

Spring 2017 Introduction to Communication

Spch1311 – 151 Online

Instructor	Kelley Finley	Phone	806-716-2199
Office	CM 138	E-mail	kfinley@southplainscollege.edu
	T	1:30-3:30 pm	
Office	W	1:30-2:30	
Hours	TR	1:30-3:30pm	
	F	9:30am-12:00pm	
	Or by appointment		

Course Information

SPCH1311.151. This course is delivered 100% online. I will be available online during any of my office hours.

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.

Textbook: Communicate! By Verderber, Sellnow and Verdeber, 15th edition.

This textbook is required and should come bundled with Mindtap access. The code will be inside your book. Do NOT lose it! You must have Mindtap access to get the lecture notes and complete assignments.

Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC Email
- Microsoft Office (download from MySPCr)
- Adobe Reader (download from Adobe.com)
- Flash Player (download from Adobe Flashplayer)
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing and recording vlogs)

Recommended Course Materials

- A USB headset with microphone or headphones (for video conferencing)
- Digital video recording equipment capable of recording up to 10 minutes of video footage
- A tripod

Technical Skill Requirements

Be comfortable with the following:

- Microsoft Word or word processor that can save Word compatible files (.doc)
- Using email for communication, attaching documents
- Internet search engines and browsers
- Recording and uploading video files. Not having a way to record speeches or vlogs will not be tolerated as an excuse for failure to submit assignments.
- The ability to download video files, or to stream files.

Course Requirements:

1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned Readings.
3. To prepare assignments/presentations in a language understood by the instructor and students of the class (English).
4. To actively participate in class discussions and group activities.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior.
6. To show respect to fellow classmates/speakers.
7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments or when class has been missed.
8. To initiate withdrawal from the course if absences become excessive.

Disability Statement

ADA Statement - Levelland Campus

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 may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in the Student Health & Wellness Office, 806-716-2577.

Diversity Statement

In this class, the teacher 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.

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 Human Communication

- 1.1 recognize how to communicate within diverse environments.
- 1.2 distinguish the differences of intrapersonal, interpersonal (including group) and public communication.
- 1.3 learn the essential communication process components.

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.

Course Evaluation

Grades are calculated on the basis of assigned material. See the Tentative Daily Schedule & the Grade Assignment Sheet for assignments, due dates and point values for assignments. Course units are as follows:

Unit I = Foundations of Communication

Unit II = Interpersonal Communication

Unit III = Group Communication

Unit IV = Public Speaking

A Note about Speech and Assignment Grades:

We hold the same set of grading standards for all students enrolled in this course, regardless of academic major or discipline. Our instructors are trained to utilize standard speech grading rubrics when evaluating your speechwriting and delivery abilities. These rubrics can be found in Blackboard and we encourage you to refer to these documents as you prepare for your speeches so that you will be aware of our assessment methods.

It is also important to acknowledge that this course is unique in several ways. First, there is a performance element present. Knowing about effective communication/public speaking principles does not necessarily mean that one communicates effectively in public speaking settings. Secondly, the course is taught incrementally, meaning that we will gradually introduce more complex theory and application. Third, it is important to note that each student comes into the course with varying levels of public speaking experience and knowledge. Just as some students excel in math, history, science, art, or other disciplines, some students excel in communication and public speaking.

For individual assignments and speeches, you can expect to earn an “A” when you far exceed basic requirements and provide a model of excellence to your classmates, a “B” when you exceed basic requirements and demonstrate depth of application, a “C” when you meet basic/minimum requirements, a “D” when you do not meet basic requirements, and an “F” when you fall significantly short of the minimum requirements or when you do not complete the assignment.

Assignment Submissions

You will submit all assignments through their designated submission link in Blackboard. You are required to title your assignment files in the following format: “lastname_firstname_assignmentname.doc”.

Late Work Policy

Discussion boards, learning activities, journal activities, speech uploads, and peer and self-evaluations are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule. Late work will not be accepted. The only exception that will be made will be for extended illnesses or a death in the family. In such instances, you must submit verifiable and official

documentation to your instructor (e.g., a doctor's note indicating an extended illness or extenuating circumstance). Technological issues are not an excuse for late work. Do your assignments, quizzes and speeches early to ensure you have time for any issues that might arise.

Video Conferences (Group meetings) , including video conferences when you will deliver synchronous speeches, can't be made up, as a major component of the assignment involves the synchronous audience. The only exception that will be made is in the event of a medical emergency. In such instances, you must submit verifiable and official documentation to your instructor (e.g., a doctor's note). If you are unable to commit to the video conferencing on the dates and times listed on the Course Schedule, you will need to drop the course.

Technical Difficulties

Getting Help

- Information Services Help Desk is available to assist with MySPC sign-in problems, browser errors, and other technical difficulties you may encounter. For technical assistance, please contact IS Help Desk at 806-716-2600 or email them a helpdesk@southplainscollege.edu.
- For student assistance with Blackboard, email blackboard@southplainscollege.edu or call them at 806-716-2180.

Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered as an acceptable reason for not completing course activities at a scheduled time. Note: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date. If the server experiences unforeseen problems your course instructor will send an email. The same will occur for Mindtap.

Lost/Corrupt/Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

Grading

You can access your grades on the Blackboard Course Menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for your instructor's assessment methods.

Your final grade will be determined as follows:

- To earn an A, you need 895 points
- To earn a B, you need 795 points
- To earn a C, you need 695 points

- To earn a D, you need 595 points
- If your point total is 594 points or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, you will need to email your instructor or visit him/her in virtual office hours to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have one week after the grade has been posted in Blackboard to approach your instructor about your questions or concerns. After one week, your instructor will consider the matter closed. When you approach your instructor after viewing your grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by your instructor.

Learning Assessments

The Department of Communication Studies supports and adheres to college policies of academic excellence as noted in the student handbook. Below you will find a brief description of the six major assessment categories in the course. More information and specific instructions about each assessment will be included in the Units under the Course Menu in Blackboard. Check the Course Schedule to locate specific due dates for each assessment.

There are 1,000 points possible in the course.

- **Speeches (150 points)**
 - You will deliver two major speeches in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the modules. Below you will find basic information about each speech.
 - The Introductory Speech (due in Unit 1) will be delivered to your audience by uploading your speech to Mindtap
 - The Persuasive Policy Speech (due in Unit 4) will be delivering to your audience in real-time in the Meeting App in Mindtap or in person. Additionally, this speech will require you to use a PowerPoint Presentation.
- **Pre & Post Speech Evaluations (100 points)**
 - You will complete two pre speech evaluations and two post speech evaluations. These evaluations will give you the opportunity to reflect on your own speeches.
- **Unit Test (300 points)**
 - You will take 3 unit tests based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each module.
- **Journal activities and Assignments (225 points)**

- You will complete eight learning activities designed to help you apply course material and prepare for your upcoming speeches.
- **Written Work (Outlines and Communication Analysis Paper) (150 points)**
 - You will create an outline for your introductory speech as well as a rough draft outline and a final outline for your Persuasive Speech. You will also be assigned a Communication Analysis paper to analyze the communication process.
- **Team Meetings (75 points)**
 - You will meet three synchronous, 30 minute video conferences with your instructor and group members. During these video conferences, you will have the opportunity to discuss course content and your upcoming speeches with your group members and instructor.

Final grades in this course will be based on the following assignments and point values. Check your Course Schedule in Blackboard for specific due dates and times.

Course Assignment	Maximum Pts	Points I Earned
Unit 1-Intrapersonal Comm		
Icebreaker	10	
Online Readiness	15	
Journal 1-- Communication Improvement Plan	25	
Journal 2 - Johari Window Assignment	25	
Journal 3 - Culture Awareness Assignment	25	
Journal 4 - Define the Following Words Assignment	25	
Journal 5 - Body Art and Nonverbal Assignment	25	
Unit 1 Test	100	
Team Meeting	25	
Outline	25	
Pre-Speech Self Evaluation	25	

Past, Present Future Speech	50	
Post Speech Self Evaluation	25	
Total pts available for Unit 1	400	
Unit 2 and 3 Interpersonal and Group Comm		
Movie Assignment	25	
Leadership style assessment and Team meeting	25	
Unit 2 and 3 Test	100	
CA Paper	50	
Total pts available for Unit 2 & 3	200	
Unit 4 – Public Speaking		
Outline Rough Draft	25	
PRCA	25	
Journal 6 -Death by Powerpoint	25	
Team Meeting	25	
Pre- Speech Self Evaluation	25	
Outline	50	
Speech	100	
Post-Speech Self Evaluation	25	
Unit 4 test	100	
Total pts available for Unit 4	400	
	1000 points possible	Total pts I earned:

: