McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRO TO SPEECH COMMUNICATION

SPCH 1311 88

RONALD HOCHSTATTER

NOTE: This is a 6 week summer course

AN EQUAL OPPORTUNITY INSTITUTION   SUMMER 2022

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 textbook, online videos, 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 for free on MCC website), access to reliable internet, zoom (you will need to download and create and account for free), regularly check your MCC email and Brightspace and familiarity with google slides and documents for group presentations. All assignments will be submitted on Brightspace and all assignments must be typed and conform to the guidelines of the assignment. All assignments are in APA format. All assignments are due by 11:59pm on the date noted in this syllabus. **Please note that in order 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 on Zoom

Required Text & Materials:

Title: Human Communication
Author: Pearson
Edition: 6th
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 email contact is to my school email at rhochstatter@mclennan.edu**. **Please email me from your MCC email**, this will help to assure 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 Public Speaking 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 in a more productive manner.
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 Outline or Schedule: Weekly Assignments are Due by 11:59pm on the date below:

July 11th Plagiarism Quiz and course review

July 12st Read and complete: Chapter 1 (Media Example)

July 13th Read and complete: Chapter 2 (Media Example)

July 14th Read and complete: Chapter 3 (Media Example)

July 18th **Communication Paper Due**

July 19th Read and complete: Chapter 4 (Media Example)

July 20th **Test 1**

July 21st Read and complete: Chapter 5 (Media Example)

July 25th Read and complete: Chapter 6 (Media Example)

July 26th Read and complete: Chapter 7 (Media Example)

July 27th Read and complete: Chapter 8 (Media Example)

July 28th Read and complete: Chapter 9 (Media Example)

Aug 1st **Test 2**

Aug 2nd **Resume and Review Informative and Group Speech Information**

Aug 3rd Read Chapters 10/ Chapter 11/ Chapter 12 (No Media Examples Due)

Aug 4th Read Chapter 13/ Chapter 14/ Chapter 15 (No Media Examples Due)

Aug 8th Informative **Speech Due**

Aug 9th Group Assignments and Work Day

Aug 10th Group Work Day

Aug 11th Final Group Presentation

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

*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, Attendance, and Make Up Work Policies:
All assignments must be submitted on Brightspace. **Your assignments are due by 11:59pm of the dated 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 being 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 education 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.

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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 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. For more information about your student email account, go to www.mclennan.edu/student-email.

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 (https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us)
- Email Setup for Androids (https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us)

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.