech Video link	
	Submit Self-reflection paper	December 5th
Week 16		
12/6-8	Complete Speech Peer reviews	
	Post in Discussion Board 10	December 8th
	Take Final Exam	
	(Final is optional to replace a missed test or drop a low test score)	

Late Work, Attendance, and Make Up Work Policies:

Students are expected to complete all written work, exams, and presentations on time. Attendance is required and assessed through completion of chapter quizzes and class attendance via Zoom or in-person meetings. If you miss 8 days of class, you will be dropped from the course.

Late work will only be accepted with instructor approval, but any late work will receive a 10 percent penalty regardless of whether it is excused or unexcused. If you know that you will be unable to complete an assignment or test is scheduled, communicate with the instructor ahead of time and something might be arranged to avoid the penalty. There are no make-up exams. If you miss a test, you will need to take the final exam to be able to drop your missed test score.

Click Here for the MCC Attendance/Absences Policy

(https://www.mclennan.edu/highlander-guide/policies.html)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Student Behavioral Expectations or Conduct Policy:

1) Be respectful to other students and the instructor. Students should conduct themselves professionally during Zoom and face-to-face classes.

2) Check BrightSpace for grades and other materials and Opt-in for notifications to receive announcements from class.

3) Work must be submitted via Brightspace by the posted deadlines. Any late work receives a ten percent penalty for each day it is submitted late. Assignments are due at 5pm on the assigned due date.

4) Check over the assignment instructions before submitting an assignment. Check that you've included all items required before submitting.

5) When you submit an item, check that you submitted the correct document in .doc or .pdf format. The item submitted will be assigned a grade. If it is the wrong document or if it cannot be opened due to being in the wrong format, it will be graded as a zero.

6) Remember Murphy's Law: what can go wrong, will go wrong. Do not wait until the last minute to submit assignments or coursework, since an issue may arise that delays submissison and pushes it past the deadline.

7) If you miss a test, you can replace one test at the end of the semester by taking the final exam. If no tests are missing, you can take the final exam to drop a low test grade. If you do not wish to replae a zero or drop a low test score, you do not need to take the final.

8) If you have questions at any time, please email, text or call. If you do not receive an email response within 24 hours during the week or 48 hours on weekends, resend it. Communication is key!

Tips for Online Learning:

1. **Create a space** for completing your schoolwork. Find somewhere quiet and comfortable and free of distractions.
2. **Create a schedule** for completing your weekly assignments. Try to find a consistent time daily/weekly where you can focus on your courses.
3. **Ask questions** when needed. Although learning is virtual, the instructor is available for questions. Check in periodically with your instructor.
4. **Read instructions carefully.** At the start of the course, read the syllabus and keep it handy to refer back to instructions. Make sure you read posted announcements since they contain weekly instructions. When working on an assignment, read over the instructions when you start and then read them again before submitting your work to make sure you completed it correctly and are submitting it in the correct format.
5. **Connect to the material.** Remember that you want to take the time to understand and think about the material you're learning about. Don't just check boxes and move on. Consider how this can be used in your life and make connections to the concepts you see.

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.