INTRODUCTION TO SPEECH COMMUNICATION
Fall 2009 (8/24 – 12/13)
Mon/Wed

(SAC - Rm. 1316  9:10 am – 10:25 am)

Instructor: Theresa E. Glenn
512-223-9210
e-mail: Tglenn2@austincc.edu

If you want a copy of the class notes go to: www.austincc.edu/tglenn2 and print them out. They are not available in class.

Office Hours: Room SAC 1313.10
Mon/Wed 12:00 pm – 2:00 pm
Tues/Thurs 10:35 am – 11:35 am
Greetings and welcome to Speech 1311! Although this course is usually taken as a requirement for most students, it is my personal goal as an instructor that you leave this semester with information that is valuable to you in your personal and professional lives. Overall, it is my wish that you find the course much more useful than just getting the “required grade”. I believe you’ll find the course challenging, interesting and rewarding as well. Please feel free to visit me during office hours, or contact me via e-mail or telephone with any questions, comments, ideas or concerns that you may have. I look forward to forging ahead together into the world of communication.

- 3 Green scantrons
- 1 3-ring binder (optional)
- Computer access for typed assignments, e-mail and blackboard access.

Course Description:
Introduction to Speech Communication explores the theories and practice of speech communication behavior to promote communication competence in interpersonal, small group, and public speaking situations. The course also examines the influence of communication technologies on human interaction. Skills: E

Course Objectives/Goals:
- To introduce students to fundamental theories of human communication.
- To show students how these theories apply to their own experiences.
- To improve students’ communication skills in a variety of contexts.

Course Units:
This course is designed to give you a broad overview of some of the topics that fall under the area of speech communication. During the semester, we will cover the following topic areas:
- Foundations of Human Communication
- Interpersonal Communication and Relationships
- Small Group Communication
- Public Speaking

Student Objectives:
- To understand the communication process and characteristics of competence
- Demonstrate an understanding of the role of perception in communication
- Recognize the power of language and adapt verbal messages appropriately
- Evaluate listening habits and practice effective listening skills
- Send and interpret nonverbal messages with accuracy and effectiveness
- Understand the role of communication in interpersonal relationships
- Recognize own conflict style & demonstrate effective conflict management
- Contribute to effective group problem-solving and practice role flexibility
- Use effective delivery style in informal or formal public speaking situations
- Recognize the need to self-monitor personal communication competence
- Develop skill in selecting and using a variety of communication strategies and responses based on situational contexts, goals, and human needs
- To foster a better understanding of cultural and ethnic diversity
Course Skill Levels.
In accordance with H.B. 2183, students who enroll for ACC Speech courses are expected to demonstrate competent English speaking and listening skills:

- “Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion and audience.”
- “Listening at the college level means the ability to analyze and interpret various forms of spoken communication.”
As a student, you can expect to acquire these abilities only if you honor all course policies, attend class, participate in class exercises and complete assignments in good faith and on time. Students may vary on their achieved competency levels regarding these abilities.

**Instructional Methodology:**
The class is designed around instructor lecture, working with partners and in small groups, as well as individual and group presentations. Students are expected to contribute to all lectures and activities with questions, ideas and relevant business or personal experiences.

**Participation/Attendance/Withdrawal:**
You are strongly encouraged to listen, observe, and participate actively in each class meeting. Because our subject—human communication—occurs between and among people, each class session is treated like a communication laboratory where you will practice applying theory to your everyday communication patterns.

This course emphasizes theoretical and practical aspects of communication, thus, it is important that you attend all class sessions. A record of attendance will be kept for each student. You are expected to arrive to class on time and remain for the entire period. Arriving 15 minutes late or leaving 15 minutes early will constitute one absence. After one absence, points will be deducted from your attendance grade. See last page for point system. **Students who are absent more than 5 classes (excused or unexcused) will fail the course.** However, it is the student’s responsibility to withdraw from the course by the official withdrawal date if personal circumstances prevent progress. **Thus, if you stop attending class and do not officially withdraw through the registrar’s office you will receive an “F” as your final grade. I reserve the right the withdrawal any student from the course for lack of attendance or lack of progress. You are responsible for announcements made and homework assigned during a missed class! No excuses. Thus, homework is due on the assigned date. You do not get an extra day because you missed the class in which it was assigned.**

**Late Work:**
**No homework will be accepted late,** even if you were absent the day it was assigned. Each student will be allowed to drop their lowest homework grade and make up one missed exam with no penalty as long as it is taken within three days of the original exam date (including weekends) and before class on the third day. Make-up exams may be taken at the SAC testing center with the instructor’s permission and notification. A make-up may not be taken after the 3 days. Any additional make-up exams or late work will only be accepted due to an excused absence or an extreme circumstance, and even under those circumstances a penalty of 10 points will be assessed. You are expected to contact me regarding a missed exam/presentation prior to the next class period otherwise no make-up work will be allowed. **Note:** Make-ups are **not** allowed for the group problem-solving presentations or the individual final speech unless you have an excused absence as defined below.

**Excused absences** require documentation verifying one of the following: a) required military service; b) you are hospitalized/doctor’s note; c) funeral attendance for a member of your family; or d) your first enrollment in the course occurred after it began. Being absent for work related or other school activities or planned vacations, etc. will count toward your allotted five absences and do not count as “excused” absences. You must plan accordingly to be successful!

**Scholastic Dishonesty:**
Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, e.g., cheating on an exam or quiz, plagiarizing written texts or oral speeches, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research, or self-expression. Academic work is defined as, but not limited to, tests,
and quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework. A student guilty of scholastic dishonesty will receive an “F” in the course and will be recommended for dismissal from ACC.

**Students with Disabilities:**
Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. They may be reached at 512-223-9166, SAC, Rm. 116.

**Academic Freedom Statement:**
Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

**Cell Phones, Lap Tops, and Electronic Media:**
All cell phones and pagers and ipods and any other electronic devices are not allowed to be used during class. You are responsible for making sure that they are turned off. Text messaging or playing electronic games during class will not be tolerated. **One point will be deducted from your final grade each time your phone or other use of electronic devices is a disruption to me or the class.** I may also confiscate your gadget and/or ask you to leave the class for the remainder of the period. Laptop computers are NOT allowed during class time unless permission is granted by the professor to you personally or required by the OSD staff.

**Inappropriate Behaviors:**
Inappropriate behaviors may result in points being deducted from the student’s final grade as determined by the instructor based on the severity of the offense. Inappropriate behaviors may include:

- Monopolizing discussion or interrupting others
- Arguing for the sake of arguing
- Uncalled-for criticism or excessive negativity
- Verbal hostility or any display of frustration, irritation, or anger
- Failure to correct behavior at professor’s request
- Offensive language intended to belittle the message receiver

**Off-task Behaviors:**
Off-Task Behaviors may result in points being deducted from the student’s participation grade as determined by the instructor based on the extent of the offense. Off-task behaviors may include, but are not limited to,

- Resting your head, sleeping, wearing sunglasses, etc.
- Private conversations or inappropriate behavior with a classmate, etc.
- Reading newspapers; doing work for other classes; etc.
- “Checking out” mentally or behaviorally from the activity or discussion, etc.

*List created by Dr. L. Coangelo
Safety:
The Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. **In the event of an emergency students may contact campus police by dialing 222 from any campus phone or 223-7999 from any cell phone, pay phone, or off-campus phone.** Please familiarize yourself with the SAC rally point for your class. If in the event an evacuation you are to report to the evacuation rally location. There you will be accounted for. Do not leave campus until you are accounted for. Emergency personnel will search for you in the building if you are not accounted for at the rally point! Let’s work together to keep everyone safe!!

Student Support & Success Systems:
ACC is committed to your success while enrolled. Please visit [www.austincc.edu/support/index.php](http://www.austincc.edu/support/index.php) to learn how your college can help you be successful.

Course & Grading Requirements:
1. Attendance: The following formula will be used to calculate your attendance grade. I do not distinguish between excused and unexcused absences for the purpose of calculating your attendance grade:

<table>
<thead>
<tr>
<th>Absences</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>90%</td>
</tr>
<tr>
<td>3</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>70%</td>
</tr>
<tr>
<td>5</td>
<td>60%</td>
</tr>
<tr>
<td>6 or more</td>
<td>Fail class</td>
</tr>
</tbody>
</table>

(Students who miss more than five times will fail the course!)

\[ \text{Total Absences} \times 0.10 = \text{Attendance Grade} \]

2. Pop-quizzes & Homework assignments: Various small homework assignments made throughout the semester. Please put your first and last name, date, and class with section number on every paper. **No cover page necessary.**

\[ \text{Total Points} \times 0.15 = \text{Homework Grade} \]

3. Three Exams: Exams will be multiple-choice, true/false, matching and short answer. Test material may come from lecture, the text, or both. You need a green scantron for each exam.

   - **Exam #1** (Chapters 1-5 plus “Tell Me More article) \[ \text{Total Points} \times 0.25 = \text{Exam #1 Grade} \]
   - **Exam #2** (Chapters 6-9 plus comm. style info) \[ \text{Total Points} \times 0.20 = \text{Exam #2 Grade} \]

   ♦ **Extra credit for exams:** You may earn extra credit points for each exam by writing one journal entry per chapter covered on the exam. For example, Exam I covers Chapters 1 -5. You may turn in journal entry for each chapter. Each journal is worth two extra points toward your final exam grade. Thus, you may earn 10 extra points on Exam I by completing all five journals - assuming each journal is done correctly. The journals should identify how you can or did apply at least one concept discussed in the chapter to your business and/or personal life. For each entry you need to identify the **chapter**, **page number** and **concept** you have chosen and then begin your discussion. Each entry should be one page typed; double-spaced (12 pt). They are due when you turn in your exam.

   \[ \text{Extra Credit Points} = \text{Number of Journals} \times 2 \]

4. Group Problem Solving discussion & presentation

\[ \text{Total Points} \times 0.10 = \text{Group Work Grade} \]

5. Persuasive/Informative speech*
   - **Part I** – speech outline
   - **Part II** – presentation

\[ \text{Total Points} \times 0.05 = \text{Speech Outline Grade} \]
\[ \text{Total Points} \times 0.15 = \text{Presentation Grade} \]

**TOTAL points = \text{Total Points}**
*The Persuasive/Informative speech must be presented in order to pass the class. Speaking slots are assigned the first day of speeches. You may not pass on your speaking slot. There is no make up for not being ready when it is your turn. You are expected to attend all classes in which speeches are being given, including the last class period even if you have already presented your speech. A 10 point penalty will be deducted from your speech grade if you have an unexcused absence on any of those days.*

**Grading Policy**

Specific grading criteria will be provided for every assignment. If you have any questions regarding the expectations of an assignment, please do not hesitate to seek clarification. Use of proper grammar and punctuation is a requirement for all assignments.

Please track your points/grade throughout the semester. If you have concerns regarding your final class average, please talk to me during the semester. Waiting till your final grade has been posted will not help you. ☺ Remember if your average is an 89.4 on the day I calculate grades, you’ve earned a “B” in the class as such with other averages. If you wait until the last day of class to show concern about your grade, you are too late.

- **A** 89.5 – 100 pts.
- **B** 79.5 – 89.4 pts.
- **C** 69.5 – 79.4 pts.
- **D** 59.5 – 69.4 pts
- **F** 59.4 and below
- **I** Incompletes are only awarded in special extenuating circumstances

**Contractual Agreement:** Your acceptance of the conditions and policies outlined in this document is implied by your continued enrollment in this course.
Please have the assigned chapter read before class. Pop quizzes may be given.

Mon.  8/24  Introduction to Course
Wed.  8/26  Chapter 1 - Human Communication: What and Why

Mon.  8/31  Chapter 2 - Perception, the Self, and Communication
Wed.  9/2   Chapter 2 cont.

Mon.  9/7   No class – Labor Day Holiday
Wed.  9/9   Chapter 3 - Language

Mon.  9/14  Chapter 3 cont.
Wed.  9/16  Chapter 4 – Listening

Mon.  9/21  Chapter 4 cont
Wed.  9/23  Chapter 5 – Nonverbal Communication.

Mon.  9/28  Chapter 6 – Understanding Interpersonal Relationships
Wed.  9/30  Chapter 6 cont.  *(Communicator Style Inventory due.  Go to: www.peterursbender.com/quiz/quiz.html and print out your results.)*

Mon.  10/5  Exam #1 - Chapters 1-5
Wed.  10/7   Chapter 7 - Improving Interpersonal Relations

Mon.  10/12  Chapter 7 cont
Wed.  10/14  Chapter 8 - The Nature of Groups
              Chapter 9 – Solving Problems in Groups

Mon.  10/19  Cont. Chapters 8 & 9
Wed.  10/21  Cont. Chapters 8 & 9

Mon.  10/26  Group presentation work
Wed.  10/28  Group problem solving presentations

Mon.  11/2  Exam #2 – Chapter 6 - 9 (plus competency question)
Wed.  11/4  Bring three possible speech topics to class.
            Begin Public Speaking Unit
            Chapter 10 – Choosing and Developing a Topic
Mon. 11/9         Cont. Chapter 10
       
Audience Analysis Due

Wed. 11/11       Chapter 11 – Organization & Support

Mon. 11/16       Chap 11 cont.
Wed. 11/18       Chapter 14 Persuasive Speaking
       
Optional draft outline of speech due

Mon. 11/23       Chapter 12 – Presenting Your Message
Wed. 11/25       Cont. Chapter 12

Mon. 11/30       Final Speeches (Final outline due for everyone)
Wed. 12/2        Final Speeches

Mon. 12/7        Final Speeches
Wed. 12/9        Final Speeches

Note: The course syllabus is subject to change depending upon completion of objectives and number of students on the final roll.

South Austin Campus (SAC) Testing Center
Phone: 223-9240
Room 1135
MON - FRI: 8:00 am - 8:00 pm
SAT: 9:00 am - 4:00 pm
SUN: 12:00 pm - 5:00 pm

South Austin Campus Learning Lab
Phone: 223-9243
Room 1138
MON – THURS: 8:00 am – 8:00 pm
FRI: 9:00 am – 2:00 pm
SAT: 11:00 am – 4:00 pm
SUN: 12:00 pm – 6:00 pm

Please keep this syllabus throughout the semester. Track your grades and attendance on it. When the semester is over you can then recycle it ☃ Please remember to recycle whenever possible on campus.