SPC 1608: Introduction to Speech Communication
Course Syllabus

COURSE TITLE: Introduction to Speech Communication
COURSE NUMBER: SPC 1608 (CRN 10115)
PREREQUISITES: ENC 1101 with a passing grade of C or better

CREDIT HOURS: 3.0
CONTACT HOURS: 45

CLASS MEETING TIMES: Tuesday & Thursday 9:30-10:45a.m. M321
CLASS METHOD: This course blends traditional face-to-face and online learning. Students are expected to attend classroom sessions on (dates and times) as well as participate in online activities as assigned.

INSTRUCTOR: Ericka Gonzalez-Blanco
ericka.gonzalez@fkcc.edu

OFFICE HOURS: Tuesday’s and Thursday’s: 11am - 12pm
C225

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**

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 TEXTBOOK**  
Speak: Bundle with Access Code

**PUBLISHER**  
Verderber/Cengage

**AUTHORS**  
Verderber/Verderber/Sellnow

**ISBN**  
9781133428596

**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:

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.

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

**What can the student expect from your instructor?**
The instructor will regularly log into D2L and check for messages. 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.

**Reading Assignments and Homework**

- To succeed in this course, you must do all assigned readings and review class notes frequently.
- Homework is due within the first 10 minutes of the start of class on the due date. Students who must miss class on a due date can email the assignment by the start of class for full credit.
- Late homework is not accepted.

**Participation**
- Students earn points for each class they attend and participate in. Arriving late, leaving early, cell phone and non-class computer usage, as well as any other disruption of class will result in loss of points.
- Unexcused absences will result in a loss of participation points; excused absences (i.e., those with acceptable documentation of an emergency) will not result in point loss.
- Please note that the instructor may withdraw a student from a course for excessive absences (see FKCC Policies below). For our purposes, “excessive absences” is defined as 3 or more unexcused absences.

**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.

**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 November 6. 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 November 6.

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 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.
Proposed Course Schedule

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

Please note: 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.

Week 1 (August 21st)
Thursday:
- Introduction and syllabus
- In-class activity
- Hand out Assignment 1: Introduction Speech
  - Homework
    - Send an email to the instructor from your FKCC email
    - Read Ch. 1 and 2
    - Create notes for Speech 1

Week 2 (August 26th and 28th)
Tuesday:
- Quiz on Ch. 1 and 2
- Lecture on Ch. 1 and 2
- Go over D2L in the ISLE
- Go over notes and refine for speech
- Practice speech
  - Homework
    - Begin reading Ch. 3
    - Practice speech
    - Create note cards (if needed)

Thursday:
- Present Speech 1
- Discuss and respond to speeches
  - Homework
    - Finish reading Ch. 3
    - Post and respond to at least one person on discussion board 1 before Sunday

Week 3 (September 2nd and 4th)
Tuesday:
- Finish Speech 1
- Discuss and respond to speeches
- Quiz on Ch. 3
- Lecture on Ch. 3
- Listening Activity
**Homework**
- Post to the discussion board by Thursday
- Begin reading Ch. 4

**Thursday:**
- Analyze and discuss sample speeches
- Hand out Assignment 2: Speech analysis

**Homework**
- Respond to at least 2 other people on the discussion board by Sunday
- Finish reading Ch. 4
- Choose a sample speech to analyze
- Write a draft of the speech analysis

**Week 4 (September 9th and 11th)**

**Tuesday:**
- Quiz on Ch. 4
- Lecture on Ch. 4
- Work on draft speech analysis
- Edit and revise essays in the ISLE

**Homework**
- Think of possible argumentative topics for research and write a speech goal statement.
- Continue working on the speech analysis
- Post to the discussion board by Thursday.

**Thursday:**
- Lecture on Ch. 12: Informative speeches
- Discuss possible topics
- Hand out Assignment 3: Informative speech

**Homework**
- Choose a topic and begin writing your opinions and thoughts about it
- Finalize Assignment 2 and upload to the dropbox before the end of the day.
- Respond to the discussion board by Sunday.
- Read Ch. 12

**Week 5 (September 16th and 18th)**

**Tuesday:**
- Quiz on Ch. 12
- Lecture on Ch. 6
- Visit the library or ISLE to find sources
Homework

- Read Ch. 6
- Find at least 2 sources for your topic
- Begin writing notes/outline on your topic
- Post to the discussion board by Thursday

Thursday:
- Quiz on Ch. 6
- Lecture on Ch. 5

Homework

- Finish writing notes/outline for the informative speech
- Read Ch. 5
- Respond to the discussion board before the end of the day on Sunday

Week 6 (September 23rd and 25th)

Tuesday:
- Quiz on Ch. 5
- Lecture on Ch. 7
- Discuss and practice points of the informative speech
- Begin discussing visual aids to add to the speech

Homework

- Finalize notes and outline for the informative speech (upload to the dropbox)
- Begin adding visual elements to your speech
- Begin reading Ch. 7
- Post to the discussion board by Thursday

Thursday:
We will not have a formal class meeting. Instead the ISLE will be open for lab time to work on your informative speech.

Homework

- Finish practicing for the informative speech
- Finish reading Ch. 7
- Respond to the discussion board before the end of the day on Sunday

Week 7 (September 30th and October 2nd)

Tuesday:
- Quiz on Ch. 7
- Present informative speeches
- Respond and discuss speeches

Homework

- Post to the discussion board by Thursday
Thursday:
- Finish presenting informative speeches
- Respond and discuss speeches
- Hand out Assignment 4: Job Interview
  - **Homework**
    - Find a possible job you are interested in interviewing for in the future
    - Develop resume
    - Begin preparing by researching the job/company/area
    - Respond to the discussion board before the end of the day on Sunday

Week 8 (October 7th and 9th)
Tuesday:
- Lecture on Ch.’s 8 and 11
- In-class activity for the job interview
  - **Homework**
    - Practice answering possible questions
    - Begin reading Ch.’s 8 and 11
    - Post to the discussion board

Thursday:
We will not have a formal class meeting. Instead the ISLE will be open for lab time to work on your practicing for the mock interviews
  - **Homework**
    - Finish practicing for the interview
    - Finish reading Ch.’s 8 and 11
    - Respond to the discussion board before the end of the day on Sunday

Week 9 (October 14th and 16th)
Tuesday:
- Quiz on Ch.’s 8 and 11
- Mock interviews
- Discussion and response to the interviews
  - **Homework**
    - Post to the discussion board

Thursday:
- Finish presenting mock interviews
- Discussion and response to the interviews
  - **Homework**
    - Read Ch.’s 13 and 14
    - Respond to the discussion board by Sunday
Week 10 (October 21st and 23rd)
Tuesday:
- Quiz on Ch.’s 13 and 14
- Lecture on Ch.’s 13 and 14
- In-class activity on the persuasive pitch

  Homework
  - Read Ch. 15
  - Post to the discussion board by Thurs.

Thursday:
- Quiz on Ch. 15
- Lecture on Ch. 15
- Hand out Assignment 5: Persuasive/Occasion Speech

  Homework
  - Begin working on persuasive/occasion speech
  - Respond to the discussion board before the end of the day on Sunday

Week 11 (October 28th and 30th)
Tuesday:
- Continue working on notes/outline for the persuasive/occasion speech
- In-class activity

  Homework
  - Continue working on notes/outline for the persuasive/occasion speech.
  - Post to the discussion board

Thursday:

We will not have a formal class meeting. Instead the ISLE will be open for lab time to work on your persuasive/occasion speech.

  Homework
  - Finish practicing for the persuasive/occasion speech
  - Respond to the discussion board before the end of the day on Sunday

Week 12 (November 4th and 6th)
Tuesday:
- Present persuasive/occasion speeches
- Discuss and respond to the speeches

  Homework
Go back and review your work so far in the class and decide what needs to be revised.
Post to the discussion board

Thursday:
- Finish present persuasive/occasion speeches
- Discuss and respond to the speeches

- **Homework**
  - Practice and rework one of your speeches to deliver again in class next Thursday
  - Respond to the discussion board before the end of the day on Sunday

Week 13 (November 11th and 13th)

Tuesday:
NO CLASS- Veterans Day

- **Homework**
  - Practice and rework one of your speeches to deliver again in class on Thursday

Thursday:
- Present revised speeches
- Discuss and respond to the speeches
- Hand out the final project assignment
- Choose a topic for the final project

- **Homework**
  - Decide your topic for the final project
  - Read Ch. 16
  - Post to the discussion board before the end of the day on Sunday

Week 14 (November 18th and 20th)

Tuesday:
- Quiz on Ch. 16
- Lecture on Ch. 16

- **Homework**
  - Work on final project
  - Post to the discussion board

Thursday:
We will not have a formal class meeting. Instead the ISLE will be open for lab time to work on your final projects.

- **Homework**
  - Continue working on your final projects
  - Respond to the discussion board before the end of the day on Sunday
Week 15 (November 25th and 27th)
  Tuesday:
  • Work on final projects
  • Discuss final reflections/group feedback and final exam
    • Homework
      o Write a draft of your final reflections
      o Begin studying for final exam

  Thursday:
  NO CLASS - Thanksgiving Break (Wed-Fri.)

Week 16 (December 2nd and 4th)
  Tuesday:
  • Present final projects
  • Discuss and respond to final projects
    • Homework
      o Work on your final reflections and group feedback
      o Study for final exam

  Thursday:
  • Finish presenting final projects
  • Discuss and respond to final projects
    • Homework
      o Finish your final reflections and group feedback
      o Continue studying for final exam

Week 17 (December 9th)
  Tuesday:
  • Final Exam
    • Homework
      o Post your final reflections and group feedback to the dropbox by the end of the day.
**Student Evaluation and Course Policies**

<table>
<thead>
<tr>
<th><strong>Student Grade Determination</strong></th>
<th><strong>FKCC Grading Scale</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Pts Assignment 1: Introduction Speech</td>
<td>90-100% A</td>
</tr>
<tr>
<td>100 Pts Assignment 2: Speech Analysis</td>
<td>80-89% B</td>
</tr>
<tr>
<td>100 Pts Assignment 3: Informative Speech</td>
<td>70-79% C</td>
</tr>
<tr>
<td>100 Pts Assignment 4: Job Interview</td>
<td>60-69% D</td>
</tr>
<tr>
<td>100 Pts Assignment 5: Persuasive/Occasion Speech</td>
<td>Below 60% F</td>
</tr>
<tr>
<td>100 Pts Class Participation (In-class participation and Discussion Board Posts)</td>
<td></td>
</tr>
<tr>
<td>140 Pts Quizzes</td>
<td></td>
</tr>
<tr>
<td>150 Pts Final Project</td>
<td></td>
</tr>
<tr>
<td>100 Pts Final Exam</td>
<td></td>
</tr>
<tr>
<td>50 Pts Final Reflection and Group Feedback</td>
<td></td>
</tr>
<tr>
<td>1040 Pts TOTAL</td>
<td></td>
</tr>
</tbody>
</table>
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: _____________________________________________________________________