



WACO, TEXAS

COURSE SYLLABUS
AND
PROFESSOR'S PLAN

INTRODUCTION TO SPEECH COMMUNICATION

SPCH 1311.087

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 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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Any part of this course plan document is subject to change.
Changes will be announced on the course homepage in 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 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 Interpersonal 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 orientation email assignment indicating that you understand all course policies and agree to abide by them in this course. I also agree to abide by the policies of this course syllabus. **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.**
 - **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 campus and at the same time on Zoom.** If you are not available during my conference times, please email or text me. We can always set up another time to meet. **I respond to emails Monday through Thursday from 1:00 PM until 5:00 PM.**
- **Use only your MCC email account.** Emails from other accounts may go into the college quarantine or are never accepted by the college server. See the Email Policy section of this course plan.
- **Always put your full name and the course ID (SPCH 1311.087) 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 courses and need to know immediately which one is yours to reply with the right information.
- Please **check your MCC email and Brightspace course entry page frequently!** I use these methods to communicate helpful class information, schedule updates, link corrections, and reminders.
- **There is no textbook to purchase.** Instead, you will access a variety of video, document, and website materials provided in the course learning modules on Brightspace.
- **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 and save all course files, especially assignments to be submitted/uploaded on Brightspace, to a portable drive or USB 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 content 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
Office Conference Hours: **See the course entry page on Brightspace for my Office and ZOOM conference hours.**

Required Textbook

No textbook All learning content is provided in this course on Brightspace.

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 on the discussion topics.

Methods of Teaching and Learning

1. **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 public speaking, small group work situations, and interpersonal relationships.
2. **I do not give lectures, require you to purchase a textbook, or give traditional tests.**
3. I have designed your learning experience to include viewing professionally produced videos, reading documents by experts, using reputable website materials—all of which have passed my “This is essential information, usually short in length/time, and not boring” test.
4. The course is organized into several modules with links to these content items for you to study and then use to complete your assignments and to participate in several discussion topics. These **assignments and discussions replace the traditional tests** for this course. All assignments rely upon self-reflection and self-assessment about what is being learned or upon the application of strategies to improve communication and relationship skills.
5. I have set up A Zoom *Chat with Prof* conference time each week for you to join, if you wish to discuss your work in this course or just “hang out” with me and any other classmates attending.

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

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- **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	Where to Submit or Post	Due Dates
1	Your Course Orientation	Course Orientation Quizzes (3) & Course Plan Agreement Email	up to 40 1 bonus point for each quiz completed 2 days early and 1 point for sending the email 2 days early	Access & complete quizzes in the module. Send an email message to me from your MCC Student Email account.	Jan. 15 (Saturday) by 11:30 PM
2	Learning About Communication	Communication Assessments Report	35 4 bonus points for submitting 2 days early	<u>D2L Assessments Tab</u> Attach to assignment folder on Brightspace	Jan. 22 (Saturday) by 11:30 PM
3	Learning About Communication	<i>Hello, My Name Is...Selfie Video</i> <i>Hello, My Name Is... Classmate Greetings</i>	50 5 bonus points for posting 2 days early 25 3 bonus points for posting <u>all 5 Greeting Replies</u> 2 days early	<u>D2L Discussions Tab—Hello, My Name Is...</u> Discussion Thread Post <u>D2L Discussions Tab—Hello, My Name Is...</u> Discussion Reply Posts	Jan. 24 (Monday) by 11:30 PM Jan. 29 (Saturday) by 11:30 PM
4	Developing Public Speaking Skills	Topic Statement and Designated Audience Characteristics	15 2 bonus points for submitting 2 days early	<u>D2L Assessments Tab</u> Attach to assignment folder on Brightspace	Feb. 5 (Saturday) by 11:30 PM

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5	Developing Public Speaking Skills	Work on developing and producing the How-To Video Demonstration		The <i>How-To Video Demonstration</i> will verify attendance for weeks 5 and 6 if posted to the discussion topic by the due date/time.	No assignment is due this week.
6	Developing Public Speaking Skills	How To Video Demonstration Work producing the How-To Video Demonstration	75 8 bonus points for posting 2 days early	D2L Discussions Tab—How To Video Demonstration Discussion Thread Post	Feb. 19 (Saturday) by 11:30 PM
7	Developing Public Speaking Skills	How To Video Demonstration Feedback	15 2 bonus points for posting <u>all 3 Feedback responses</u> 2 days early	D2L Discussions Tab—How To Video Demonstration Discussion Reply Posts	Feb. 26 (Saturday) by 11:30 PM
8	Developing Group and Persuasion Communication Skills	Group Information Form	up to 30 3 bonus points for uploading 2 days early	D2L Groups Tab Upload document to Group Files Locker	Mar. 5 (Saturday) by 11:30 PM
9	Developing Group and Persuasion Communication Skills	Annotated References List	up to 40 4 bonus points for uploading 2 days early	D2L Groups Tab Upload document to Group Files Locker	Mar. 19 (Saturday) by 11:30 PM
10	Developing Group and Persuasion Communication Skills	Group Advocacy Presentation Video	up to 125 12 bonus points for posting 2 days early	D2L Discussions Tab—Group Advocacy Presentations Discussion Thread Posts	Mar. 26 (Saturday) by 11:30 PM
11	Developing Group and Persuasion Communication Skills	Classmate Feedback on the presentations Self & Group Evaluations Group Contribution Award	up to 15 2 bonus points for posting <u>all 3 replies</u> 2 days early up to 50 5 bonus points for submitting 2 days early up to 25 points	D2L Discussions Tab—Group Advocacy Presentations Discussion Thread Posts D2L Assessments Tab Attach to assignment folder on Brightspace <u>No submission from you</u>	Apr. 2 (Saturday) by 11:30 PM Apr. 2 (Saturday) by 11:30 PM Apr. 6 I post on Grades

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12	Using Communication Skills in Relationships	Discussion Topic Thread Building Trust in a Relationship	Up to 45 5 bonus points for posting 2 days early	<u>D2L Discussions Tab—</u> Building Trust in a Relationship Thread Post	Apr.8 (Friday) by 11:30 PM
		Discussion Responses	up to 15 2 bonus points for posting <u>all 3 replies</u> 2 days early	<u>D2L Discussions Tab—</u> Building Trust in a Relationship Reply Posts	Apr.10 (Sunday) by 11:30 PM
13	Using Communication Skills in Relationships	Discussion Topic Thread Balancing Giving and Taking in a Relationship	Up to 45 5 bonus points for posting 2 days early	<u>D2L Discussions Tab—</u> Balancing Giving and Taking in a Relationship Thread Post	Apr. 15 (Friday) by 11:30 PM
		Discussion Responses	up to 15 2 bonus points for posting <u>all 3 replies</u> 2 days early	<u>D2L Discussions Tab—</u> Balancing Giving and Taking in a Relationship Reply Posts	Apr. 17 (Sunday) by 11:30 PM
14	Using Communication Skills in Relationships	Discussion Topic Thread Managing Dishonesty in a Relationship	Up to 45 5 bonus points for posting 2 days early	<u>D2L Discussions Tab—</u> Managing Dishonesty in a Relationship Thread Post	Apr. 22 (Friday) by 11:30 PM
		Discussion Responses	up to 15 2 bonus points for posting <u>all 3 replies</u> 2 days early	<u>D2L Discussions Tab—</u> Managing Dishonesty in a Relationship Reply Posts	Apr. 24 (Sunday) by 11:30 PM
15	<div style="background-color: #4f81bd; color: white; text-align: center; padding: 10px;"> Dead Week Complete your final exam assignment for Week 16. </div>				
16	Final Exam	Communication Competency Report	Up to 140 14 bonus points for submitting 2 days early	<u>D2L Assessments Tab</u> Attach to assignment folder on Brightspace	May 2 (Monday) by 2:00 PM
	<div style="background-color: #4f81bd; color: yellow; text-align: center; padding: 10px;"> MAJOR WARNING!!! Assignment folder closes to submissions at </div>				

Course Grading Information

1. You complete and submit/post all course assignments by the due dates and times listed on the *Course Schedule* in this document and on Brightspace.
1. **You earn point credits for each assignment** based on the quality and promptness of your work.
2. **Bonus point credits** are earned with early assignment submissions.
3. **Your calculated point credit total increases** with each posted score on Grades for graded assignments.

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4. The maximum overall point total you can earn is **860 point credits** plus up to 83 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 (774)	=	A	This grade requires high-quality completion of all assignments.
80% point credit total (688)	=	B	
70% point credit total (602)	=	C	
60% point credit total (516)	=	D	This grade is a passing grade but may not transfer.
50-0% point credit total (430-0)	=	F	This is a failing grade with no course credit.
6. Grading rubrics/calculation information for assignments are provided in this course on Brightspace.
7. 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!
8. 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.

MCC Academic Integrity Statement

[Click Here for the MCC Academic Integrity Statement
\(www.mclennan.edu/academic-integrity\)](http://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, dishonesty, 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.

Plagiarized work 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.

Dishonest work is misrepresented work, including—but not limited to--false citations of research, untrue or made-up information, false claims about classmate contributions to a group assignment, etc.

Cheating 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.

Late Work and Make-up Work Policies

- **Late work is not accepted** This policy, strongly influenced by a good number of past students recommending it, has been adopted to help you prioritize and fulfill your commitment to complete this course with a passing final grade. Work ahead to complete your assignments early to earn bonus points and to avoid point loss from any personal and technological problems.
- **Assignment files that cannot be opened/played by me when I begin my grading after 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. NOTE: I usually do not accept your reasons for missing a deadline if you contact me after it has passed, even with documentation. Make sure you have someone who can contact me.

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 of 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, social media postings, and so forth. Mind the words you use because we now live in a transparent, non-private world.

MCC Attendance Policy

* [Click Here for the MCC Attendance/Absences Policy](#)

(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.** It is your responsibility to log on to Brightspace on this first day of the course term 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). You will either submit one or more assignments and/or participate in discussion topics each week.
- **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 the submission of assignments/discussion topic postings and class meeting attendance.
- **You are required to notify me in writing if you wish to withdraw from this course.** Please be aware that the State of Texas limits you to six withdrawals while completing the four-year degree. You should check with your academic advisor and the financial aid office about whether you should withdraw or take a failing grade in a course **BEFORE you request a withdrawal** from me.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

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

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.

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.

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.