McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRO TO SPEECH COMMUNICATION

SPCH 1311.008

INSTRUCTOR NAME

NOTE: This is a 16-week course.
NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Course Description:

Introduction to Speech Communication introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Prerequisites and/or Corequisites:

None.

Course Notes and Instructor Recommendations:

Welcome to Introduction to Speech Communication! This course syllabus is my contract with you for this semester. **It is your responsibility to read this syllabus and be familiar with its contents!** However, just like any other contract, this syllabus is renegotiable and may change at my discretion throughout the course. Adequate notice will always be given prior to any changes.

Things to Know:

- **I am here to help!** If you need clarification or feedback on an assignment, or if you would like coaching for speech presentations, please do not hesitate to ask. That said - it is up to you to take the initiative and ask for help.
- I am available during my office hours for questions or assistance. If you are not available during my office time, please email me - we can always set up a time to meet**.**
- **Email is the best way to get in touch with m**e. I check my email frequently, until 5:00 pm on weekdays, and will do my best to respond to you within 24 hours (except on weekends).
- **Please check your campus email and/or Brightspace course site before each class!** I will often use these methods to communicate pertinent class information and reminders.

Instructor Information:

Instructor Name: Marianna Hampton
MCC E-mail: mhampton@mclennan.edu
Office Phone Number: 254-299-8955
Office Location: FOB 115

Office/Virtual Conference Hours:
Mon: 11:00 am – 12:00 pm
Tues: 12:30 – 2:00 pm
Wed: 11:00 am – 12:00 pm
Thurs: 12:30 – 2:00 pm

To meet with me virtually, use the Zoom Meeting ID 254 299 8955 during posted office hours. If I am meeting with another student or faculty member, you will be placed in a virtual waiting room until I am available.

Other Instruction Information: I check email until 5:00 pm and will do my best to respond within 24 hours Monday through Thursday.

Required Text & Materials:

Title: Human Communication
Author: Pearson, Nelson, Titsworth, Hosek
Edition: 6th
Publisher: McGraw Hill
ISBN: 9780078036873

Website for free .pdf of text:
https://www.academia.edu/41958766/Human_Communication_6e

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

Methods of Teaching and Learning:

Lecture, online/Zoom discussion and activities, class discussion, student presentations, group project, self and peer evaluations, written reports, quizzes, exams.

Course Objectives and/or Competencies:

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

- **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 Outline or Schedule:

	Unit I – Understanding Communication	
1-12	Course Introduction	Zoom Class
1-14	Blended Course Orientation	Zoom Class
1-19	Introductions and Group Formation	Zoom Class
1-21	Syllabus Quiz [A]	Due Online
1-26	Watch Chapter 1 Lecture and take Quiz [A]	Due Online
1-28	Chapter 1 Discussion Day	Zoom Class
2-2	Watch Chapter 2 Lecrure and take Quiz [A]	Due Online
2-4	Chapter 2 Discussion Day	Zoom Class
2-9	Watch Chapter 3 Lecture and take Quiz [A]	Due Online
2-11	Chapter 3 Discussion Day	Zoom Class
2-16	Watch Chapter 4 Lecture and take Quiz [A]	Due Online
2-18	Chapter 4 Discussion Day	Zoom Class
2-23	Watch Chapter 5 Lecture and take Quiz [A]	Due Online
2-25	Chapter 5 Discussion Day	Zoom Class
3-2	Midterm Exam Review	Zoom Class
3-3 to 3-5	**Midterm Exam Available on Brightspace**	**Due Online**
3-8 to 3/13	**SPRING BREAK – NO CLASS**	
	Unit II – Public Speaking	
3-16	Audience Analysis and Topic Selection – Ch. 10	Cohort A
3-18	Audience Analysis and Topic Selection – Ch. 10	Cohort B
3-21	Outline Development Lecture – Ch. 12 [A] *APA Workshop Becomes Available	Due Online

3-23	Speech Presentation Lecture – Ch. 13 [A]	Due Online
	*Visual Aids Workshop Becomes Available	
3-25	Informative Speaking Lecture - Ch. 14 [A]	Due Online
3-18	APA Workshop Quiz	Due Online
3-30	Research Orientation	Zoom Class
	Visual Aids Workshop	Due Online
4-1	Informative Speech Rough Draft [A]	Due Online
4-4	Informative Speech Final Draft	Due Online
4-6	**Informative Speech**	**Group A1 – Cohort A class**
4-8	**Informative Speech**	**Group B1 – Cohort B class**
4-11	Groups A1/B1 Self-Assessments [A]	Due Online
	Groups A2/B2 Informative Peer Critique [A]	Due Online
	*Start watching Persuasive Speaking Online Lecture	
4-13	**Informative Speech**	**Group A2 – Cohort A class**
4-15	**Informative Speech**	**Group B2 – Cohort B class**
4-18	Groups A2/B2 Self-Assessments	Due Online
	Groups A1/B1 Informative Peer Critique [A]	Due Online
	Persuasive Speaking Lecture – Ch. 15 [A]	Due Online
4-20	Group Work Day – Cohorts A and B	Meet in LTC 318 and OACA
4-22	Group Work Day & Rough Draft Check	Meet in LTC 318 and OACA
4-25	Group Persuasive Final Draft	Due Online
4-27	**Group Presentations**	**Cohort A**
	Final Review	
4-29	**Group Presentations**	**Cohort B**
	Final Review	
5-2	Peer Critique, Self-Eval, & Group Eval [A]	Due Online

FINAL EXAM: Available in Brightspace 5/3 @ 8:00 am – 5/5 @ 11:59 am.

[A] Signifies an online activity/grade that also counts for your attendance in the blended portion of the course. Online lectures will have an embedded attendance quiz.

Course Grading Information:

UNIT I:

Syllabus Quiz: The syllabus quiz is worth 25 points and also counts for your attendance in the online portion of the course.

Brightspace Quizzes: You will take five (5) chapter quizzes over the course of Unit I**.** Your completion of each quiz will count for both a grade and your attendance in the online portion of the course.

Zoom Class Discussion Days: Over the course of Unit I, we will have five Zoom classes devoted to group and class discussion.

- Attendance will be taken at each Zoom session.
- If you are absent from a discussion day, you may turn in an alternative written make-up assignment for your discussion grade due by 11:59 pm on Brightspace the day (Friday) after the missed discussion day.
- Your participation in these discussion days will be graded based on the rubric below.

25 points	Two or more comment or question contributions that display critical thinking of the content
20 points	At least one comment or question contribution that display critical thinking of the content.
10 points	Student is present and participated in small group discussion/activities, but not class discussion.
0 points	Student was not present for the class discussion day.

UNIT II:

Unit II Quizzes: You will take two quizzes in Unit II worth 25 points each: the APA Workshop Quiz and the Visual Aids Workshop Quiz.

Rough Draft Checks: you will complete a rough draft check for each of the two speeches in your public speaking section worth 25 points each. The rough drafts must include:

- your purpose statement
- the main points in the body of your speech
- at least one source cited in APA formatting

Speech Presentations: You will give two speech presentations during the public speaking unit of the course: an informative speech and a persuasive speech. The informative speech will be given individually and the persuasive speech will be given in groups. You will be expected to turn in an outline accompanied by a bibliography in APA format for both speeches. You will also be expected to provide links to the library/online resources in your bibliography. Please read the handout on Brightspace titled "Outlines and APA Formatting" for detailed instructions on crafting your speech outline.

- **Speech 1: Informative Speech –** This speech will take the form of a "how to" or instructional speech and should consist of an introduction to the topic, a body describing the steps of the process, and a developed conclusion.
    - The speech should be **4-7 minutes** in length.
    - You will turn in a digital typed outline and bibliography to your Brightspace course by the scheduled due date.
    - **Four (4) credible sources** are required in your bibliography.
    - You must provide a permalink for each library resource or an full web address for each approved online source in your bibliography.
    - **You may earn up to 10 bonus points by including a visual aid with your presentation.**
    - Please read the **Process Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.

- **Speech 2: Group Persuasive Speech –** Your group will need to choose a topic of public policy that is relevant at the local, state, or national level and persuade your audience to accept your solution to this public policy issue.
    - Each presentation should develop a problem, demonstrate a cause of the problem, and offer a solution that will directly address the cause and reduce the problem.
    - The speech should be **8-12 minutes** in length
    - Your group will need to turn in one completed outline. You will turn in a digital typed outline to your Brightspace Course by the scheduled due date.
    - **Five (5) credible sources** are required in your bibliography.
    - You must provide a permalink for each library resource or an full web address for each approved online source in your bibliography.
    - All members of the group must contribute equally to the delivery of the speech.
    - Your group must include an approved visual aid with the speech presentation.
    - You will need to complete group evaluation forms on Brightspace regarding group participation asa part of your grade.

- Please to read the **Persuasive Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.

Self/Group Evaluations: You will complete one self-evaluation for the informative speech worth 25 poitns. You will also complete forms for self and group evaluations on the group persuasive speech; those scores will be averaged to determine your total out of 25 possible points.

Peer Critiques: You will be required to fill out a peer critique form on one of your classmate's speeches for each speech presented – which is two critique forms total. Each critique sheet is worth 25 points and will be turned in through Brightspace.

Exams: You will take one midterm and one final exam. The midterm exam is worth 100 points and will consist of multiple choice, true-false, and short essay questions. The final exam is worth 150 points and will be comprehensive. The test format will be multiple choice and true-false.

GRADE SHEET

assignments	possible points	your points
Unit I		
Syllabus Quiz	25	_____
Chapter Quizzes (5 total)	125	_____
Class Discussion Days (5 total)	125	_____
Midterm Exam	100	_____
Unit II		
APA Workshop Quiz	25	_____
Visual Aid Workshop Quiz	25	_____
Rough Draft Outline Checks (2 total)	50	_____
Informative Speech	150	_____
Self Evaluation	25	_____
Group Persuasive Speech	175	_____
Self/Group Evaluations	25	_____
Peer Critiques (2 total)	50	_____
Final Exam	150	_____
Attendance Points 0 – 1 absence = 50 2 absences = 40 3 absences = 30 4 absences = 20 5 absences = 10 6 or more absences = 0	50	_____
Possible points	**1100**	_____

Grades
990 - 1100 = A
880 - 989 = B
770 - 879 = C
660 – 769 = D
659 and below = F

Late Work, Attendance, and Make Up Work Policies:

- **Attendance will be taken at the beginning of each class (including Zoom classes).**
    - I will take attendance at two minutes after the posted class start time.
    - If you are not present in class (or connected to Zoom for Zoom classes) when attendance is taken you will be counted absent.
- **You will maintain attendance for the online portion of the class by completing Online Quizzes, Self Evaluations, Peer Critiues, and turning in Speech Rough and Final Drafts.**
- **If you arrive late to Class or a Zoom meeting, it is your responsibility to communicate with me at the end of class and change your absent status for the day.**
    - You are allowed one (1) "grace" tardy. The first time that you arrive late to class, I will not count the tardy.
    - Following your grace tardy, every two (2) subsequent tardies will count as one (1) absence.
- **DO NOT enter or leave class while a classmate is presenting a speech.**
- **In an effort to reduce personal contact, all assignments for the course will be turned in through Brightspace. All online activities must be completed by their assigned due date.**
- **Being unprepared is not a valid excuse and those students will not be allowed to make-up either a missed speech or incomplete portions of a speech.**
- **Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.**
    - I require documentation for above mentioned absences in order for a student to qualify for make-up work.
    - I have the prerogative of determining whether a student may make up work missed due to absences for other reasons.
    - If you miss an assignment deadline due to contracting COVID-19, please provide me with a doctor's note and I will work with you to complete the assignment when you are recovered.
- **It is the student's responsibility to inform the professor of the reason for an absence and to do so in a timely fashion.**
    - You must email me or leave me a voicemail on the day of your absence to qualify for make-up work.
    - The syllabus lists a class schedule with assignments for each day. Please note that this syllabus may be amended during the semester. If you are absent from class, it is your responsibility to inquire about changes.

- **If you know ahead of time that you will be absent from class on a day you are assigned to present a speech**, please speak to me about it as much in advance as possible - we may be able to reschedule your presentation date.
- **Absence from 25 percent of the class will be taken as evidence that the student does not intend to complete the course and the student will be withdrawn from the course by the instructor.**
    - If the student's absences (25 percent) are accumulated **before the official drop date**, the instructor will assign the student a "W." If the student reaches 25 percent **after the official drop date,** the instructor will assign a W if the student is passing or an F if the student is not passing.
- **The last day for student initiated withdrawals is March 26th.** With a blended schedule, 8 absences (whether in person or online) will meet the 25% policy standards.

Student Behavioral Expectations or Conduct Policy:

- **Personal conduct in this classroom is based on respect towards others in all aspects of the course.** Please keep your language PG-13 and treat others the way you would like to be treated.
- **You are expected to arrive for class on time**. Please be respectful of your classmates learning/presentation experience and make every possible effort to be on time.
- **All cell phones must be on silent or turned off.**
- **No unnecessary device use during class.**
- Being a good listener is a critical element of effective communication. You **MUST** be an active, courteous listener when others, including your instructor, are speaking.
- Please get enough sleep every night. If you are too tired to stay awake, please do not come to class intending to "nap." If you put your head down on the table, close your eyes, snore, or give off some other sleeping "vibe," I will count you absent.
- Bring your textbook to class and keep up with your reading assignments. You will be expected to contribute during discussions.
- **During Zoom classes, you will be required to use video Zoom to confirm your identity.**
- Please dress for Zoom meetings following campus dress policies and make sure you choose an appropriate location (e.g. a common room) from which to Zoom. Make sure any virtual backgrounds used are professional in nature.

*** Click Here for the MCC Academic Integrity Statement**

(**www.mclennan.edu/academic-integrity**)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** 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.

* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

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. Students can 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 contacted/notified through 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.

*** Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace (https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
Click on the link above 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 her/his 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.

Forwarding Emails:
You may forward the 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 become lost or placed in junk or spam filters.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

*** Click Here for more information about Title IX**
(www.mclennan.edu/titleix)
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 Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) 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.

* *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*