

**Course Title:** SPCH 1311 - Introduction to Speech Communication

**Instructor:** *Lissa Sharp*, Adjunct Faculty Member

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**Print this document for your reference.**

**Technical and Required Materials:**

1. Ability to purchase course textbook: **Communication: Making Connections, 10th Edition** – Seiler, Beall and Mazer. You may purchase the book through the SPC Bookstore or another resource carrying the textbook or e-text.
2. Access and ability to competently use an appropriate **computer** (+ printer + internet). Competent use includes the ability to send & receive Blackboard e-mail messages, attach & open **Word/PDF** documents, and post messages to discussion boards. A high speed internet connection and the ability to view video content, participate in group collaboration, and record video content. Be *certain* you have the appropriate Computer equipment by visiting the SPC Instructional Technology Department's homepage. Direct technical questions to [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) or call 716-2180.
3. Access and ability to competently use your own **video recording equipment** (web cam is not considered recording equipment/cell phone recordings are permissible for the Final Exam Individual Presentation) in order to record the Individual Presentation Final Exam. The web cam can be used to record the Self-Introduction presentation.
4. An audience of at least six adults (18 years or older; does not include the speaker but may include the camera person) for the Individual Presentation Final Exam (At the end of the semester). All must be present for the entire presentation.
5. Choice of **sensory aid (visual aid)** materials for the aforementioned Individual Presentation Final Exam.

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**Course Description:**

This course is a beginning course in speech communication which clarifies general principles of communication common to all settings. The course applies communication concepts and skills improvements to intrapersonal, interpersonal and public speaking settings.

**Core Objectives satisfied:**

- Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Team Work - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

- Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

### **Course Purpose & Student Learning Outcomes:**

The purpose of this course is to introduce principles and concepts of human communication and to provide opportunities to practice skills associated with those principles and concepts. The Student Learning Outcomes include building understanding and skills in the areas of intrapersonal, interpersonal, and public communication. Upon completion of the course the student should have a full understanding of:

#### **1. The Nature of Communication**

- 1.1 understand how communication helps make connections in one's daily life.
- 1.2 distinguish the differences of intrapersonal, interpersonal (including group) and public communication.
- 1.3 learn the essential components in the communication process.

#### **2. The Basic Intrapersonal and Interpersonal Concepts of Understanding One's Self and Relationships between Self and Others**

- 2.1 define and understand the development of self-concept, self-image and perception and how each impacts interpersonal relationships.
- 2.2 define self-disclosure and identify its purpose and proper use.
- 2.3 evaluate one's own interpersonal communication, with particular interest in effective listening and plan ways to improve
- 2.4 realize the value of effective verbal and nonverbal communication in the overall communication process.
- 2.5 understand the stages of relationship development and deterioration.
- 2.6 explain what interpersonal conflict is and how to resolve it.

#### **3. The Importance of Group & Team Communication**

- 3.1 demonstrate effective problem solving in group communication.
- 3.2 recognize the importance technology plays in the enhancement of group communication.
- 3.3 identify roles and responsibilities of group members.
- 3.4 establish the importance of cohesiveness in small group interactions.
- 3.5 identify leadership styles and their application to real-world situations.

#### **4. The Development, Organization and Delivery of a Formal Presentation**

- 4.1 define differences in informative and persuasive speaking.
- 4.2 understand the importance of audience analysis.
- 4.3 construct an effective introduction, body and conclusion.
- 4.4 construct and use a correct key word/phrase outline.
- 4.5 judge effective delivery and use of sensory aids by self and others.
- 4.6 define, identify and manage his/her own communication apprehension.
- 4.7 construct and deliver effective presentations.

### **Disability Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the [Disability Services Office](#) early in the semester so that the appropriate arrangements are made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

## Diversity Statement

In this class, I will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## Title IX Pregnancy Accommodations Statement

Title IX Pregnancy Accommodations Statement If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. For assistance contact: Becky Canon, Director of Health and Wellness at 806-716-2359 or [bcanon@southplainscollege.edu](mailto:bcanon@southplainscollege.edu).

## Student Obligations

### A. Punctuality

Students are required to complete and submit **ALL** assignments (activities, postings, examinations, etc.) on time, without exception. (Please see the section below titled 'Preparedness.') Generally, activities and exams close at 11:55 pm (CST) on the due date (typically a Sunday). New material will be released on Mondays, but students should **check their Blackboard e-mail and Announcement area on a daily basis** for updates and announcements which could include changes in assignments/due dates.

### B. Protocol

1. Technical questions should be sent to [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) (806) 716-2180.
2. E-mail correspondence with the professor should be limited to Blackboard e-mail.
3. Students can expect a reply to a Blackboard e-mail within 24-hours Monday through Friday.

### C. Professionalism

Because online courses are text-based, students will ensure that **grammatical and spelling errors** are avoided. Excessive or distracting errors will result in **grade reductions**. Proper English is required.

Profanity and disrespect are not tolerated. All comments should be appropriate for the college classroom and its educated participants. Presentations should also be performed utilizing a language understood by the instructor (English).

### D. Preparedness

#### 1. Group Work

- a. Students should be prepared to work with others through online learning platforms (i.e. Blackboard Collaborate, Video Chats). There are two scheduled activities during the course of the semester. The group activities are approximately one month apart. To determine the weeks for group work look at the Course Calendar. The first group assignment will occur during

Chapter 3 and the second will occur during Chapter 13. When a group assignment is made you should promptly contact group members by utilizing the Blackboard email to establish your virtual meeting times.

## 2. Catastrophe management

- a. Students should be prepared for equipment failures in their primary computer/printer. Locate a “back up” computer/printer NOW and DO NOT procrastinate in completing assignments as no work is accepted late.
- b. If internet problems arise and cause the South Plains College server to go down, adjustments will be made accordingly.

## Academic Honesty

It is my expectation and the institution’s that appropriate citation and documentation be given for materials and information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment/examination. In addition, the student may be dropped from the course with a failing grade. See the SPC Student Handbook for more information.

## Course Grading

Grades are calculated on the basis of assigned material; **there is no extra credit.** **Your final grade is based on total points not a percentage.** **There is a total of 1,800 points possible for the course.** The breakdown is as follows:

1,800-1,620 = A

1,619-1,440 = B

1,439-1,260 = C

1,259-1,080 = D

>1,080 = F

View the “Values for Class Assignments” page included with the Course Calendar to see the listing of assignments, point breakdowns for each assignment and due dates. In viewing the Course Calendar, one will notice a number of assignments will be due each week on Sunday. Course units are as follows:

Unit I=Intrapersonal Communication

Unit II=Interpersonal Communication

Unit III=Public Communication

**\*\*You must complete the Individual Presentation Final Exam, included in Unit III, in order to pass the class. Failure to do the presentation will result in an “F” for the final course grade.**

Students are responsible for my **receipt** of their recorded Individual Presentation Final Exam, outline, bibliography, and sensory aid(s) (when applicable) by the due date indicated on the Course Calendar. The Individual Presentation Final Exam is submitted electronically.

Presentations are recorded utilizing the aforementioned “proper” video equipment and uploaded to Google Drive, YouTube, or a cloud-based service of your choice. Then a link is provided to the instructor for grading purposes. For individuals who cannot access the required audience or appropriate video equipment, a day and time will be available to complete the presentations utilizing Blackboard Collaborate Ultra (see Course Calendar for day/time).

## Drop Policy

Students will be dropped for failure to submit the “getting started” activities (during the first week) and if they fail to submit assignments for **two consecutive weeks.**

# Course Calendar

Please note that our class week **begins** each Monday and **ends** each Sunday at 11:55 p.m. CST. I will send out weekly emails highlighting assignments for the week. The "Values for Class Assignments" page identifies the assignments, the point values due with each chapter(s)/each week.

## Week Starts – Week Ends

January 17 – January 23

## Assignments

**Week 1 - Getting Started Activities: Pre- Test, Personal Report of Communication Apprehension (PRCA-24) Assessment with video blog, and Introduction to Speech Communication Course Navigation and Scavenger Hunt, \*\*All must be completed during the first week or risk being dropped**

## Unit I: Intrapersonal Communication

January 24 – January 30

**Week 2 - Unit I Opens – Assigned Reading Chapter 1**

### 3 assignments

Chapter 1 Quiz  
Assignment-Ethical Perspectives  
Discussion Board- Video Self Intro. Speech

January 31 – February 6

**Week 3 - Assigned Reading Chapters 2 and 3**

### 3 assignments

Assignment- Self-Fulfilling Prophecy /Impression Management Virtual Collaborate with group  
Discussion Board Posting  
Journal Entry- Self Concept  
Assignment – Understanding Perception

February 7 – February 13

**Week 4 - Assigned Reading Chapters 4 and 5**

### 2 assignments

Chapters 4&5 Quiz  
Assignment- Verbal & Nonverbal Communication

February 14 – February 20

**Week 5 - Exam I Available – due February 20 @ 11:55 p.m./Unit I Closes**

## Unit II: Interpersonal Communication

February 21 – February 27

**Week 6 -Unit II Opens – Assigned Reading Chapter 6**

### 3 assignments

Chapter 6 Quiz  
Assignment-Active Listening  
Discussion Board – The Power of Listening

February 28 – March 6

**Week 7 - Assigned Reading Chapter 13**

### 2 assignments

Assignment –Theories of Interpersonal Communication Virtual Collaborate  
Blog Entry – The Importance of Small Talk

March 7 – March 13

**Week 8 - Assigned Reading Chapter 14**

### 3 assignments

Assignment-Relational Stages & Popular Music  
Assignment -Conflict Management  
Chapter 14 Video Quiz

**Spring Break March 14-18**

**No class assignments due**

March 21 – March 27

**Week 9 - Assigned Reading Chapter 15 & 16**

### 3 assignments

Chapters 15&16 Quiz  
Blog – Group Experiences  
Assignment- Gender & Groups

## Week Starts – Week Ends

## Assignments

March 28 – April 3

**Week 10** - Exam II Available – April 3 @ 11:55 p.m./Unit II Closes

## Unit III Public Speaking Skills

April 4 – April 10

**Week 11** - Unit III Opens – Assigned Reading Chapters 7 and 8

### **2 assignments**

Chapters 7&8 Quiz

Assignment – Identify Different Types of Support

April 11 – April 17

**Week 12** - Assigned Reading Chapters 9 and 10

### **2 assignments & Begin Outline Development**

Assignment – Presentation Evaluation

Assignment – Speech Topic

April 18 – April 24

**Week 13** - Assigned Reading Chapters 11 and 12

### **2 assignments & Work on Presentation**

Chapters 11 & 12 Quiz

Assignment – Rough Draft of Speech Outline

April 25 – May 1

**Week 14** - Presentation Work-week

**Thursday, April 28**

**Last Day to Drop**

May 2 – May 8

**Check end of semester**

**Assignment due dates closely**

**Week 15** - Final Exam and Post Test available May 4 – due Sunday, May 8 @ 11:55 p.m.

\*These two exams make up the written final exam

**Monday, May 2**

**Section 151 Collaborate session for Individual Presentation Final Exam**

*\*Available for students struggling to find an audience, recording equipment, etc.*

**Tuesday, May 3**

**Section 152 Collaborate session for Individual Presentation Final Exam**

*\*Available for students struggling to find an audience, recording equipment, etc.*

**Wednesday, May 4**

**Recorded presentation, outline, PowerPoint must be SUBMITTED by 11:55 p.m.**

**Friday, May 6**

**Self-Evaluation must be SUBMITTED by 11:55 p.m.**

May 9 – May 12

**Week 16** - Course Evaluation due by May 12 @ 11:55 p.m.

# Values For Class Assignments

## SPCH 1311

Assignments	Values	Week/Chapters
<i>**refer back Course Calendar for due dates</i>		
Chapter 1 Quiz	25	
Assignment – Ethical Perspectives	50	<b>Chapter 1 Assignments</b>
Discussion Board- Video Self Intro. Speech	100	
Assignment- Self-Fulfilling Prophecy/Impression Management (Virtual Collaborate)	100	<b>Chapter 2 &amp; 3 Assignments</b>
Assignment – Understanding Perception	50	
Journal Entry- Self Concept	50	
Chapters 4&5 Quiz	25	
Assignment-Verbal & Nonverbal <b>Communication</b>	<b>100</b>	<b>Chapter 4 &amp; 5 Assignments</b>
Chapter 6 Quiz	25	
Assignment-Active Listening	50	
Discussion Board – The Power of Listening	50	<b>Chapter 6 Assignments</b>
Assignment - Theories of Interpersonal Communication (Virtual Collaborate)	100	<b>Chapter 13 Assignments</b>
Blog Entry – The Importance of Small Talk	50	
Assignment-Relational Stages & Popular Music	100	
Assignment -Conflict Management	25	
Chapter 14 Video Quiz	10	<b>Chapter 14 Assignments</b>
Chapters 15&16 Quiz	50	
Blog – Group Experiences	50	
Assignment- Gender & Groups	50	<b>Chapters 15 &amp; 16 Assignments</b>
Chapters 7&8 Quiz	50	
Assignment – Identify Different Types of Support	50	<b>Chapters 7 &amp; 8 Assignments</b>
Assignment – Rough Draft of Outline	0	
Assignment – Presentation Evaluation	25	<b>Chapters 9 &amp; 10 Assignment</b>
Chapter 11 & 12 Quiz	50	
Assignment – Rough Draft of Outline	15	<b>Chapters 11 &amp; 12 Assignments</b>
<b>Individual Presentation Self-Evaluation</b>	<b>50</b>	

### Exams

Exam 1 (Chpts. 1-5)	100
Exam 2 (Chpts 6, 13-16)	100
<i>Individual Presentation Final Exam</i>	200
Final Exam ( <i>Chpts. 7-12 &amp; Post Test</i> )	100

**Grading Scale**                      **Total Points Available**                      **1,800**

**1,800-1,620 = A**

**1,619-1,440 = B**

**1,439-1,260 = C**

**1,259-1,080 = D**

**>1,080 = F**