WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

INTRO TO SPEECH COMMUNICATION

SPCH 1311 W082

RONALD HOCHSTATTER. Ph.D.

NOTE: This is a 16-week course.

NOTE: This is an Online 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-level course, and as such, some of the content and discussions may address topics that you find uncomfortable. If you feel uneasy about any part of the material or class discussions at any time, please do not hesitate to reach out to me via email. I will work with you to provide an alternative assignment when appropriate.
You are responsible for all course content, including the textbook, activities, assignments, and any additional materials provided. For this course, you are required to have the following:

- The course textbook (an assignment will be given for each chapter)
- Microsoft Office (available for free through the MCC website)
- Reliable internet access
- Regular access to your MCC email and Brightspace
- Basic knowledge of Google Slides and Google Docs for group presentations
- Webcam for recording test and Presentations

All assignments must be typed, submitted through Brightspace, and follow the assignment guidelines provided. Submissions must be in APA format and saved as either Microsoft Word or PDF files.
To be excused from a missed class, you must provide proper documentation. I am here to support your success in this course, but I can only do so if you communicate your needs—please don't hesitate to reach out if you need assistance. I reserve the right to make changes to due dates or assignments at any time. All changes will be communicated to students through Brightspace. No assignments will be due earlier than posted on the syllabus.

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: Tuesday/Thursday 10am-11am, or Zoom Monday-Thursday 1pm-2pm

Required Text & Materials:
Title: Human Communication
Author: Pearson
Edition: 7th
Publisher: McGraw-Hill
ISBN: 9780078036958
MCC Bookstore Website: http://www.mclennan.edu/bookstore/

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

Instructional Uses of Email:

The best way to reach me is via email at **rhochstatter@mclennan.edu** or by text at **(254) 845-7421**. Please use your **MCC email account** when contacting me—this helps ensure your message isn't sent to my spam folder.

Response Time:

- I typically check and respond to emails and voicemails **Monday through Friday**, at least once per day.
- I take a weekend break from work, so messages sent **Friday Evening through Sunday** may not receive a response until the following week.
- Messages received **after 5:00 PM (Monday–Friday)** will usually be answered on the next class day.
- I am also available for **Zoom video meetings** during business hours by appointment.

When emailing or texting me, please follow these guidelines:

1. **Include your full name and course information** (e.g., "Intro to Communication, 1311.0182") in the subject line of your email.
2. **Provide a reliable phone number** in case your question is easier to resolve via a quick call.
3. **Clearly explain your question or concern** and let me know what you hope to accomplish. Including relevant documentation (e.g., screenshots or attachments) can help me assist you more efficiently.
4. If you **don't receive a response within 72 hours**, please forward your original message as a follow-up.

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 communicate. 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:

You are required to login into BrightSpace by 11:59am on January 19th, or you will be dropped from the course for Never Attended. 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 prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly, and the student will receive funding only 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 they are passing or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

AI Statement

This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to complete your own work and properly cite any sources you use. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be addressed in accordance with McLennan Community College's academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor before submitting your work.

Course Outline or Schedule: Unless noted, **All** assignments are due at 11:59 pm

Due Jan 18th	Plagiarism Quiz, Syllabus Quiz, and Introduction Video
Due Jan 25th	Chapter 1 (Media Example)
Due Feb 1st	Chapter 2 (Media Example)
Due Feb 8th	Chapter 3 (Media Example), **Communication Paper**

Due Feb 15th	Chapter 4 (Media Example) and **Test 1**
Due Feb 22nd	Chapter 5 (Media Example)
Due Mar 1st	Chapter 6 (Media Example) and Chapter 7 (Media Example)
Due Mar 8th	Chapter 8 (Media Example) and Chapter 9 (Media Example)
Due Mar 22nd	**Test 2**, Review Resumes in Chapter 9
Due Apr 5th	Review Group Speeches and Informative Speech in Brightspace
Due Apr 12th	**Resume Due** and Group Work
Due Apr 19th	Group Work Week
Due Apr 26th	**Group Presentations**
Due May 3rd	**Informative Speech** and Group Journal

Course Grading Information:

Plagiarism Quiz and Syllabus 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

Please note that **final grades will not be rounded up** under any circumstances. However, **extra credit opportunities** will be offered throughout the semester.

Be aware that **spelling matters**: assignments with spelling errors may lose **one point per misspelled word**, so be sure to carefully proofread your work before submitting it.

Academic integrity is taken very seriously.

- If you are found to have **plagiarized** on any assignment, you will receive a **zero (0)** for that assignment.
- A second instance of plagiarism will result in a **zero (0) for the entire course**.

If you have any questions about what constitutes plagiarism or how to cite your sources properly, please reach out before submitting your work.

Late Work and Make Up Work Policies:

All assignments must be submitted via **Brightspace** by **11:59 PM** on the due date specified in the syllabus.

Late work will not be accepted unless you:

- Provide a **medical note**
- Submit **verification of a death** in your immediate family
- Make **prior arrangements** with me **before** the assignment deadline

No exceptions will be made outside of these circumstances.

Student Behavioral Expectations or Conduct Policy:

Even though this is an online course, students are expected to always maintain appropriate classroom decorum. This includes:

- **Respectful communication** with classmates and the instructor
- **Regular and prompt attendance** in all scheduled sessions and participation in online activities
- An attitude that reflects a genuine commitment to learning and making the most of this educational opportunity

Professionalism and mutual respect are essential for a positive and productive learning environment.

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.

06/24/2025

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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). 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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident 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.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

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 https://www.lighthouse-services.com

Visit McLennan's Title IX webpage at https://www.mclennan.edu/titleix/ to learn more about Title IX protections, reporting, and resources.

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/

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.

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/)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html

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:
For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html

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.