MCLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRO TO SPEECH COMMUNICATION

SPCH 1311 002

RONALD HOCHSTATTER

NOTE: This is a 16-week course.
NOTE: This is a Face-to-Face course.

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:
NONE

Course Notes and Instructor Recommendations:
　　　This is a college course. As such, the material discussed in this course may include material you are not comfortable with. If you are uncomfortable with any material or discussions in this course, please email me and I will provide you with an alternative assignment.
　　　You are responsible for all course material, including, but not limited to the textbook, activities, assignments, and other assigned course material. For this course you must have: the textbook (you will do an assignment for every chapter), Microsoft Office (you can download it for free on the MCC website), access to reliable internet, regularly check your MCC email and Brightspace, and familiarity with google slides and documents for group presentations. All assignments must be submitted on Brightspace and all assignments must be typed and conform to the guidelines of the assignment. All assignments are in APA format. **Please note that to be considered excused from any missed classes, you must provide me with documentation.** I am here to help in any capacity necessary but know that I can only help if you let me know you need help.

Instructor Information:
Instructor Name: Ronald W Hochstatter
MCC E-mail: rhochstatter@mclennan.edu
Office Phone Number: (254) 299-8944
Texting Number: (254) 845-7421
Office Location: Faculty Office Building, room 104
Office/Teacher Conference Hours: Monday-Thursday by appointment Face-to-face or via Zoom

Required Text & Materials:
Title: Human Communication
Author: Pearson
Edition: 7th
Publisher: McGraw-Hill

ISBN: 9780078036958
MCC Bookstore Website: **http://www.mclennan.edu/bookstore/**

Instructional Uses of Email:
Preferred Means of Email Contact: My preferred means of contact are emailing me at
rhochstatter@mclennan.edu or texting me at (254) 845-7421. **Please email me from your MCC email**, this will help to ensure I receive your message and it is not routed to my spam. I may or may not respond to messages (email and voicemail) between Friday and Sunday, as that is when I take my weekend break from work. Generally, I try to check my messages (email and voicemail), at least, once per day Monday-Thursday; but the weekend responses are sporadic. Additionally, I am available to have Zoom video meetings during these business hours. Emails and voicemails received after 4:00 pm on Monday – Thursday will typically be responded to on the next class day.

1. Always include your first and last name and course name (such as Intro to Communication, 1311.M1) in the subject box of your email. This helps me identify which specific student I am talking to and what specific course you are enrolled in.

2. Always include a good phone number that I can reach you should your question be more appropriately answered in a phone conversation.
3. Always be clear about what the nature of your question is and what action or resolution you want to accomplish. If there is documentation you can include such as a screenshot or other information you can provide, that will help me assist you more productively.
4. If I have not responded to your email after 72 hours, please forward it to me.

Methods of Teaching and Learning:
All course material is online or in the textbook and presented through notes, PowerPoint, and videos. Please assure that you have access to internet or plan to utilize the resources available on campus.

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 Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster before certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the

student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

This means:

- If a student does not attend class before January 24th (census date), they will be dropped from the class. This can negatively impact the student's ability to receive financial aid in the future.
- If a student *chooses* to drop the class before January 24th, they may do so, and the course will not appear on their transcript at all. Before making this choice, the student should speak with me to address their concerns. If I can provide the resources, advice, and/or encouragement needed for the student to complete the class, I will be happy to do so. If after speaking with me, the student still wishes to drop the course, they should first check with their advisor and with the Office of Financial Aid to ensure they understand how dropping a class might affect their timeline to graduation and their ability to receive financial aid/scholarships in the future.
- If a student *chooses* to withdraw from the class between January 24th (census date) and March 21st (the 60% point in the semester), they may do so, and the grade on their transcript will be a W. Again, the student should consult with me, their advisor, and the Financial Aid Office to ensure they are making a fully informed decision.
- Please note: Students are limited to 6 withdrawals throughout their undergraduate education at all Texas public colleges and universities (combined total).
- If a student is absent from 8 class meetings before March 21st, the instructor may withdraw them from the class, and the grade on their transcript will be a W.
- If a student reaches 4 absences after March 21st, they may receive an F for the course.

Course Outline or Schedule:

Due by January 14th   Plagiarism Quiz, Scavenger Hunt, and course review, Course goals

Due by January 21st   Chapter 1 (Media Example)

Due by January 28th   Chapter 2 (Media Example)

Due by February 4th   Chapter 3 (Media Example), **Communication Paper**

Due by February 11th   Chapter 4 (Media Example) and **Test 1**

Due by February 18th   Chapter 5 (Media Example)

Due by February 25th   Chapter 6 (Media Example) and Chapter 7 (Media Example)

Due by March 3rd   Chapter 8 (Media Example) and Chapter 9 (Media Example)

Due by March 10th   Spring Break

Due by March 17th   **Test 2, Review Resumes and Group Speech Overview**

Due by March 24th   Group Work Week

Due by March 31st   Group Work Week

Due by Apr 7th   Group Speeches and Informative Speech Overview

Due by Apr 14th   **Resume Due**

Due by Apr 21st   Informative Speech Work Week

Due by Apr 28th   Informative **Speech Due**

Dec by Apr 30th   Course Goals and Group Journal due by 11:59 pm

Course Grading Information:
Course Grading Information:

Plagiarism Quiz	10
Media Examples	90
Test (2)	200
Communication Paper	150
Resume/References	150
Informative Speech	100
Group Project and Journal	300
	1000 points

90.0-100% A; 80.0-89.9% B; 70.0-79.9% C; 60.0-69.9% D; 59.9% and below F

Course Notes

CLASS GRADES ARE NOT ROUNDED UP: Extra credit will be offered. Spelling errors on any assignment can cost you one point per misspelled word so please review all work prior to submission. If it is determined that you have plagiarized on any assignment, you will receive a 0 on the assignment. If you plagiarize on a second assignment, you will receive a 0 in the course.

Late Work and Make Up Work Policies:
All assignments must be submitted on Brightspace. **Your assignments are due by 11:59 pm of the date noted on the syllabus**. Late work is not accepted unless you have a medical note, verification of a death in your immediate family or arrangements have been made prior to the assignment is due. If you submit your assignment online and do not attend class, you will not get credit for the assignment without documentation. **There are no exceptions.**

Student Behavioral Expectations or Conduct Policy:
Students are expected to maintain classroom decorum, even though this is an online course. This includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

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.

MᶜLENNAN COMMUNITY 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. Claudette Jackson, (Accommodations/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 may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

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 success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:
Please view our Academic integrity statement for more information about academic
integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for
classwork can be a violation of the College's General Conduct Policy. Whether AI is
authorized in a course and the parameters in which AI can be used in a course will be
outlined by each instructor.

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. 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 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.