

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

INTRO TO SPEECH
SPCH-1311-06 & 08 & 10

KATIE STEVENS

NOTE: This is a 16-week 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.

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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; speaking and critical thinking skills are necessary to demonstrate the skills studied.

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. 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: FOB106

Office/Teacher Conference Hours: T/Th 12:30-1:30pm or Zoom by appt.

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

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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.

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:

Your grade will be determined as follows:

- *Attendance:* Students are expected to attend all classes.

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- Attendance will be taken twenty-two days throughout the semester during the first ten minutes of class.
 - Each time you are present counts as 5 points on the attendance grade.
 - Although the instructor has the authority to drop a student from the class, it is the responsibility of the student to drop before the drop date, in order to receive a “W” instead of an “F” in the class. Never assume that the teacher will drop you if you stop attending class.
 - *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.
 - *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 with a partner in class.
 - *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 contains 50 questions and 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.
 - *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 available 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.
 - *Group Assignment:* There will be one presentation completed with an assigned group.
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- The group will choose a campus resource and then present 10-15 minutes about that organization, including a visual aid component.
- 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 will be submitted on Brightspace.
 - Students will view classmates' speeches and complete 10 peer review sheets, answering 5 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
○ Chapter Quizzes	150pts
○ Personal Report	100pts
○ Interpersonal Skills Check	50pts
○ Group Presentation	100pts
○ Persuasive Presentation	200pts
○ Attendance	<u>100pts</u>
	1000pts

**There will be an optional final, which would replace the lowest test grade.

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

Late Work, Attendance, and Make Up Work Policies:

Students are expected to complete all written work, quizzes, and presentations on time. If you miss 8 or more days of class, you will be dropped from the course. Any late work will receive a 10 percent penalty for each class day after assignment. If you know that you will be unable to complete an assignment or speech as scheduled, communicate with the instructor ahead of time and something might be arranged to avoid the penalty.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<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.

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Course Outline or Schedule:

**Note: Chapter Quizzes are due by Sundays at midnight*

<u>Date</u>	<u>Coursework</u>	<u>Due by Sunday</u>
WEEK 1		
1/10	Intros and Syllabus	<i>Orientation Quiz</i>
1/12	Foundations	<i>Chapter 1 Quiz</i>
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WEEK 2		
1/17	Self-Awareness	<i>Chapter 2 Quiz</i>
1/19	Verbal Communication	<i>Chapter 3 Quiz</i>
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WEEK 3		
1/24	Nonverbal Communication	<i>Chapter 4 Quiz</i>
1/26	Listening	<i>Chapter 5 Quiz</i>
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WEEK 4		
1/31	Adapting to Others	<i>Chapter 6 Quiz</i>
2/2	Review & Test #1 (online)	<i>Submit Personal Report</i>
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WEEK 5		
2/7	Interpersonal Communication	<i>Chapter 7 Quiz</i>
2/9	Interpersonal Conflict	<i>Chapter 8 Quiz</i>
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WEEK 6		
2/14	Interpersonal Skills Check	
2/16	Small Group Communication	<i>Chapter 9 Quiz</i>
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WEEK 7		
2/21	Begin Group Assignment	
2/23	Small Group Problem-Solving	<i>Chapter 10 Quiz</i>
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WEEK 8		
2/28	Group Workshop	

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3/2 Review & Test #2 (online)
3/6-11 SPRING BREAK

WEEK 9

3/14 Group Workshop
3/16 **Group Presentations**

WEEK 10

3/21 Developing Your Presentation *Chapter 11 Quiz*
3/23 Research Day *Submit Topic*

WEEK 11

3/28 Outlining *Chapter 12 Quiz*
3/30 Delivery *Chapter 13 Quiz/Audience*

WEEK 12

4/4 Informing & Persuading *Chapter 15 Quiz*
4/6 Outline Workshop (Ch. 14 Quiz)

WEEK 13

4/11 Research Day
4/13 **Persuasive Presentations**

WEEK 14

4/18 **Persuasive Presentations** *Submit Self-Reflection Paper*
4/20 **Persuasive Presentations** *Submit Self-Reflection Paper*

WEEK 15

4/25 **Persuasive Presentations** *Submit Self-Reflection Paper*
4/27 Review & Test #3

Final Exam (online) Due by May 3rd
*Allows you to drop a lower test grade

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Student Behavioral Expectations or Conduct Policy:

- 1) Be respectful to other students and the instructor. Students should conduct themselves professionally.
- 2) Check BrightSpace for grades and other materials and Opt-in for notifications to receive announcements and grades 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.
- 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 submission and pushes it past the deadline.
- 7) If you miss a test, you can drop one test grade at the end of the semester by taking the final exam. If you do not take the final, it will be dropped and your first three test scores will remain. If you take the final but it is lower than the other scores, it will be dropped.
- 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!



Updated 11/04/2022

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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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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-andStaffCommons/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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.