
Supplies: Supplies for group project – to be determined when project introduced. Three scantrons for testing.

Pre-Requisite: None

College Repeat Policy: A student may repeat this course only once after receiving a grade, including “W.”

This syllabus is intended to serve as a guideline for Speech 1311. Both Collin College and your professor reserve the right to make modifications in content, schedule and requirements as necessary to promote the optimal educational experience within prevailing conditions affecting this course.

I. COURSE DESCRIPTION/CREDIT HOURS

Survey of basic factors affecting human interaction through communication; emphasis on the development of oral communication competencies; practice in delivering oral presentations. 3 credit hours.

II. STUDENT LEARNING OUTCOMES

The Speech 1311 course is designed to provide the opportunity for students to demonstrate competency in communication interactions. The student is expected to learn and be able to execute the following:

- Exhibit understanding of theories and principles pertaining to speech communication.
- Demonstrate ability to compose and present an oral presentation effectively.
• Demonstrate critical thinking ability by effectively applying communication theories in the analysis and evaluation of communication interactions.

• Demonstrate an understanding of the value of listening skills as a component of human interaction.

• Demonstrate understanding of interpersonal communication skills.

• Demonstrate ability to synthesize material/ideas generated by group members into an effective group presentation.

• Determine the relevance of cultural influences in communication situations.

III. COURSE REQUIREMENTS

• Reading of assigned textbook materials
• Participating in class discussions and experiential exercises
• Presentation of two speeches
• Completing a concept comprehension analysis paper
• Completing tests based on textbook and supplemental material
• Participating in a group presentation

IV. COURSE DELIVERY METHOD

Lecture/discussion, experiential exercises, role-playing, small group problem-solving and presentation, self-surveys and analyses, video and/or audio-taped interactions.

V. METHODS OF EVALUATION

• Tests
• Group project
• Communication analysis
• Speeches
• Quizzes/Homework

VI. COURSE RATIONALE

The ability to communicate is a fundamental and integral part of an individual’s ability to function in his/her personal and professional relationships. The acquisition and expression of communication skills can effectively:

• improve and enhance relationships;
• improve and enhance self-esteem and self-worth;
• improve and enhance competency in professional environments.

Fundamental to any learning experience is the student’s ability to actively utilize and apply the information that has been acquired. The competency-based Fundamentals of Speech Communication course offers the
student the opportunity to experience and integrate both concept comprehension (theory) and skill development (technique). This affords the student the opportunity to effectively utilize the skills and behaviors learned so that the student can communicate more effectively and appropriately in a variety of situations. Thus, the major emphasis of this course focuses on the development of effective interpersonal relationships and how to enhance these relationships through the development of communication competency.

VII. BASIC SKILLS

In order to be successful in this course, student must possess college level skills in reading and writing. If student is in doubt as to his/her skill level, student is advised to speak with his/her instructor or counselor. Developmental courses are available to strengthen skills in these areas.

VIII. AMERICANS WITH DISABILITIES COMPLIANCE

It is the policy of CCCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable Federal and State laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the faculty member and/or the Services for Students with Disabilities at 972/888-5950 in a timely manner if student desires to arrange for accommodations.

IX. RELIGIOUS HOLY DAYS

In accordance with Section 51.911 of the Texas Education Code, CCCC will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete a scheduled assignment within a reasonable time. Students are required to file a written request with each professor within the first fifteen days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days and the form for notification of absence from each class under this provision are available from the Registrar’s Office.
X. ATTENDANCE AND STUDENT BEHAVIOR

Students are expected to attend all class meetings, arrive when the class begins and remain until the class is over. If the student is absent from class, it is the student’s responsibility to learn about assignments or any class work missed. Make a friend in class so that you can cover for each other if one is absent. Do not ask the instructor to go over missed assignments. The student’s participation in this course is essential to the success of the learning experience. If the student has questions about the concepts, projects, or presentations, she/he is encouraged to communicate with the instructor during the class, schedule a personal appointment or contact the instructor by phone. The student is also encouraged to communicate with other class members for clarification. It is also the responsibility of the student to keep up with points accrued throughout the semester. Final points will be available at the end of the course.

It is the responsibility of the student to engage in behavior that is respectful and supportive during classroom instruction and interaction. Any behavior that impedes the learning process of other students or the instruction of the class will result in referral to the Dean of students. (See Student Code of Conduct.) Behaviors such as habitual or excessive tardiness, sleeping in class, excessive talking during instruction or verbal attacks will result in total participation/attendance point loss (150 points) for the student. Student will be given one warning by instructor should such behavior occur. If behavior continues after the warning, student will be asked to leave the classroom and will be referred to the Dean of Students.

Students are allowed two (2) free absences. If the student is absent five or more times during the semester and the absences are unexcused, the student will forfeit all (150 points) of the participation/attendance grade. Absences will begin to accrue after the second absence. If the student arrives in class after the roll is called or leaves before the end of class, student will forfeit points for the day. Student absence from class is considered unexcused with the exception of: personal or family illness requiring physician assistance/hospitalization, CCCCD school-sponsored activity, religious holy day or death of a family member. Documentation must be provided within two class days after return to class. A verbal explanation is appreciated but will not suffice as sufficient documentation for consideration. If student is employed full-time, work-related travel, required on-site training/in-service may be considered as excused. Please advise instructor prior to absence from class (if possible) and provide appropriate documentation. Routine visits to your doctor or dentist do not constitute an excused absence.

Note: Cell phones and pagers are disruptive to the classroom environment. All cell phones must be turned off during class with the exception of family emergencies or as required by employer. Please advise instructor. Should your cell phone ring during class or you are using your phone for text messages, you will be asked to leave the classroom and points will be deducted from your attendance grade. Students will not input dates, times, etc. on cell phones while in class. Copy the information on paper and input into cell phone after class.

XI. COURSE WITHDRAWAL

It is the student’s responsibility to withdraw from the course and is a formal procedure which the student must initiate. The student must go to the registrar’s office and fill out the appropriate paperwork to withdraw. If you decide to withdraw from the course and do not withdraw formally, you will receive a performance grade of “F”. To receive a grade of “I” (Incomplete), student must be passing the course and have completed 80% of the assignments and have attended 80% of the class sessions. Often, students drop
courses when help is available to enable them to continue. If you are considering dropping the course, please discuss your decision with me prior to taking formal action to withdraw. **The last day to withdraw from course April 17, 2009.**

**XII. ASSIGNMENTS AND GRADING**

All labs, presentations and assignments are based upon a point system. Students will receive a thorough description of requirements for all assignments before they are due as well as a detailed explanation of all assignments and grading procedures. Students will be assessed in terms of concept comprehension and skill mastery. All papers must be typed, and students are encouraged to photocopy all assignments including rough drafts in the event of lost or missing papers. All assignments, written or oral, are due on the day assigned by the instructor. Students may deliver assignment to K102 or fax to 972/881-5629 prior to class if he/she cannot come to class. Assignment will not be accepted if not submitted before class or at the beginning of class unless student can provide required documentation. Should the student miss class and absence is excused, student must complete class assignment within twenty-four hours after return to class. **Students will not be allowed to make up tests nor make up speeches unless they can provide appropriate documentation. (To make up a test, student must provide documentation that student/family member was ill or that student was required to travel due to family illness/death.) No make-up test will be allowed for the final (3rd) test.**

**X. ACADEMIC ETHICS/SCHOLASTIC DISHONESTY**

Students should obtain and read the CCCCD Student Handbook, which is available at the Information Desk. This handbook provides very important information about CCCCD’s policies, programs and services, as well as other useful information. It is especially important to understand policies regarding academic dishonesty, including cheating and plagiarism.

The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree and/or the submission as one’s own work or material that is not one’s own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated text or teacher’s edition, and/or falsifying academic records.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer files, copying internet material, using someone else’s work for assignments as if it were one’s own, or any other dishonest means of attempting to fulfill the requirements of a course.

**Plagiarism** is the use of an author’s words or ideas as if they were one’s own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Collusion** is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.
XI. COURSE ACTIVITIES

Tests - Three written tests, multiple choice and essay, will be administered during the semester. All tests other than the Final Test are administered in the testing center. Student will need a scantron and student ID for each test.

POINT VALUE – 50 Points Each = 150 POINTS.

Quizzes/Homework - Throughout the semester, two in-class quizzes or special homework assignments will be given to test your knowledge of materials covered in class and those in the textbook. Quizzes will be announced one class period before they are given.

POINT VALUE - 25 Points Each = 50 POINTS

Group Project - In a small group, students will develop a group presentation demonstrating knowledge and understanding of constructive communication and conflict reduction. All members of the group are required to participate in the organization, development and presentation of this project. The group is also required to use props/visual aids to enhance the reality of the presentation. Students will be given class time to prepare for this project. However, preparation outside of class will most likely be necessary. Each member of the group will be evaluated on his/her over-all contribution to the organization, development and presentation of this project. The final grade for the project will reflect individual/group performance and contribution.

POINT VALUE - 150 POINTS.

Communication Analysis - Students will view a film in which class-relevant communication concepts and skills are displayed. They will then analyze and write a paper based on their interpretation of the communicative interactions in the film. Students will include an interpretation of how they utilize these communication skills in their own lives. Students will discuss their papers in small groups and present their findings to the class. Papers must be typed.

POINT VALUE – 100 POINTS.

Oral Presentations - Each student will be responsible for the development, organization and delivery of two oral presentations:

• Informative speech – “Who Am I Really” (3 - 5 minutes). Student will be expected to prepare a typed key word outline, use a visual aid, and deliver the speech extemporaneously.

POINT VALUE = 100 POINTS.

• Demonstration speech - (4 - 6 minutes). Student will be expected to use a visual aid, prepare a typed outline and deliver the speech extemporaneously. Students will cite at least one outside source in their speech.

POINT VALUE = 100 POINTS.
**Participation/Attendance** - Students will receive an attendance/participation grade for the semester. This grade is based upon contribution to and active participation in the class discussions, daily assignments, group projects and class attendance. Students will earn 5 points per day for class participation and attendance. Student must be present at beginning of class and remain until end of class to receive points per day. If student misses five or more classes, student will forfeit participation/attendance points. If student is late to class three times, (student considered tardy after roll is called), the tardiness will accrue and will count as an absence. Students can have two (2) free absences. See Attendance policy.

**POINT VALUE =150 POINTS.**

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90%</td>
<td>720 – 800</td>
</tr>
<tr>
<td>B</td>
<td>89-80%</td>
<td>640 – 719</td>
</tr>
<tr>
<td>C</td>
<td>79-70%</td>
<td>560 – 639</td>
</tr>
<tr>
<td>D</td>
<td>69-60%</td>
<td>480 – 559</td>
</tr>
<tr>
<td>F</td>
<td>59% or below</td>
<td>Less than 480</td>
</tr>
</tbody>
</table>

(You are responsible for keeping track of your points throughout the semester.)

NOTE: A copy of the generic syllabus is available in the division office and on the college web site at ccccd.edu.
TENTATIVE COURSE SCHEDULE - CALENDAR – Fall 2008  T-R Class

<table>
<thead>
<tr>
<th>Week</th>
<th>Days</th>
<th>Course Objectives, Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/20 – 1/22</td>
<td>Overview of Course Goals and Objectives; Class Introductions; <em>Introduction to Essentials of Human Communication</em>;</td>
</tr>
<tr>
<td>2</td>
<td>1/27 – 1/29</td>
<td>Chapter 1, continued and Chapter 2 – The Self and Perception</td>
</tr>
<tr>
<td>3</td>
<td>2/3 – 2/5</td>
<td>Chapter 2, continued and Chapter 3 – Listening in Human Communication</td>
</tr>
<tr>
<td>4</td>
<td>2/10 – 2/12</td>
<td>Chapter 3, continued and Chapter 4 – Verbal Messages</td>
</tr>
<tr>
<td>5</td>
<td>2/17 – 2/19</td>
<td>Chapter 4, continued and Chapter 5 – Non-Verbal Messages (TEST ONE, Chapters 1, 2, 3, 4)</td>
</tr>
<tr>
<td>6</td>
<td>2/24 – 2/26</td>
<td>Chapter 5, continued and Chapter 10 – Public Speaking Preparation</td>
</tr>
<tr>
<td>7</td>
<td>3/3 – 3/5</td>
<td>Chapters 10 continued, and Chapters 11 - Public Speaking Preparation and Delivery</td>
</tr>
<tr>
<td>8</td>
<td>3/10 – 3/12</td>
<td>Chapter 11 continued INFORMATIVE SPEECH</td>
</tr>
<tr>
<td>9</td>
<td>3/17 – 3/19</td>
<td>SPRING BREAK!!!!</td>
</tr>
<tr>
<td>10</td>
<td>3/24-3/26</td>
<td>INFORMATIVE SPEECHES (OUTLINES DUE)</td>
</tr>
<tr>
<td>11</td>
<td>3/31 – 4/2</td>
<td>Chapter 6 – Interpersonal Communication, and Chapter 7 – Managing Interpersonal Conflict (Test TWO, Chapters 5, Informative Speeches Information) Discuss Communication Analysis Paper</td>
</tr>
<tr>
<td>12</td>
<td>4/7 – 4/9</td>
<td>Chapter 8 – Small Group Communication</td>
</tr>
<tr>
<td>13</td>
<td>4/14 – 4/16</td>
<td>Chapter 9 Members and Leaders in Small Group Communication Group Project Work</td>
</tr>
<tr>
<td>14</td>
<td>4/21 – 4/23</td>
<td>GROUP PRESENTATIONS</td>
</tr>
<tr>
<td>15</td>
<td>4/28 – 4/30</td>
<td>GROUP PRESENTATIONS; Discussion of Demonstration Speech - COMMUNICATION ANALYSIS DUE; Discussion of Communication Analysis Papers THANKSGIVING</td>
</tr>
<tr>
<td>16</td>
<td>5/5 – 5/7</td>
<td>DEMONSTRATION SPEECHES; Wrap-Up and Review</td>
</tr>
<tr>
<td>17</td>
<td>5/14</td>
<td>FINAL (Test THREE, Chapters 6, 7, 8, 9, – IN CLASS)</td>
</tr>
</tbody>
</table>

(Schedule subject to revision by the instructor, with notice, and as needed)