

COURSE SYLLABUS
SPCH1311 A02NT

Instructor Information:

Name: Mrs. Melinda Pereda

Email: PeredaM@grayson.edu

Office Hours: By appointment. Because I live more than an hour away from Grayson, I do not have an office on campus and hardly come to campus. I am happy to set up a phone call to discuss any concerns or a Skype appointment. I am happy to help any way I can.

* You may also send a message through Canvas. I will respond to all emails and messages **within 24 hours**. If you contact me over the weekend, I will respond within **two days**. Generally, I try my best to respond within a few hours but do not always expect I can write back right away.

Required Text:

Communication Principles for a Lifetime (6th edition). Beebe, Beebe, & Ivy.

ISBN: 978-0-13-375382-0

Supplies (in addition to textbook):

Notecards

Access to Internet

Access to PowerPoint

Ability to digitally record your speeches. Grayson offers video cameras for check out. Please email me ahead of time if you are interested in checking one out. Otherwise, you may use another device such as your computer, tablet, phone etc. as long as the quality (picture and sound) is sufficient.

Course Description and Student Learning Outcomes:

Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.

Upon successful completion of this course, students will:

1. Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness.
4. Develop, research, organize, and deliver formal public speeches.
5. Recognize how to communicate within diverse environments.

Assignments and Point Breakdown:

Speeches (3 total): 30%

Tests: 20%

Group Project: 20%

Discussions/Miscellaneous Assignments: 20%

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Quizzes: 10%

Grades will be updated weekly on Canvas so you will always have a current overall average of the course. At the end of the semester, your average grade will result in the following letter grade:

90-100%: A

80-89%: B

70-79%: C

60-69%: D

59 and below: F

Internet Course Information:

Here is some very important information concerning how this online class will work:

1) Communication will take place in Canvas. You need to frequently check the Announcements, Discussion Board, Messages inbox and your Grayson email for communication from the instructor and your classmates. There is at least one assignment due every week, so you need to make sure you are keeping up with this weekly contribution. **Assignments will be due on Mondays by noon (except for finals week--check the schedule)**, so please make sure to plan ahead to get things turned in by then. The next week's module will be visible by Monday at noon, if not earlier.

2) Students need to have a basic level of technical competence to be successful in this course. This includes having easy access to a computer/high speed Internet connection, ability to read/comprehend information online, know how to upload attachments, etc.

3) Assignment instructions and grading rubrics will be posted on Canvas so you know exactly what you will be graded on.

4) Students need to have access to a camera, computer, etc. to digitally record speeches to post online. The student is responsible for ensuring the sound is working, presentation aids can be viewed, etc. before submitting the assignment.

- Students need to **stand up and be fully visible** while giving/recording their speech presentations. A headshot is too close. Pretend like you are actually giving a presentation in front of an audience.
- Students **CANNOT** read their speeches! Notecards are allowed as a *guide* to stay on track but not your full outline or reading from a computer screen, cue cards, etc.
- Students **CANNOT** edit/revise their recorded presentations. Speeches need to be delivered fully and not pieced together. Do not stop/start your speech recording. You can record your speech several times in front of your audience and upload the best one, but not edited pieces of each one.
- Please ensure that there are no distractions in the video including background noises or other people in the video. We will discuss the components of a good video more in depth before your first speech assignment.

Late Work:

NO late work is accepted. Please check the course schedule to ensure when assignments are due. You will have until **Monday at noon** to submit assignments for the week prior. The very last assignment of the semester has a different due date and time. Please check the course schedule for this. If assignments are not submitted by the deadline, you will receive a **zero**.

If there is an emergency or a conflict that cannot be avoided that prevents you from turning in assignments on time, please reach out to me **PRIOR** to the due date for a possible extension with no penalty.

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Class Participation/Policies:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, regular participation online, and an attitude that seeks to take full advantage of the educational opportunity.

Please monitor your language. Racist, sexist, homophobic, etc. language will not be tolerated. Discussion is encouraged, but attacks on another person or their ideas will result in reprimand and possible removal from the class.

All course assignments (unless noted by the instructor) are to be completed individually. Completing any work together that has not been assigned as a group project will be considered a violation of the GC Academic Integrity policy.

How to Be Successful in This Class:

Please be prepared and read all of the assignments! You will gain useful points and make a decent grade just for turning all components of an assignment in on time and following directions. Always plan ahead for your speeches – you may think you can knock your speech out with a small bit of planning but all of the components take time. Recording and uploading will take time also. Technical difficulties do happen, so give yourself ample time in case that happens. Remember, late work is NOT accepted.

Take responsibility for your learning. If you are an active member of the class, you will have a clear understanding of the assignments and expectations.

Approach the class materials with an open mind. Suspend judgment and listen to ideas, opinions, attitudes, and beliefs that may be different from yours.

Stay focused on the topic being discussed.

Pay attention to the comments you make online. Observe the feedback you receive from your classmates and instructor.

Make a commitment to fulfill the roles and responsibilities agreed upon in your group and to meet deadlines set by the group.

Plagiarism:

All speeches (minus the Introductory speech) require students to find outside resources to use and cite within their presentations. All materials will be cited within the required outlines and well as verbally cited within the speeches. Citations may be in either APA or MLA formatting, whichever the student is more familiar with. Knowledge concerning proper citation style will be taught within the course content throughout the semester. Plagiarism is inexcusable.

The dictionary, encyclopedia, religious texts, Wikipedia, and WikiAnswers cannot be used as outside sources for any assignment in this class.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material. Students are prohibited, too, from engaging in self-plagiarism. Self-plagiarism is the act of using work created for another course and submitting that work for credit in this course. This includes work submitted previously for one of this instructor's courses. There are limited circumstances under which the instructor will permit self-plagiarism, and special permission must be received in order to do so. Those who engage in acts of self-plagiarism (without the necessary permission) will be subject to the penalties listed in this syllabus for all other acts of plagiarism

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GC Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found in each Canvas course shell under the menu item "Student Services".

Course Attendance Policy:

This course will take place online through Canvas. To be counted as present for a week, you must login to Canvas and turn in at least one required weekly assignment. Students must take responsibility to ensure they are able to access materials posted on the website in order to succeed in the course.

Participation is imperative to this course. It is important for students to check the website frequently throughout the week for new material, reading assignments, discussions, and information concerning the course. If extenuating circumstances exist, you must contact the instructor immediately to prepare/make any necessary accommodations.

While participation is necessary for you to be successful in the course and attendance will be updated weekly, it is not calculated as part of your final grade.

GC Class Attendance Policy

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

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Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator (903-463-8714)
- Dr. Dava Washburn, Title IX Coordinator (903-463-8634)
- Dr. Kim Williams, Title IX Deputy Coordinator- South Campus (903) 415-2506
- Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

- **COURSE SCHEDULE:**

***Subject to change. Check emails and announcements for updates.**

Dates of Modules/Assignments due

- | | |
|--------------------------|--|
| Week 1: 1/17-1/23 | <ul style="list-style-type: none">○ Read through “Start Here” Module:○ Participate in Discussion “Get to Know Your Classmates”○ Complete Week 1 Module:○ Quiz 1 Chapter 1 |
| Week 2: 1/23-1/30 | <ul style="list-style-type: none">○ Complete Week 2 Module:○ Quiz #2 Chapter 2○ Discussion #1: Post Your Item for Speech |
| Week 3: 1/30-2/6 | <ul style="list-style-type: none">○ Complete Week 3 Module:○ Introductory Speech Outline○ Introductory Speech |
| Week 4: 2/6-2/13 | <ul style="list-style-type: none">○ Complete Week 4 Module:○ Quiz Chapters 3 & 4○ Respond/critique 2 classmates’ introductory speeches |
| Week 5: 2/13-2/20 | <ul style="list-style-type: none">○ Complete Week 5 Module:○ Quiz Chapters 9 & 10 |
| Week 6: 2/20-2/27 | <ul style="list-style-type: none">○ Complete Week 6 Module:○ Test #1○ Work on group project |

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- Week 7: 2/27-3/6
- Complete Week 7 Module:
 - Read Chapter 12
 - Discussion (Chapter 12)
 - Work on group project
- Week 8: 3/6-3/20*
- *spring break is 3/13-3/17 but you may use this time to work on the group project if necessary*
- Complete Week 8 Module:
 - Group Project due:
 - Outline
 - PowerPoint
 - Reference Page
 - Quiz Chapter 13
- Week 9: 3/20-3/27
- Complete Week 9 Module:
 - Read Chapter 14
 - Group Project Individual Evaluation
 - Discussion: Post your Informative Speech topic
- Week 10: 3/27-4/3
- Complete Week 10 Module:
 - Speech #2 Informative due
 - Informative speech outline due
- Week 11: 4/3-4/10
- Complete Week 11 Module:
 - Respond/critique 2 classmates' speeches
 - Quiz Chapter 6
- Week 12: 4/10-4/17
- Complete Week 12 Module:
 - Quiz Chapters 7 & 8
- Week 13: 4/17-4/24
- Complete Week 13 Module:
 - Read Chapter 15
 - Discussion-Post Your Persuasive Speech topic

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- Self reflection paper due
 - Complete Week 14 Module:
 - Persuasive Speech due
 - Persuasive Outline due
- Week 14: 4/24- 5/1
- Complete Week 15 Module:
 - Respond/critique 2 classmates' speeches
 - Quiz Chapter 11
- Week 15: 5/1-5/8
- Week 16 FINALS
WEEK! 5/8-5/10**
- Complete Test #2
- Everything for course
due by NOON on
WEDNESDAY,
5/10/17.**