Introduction to Speech Communication

SPCH-1311

Fall 2017  Section SECTION_N05 CRN-12354  3 Credits  08/28/2017 to 12/14/2017  Modified 08/25/2017

Meeting Times

This is an online section in which students work within a virtual classroom environment in D2L eCampus. Access this course at: https://ecampusd2l.blinn.edu/. Deadlines are listed in the Course Calendar at the end of this syllabus.

Contact Information

Professor: Mrs. Tracy Matthies (pronounced "MAH-dis")

Office Location: Brenham Campus, Classroom Building, Office #23 (upstairs)

Office Phone: (979) 830-4444

Email: All communication should take place within D2L. To contact me, log into D2L, go to our course, select Tools, select Email, and use the messaging system within D2L that you have now accessed to email me. My name will appear when you begin typing it in, or you can paste the email address listed above into the "To" box. In the event that you cannot reach me through eCampus, you may email me at tracy.matthies@blinn.edu from your Blinn Buc student email account. Please do not use this email address for regular communication during the course.

Office Hours: Mon, Tues, Wed & Thurs from 2:45-3:30pm & by appointment. Note: There is not an elevator in the Classroom Building. I am glad to relocate my office hours for a scheduled student meeting when requested.

Description

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

Requisites

Prerequisites: None

Corequisites: None

Core Curriculum Statement

Through the Texas Core Curriculum, students will gain a foundation of knowledge in human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. For details relating to this core course, please see:

http://www.blinn.edu/academics/core_curriculum.html

Outcomes
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.

### Materials


2. Computer including Microsoft Word and PowerPoint, reliable Internet access, equipment for recording speeches a webcam & microphone; additional resources as needed (see "Course Requirements," next section of syllabus.

3. "Live" audience of at least 2 adults (for the Informative Speech only)

4. Professional baseline casual attire (for two major speeches)

5. Materials to keep your class materials/notes (folder, binder) as well as paper to create Key Word Speaking Outline

### Course Requirements

The Master Course Syllabus states: “Students will complete at least two speeches (with a total minimum speaking time of 8-10 minutes), a participation grade, and at least two major assignments, one of those major assignments being the comprehensive final exam. Major assignments may be tests or research projects.” Specific assignments for this class are listed under "Criteria" (next section of syllabus).

Additionally:

1) Computer including Microsoft Word and PowerPoint, reliable Internet access, equipment for recording speeches a webcam & microphone; additional resources as needed. For example, students will need to submit all Key Word Outlines and an additional participation assignment (Ted Talk Worksheet) by taking a picture and emailing to the professor or scanning and uploading; students will need to locate the appropriate resources to do so (camera phone or scanner, for example).

2) McGraw Hill Connect - When you purchase your textbook, you will also purchase a code that provides you with access to the resources created by the textbook publisher called McGraw Hill Connect is required. This supplemental resource is required for students to complete online tutorials for each chapter (called “Learn Smart” or “LS” or “Practice” through “Smartbook”) as well as record the three speeches. To access these, you will log into our class on eCampus, and select the MHCampus icon from the course home page; this is the link that allows you to access Connect through eCampus. Once logged into Connect, you will see a list of assignments.

3) Recording of speeches: Recording equipment (webcam and microphone) are required for students to record their speeches. If you do not wish to purchase these, you may record in an on-campus facility that already has these devices available if you are near a Blinn College Campus.

4) Public Speaking is an important component of this course. There are specific requirements related to the major speeches; these are listed in the Course Policies (a later section of the Syllabus).

**Summary Descriptions of Speech Assignments:**

**Self-Introduction**

Minor Speech, 50-point value (40 Oral Component + 10 Self-Review)

Required time: 1-4 minutes
Overview: Introduce yourself, your academic and/or career goals, and respond to an assigned prompt.

Type of presentation: Impromptu; students may create and speak using brief speaking notes

No live audience requirement. No research required. No additional written materials required.

Informative Speech

Major Speech, 160-point value (15 Topic Proposal + 100 Oral Component + 35 Written Component + 10 Self-Review)

Required time: 3-5 minutes

The speech round theme is “Communication Matters!” which also happens to be the title of your textbook in this class. You have two options for your speech topic: OPTION A: Inform the audience about a specific communication concept or theory from our classroom textbook. OPTION B: Inform the audience about your future career goals and include at least one main point that focuses on the role of communication in your future career.

Type of presentation: Extemporaneous which requires developing the Written Component (Formal Outline and Works Cited) and creating and speaking from a Key Word Speaking Outline during the recording

Research required; at least one citation being from the classroom textbook.

It is your responsibility to arrange a live audience of at least two adults (other than the speaker) for the Informative Speech recording only. These can be friends, family, coworkers, etc. over the age of 18 years. If needed, you may use Skype or a similar technology to include an audience member.

Persuasive Action Speech

The Persuasive Action Speech (major assignment) is a mandatory group speech designed to assess learning outcomes required by the state. Students will work "virtually" in assigned small groups of 3-5 students and will present a persuasive action speech on a topic assigned by the professor and/or agreed on by the group members. Each group must meet three times (minimum) for the project which includes a planning meeting, a practice session and the actual presentation. Throughout the project students will evaluate all group members' participation. As we approach this project, I will work with students in regard to assisting with online group meetings and available technology. The recording software for this speech will be Connect or a program provided by the college called Collaborate, unless otherwise stated by your professor.

Major Speech, 190-point value (15 Topic Proposal + 100 Oral Component + 40 Written Component (Formal Outline, Works Cited & Presentation Aid) + 10 Self-Review) + 25 Evaluation from Group Members

Required Time: 4-6 minutes per speaker

The speech round theme is "Make the World a Better Place!" (topic selection from Opposing Viewpoints database through the Blinn College Library)

Type of presentation: Extemporaneous which requires a "written component" (Formal Outline and Works Cited) and "oral component" (speaking using a Key Word outline).

Research required. Optional Presentation Aid. No live audience requirement.

Evaluation

Criteria

Grades are updated in the eCampus grade book (Progress tab). Students will be notified if changes are made to these assignments. A total of 1000 points is available for completing the required assignments (does not include bonus assignments). Students can check grades using the Progress tab in eCampus. Students will be notified if changes are made to the grade sheet. Assignment categories for this class are below. A more detailed grade sheet is part of the Course Calendar.

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
</table>

3 of 14
<table>
<thead>
<tr>
<th>Type</th>
<th>Weight</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speeches</td>
<td>40%</td>
<td>1 Minor &amp; 2 Major Speeches</td>
<td>Students will develop and present one minor and two major speeches that will be recorded through Connect using a webcam and microphone. The second major speech is a group project. Students will receive an assignment sheet that details the requirements for each speech.</td>
</tr>
<tr>
<td>Exams</td>
<td>25%</td>
<td>Two Major Exams</td>
<td>You will complete two major exams: Midterm Exam (100 points) &amp; Comprehensive Final Exam (150 points). You are not required to complete these at a designated testing facility. You may complete these at your personal computer. Exams are timed and are not intended to be open-note, open-book. If your Internet connection is slow or has interruptions, use a more reliable computer &amp; Internet connection. Study in advance. Students who need special testing accommodations must contact me at 72 hours prior to the first exam.</td>
</tr>
<tr>
<td>Participation</td>
<td>20%</td>
<td>Participation Assignments</td>
<td>Participation grades will be earned through various assignments including quizzes, discussions forms, topic proposals, peer reviews of speeches, etc. Assignments are completed through eCampus and Connect.</td>
</tr>
<tr>
<td>Tutorials</td>
<td>15%</td>
<td>LearnSmart Tutorials on Connect</td>
<td>Students will complete a total of 15 tutorials (called “Learn Smart” or “LS” or “Practice” through “Smartbook”) on Connect (the publisher program), one for each textbook chapter. These are completion grades.</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus Assignments (Optional)</td>
<td>Additional 30 points</td>
<td>Optional Bonus Assignments</td>
<td>Students can earn up to 30 additional points for a total of 1030 points available in the course. More information will be available in eCampus.</td>
</tr>
</tbody>
</table>

**Breakdown**

Breakdown: Final grades will be calculated as an accumulation of points. A total of 1000 points is available for completing the required assignments.

- A = 900-1000 points or >=90%
- B = 800-899 points or >= 80%
- C = 700-799 points or >= 70%
- D = 600-699 points or >= 60%
- F = 599 & below or >= 59.9%

Bonus Assignments: Additional bonus points can be earned through optional assignments that will be communicated to students through eCampus, increasing the total number of available points for a total of 1030 points.

**Blinn College Policies**

All policies, guidelines, and procedures in the Blinn College Catalog (http://www.blinn.edu/catalogPDF/Admissions-Records-Financial-Aid.pdf), Blinn College Board Policies (http://pol.tasb.org/Home/Index/1204), and the Blinn College Administrative Regulations (https://www.blinn.edu/administrative-regulations/) are applicable to this course.

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's BlinnBuc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for BlinnBuc e-mail accounts, whichever first occurs.
Civility Statement

Blinn College holds all members of the college community, which includes students, faculty, and staff accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that respects and demonstrates concern for the dignity, rights, and freedoms of others, including respect for the physical and intellectual property of all members of the college community.

Civility Notification Statement. If a student is asked to leave the classroom because of uncivil behavior, the student may not return to that class until he or she arranges a conference with the instructor; it is the student’s responsibility to arrange for this conference within two school days of being notified of the suspension from class. This statement reflects step one of three possible steps in the incivility process. The Incivility Protocol is detailed in the Blinn College Catalog (http://www.blinn.edu/catalogPDF/Admissions-Records-Financial-Aid.pdf) and in Blinn College Board Policy FLB (LOCAL) (http://pol.tasb.org/Policy/Download/1204?filename=FLB(LOCAL).pdf).

Attendance Policy

Class attendance is essential for student success; therefore, students are required to attend all classes promptly and regularly. A record of attendance is maintained from the first day of classes and/or the first day the student’s name appears on the roster through final examinations.

Students who accrue one week’s worth of absences during the semester will be sent an e-mail through their Buc account requiring them to contact their instructor and immediately schedule a conference to discuss their attendance issues. Students who accumulate two weeks’ worth of unexcused absences may be administratively withdrawn from class. There are four forms of excused absences recognized by the institution:

1. Observance of religious holy days - Students should notify their instructor(s) no later than the 15th day of the semester concerning the specific date(s) for absences for any religious holy day(s);
2. Representing the College District at an official institutional function;
3. Dual credit students representing the high school or independent school district at an official institutional function; and
4. Military service.

Other circumstances may be considered an excused absence at the discretion of the faculty member with appropriate documentation. College District-mandated attendance policy applies to all coursework; including coursework in developmental/non-credit courses. Failure to attend developmental classes will also result in removal from the course as defined by the College District. (Blinn College Board Policy FC Local (http://pol.tasb.org/Policy/Code/1204?filter=FC)).

It is the student’s responsibility to officially drop a class he or she is no longer attending. (Blinn College Board Policy ECC Local (http://pol.tasb.org/Policy/Code/1204?filter=ECC)). Students interested in dropping a course or withdrawing from school may do so by logging into myBlinn and clicking on the “My Records” tab, clicking on “add or drop classes” under registration tools, and then selecting the correct registration term and “webdrop” from the action drop down menu. The final step is scrolling to the bottom of the page and clicking submit. Students should contact Enrollment Services at 979-830-4800 for assistance with webdrop or to drop due to: severe illness, care for a sick, injured, or needy person, death of a close relative/relation, military duty, military duty of a close relative/relation, or change in work schedule. The last day to drop a class with a Q is set according to the Academic Calendar (https://schedule.blinn.edu/Astra/Calendars/ActivityCalendar.aspx?calendarId=fcee170-67bb-11e5-828c-4f3bd2cb6abf#filter=%7B).

Scholastic Integrity

The Scholastic Integrity Policy is located in the Blinn College Catalog (http://www.blinn.edu/catalogPDF/Admissions-Records-Financial-Aid.pdf), in Blinn College Board Policy FLDB (LOCAL) (http://pol.tasb.org/Policy/Download/1204?filename=FLDB(LOCAL).pdf), and the Blinn College Administrative Regulations (https://www.blinn.edu/administrative-regulations/Scholastic-Integrity-Procedures.pdf). A student accused of scholastic dishonesty is entitled to due process as outlined in these documents.

It is the responsibility of students and faculty members to maintain scholastic integrity at the College District by refusing to tolerate any form of scholastic dishonesty, including cheating, plagiarism, or any other act of dishonesty. If there is compelling evidence that a student is involved in cheating or plagiarism, the instructor will address the infraction.
Students with Disabilities

Non-Discrimination Statement

Blinn College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by applicable federal laws and regulations.

For questions about Blinn College’s compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act Amendment Act (ADAAA), please contact the Office of Disability Services at (979) 830-4157 for Brenham, Schulenburg, and Sealy campuses and (979) 209-7251 for Bryan campus.

Services for Students with Documented Disabilities

Students with documented disabilities must self-identify and provide current, appropriate documentation of the disability to the Office of Disability Services (ODS) prior to receiving services. Students are encouraged to contact this office as early as possible to initiate services. Direct services to students with disabilities are provided in the following areas:

- Assessment of needs and appropriate services
- Provision of classroom and testing accommodations
- Assistance in orientation and registration procedures
- Counseling on disability related issues

Information, education, referrals, and consultation about specific disabilities are available to interested parties on request. For answers to specific questions or to request an information packet, contact the Office of Disability Services [http://www.blinn.edu/Disability/index.html] on the specific campus you will be attending.

Bryan Campus: (979) 209-7251; Brenham, Sealy, Schulenburg Campuses: (979) 830-4157; Distance Learning students may contact either office.

Final Grade Appeal

If a student wishes to appeal a final course grade, the guidelines and timeline for a three-step appeal process are detailed in the Blinn College Catalog [http://www.blinn.edu/catalogPDF/Admissions-Records-Financial-Aid.pdf], in Blinn College Board Policy FLDB (LOCAL) [http://pol.tasb.org/Policy/Download/1204?filename=FLDB(LOCAL).pdf], and the Blinn College Administrative Regulations [https://www.blinn.edu/administrative-regulations/Final-Grade-Appeal.pdf].

Alternative Retailers

A student of this institution is not obligated to buy or rent a textbook from a Blinn College affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Campus Carry

Pursuant to Texas Government Code, Section 411.2031 and Blinn College Policy CHF (Local) [http://pol.tasb.org/Policy/Download/1204?filename=CHF(LOCAL).pdf] (Blinn’s CHL Policy), a concealed handgun license holder may carry a concealed handgun, on or about the license holder’s person, on College District property or in a College District vehicle, unless prohibited by state or federal law, college policy, or procedure. Concealed handguns may not be carried on the second floor of the Health Sciences Center and all other areas identified in Blinn’s CHL Policy. The open carrying of handguns on College District property is prohibited. More information on Blinn’s CHL Policy is available at [https://www.blinn.edu/campus-carry/](https://www.blinn.edu/campus-carry/)

Course Policies

I. For assistance with D2L or other technical issues (non-related to Connect) in the course, students should contact the Distance Education Department or Help Desk. For assistance with Connect, contact McGraw Hill support.

II. Missed Assignments: You are responsible for contacting me within 24 hours regarding missed assignments. Completion of missed assignments is only allowed in extreme circumstances approved by the instructor and may require documentation.
Because assignments are open for several days (prior to the deadline), late work, make-ups and deadline extensions for online assignments are rare. In the event of a documented, excused absence requiring a make-up, the make-up must be completed as specified by the professor typically no later than 72 hours from the original due date, with the exception of the Final Exam which must be completed by the deadline. Failure to complete the make-up work within the allotted time will result in a zero being recorded for the grade. Students who complete a major assignment (exam and/or speech written or oral components), with the instructor’s permission, should expect a deduction of up to 20 percent per major assignment.

III. Attendance/Absences: Professors of online courses interpret the Attendance Policy differently. In this class each assignment (assignment - not module) that is incomplete by its deadline counts as an unexcused absence. Two missed assignments = 1 week. Four missed assignments = 2 weeks. Due to the fast-paced nature of this course, I allow one additional "grace period" absence. Therefore, when a student misses five assignments (not modules) by the scheduled deadline(s), he/she will be administratively withdrawn from class. However, do not rely on the professor to drop you from the course. I strive to be very conscientious in recording attendance for all students, but it is ultimately the student’s responsibility to drop a class before drop day if he/she chooses to no longer attend/participate or is in danger of failing the course.

IV. This is a teaching & learning environment and all communication is expected to follow to the rules of proper netiquette and respect for others. Class topics, examples, images, videos and related discussions of topics, though sometimes mature or controversial in nature, serve educational purposes in this classroom and are never meant to be offensive. If a student is uncomfortable with any content in the class, please contact your professor.

V. General Speech Information: Students will access assignment sheets that detail the requirements for each speech. Speeches will be recorded through Connect. Each recording should be continuous without pausing. If a speech is too short or long for the time requirement, you may re-record if your audience is willing to listen again, and consider your first recording as "practice." Grading will stop when the speech time reaches the maximum for the assignment.

VI. Policies and Requirements for Major Speech Assignments:

A. Major speeches are to be prepared & delivered as extemporaneous presentations. This is not reading class. This is not acting class. Although parts of the speech may be read or committed to memory (such as a direct quote or the opening words of the speech), the entire presentation must not be read, memorized or impromptu (lacking preparation).

B. Both major speech assignments include a Written Component, an Oral Component and a Self-Review. Peer-Reviews (in which students view their classmates' speech recordings) are also required as class participation assignments.

D. For each assignment, the Written Component includes the Formal Outline with Works Cited.

1) Create the Formal Outline using the Outline Templates provided for this course. A final draft Formal Outline is typed as a full-sentence outline (one to two sentences per symbol), includes research citations, does not have typos and errors, etc.

2) Research & Documentation: The content of both major speeches includes your ideas backed by information from experts through research. Specific requirements are detailed on each assignment sheet. The Internet may be used as a research tool, but use it wisely by locating trustworthy sources. Each source is to be listed on the Works Cited and documented as a written citation and as an oral citation. Failure to cite a source, even if done unintentionally, is a form of plagiarism & points will be deducted.

3) A written citation (also called “typed,” “in-text” or “parenthetical”) means that you will type the support material (quote, statistic, etc.) & the source information (author, title, publication, date) in the Formal Outline. Highlight the written citations so that they are easily viewable by your professor.

4) Type the Works Cited immediately following the Conclusion in the Formal Outline; space down at least once (you do not have to type this as a separate page). This should be in MLA format unless you are well versed in a different citation style; provide the necessary information, alphabetizing & the hanging indent format.

5) Save the Formal Outline and Works Cited as one a Microsoft Word document. Please note: if you are working from a Mac computer, I cannot open the file type “pages;” rather, save you work as a .pdf file. This Written Component will be uploaded to a dropbox in eCampus.

6) Grading: The Written Component is due prior to the deadline for the speech recording. The Written Component Grade
Sheet is available for viewing in eCampus. Students who do not submit the Written Component on time will not earn full credit for this part of the assignment but are still allowed to record their speech. After the Written Component deadline has passed, students may make minor changes to their Formal Outline (as they prepare their Key Word Outline and rehearse for the speech), but such changes will not alter the original grading of the Written Component.

7) Due to technical limitations with the recording software, presentation aids (such as PowerPoint) are not required.

E. The Oral Component includes the Key Word outline (speaking notes) and the recording:

1) Audience Requirement for the Informative Speech only: It is your responsibility to arrange a live audience of at least two adults (other than the speaker). These can be friends, family, coworkers, etc. over the age of 18 years. If needed, you may use Skype or a similar technology to include an audience member. In grading, this is valued at 10 points (5 points per audience member). The audience members should be supportive of you & should act appropriately & respectfully during the recording. Be sure that each audience member is aware that he/she will appear on the video that other students & your professor will view. The exception for having a live audience - which requires prior approval from your professor - is for students who must record their speeches in an on-campus computer lab or students who are required to re-record the speech due to technical issues. To earn full credit for the audience requirement, when recording the speech record both audience members, the entire speech, and the audience again, with continuous recording (no stopping, pausing, etc.).

2) The Setting: Record the speech in a location where outside noise is eliminated (such as background noise from a television, radio, cell phone, barking dog, etc.). The room set up should be as realistic to a professional or “live” public speaking environment as possible. Speakers are expected to dress in business-casual attire. Able-bodied student speakers are expected to present their speech standing upright. Arrange the audience and webcam so that all audience members are seated or standing before the speaker. Practice making eye contact with each audience member as well as the webcam; consider the webcam as the third audience member. In the recording, be sure that your face (facial expressions, eye contact) is clearly visible to the professor and virtual classroom audience. If you have special circumstances and/or are unable to meet these requirements, exceptions will be made prior to the assignment deadline; contact me at least 72 hours before the speech is due.

3) The Key Word Speaking Outline is shortened “key word & phrase” version of formal outline, not full-sentence or duplicate copy. This can be handwritten or typed on note cards or a sheet of paper. This document will be uploaded to Connect immediately before or after the speech recording; if you cannot locate the dropbox in Connect, email this to me (through eCampus email) as an attachment.

4) An oral citation means that you will state the written citation aloud when the speech is presented to the audience. When the support material is stated aloud during the speech delivery, at that moment, clearly recognize the source (author, title, publication, date) aloud to the audience. Do not wait until the end of the speech to list sources verbally. Tip: Write and highlight the citations on the Key Word Speaking Outline to help you remember to say each oral citation.

5) Record the speech through Connect. Directions are in eCampus. Recording speeches will require the use of a Webcam, microphone (which may already be built into the computer or webcam) & the recording technology Connect (the publisher program purchased with the textbook). When recording the speech: Record the audience, the speech & the audience again, with continuous recording (no stopping, pausing, etc.). Be mindful of what will be recorded: the speaker, the audience, & whatever is behind the speaker (posters, people, decorations, etc.). Remind your audience member to be seated and act appropriately (put cell phones away, pay attention to you, etc.).

6) Professional Attire - Baseline casual attire is required for student speakers; speakers are expected to present themselves professionally. Appropriate attire can include (at most casual) clean/crisp jeans or denim and a neat, non-distracting shirt (casual collared shirts preferred). Shirts should be tucked in. Not appropriate: t-shirt that have writing or images, casual distressed/holey denim, shorts, club wear, beach wear, sleeveless/strapless, hats/head coverings, sunglasses, flip flops, and house shoes. No gum or candy. Avoid attire/accessories that may distract from your message such as “noisy” or large jewelry or and clothing that includes words or images unrelated to the topic. The speaker’s shoulders, stomach, mid-body, and all undergarments should not be visible. Please contact your professor prior to the first speech round if you are concerned about clothing for health, religious or other reasons, and I will accommodate as needed.

7) Grading: Speech recordings are evaluated using the departmental Oral Component Rubric adapted for our class. A
copy of the rubric is accessible for students to view in eCampus; the actual rubric used for grading is embedded into the speech recording assignment in Connect. When your recording is evaluated by the professor, all feedback and comments are viewable by accessing your recording in Connect. The actual points earned will appear in the eCampus gradebook. **Important:** The quality and setting of the recording can affect your grade if your professor cannot see or hear you well enough to accurately complete the grading rubric, Therefore, be sure that your professor and virtual audience will be able to easily hear you and clearly see you (eye contact, posture, facial expressions, etc.). Example: If the speaker is several feet away from the camera or if his/her back is turned to the camera, accurately evaluating the recording may not be possible and will result in lost points.

F. Complete the Self-Review through Connect immediately after the recording is complete. The Self-Review includes three components: 1) you will complete a rubric (similar to the instructor's grading rubric) while viewing your her recording; 2) tag each oral citations (type the exact time of each oral citation by “time stamping”), 3) type comments (general observations) below the video recording. View your entire speech recording to ensure that it was successful. It is the student’s – *not the professor’s* – responsibility to ensure that his/her speech recording is viewable by classmates & the instructor. If the speech does not become viewable or if you continue to encounter technical issues, contact Connect Support and your professor. If contacting Connect Support, you will receive a Case Number; keep this for your documentation. If the recording is not successful, you must record the speech again.

G. In the module following the speech recording deadline, students will view their classmates' speeches and complete Peer Review assignments through Connect. Similar to the Self-Review, each Peer Review includes three components: 1) complete a rubric (similar to the instructor's grading rubric); 2) "time stamp" at least two specific comments for each recording (by typing into the recording time directly below the recording); 3) type at least one very specific observation, critique or encouragement comment (at least two sentences) in the Comment space below the recording; the comment must directly reference part of the speech. For example, "Good eye contact; keep up the good work" is vague and will not suffice.

---

**Schedule**

**Course Calendar – Including Grading & Attendance for Assignments**

**SPCH 1311 Section N05 & N06, Fall 2017, Professor Tracy Matthies**

**Important:** Deadlines are listed in the Course Calendar below. *Most* module deadlines are Mondays at 9:00AM with the exception of the first two modules (Orientation and Module 1), midterm (Module 8) and last two modules (Modules 15 & 16). Please read carefully and coordinated our class deadlines with your personal calendar. Notice that some weekly or module descriptions extend to the following page (such as Module/Week 3 assignments). Students will be notified if changes are made to the document.

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Summary of Content Covered in the module</th>
<th>Grade Sheet &amp; Attendance:</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Orientation Module</strong></td>
<td></td>
<td>Following each item you will see the point value (updated in the eCampus grade book), attendance (updated through myBlinn), &amp; the mode for completion (eCampus or Connect).</td>
<td></td>
</tr>
<tr>
<td>Due Fri Sept 1 at 9:00AM</td>
<td>Includes Orientation Quiz, registering for Connect, and responding to professor's Welcome Email which includes completing Student Information Questionnaire</td>
<td>Orientation Quiz (10 points, 1 attendance, eCampus)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Register for Connect</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reply to Welcome Email (10 points, 1 attendance, eCampus)</td>
<td></td>
</tr>
<tr>
<td><strong>Module 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 1</td>
<td>Due Dates</td>
<td>Tasks</td>
<td>Points</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Note: Holiday Monday Sept 4</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due Tues</strong>&lt;br&gt; Sept 5 at 9:00AM</td>
<td>Read &amp; complete the LearnSmart tutorial for Ch 1&lt;br&gt; &quot;Communication: A First Look&quot;; &amp; post to &quot;Meet &amp; Greet&quot; Discussion (eCampus).</td>
<td>Ch. 1 LearnSmart tutorial (10 points, 1 attendance, Connect)&lt;br&gt;&lt;br&gt;Post to &quot;Meet &amp; Greet&quot; Discussion (10 points, 1 attendance, eCampus)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Module 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due Mon</strong>&lt;br&gt; Sept 11 at 9:00AM</td>
<td>Type two replies to the &quot;Meet &amp; Greet&quot; Discussion; read &amp; complete the LearnSmart tutorial for Ch. 2 &quot;Communication &amp; Culture&quot;; skim pages 259-268 &quot;Topic Selection&quot; in Ch 11; &amp; propose your Informative Speech Topic.</td>
<td>Reply #1 to &quot;Meet &amp; Greet&quot; Discussion (5 points, 1 attendance, eCampus)&lt;br&gt;&lt;br&gt;Reply #2 to &quot;Meet &amp; Greet&quot; Discussion (5 points, 1 attendance, eCampus)&lt;br&gt;&lt;br&gt;Ch. 2 LearnSmart tutorial (10 points, 1 attendance, Connect)&lt;br&gt;&lt;br&gt;Informative Speech Topic Proposal (15 points, 1 attendance, eCampus)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Module 3</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due Mon</strong>&lt;br&gt; Mon Sept 18 at 9:00AM</td>
<td>Read &amp; complete the LearnSmart tutorial for Ch. 3 &quot;Perceiving Ourselves and Other&quot;; complete the Self-Introduction Speech recording and Self Review; view the Extemporaneous lecture. As soon as your topic is approved, begin researching the Informative Speech topic &amp; developing the Formal Outline using the Outline Template on eCampus.</td>
<td>Ch. 3 LearnSmart tutorial (10 points, 1 attendance, Connect)&lt;br&gt;&lt;br&gt;Record Self-Introduction Speech (40 points, 1 attendance, Connect)&lt;br&gt;&lt;br&gt;Self Review of Self-Intro Speech (10 points, 1 attendance, Connect)&lt;br&gt;&lt;br&gt;Extemporaneous Speaking &amp; Outlining Quiz (10 points, 1 attendance, eCampus)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Module 4</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Due Mon</strong>&lt;br&gt; Sept 25 at 9:00AM</td>
<td>Complete the Peer Review for the Self-Intro Speech. Read &amp; complete the LearnSmart tutorials for Chapters 11 &amp; 12 (&quot;Public Speaking&quot;).</td>
<td>Peer Review for the Self-Intro Speech (10 points, 1 attendance, Connect)&lt;br&gt;&lt;br&gt;Ch. 11 LearnSmart tutorial (10 points, 1 attendance, Connect)&lt;br&gt;&lt;br&gt;Ch. 12 LearnSmart tutorial (10 points, 1 attendance, Connect)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Module 5</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Due Mon Oct 2 at 9:00AM</strong></td>
<td>Read &amp; complete the LearnSmart tutorial for Chapter 14 &quot;Speaking Informatively&quot;; complete the TED Talk Worksheet and post it to dropbox. Continue preparing the written component (Formal Outline and Works Cited) for the Informative Speech.</td>
<td><strong>Ch. 14 LearnSmart tutorial (10 points, 1 attendance, Connect)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the TED Talk Worksheet &amp; post to the dropbox (10 points, 1 attendance, eCampus)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 6</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Mon Oct 9 at 9:00AM</strong></td>
<td>Read &amp; complete the LearnSmart tutorials for Chapters 4 &amp; 5 &quot;Verbal &amp; Nonverbal&quot;; post to the &quot;Verbal, Nonverbal&quot; Discussion. Continue preparing the written component (Formal Outline and Works Cited) for the Informative Speech.</td>
<td><strong>Ch. 4 LearnSmart tutorial (10 points, 1 attendance, Connect)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Ch. 5 LearnSmart tutorial (10 points, 1 attendance, Connect)</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Post to the &quot;Verbal, Nonverbal&quot; Discussion (10 points, 1 attendance, eCampus)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 7</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Mon Oct 16 9:00AM</strong></td>
<td>Type two replies to the &quot;Verbal, Nonverbal&quot; Discussion. Finalize the Informative Speech Written Component (Formal Outline &amp; Works Cited) &amp; upload to the dropbox. Create the Key Word Outline. Begin rehearsing. Schedule/Arrange live audience for the Informative Speech.</td>
<td><strong>Reply #1 to &quot;Verbal, Nonverbal&quot; Discussion (5 points, 1 attendance, eCampus)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Reply #2 to &quot;Verbal, Nonverbal&quot; Discussion (5 points, 1 attendance, eCampus)</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Submit Written Component for Informative Speech (Formal Outline and Works Cited) to dropbox (35 points, 1 attendance, eCampus)</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module 8</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extended Deadline - Wed Oct 25 9:00AM</strong></td>
<td>Read &amp; complete the LearnSmart tutorial for Ch 6 &quot;Listening.&quot; Complete the Midterm Exam which opens Mon Oct 23 at 9AM &amp; closes Wed Oct 25 at 9AM.</td>
<td><strong>Ch. 6 LearnSmart tutorial (10 points, 1 attendance, Connect)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Complete the Midterm Exam (100 points, 1 attendance, eCampus)</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

| Module 9 | | |
| Due Mon Oct 30 9:00AM | Read & complete the LearnSmart tutorial for Ch. 13 “Speaking Confidently & Competently.” The Informative Speech Oral Component (Recording) is due; record the speech with your live audience present. Immediately following the recording, upload the Key Word Speaking Outline to Connect and complete the Self-Review. Remember to tag the exact times of each oral citation. | Ch. 13 LearnSmart tutorial (10 points, 1 attendance, Connect) | 3 |
| | Record Informative Speech (100 points, 1 attendance, Connect) | | |
| | Upload Key Word Speaking Outline (part of speech grade, Connect) | | |
| | Self Review for Informative Speech (10 points, 1 attendance, Connect) | | |

**Module 10**

| Due Mon Nov 6 9:00AM | Complete the Peer Review (Informative Speech) through Connect. Complete the “What Do You Think…” Survey. | Peer Review for the Informative Speech (15 points, 1 attendance, Connect) | 3 |
| | Group Work Begins This Week | “What Do You Think About This Class?” Assessment/Survey (10 points, 1 attendance, eCampus) | |
| | Read the information in the “Group Speech Folder,” a special module located in eCampus designed for the Persuasive Action Group Speech assignment. Contact your assigned group members by posting to the Group Speech Discussion Area (called your “Initial Post” in the gradebook). | | |
| | | Group Work: Each student will post (at least) once (“Initial Post”) to the Group Speech Discussion Area (15 points, 1 attendance, eCampus) | |

**Module 11**

| Due Mon Nov 13 9:00AM | Read & complete the LearnSmart tutorial for Ch. 15 “Persuasion.” Group Work Continues: Communicate with your group members. Together, as a team, complete & submit the “Group Speech Topic Proposal” (a Microsoft Word document) (see next column). | Ch. 15 LearnSmart tutorial (10 points, 1 attendance, Connect) | 3 |
| | Group Work: Submit the completed Group Speech Topic Proposal by uploading it to the appropriate dropbox (one per team, uploaded by responsible team member) OR your group may wish to email this to me though eCampus email (as an attachment) and copy all group members on the email. (15 points, eCampus) | | |

**Note:** Fri Nov 17 is the last day to drop classes w/a “Q” – Fall Semester for 16 week classes

**Module 12**
| Due Mon Nov 20 9:00AM | Read & complete the LearnSmart tutorials for Chapters 9 & 10 “Group Communication.” Post to the “Group Communication” Discussion. **Group Work Continues:** Once the speech topic is approved, groups must plan their next steps of action to continue researching and developing the formal outline and works cited. I recommend dividing/assigning equal parts of the formal outline to each group member. For a participation grade, each student must demonstrate participation/activity within the group. Participation must be meaningful and productive for the group (more than a student typing a sentence of two.) | Ch. 9 LearnSmart (10 points, 1 attendance, Connect) | 3 |
| | | Ch. 10 LearnSmart (10 points, 1 attendance, Connect) | |
| | | Post to “Learning About Group Communication” Discussion Forum (10 pts, 1 attendance, eCampus) | |
| | | **Group Work:** Students provide proof of group participation throughout the week (Module 12 time frame) (15 points) through posting at least three times to the “Group Speech Discussion Area” or providing documentation (such as a screen shot of a text-message conversation between group members). Documentation should show substantive conversation between group members. For example, “Yes, Sure, Sounds good,” etc. will not earn credit. If a student waits until near deadline time to reply three times to his/her group members, this student will not earn credit. If sending a screen shot of text messages, identify which phone numbers belong to which students. | |

**Note:** Holiday Wed Nov 22 – Fri Nov 24

---

<table>
<thead>
<tr>
<th>Module 13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Mon Nov 27 9:00AM</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

| Module 14 |
### Week 14

**Week 14 is the final week of Group Work:** Each student will create his/her Key Word Outline. Rehearse and practice verbally transitioning between speakers. The Persuasive Action Speech Oral Component (Recording) is due. Immediately following the recording, upload Key Word Speaking Outline to the eCampus dropbox and complete the Self-Review in Connect. Remember to tag (time stamp in the time area directly below the recording) the exact times of each oral citation and type the words of your oral citations.

- **Record Persuasive Action Speech (100 points, 1 attendance, Connect).**
- **Upload Key Word Speaking Outline (part of speech grade, Connect)**
- **Self Review for Persuasive Action Speech (10 points, 1 attendance, Connect)**

Complete the Group Member Evaluation Form (15 points, eCampus). *Note: A separate "Group Evaluation Grade" of 25 points will be updated in the online gradebook. This grade is the average score for your participation in the group speech project, as submitted by your group members.*

---

### Module 15

**Important:** Deadline is Friday Dec 8 at 9:00AM (last official class day before finals begin)

- **Due Friday Dec 8 9:00AM**
  - Complete the Peer Review for the Persuasive Action Speech. Read & complete the LearnSmart tutorials for Chapters 7 & 8 ("Interpersonal"). Post to the "Interpersonal" Essay Quiz. Optional: Complete bonus assignments.
  - **Peer Review for the Persuasive Action Speech (15 points, 1 attendance, Connect)**
  - **Ch. 7 LearnSmart (10 points, 1 attendance, Connect)**
  - **Ch. 8 LearnSmart (10 points, 1 attendance, Connect)**
  - **Complete the "Interpersonal" Essay Quiz (10 points, 1 attendance, eCampus)**
  - **Bonus Assignments Deadline (optional) (eCampus)**

---

### Module 16

**Important:** Deadline is Wednesday Dec 13 at 9:00AM.

- **Due Wed Dec 13 9:00AM**
  - Complete the Final Exam which opens Mon Dec 11 at 9AM & closes Wed Dec 13 at 9AM.
  - **Final Exam (150 points, eCampus)**

**Total Contact Hours = 48**