



## Syllabus and Schedule for Speech 1311 Speech Communication Online

Glynis Holm Strause, Instructor

3800 Charco Road, Beeville, TX 78102

Office: Beasley Administration Building A-139B

Office: 8 a.m. to 5 p.m. Monday – Friday

Phone: 361-354-2447 Cell 361-436-1098

DO NOT TEXT ME – CALL ME or EMAIL ME. I will NOT respond to a text message. I will take calls after 6 30 a.m. weekdays and before 10 p.m. Do not call before 10 a.m. on weekends.

E-mail: [ghstraus@coastalbend.edu](mailto:ghstraus@coastalbend.edu)

### Prerequisites:

To enroll in any Speech course, students must demonstrate readiness to perform college-level academic coursework in reading according to CBC academic skills guidelines or concurrently enroll in RDNG 0322. See testing requirements in the CBC catalog for more information.

### Purpose of the course:

This course is a survey of the ideas and principles of the modes of communication including listening, intrapersonal, interpersonal, group, and public speaking. The approach is to combine theory with practical application of communication principles to life and work situations.

### Text and Web Link:

Communication: Principles for a Lifetime by Beebe, Beebe, and Ivy. 4<sup>th</sup> Ed. 2010. Pearson Education.

### Objectives:

Upon successful completion of the course, students will be able to:

1. Define the human communication process and principles.
2. Recognize the role that perception, language, nonverbal behavior, and culture effect communication.
3. Identify strategies for improving listening skills.
4. Utilize strategies to better manage interpersonal relationships.
5. Recognize the value that conflict brings to communication.
6. Employ effective and appropriate strategies to better manage conflict.
7. Distinguish between group and team performance.
8. Identify strategies to enhance group and team performance.
9. Participate effectively in group procedures.
10. Prepare and deliver a narrated informative PowerPoint.
11. Prepare, deliver, and critique a persuasive speech(es).
12. Identify strategies to help reduce communication anxiety.

### Attendance:

Attendance in an online course is measured by the **frequency** that the student logs on to WebCT6. If you do not sign on for **two weeks in a row**, the instructor will send in a letter of excessive absences and you will receive a letter from the registrar. If you do not respond promptly to the letter stating your

intention to continue in the class, you will be dropped with a **Q**. You must call your instructor immediately upon receipt of the letter to state your intentions to continue the class or not.

Assignments will be posted on the WebCT6 Homepage . Check the calendar for the due dates on the Monday of each week of the semester. You will post your answers to WebCT6 mail or discussion as stated in the assignment. All assignments, unless otherwise stated, are due on the following Monday at midnight from the posted assignment. Late assignments will result in reduce value.

### **Quizzes = Assessments:**

**Exams are due the same date as you chapter assignments.** You may take the assessment as many times as you want and I will take the highest grade. However, you must take the assessment the first time by the date that the chapter assignment is due. You may better your grade after that. I will add all of your quiz scores and average them to count for a percentage that you have out of 100 points. For instance you can score 100 points per each of the 15 exams for a total of 1500 points. I will divide the number of points you gained by 1500 for your average out of 200 points. If you have 1250 points then your exam grade will be 167/200. **You will not have a mid-term or final exam.** These exams will comprise all of your testing for this class. The grades will automatically be posted to WebCT6 My Grade Book. I will then record your highest grade and average as explained in the previous paragraph.

### **Evaluation:**

The final grade in this course will be determined by the student's performance on application assignments, exams, online small group discussions and assignments, one narrated informative PowerPoint, and one persuasive speech delivered in person to the instructor and a class co-hart. Students will accumulate points on each assignment. Letter grades are given for the following accumulation of points on all assignments:

A = 895.5-1000 points = Outstanding work, excellence in all assignments.

B = 795.5-894.4 points = Above average work, clear demonstration of knowledge of all assignments.

C = 695.5-795.4 points = Average work assigned to student who merely complete assignments.

D = 595.5-695.4 points = below average work assigned to student who fails to meet minimum requirements of the assignment.

F = 0-595.4 points = Exhibits failure to complete assignment and lack of understanding of course.

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### **Academic Integrity and Honesty:**

Be forewarned that plagiarism, collusion, and cheating are grounds for **suspension** from the college. Any student involved with any of the above activities will receive an automatic zero (0) for the assignment and the grade cannot be made up. Depending upon the severity of the infraction, students may face additional consequences. **DO NOT COPY A CLASSMATES ASSIGNMENT AND SUBMIT IT AS YOUR OWN. I WILL NOTICE THIS! THIS POLICY WILL BE STRICTLY ENFORCED.**

### **Participation Guidelines:**

1. Student should prepare their written assignments in Word (not Word Perfect or any other writing software) and must spell check their work before submission by attachment or copying and pasting into the mail or discussion area of WebCT6. The instructor prefers that you do your assignments in Word, font 12 or 14, Tahoma or Arial font. Put your name on the document itself if you want credit for it. In the subject line of each message, label the submission this way: Your Name: Chapter Assignment Name. For example: GlynisStrauseChapter1Credo
2. Text messaging language and abbreviations are NOT acceptable language for assignment submission.

3. When interacting online students should observe “netiquette” decorum and should not make personal attacks on other classmates nor should they use profanity, ethnic, racial or sexist language. See weblinks for Netiquette link.
4. Each student should give the same attention and respect to their colleagues as they perform their assignment as they expect to receive during their own performance.
5. Your instructor will afford you the same respect that you give to your classmates. Consider this.
6. Your online exam is due the same date as the chapter assignments.

### **Special Needs Guidelines**

Coastal Bend College is committed to student academic success. This commitment includes providing equal opportunities for students with learning and/or physical disabilities. Student Needs Counselors at each campus will explain the process for requesting services and reasonable accommodations. However, it is the responsibility of the student to self identify and to provide the required documentation to the counselor on your campus. Check the CBC Catalog under Guidance and Counseling for the person to contact at the campus nearest you.

***Coastal Bend College does not discriminate on the basis of race, creed, color,  
national origin, gender, age or disability.***

Schedule by Chapter for the Semester  
Week Chapter Topic and Assignment Value

## See Calendar on Blackboard for Assigned and Due Dates

- 1 Foundations of Human Communication**
  - 1.1 Credo 25 pts
  - 1.2 Communication Campaign 25 pts
  - 1.3 Student Information Sheet 10 pts.
- 2 Self-Awareness and Communication**
  - 2.1 Current v. Ideal Self 25 pts
- 3 Understanding Verbal Messages**
  - 3.1 Sticks and Stones . . . But Words 50 pts
- 4 Understanding Nonverbal Messages**
  - 4.1 Functions of Nonverbal 40 pts
- 5 Listening and Responding**
  - 5.1 Listening Styles 40 pts
  - 5.2 Listening Barriers 35 pts
- 6 Adapting to Others Bridging Cult/Gender Differences**
  - 6.1 Culture Awareness 25 pts
  - 6.2 Gender Communication 25 pts
- 7/8 Understanding Interpersonal Communication**
  - Enhancing Relationships 7.1 and 8.1 70 pts
- 9-10 Understanding Group and Team Performance**
  - 9.1 Online group disc. & bibliography 100 pts
- Enhancing Group and Team Performance**
  - 10.1 Evaluation online group discussion 50 pts.
- 11-16 11-15 Developing Your Presentation**
  - Organizing and Outlining Your Presentation
  - Persuasive and Informative outline, bibliography,
  - Online survey for persuasive
  - Delivering Your Presentation
  - Speaking to Persuade Prep Docs 35 pts
  - Persuasive speech 100 pts
- Speaking to Inform**
  - Informative Prep Docs 20 pts
- Quizzes Ch 1-15 Average converted to percentage of 200 points**
- Total Possible Points 1000 points**