Course Syllabus
Spring 2015

SPCH 1311 - Introduction to Speech Communication

Locator Information:

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Mr. Travis Arreaga</th>
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<tbody>
<tr>
<td>Office Phone:</td>
<td>361-354-2578</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:tmarreaga@coastalbend.edu">tmarreaga@coastalbend.edu</a></td>
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<td>Office:</td>
<td>R.W. Dirks Student Services Building (V-140)</td>
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<td>Campus:</td>
<td>Beeville</td>
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<tr>
<td>Class Meeting:</td>
<td>Tuesday &amp; Thursday 5:00 PM- 6:20 PM</td>
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<td>Semester Hours Credit:</td>
<td>3</td>
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Course Description:
This is a survey course, which attempts to introduce students to basic ideas and practices used in the field of communicating. By combining theoretical approaches with applied activities. Students will learn valuable skills that are desired in society and the job market. Students will be expected to participate in a variety of activities, discussions, readings and assignments to successfully master the content area.

Text:

You need to purchase the textbook, it is required for the class.

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

1. Define the human communication process and principles.
2. Recognize the role that perception, language
3. Identify strategies for improving listening skills.
4. Utilize strategies for improving listening skills.
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 an informative speech.
11. Prepare and deliver a persuasive speech.
12. Keep a journal for the course using BlackBoard.

Attendance Policy:
This course relies heavily on class participation and involvement. Therefore, attendance is measured by the frequency the student attends class and logs into BlackBoard to complete assignments and tests. If you are not present in class for two weeks (2) you will be reported has having excessive absences to the
** No late work will be accepted unless you have the instructor's approval.**

*** It is the students responsibility to inform the instructor should any scheduling problems arise. You must speak with the instructor prior to any extended absences (making contact means you have spoken to the instructor personally or by phone or have received an email response from the instructor)***

**Finals, Speeches and Exams:**

NO MAKE UP WORK WILL BE GIVEN UNLESS IT IS AN EMERGENCY AND A NOTE OR DOCUMENTATION CAN BE PROVIDED.

All exams will be conducted online via BlackBoard, you will need to ensure you have access to a computer and internet, no paper exams will be handed out to any student.

**Classroom Rules:**

1. Absolutely no cellphone use is permitted at ANY time during class. Put your phone on silent mode and put it your bag or purse.
2. TREAT EVERY MEMBER OF THE CLASS WITH RESPECT!
3. Use proper grammar and punctuation on all assignments
4. Do not use sites such as Wikipedia, it is not a credible research tool.
5. Arrive to class on time and prepared. This means, you will have your textbook, pen and paper (or laptop) to take notes and actively participate.
6. Coming to class prepared also means you will have read the assignment prior to class. Remember, you are being graded for class discussion and participation.
7. No food or drinks are permitted in class at any time. (bottled water is ok)
8. Attendance is taken at the beginning of class, and you will be considered absent if you are not present.
9. Any written assignments must be typed using Microsoft Office, if you do not have Microsoft Office, contact the IT department, you should be able to get it at a reduced price or for free.

**ADA Statement:**

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

**Special Needs Services:**

Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified
medical or psychological professional. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor.

For more information, contact: in Alice at sdalice@coastalbend.edu; Beeville at sdbeeville@coastalbend.edu; Kingsville at sdkingsville@coastalbend.edu; and Pleasanton at sdpleasanton@coastalbend.edu.

**Academic Dishonesty:**

Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College’s rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

**Copyright Law and Intellectual Property Rights Policy:**

Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner’s permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, CT (Legal).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

**Intellectual Property:**

**Student /Third Party Works:**

Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

NOTE: The College website (www.coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College