SPC 1608 - Fall 2014
Course Syllabus

COURSE TITLE       Introduction to Speech Communication
COURSE NUMBER      SPC 1608 (CRN 10116)
PREREQUISITES     ENC 1101 with a passing grade of C or better

CREDIT HOURS       3.0
CONTACT HOURS      45

CLASS MEETING TIMES Thursday 7:00-9:45p.m.  TWFAC 2407
CLASS METHOD       This course is designed to meet face to face and online. A student may access the online portion of the course: http://online.fkcc.edu. If the student has difficulty in logging in to the course or the student does not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 or e-mail to D2lhelp@fkcc.edu for assistance.

Synchronous Office Hours-Check the Announcement section of the course for synchronous office hour times.

Announcements-Weekly Announcements from the instructor will be posted on the announcements page. To access click on "Announcements" under Course Tools.

INSTRUCTOR        Amber Ernst-Leonard
                  Amber.ernstleonard@fkcc.edu
                  Office # A104
                  (305) 809-3531 (ext. 531)

OFFICE HOURS       Wednesday: 10:00-11:00 AM
                  Or by appointment; contact information above

COURSE DESCRIPTION This course is designed to assist the student in understanding and implementing oral communication skills. Learning is centered in student participation in a variety of speaking-listening situations designed to increase the understanding of the interpersonal nature of all speech communication.

Gordon Rule Writing Requirement: This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained.
COURSE OBJECTIVES

Upon completion of the course, the student will be able to demonstrate knowledge—by successfully answering questions on an objective examination—of the following topics:
1. Critically analyze purpose, structure, audience, application and implementation of communication.
2. Effectively use methods of preparation, active listening and audience awareness.
3. Research and cite sources to support communication.
4. Develop writing and speaking skills for a purpose/audience.
5. Use technology to support communication research, practice, and implementation.

REQUIRED MATERIALS: Speak: Bundle with Access Code
PUBLISHER Verderber/Cengage
AUTHORS Verderber/Verderber/Sellnow
ISBN 978133428596

Course Policies

Communications: The online format of this class puts a premium on communications. The prime responsibility for timely communications rests with you - the student. This course will utilize the following methods:

EMAIL: The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class. This e-mail uses the student’s FKCC e-mail account.

What can the student expect from your instructor?
The instructor will log into D2L and check for messages at least once per day, including weekends and holidays. If the student has an urgent message for the instructor, do not post the same message both on a Discussion Forum and in an email. Doing both will waste the students time and will not result in the instructor getting the message any faster. If the instructor expects to be out of contact for more than a couple of days, they will inform the class via the Announcement section...

Important Note: If the instructor has not responded to a student email or voicemail message by the end of the day after the student left the message, the student should assume that the instructor did not receive it and leave another message.

DISCUSSION FORUMS: Most weeks under the discussion tab, there will be a question to which the students are to post a response during the week. The student must click on the “respond” button immediately after the question. The student is to make appropriate comments; for maximum credit the student is to respond to at least one other student’s response that week. The student should also check to see who has responded to their comments and respond to this person if it is appropriate to do so. These responses are also to be thought revealing – they are more than “I agree” or “I disagree.” The student is expected to provide quality insight citing and documenting references, in order to demonstrate an understanding of the weekly topic and provide original thought in the posts. Cutting and pasting from the text, websites, or providing a response with limited substance will receive a significantly reduced grade. As with all activities in this class, quality counts and the postings need to add value to the discussion.

In addition, most questions about class policies and subject matter should be posted in the discussion forum to allow the entire class to benefit from the question and the answer. There will often be important information published to the class via the Announcements section, such as changes in due dates, exam information, etc. The student is responsible for all information published here.
Occasionally, time-sensitive announcements will be posted in the Announcements section. The student should log on to D2L 3-4 times each week to check for time-sensitive messages. Before the student posts a question, look through the Discussion Board. That same question may have already been asked and answered.

**Online Discussions**

The online discussion component is defined as posting a minimum number of substantial, separate, and distinct messages to the various Discussion Forums. Students must post by the middle of the week (Wednesday) in order to give others enough time to respond before the end of the week (Sunday). Any postings after Sunday will not count toward your grade.

**For the purposes of this class, a substantial online posting must:**

1. Provide a good explanation of a concept or concepts related to the material discussed in the forum, or give a good example of how a concept can be applied, or provide an insightful response to a previous post.
2. Be factually correct. The post should help your classmates, and yourself, learn the material.
3. **Be at least 150 words in length.** Messages that do not meet this length requirement will earn only a small amount of partial credit.
4. Have acceptable spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct. Take advantage of the spell check feature in D2L.
5. Do your own work. Do not plagiarize from any source (internet, textbook, etc) as the body of your post. Study the concept, and then express it in the student’s own words. Make certain to cite and document references.

Other key points:

1. **Only messages that meet all of the requirements of a substantial post** listed above will earn full credit for participation.
2. It is acceptable (and encouraged!) for more than one student to respond to the same message. The best way to be sure you understand a topic is to try to explain it to someone else.
3. Please use the discussion forums to ask all of the questions you have about the class material. The instructor wants students to ask a lot of questions, and these questions will contribute to the class participation grade.
4. Off-topic messages will not count toward the participation grade.
5. **If the final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to the student’s advantage as the instructor decides which of the two letter grades the student has earned.**
6. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say “I agree with you” or something similar will not earn any credit.
7. These participation points are the easiest part of the grade to earn, and also the easiest to forget to do. Don’t forget!
8. Copying and pasting from any source, even if the student cites the source, is not acceptable. The student should study the source document and paraphrase what they learned when typing a message.

**Logging Off From D2L**

In order to better serve our faculty and students, all D2L users should click the “Logout” link when completing online course work. By logging off instead of just closing the internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each student’s time logged into the online course?
Class Participation

Class participation is a combination of discussions and online assignments. The online discussion component is defined as posting a minimum number of substantial, separate, and distinct messages to the various Discussion Forums. These discussion board messages must be posted before the deadlines in the Course Calendar to count toward the student's participation grade.

Academic Honesty & Plagiarism

1. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person’s work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student’s responsibility to review the College’s policy on Academic Honesty.

2. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.

3. Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else’s words. Using quoted text to support your answer will not usually be necessary in this class.

4. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

Copyright Notice

The materials and content provided in this course is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected include, but are not limited to, text, still images, audio recordings, video recordings, simulations, animations, diagrams, charts, and graphs. Every effort has been made to insure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision, or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.

Withdrawal Policy

1. Students may withdraw without academic penalty from this course by the set calendar date for Fall Term C. This will result in a grade of 'W' for the course and will not count against the student's GPA.

2. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.

3. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need
assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: Suzy.park@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

**Academic Etiquette**

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the learning process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected, and inappropriate or offensive postings will not be tolerated.

I expect all students to approach the subject matter and fellow students in a respectful, humanistic manner. Since writing and the assigned readings reflect all aspects of life, class discussions might touch on sensitive topics. I expect students to respond carefully to the comments of others.

*Students are expected to familiarize themselves with FKCC Policies, which can be found in the current Student Handbook.*

**PROPOSED COURSE SCHEDULE**

*Be sure to check the announcements part of D2L each week for the latest schedule information*

<table>
<thead>
<tr>
<th>Please note:</th>
<th>The course schedule is subject to change to meet the needs of the course and its students. If you miss a class, it is YOUR responsibility to stay current.</th>
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</thead>
</table>

**Week 1 (August 21)**

**Thursday:**
- Introduction and syllabus (discuss technology-enhanced format)
- Go over D2L
- In-class activity
- Discuss listening skills
- Hand out Assignment 1: Introduction Speech
- Interview activity
  - **Homework**
    - Send an introductory email to the instructor from your FKCC email
    - Read Ch. 1 and 2
    - Create outline and notes for Assignment 1: Introduction Speech

**Week 2 (August 28)**

**Thursday:**
- Discuss Ch. 1 and 2
- Discuss speech anxiety and techniques
- Go over notes and refine for Speech 1
- Practice speech
- Begin presenting Assignment 1: Introduction Speech (if we’re ready)

**Week 3 (September 4)**

**Thursday:**
- Present Assignment 1: Introduction Speech
- Discuss and respond to speeches
- Discuss different types of speeches
• Begin Unit 2: Analysis of speeches
• Discuss elements of speech
• Analyze and discuss sample speeches
• Hand out Assignment 2
  - Homework
    o Post on the discussion board by Sunday and respond to at least one person before Wednesday
    o Read Ch. 3
    o Choose a speech and take notes on it
    o Begin writing speech content analysis

Week 4 (September 11)
Thursday:
• Continue working on Assignment 2
• Edit and revise essays
• Continue to discuss elements of speech
  - Homework
    o Read Ch.4
    o Finalize work on Assignment 2 (due before the end of the day on Thursday 9/18)

Week 5 (September 18)
Extra credit opportunity: Attend Constitution Day on Wednesday, Sept. 17 at 11:00a.m.
Thursday:
• Begin discussing Unit 3: Informative speeches
• Hand out Assignment 3: Informative speech
• Discuss possible topics
• Discuss researching and establishing purpose
• Review information about finding, evaluating, and using sources
• Visit the library or ISLE to find sources
  - Homework
    o Read Ch.12
    o Choose a topic and begin writing your opinions and thoughts about it
    o Find at least 2 sources for your topic
    o Begin writing notes/outline on your topic

Week 6 (September 25)
Thursday:
• Discuss organization and flow of a speech
• Begin discussing visual aids to add to the speech
  - Homework
    o Read Ch.7
    o Finalize notes and outline for the informative speech (upload to the dropbox)
    o Begin adding visual elements to your speech
    o Finish practicing for the informative speech
    o Post to the discussion board by Wednesday and respond to at least 2 other people by Sunday

Week 7 (October 2)
Thursday:
• Present informative speeches
• Hand out Assignment 4: Job Interview
  - Homework
    o Research a possible job you are interested in interviewing for in the future
- Begin preparing by researching the job/company/area
- Post to the discussion board by Wednesday and respond to at least 2 other people by Sunday

**Week 8 (October 9)**

**Thursday:**
- Assign groups for in-class activity for the job interview
- Discuss body language and delivery
- Work on preparing questions, practicing answers and developing a resume
  - **Homework**
    - Continue preparing the job interview
    - Finalize resume

**Week 9 (October 16)**

**Thursday:**
- Mock interviews
- Bring 3 copies of resume
- Discussion and response to the interviews
- Begin discussing occasion speeches
- Hand out information on Assignment 5: Occasion speeches
  - **Homework**
    - Read Ch. 15
    - Review information about occasion speeches
    - Choose a possible occasion to speak
    - Practice writing out notes/outline for the occasion speech
    - Post to the discussion board by Wednesday and respond to at least 2 other people by Sunday

**Week 10 (October 23)**

**Thursday:**
- Discuss Chapter 15
- Continue working on notes/outline for the occasion speech
- Discuss memory aids and audience response
  - **Homework**
    - Complete notes for the occasion speech
    - Finish practicing for the occasion speech

**Week 11 (October 30)**

**Thursday:**
- Present the occasion speeches
- Discuss and respond to the speeches
  - **Homework**
    - Practice and rework one of your speeches to deliver again in class on Thursday
    - Read Ch. 16
    - Post to the discussion board by Wednesday and respond to at least 2 other people by Sunday

**Week 12 (November 6)**

**Thursday: Last day to withdraw from classes to receive a “W”**
- Make-up Day: Present revised speeches
- Discuss and respond to the speeches
- In-class activity
- Hand out the final project assignment
- Assign groups
- **Homework**
  - Begin working in your groups: choose a topic and begin notes/outline for final project
  - Post to the discussion board by Wednesday and respond to at least 2 other people by Sunday

**Week 13 (November 13)**

**Thursday:**
- Continue to work with your group on final project
- Begin adding visual elements to the presentation
- Hand out final reflection assignment
- **Homework**
  - Practice with your group

**Week 14 (November 20)**

**Thursday:**
- Begin presenting the group presentations/final projects
- Hand out group feedback assignment
- **Homework**
  - Work on final reflection essay and group feedback (Due in the dropbox before the end of the day on Thursday.).

**THANKSGIVING BREAK: COLLEGE CLOSED Nov.26-30**

**Week 15 (December4)- FINAL WEEK 7:30-10:00p.m.**

**Thursday:**
- Final class session
- Group presentations/final projects (if necessary)
- Celebration and reflections

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**STUDENT EVALUATION**

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<tr>
<th><strong>STUDENT GRADE DETERMINATION</strong></th>
<th><strong>FKCC GRADING SCALE</strong></th>
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<tbody>
<tr>
<td>600 Speeches and other primary assignments</td>
<td>90% or above A</td>
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<tr>
<td>250 Participation: includes D2L discussion posts and in-class activities</td>
<td>80%-89% B</td>
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<td>150 Final Project</td>
<td>70%-79% C</td>
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<td></td>
<td>60%-69% D</td>
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<td></td>
<td>Below 60% F</td>
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Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

a. Understand the policies detailed in this Syllabus.
b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
c. Understand that you will be held accountable to the standards published in this document.
d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar and Assessment Measures.

By signing my name I acknowledge the above.

Print Name: ___________________________ Date: ________________

Signature: ___________________________