McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

PROFESSOR'S PLAN

INTRODUCTION TO SPEECH COMMUNICATION

SPCH 1311.089

PROFESSOR ANN C. DUNCAN

This is a 16-week online 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.

Any part of this course plan document is subject to change.
Changes will be announced on Brightspace.

Course Description

Introduces basic human communication principles and theories embedded in a variety of contexts, including interpersonal, small group, and public speaking. Semester Hours 3 (3 lec)

Pre-requisites and/or Co-requisites

Prerequisites—NONE
Co-requisites:

- Have the ability to speak, listen, and write in English, employing at least a high school level vocabulary and correct grammar
- Have writing skills (equal to the level required for English 1301 level courses) for completing assignments
- Have reading skills for reading on a 9th grade level for studying course materials and for following assignment instructions
- Self-discipline to complete your work as scheduled for this course regularly.
- Skill in using the internet, computer, Microsoft Word, PowerPoint, and basic video creation and uploading. Go to YouTube to search for "how-to" videos for each of these skills

Course Notes and Professor Recommendations

Welcome to Introduction to Speech Communication

- This **course plan is my contract with you** for this semester. All information essential to your successful participation in and completion of this course is outlined in this document. It is **your responsibility to read everything in this document and be familiar with its contents**! You will be asked to sign a *Course Plan Agreement* in your first assignment indicating that you understand all course policies and agree to abide by them in this course. No grades are posted on Brightspace until I have your "User Agreement."
- Schedule time each week to complete your work for this course as follows.
  - o   16-week   minimum of 9 hours each week
- I am here to help! If you need clarification on an assignment, please do not hesitate to ask. That said - it is up to you to take the initiative and ask for help. PLEASE NOTE that I am of limited or no help within a few hours or the day before an assignment's deadline.
- I am available during my conference times on Zoom and much of the time by email for questions or assistance. If you are not available during my conference times, please email or text me. We can always set up a time to discuss this over the phone. I check my email frequently Monday through Thursday in the afternoons. Weekends my response time is usually within 24 hours.
- Always put your full name and the course ID (SPCH 1311.089) with a keyword or two about the topic on the subject line of any email message to me. I cannot answer your questions or address your concerns without this information as I have several online courses.
- Use only your MCC email account. Emails from other accounts may go into the college quarantine or never accepted. See the Email Policy section of this course plan.
- Please check your MCC email and Brightspace course site frequently! I use these methods to communicate helpful class information, schedule updates, link corrections, and reminders.
- There is no textbook to purchase.   A variety of video, document, and web site materials are provided in the course modules on Brightspace that replace the need for a traditional textbook.

- You need **reliable access to the internet,** *Microsoft Office 365,* **and** *Adobe Acrobat Reader* to communicate and to access and use assignment course files on Brightspace.   You will use *Microsoft Word, PowerPoint, and Adobe Acrobat free reader* in this course. MCC provides Microsoft Office 365 to you for free. See the Programs and Apps section below for the link.
- **Acquire reliable access to a computer with internet service**—computers are available on the MCC campus. Phones are not the best choice. Desktop computers, laptops, and tablets are devices that will make your access and work much easier in this course.
- **Download all course files** to a portable drive or device for accessing them (especially when working off-line is necessary) and for completing/uploading assignment documents. You also can copy and paste all module checklists into a Word document where the links should remain active when working off-line.

Professor Information

Professor:	Ann Duncan
E-Mail:	aduncan@mclennan.edu
Office Phone Number:	254.299.8956
Office Location:	Faculty Office Building, room 117 (I will be at home during COVID-19)
Office Conference Hours:	**See the course homepage on Brightspace for my Zoom conference hours.**

Required Textbook   Do not purchase a textbook!!

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

Programs and Apps

Download and use these three must-have apps to complete your work in this course.

- **Microsoft Office 365** suite of programs available to you as an MCC student for free. You must use the Microsoft Word program in this application suite to complete several assignments and to access course files on Brightspace. Contact Tech Support for assistance with this download, if needed. http://www.mclennan.edu/tech-support/software
- **Adobe Acrobat Reader**—go to https://get.adobe.com/reader/ Some course documents on Brightspace are in this format. This app is free.
- **Grammarly**—go to https://www.grammarly.com/   Use this free writing check tool for all your writing in assignments and discussions. This app will improve the points you earn for all written assignments, including your posts to the discussion topics.

Methods of Teaching and Learning

I do not do lectures, require you to purchase a textbook, or give traditional tests. Instead, I have designed your learning experience to include viewing professionally produced videos, reading documents by experts, using web site materials—all of which have passed my "This is essential information, usually short in length/time, and not boring" test. The course is organized into several modules with links to these content items for you to study and then use to complete your written and oral presentation assignments and to participate in several discussion topics. These presentations, assignments, and discussions replace the traditional tests for this course. I have set up Zoom *Chat with Prof* conference times twice a week for you to join and discuss your work in this course or just "hang-out" with me and any other classmates attending. The teaching and learning emphasis for this course is on interacting and sharing what is being discovered and practiced for you to learn and acquire the communication skills you need in interpersonal relationships, public speaking, and small group work situations.

Course Objectives

This course provides students opportunities for understanding and applying communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts, including friendships, romantic partners, families, and relationships with co-workers and supervisors. Also, students are to acquire these four skill sets.

- **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 Competencies

Upon successful completion of this course, students will have made significant progress in developing these communication skills.

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 using 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 and informal public speeches. (CT, COM, PR) Recognize how to communicate within diverse environments. (CT, COM, PR, TW)

Course Schedule

Week	Module Topic	Assignments	Point Credits	How to Submit	Due Dates
1	Your Course Orientation	Course Orientation Assignment	up to **50** 5 bonus points for submitting 2 days early	D2L Assessments Tab Attach to assignment folder on Brightspace	Jan. 18 (Monday) by 11:30 PM
2	Learning About Communication	***Hello, My Name Is…Selfie Video***	**50** 5 bonus points for posting 2 days early	D2L Discussions Tab Discussion Thread Post	Jan. 22 (Friday) by 11:30 PM
3	Learning About Communication	*Hello, My Name Is…* Classmate Greetings	**25** 2 bonus points for posting all 5 Greeting Replies 2 days early	D2L Discussions Tab Discussion Reply Posts	Jan. 29 (Friday) by 11:30 PM
4	Developing Interpersonal Communication Skills	*How Can We Be Nicer to Others?* Discussion Thread	up to **80** 8 bonus points for posting 2 days early	D2L Discussions Tab Discussion Thread Post	Feb. 5 (Friday) by 11:30 PM

5	Developing Interpersonal Communication Skills	*How Can We Be Nicer to Others?* Discussion Replies	Up to **20** 2 bonus points for posting all 4 Replies 2 days early	D2L Discussions Tab Discussion Reply Posts	Feb.12 (Friday) by 11:30 PM
6	Resolving Conflicts with Others	My Conflict Resolution Toolkit	up to **50** 5 bonus points for submitting 2 days early	D2L Assessments Tab Attach to assignment folder on Brightspace	Feb. 19 (Friday) by 11:30 PM
7	Using Communication Skills in Relationships	*Resolving COVID-19 Interaction Challenges* Discussion Thread	up to **80** 8 bonus points for posting 2 days early	D2L Discussions Tab Discussion Thread Post	Feb. 26 (Friday) by 11:30 PM
8	Using Communication Skills in Relationships	*Resolving COVID-19 Interaction Challenges* Discussion Replies	Up to **20** 2 bonus points for posting all 4 Replies 2 days early	D2L Discussions Tab Discussion Reply Posts	Mar. 5 (Friday) by 11:30 PM
9	Informing Others	Informative Speech Interpersonal Theory & Movie Selections	up to **20** 2 bonus points for submitting 2 days early	D2L Assessments Tab Attach to assignment folder on Brightspace	Mar. 16 (Tuesday) by 11:30 PM
10	Informing Others	Speech Annotated References List	up to **30** 3 bonus points for submitting 2 days early	D2L Assessments Tab Attach to assignment folder on Brightspace	Mar. 23 (Tuesday) by 11:30 PM
11	Informing Others	**Informative Presentation Video** Classmate Feedback on the speeches	up to **100** 10 bonus points for posting 2 days early up to **15** 2 bonus points for posting all 3 replies 2 days early	D2L Discussions Tab Video uploaded to Informing Others Presentation Discussion Thread Feedback in Reply posts to classmate Threads	**Mar. 30** **(Tuesday)** by 11:30 PM Apr. 2 (Friday) by 11:30 PM
12	Working in Groups	Group Information Form	up to **25** 3 bonus points for uploading 2 days early	D2L Groups Tab Upload document to Group Files Locker	Apr. 6 (Tuesday) 1:00-3:00 PM
13	Working in Groups	Group Slideshow Storybook Plan	up to **30** 2 bonus points for uploading 2 days early	D2L Groups Tab Upload document to Group Files Locker	Apr. 16 (Friday) by 11:30 PM
14	Working in Groups	**Group Presentation Video**	up to **100** 10 bonus points for	D2L Discussions Tab Video uploaded to Group Presentation	Apr. 22 (Thursday)

			posting 2 days early		by 11:30 PM
15	Working in Groups	Classmate Feedback on the presentations	up to **15** 2 bonus points for posting all 3 replies 2 days early	D2L Discussions Tab Feedback in Reply posts to group threads	Apr. 26 (Monday) by 11:30 PM
		Self & Group Evaluations	up to **50** 5 bonus points for submitting 2 days early	D2L Groups Tab Attach to assignment folder on Brightspace	Apr. 27 (Tuesday) by 11:30 PM
		Group Contribution Award	up to **25** points	No submission	
16	Final Exam Presentation	**Course Commencement Address Video**	up to **100** 10 bonus points for posting 2 days early	D2L Discussions Tab Video uploaded to Informative Speech Discussion Thread	**Apr. 30 (Friday) by 11:30 PM** **May 3 (Monday) by 2:00 PM**
		Classmate Feedback on the video presentations	up to **15** 5 bonus points for posting all 5 replies 2 days early	Feedback in Reply posts to classmate video Threads	

How the Course Grading System Works

You complete and present/submit all course assignments as directed by the due dates and times listed on the *Course Schedule* in Brightspace.

1. **You earn point credits for each submitted or presented assignment** based on the quality and promptness of your work.
2. **Bonus point credits** are earned with early assignment submissions.
3. **Your point credit total increases** with each submitted/presented assignment.
4. **The maximum overall point total** you can earn is **755 point credits** plus up to 56 bonus points for early assignment submissions.
5. **Your final overall point total converts to the final course letter grade** as follows.

    90% point credit total = **A** This grade requires high-quality completion of all assignments.
    80% point credit total = **B**
    70% point credit total = **C**
    60% point credit total = **D** This grade is a passing grade and may not transfer.
    50-0% point credit total = **F** This is a failing grade, resulting in no credit for this course.

6. **All course letter grade levels are available to each student in this course.** Grade curves or averaging of assignment grades are not used in this course. Recently all students in one of my course sections earned a grade of A. I challenge everyone in this class section to do the same!

7. MCC student final course grades are calculated on a four-point GPA system while dual-credit student final course grades usually are calculated on a 100-point numerical system for their respective transcripts.

Late Work and Make-up Work Policies

- **Late work is not accepted**   This policy has been adopted to help you prioritize and fulfill your commitment to complete this course with a passing final grade.

- **Files that cannot be opened by me by the assignment's deadline** will cause your **work to be considered late** and will **not be graded.** Pay close attention to your assignment instructions to avoid this happening with your submission.

*This late work policy may not apply if you have a documented illness or other unusual circumstances that require absences beyond the dates designated for assignments but **only if you notify me in advance**. The professor's decision to waive this penalty will be based on evidence of legitimate proof of the absence such as written certification from a physician, official notification about a college event, and so forth. The professor reserves the right to decide to waive or not waive a late work penalty **based on what is fair to everyone participating in this course who did meet the requested assignment deadlines**.*

YOU OR SOMEONE ACTING FOR YOU MUST CONTACT ME IMMEDIATELY about any situation that disrupts your ability to complete assignments by their designated deadlines.

Student Behavioral Expectations or Conduct Policy

You are expected always to interact with your classmates and me in a courteous, respectful, and professional manner. Whether you are emailing, messaging, or participating in a course discussion, keep in mind that socially inappropriate words or media are not allowed. Any disagreement with another student's point of view cannot involve hateful wording (including name-calling). Such negative communication can result in you being withdrawn from this course. Our online environment must be a positive and safe learning situation for everyone. All of us have the responsibility for helping each other know more about being successful communicators in our world. Keep in mind that all your electronic communications are permanently stored on one or more servers, including your phone calls, emails, texts, tweets, and so forth. Mind the words you use, because we now live in a transparent or "glass house" world.

MCC Academic Integrity Statement

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.

Plagiarism and Cheating Policy for this Course

Any assignment with work submitted or presented in this course involving plagiarism and/or cheating will receive **zero-point credits** and notification of this offense will be sent to the Career Development Office. Continued use of such work will result in a **grade of F for this course** and further action by the Career Development Office.

<u>Plagiarized work</u> is work created by a person other than by the student submitting, presenting, or not citing in a speech the work by this other person in an assignment.

<u>Cheating</u> is using inappropriate assistance from one or more persons to complete an assignment that is supposed to be the student's original and sole work. This includes any student who engages another person or persons, especially through any type of commercial service, to do their research and/or preparation of an assignment, or who uses the work of another, with or without that person's permission, and submits such work as his or her original work.

Any student is encouraged to seek appropriate assistance from college faculty and staff such as the course professor, reference librarians, lab assistants, writing and academic success center faculty, and success coaches.

MCC Attendance Policy

*<u>Click Here for the MCC Attendance/Absences Policy</u>

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

Click on the link above for the college policies on attendance and absences.

- **Students will be counted absent from the first official day of class**. <u>It is your responsibility to logon to Brightspace on this first day of the course term</u> and to begin completing your work in this course.
- Since this is an online course, **your weekly attendance is dependent upon your regular participation in course discussion topics and submission of module assignments.** Failure to participate in discussion topics and to submit assignments by their designated deadlines will result in you being counted absent for their designated week(s). <u>You will either submit one or more assignments and/or participate in discussion topics each week</u>.
- **MCC limits absences for a course term to 25%.** Exceeding this limit can result in being withdrawn from the course.
    - **The 16-week online term limit** is **4** non-participation **weeks**
    - Weekly attendance is verified by submission of assignments/discussion topic postings
- **You are required to notify me in writing if you wish to withdraw from this course**. Please be aware that the <u>State of Texas limits you to six withdrawals</u> while <u>completing the four-year degree</u>.

McLennan

C O M M U N I T Y

C O L L E G E

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.*