**SPC 1024 - Introduction to Speech Communication**

**H. Herbert Sennett, Jr., Ph.D.**

**Course Information Sheet**

**Winter term 2015 (2016-1)**

**Sections:**

|  |
| --- |
| 8:00 MW (Ref 526939) |
| 11:00 MW (Ref 526994) |

**Class Outcomes:** The course should enable the student to understand the principles for effective interpersonal, group and public communication. In addition, the student will have the opportunity to maximize his/her individual communication competency. The outcomes for this class have been placed online and students are encouraged to access them there. Check the BCC Website at: <http://www.broward.edu/ext/CourseOutlines.jsp>

**Textbooks: Judy C. Pearson, et. al., *Human Communication*, fifth (5th) edition, McGraw Hill, 2013.**

**Computer:** Each student is to purchase a “Jump Drive” (portable USB device), or at least have an email address that can be accessed easily from the classroom computer. These items are for the PowerPoint visual aids that you will use while making at least one of your speeches.

**PowerPoint:** The professor will spend about 30 minutes explaining this program, which is not enough to fully grasp its power. So, while you are not required to purchase a book on Microsoft PowerPoint, you are encouraged to do so if you think you will need the help in using the software program. There are many books on the market that can be purchased at any local bookstore. There is also a PowerPoint Tutorial available on the book’s web site.

**Office:** Department Phone – 954-201-8986

 Email address: hsennett@broward.edu

 Personal phone: 561-252-3263(text: include your name & Class time)

**Contact Info**: Web Site: http://www.herbsennett.com

 Officer Hours by appointment only

**The rules of the class are governed by the attached code of conduct.**

**How to determine your grade:**

**Grades:** Grades are assigned on a percentage point system.

 A-90% B-80% C-70% D-60% F-Below 60%

**Total points possible:** The total points possible in the class can be computed by adding up all the points possible for each assignment.

**Total points:** The total points possible to get your final class average will be divided by the total points earned.

For Example: If your total points for the class were 880, you would divide that number by total possible points, which are 1000. **880** divided by **1000** equals **88%**. **88%** equals a **“B”.**

**Notify the Registrar if you must withdraw during the term. My policy is to turn in a grade of "F" for all students who simply stop attending class.**

**ASSIGNMENTS:**

**Tests:** The tests are true/false and multiple choice. Study for them; **they are the hardest part of the class**. There will be three (3) tests. **The professor has a policy of no make up tests**, although he has been known to consider special situations on a case-by-case basis. You should read all the chapters in the textbook, review the compact disk that comes with the textbook and take careful notes over the material covered in class through class discussions and then look at the study questions online. **BE SURE TO PURCHASE A PACKET OF SCANTRON TEST 882 TEST ANSWER SHEETS ON SALE IN THE BOOKSTORE.**

**Speeches:** You are to type out your speech in outline format using the sample distributed in class and present it to the class. The outline and how well you use it will be taken into account in assigning your grade. Try to look at your audience rather than looking too much at the paper. The outline should be typed and double spaced to allow you to easily read the text.

**Each speech must be an original composition.** You will be assigned a day on which the speech is to be due for presentation. You are expected to have your speeches ready on the assigned day. If you are called on to make your speech and you are not ready to do so for any reason, your grade will be reduced by 10%. The Speech is to be 3 to 5 minutes in length and will be timed.

**Speeches to Introduce Yourself (50 Points):** Students are to introduce themselves to the class with a time limit of 2 to 3 minutes. You are to cover the following in the course of your speech, but you will NOT use the following as an outline format. The format to use will be available on line at Dr. Sennett’s website.

**Speech to inform (100 Points):** The speaker will report to the class on a subject the class may know nothing about. The speech can cover a topic that you are involved in or know something about. This may include a speech to demonstrate how to do something or the process for accomplishing something or to just tell us about a place, person or event. You are free to explore any topic other than a few that the professor will mention in class.

**Persuasive Speech (200 Points):** The speaker will present a Speech to the class on a topic of his/ her own choosing in order to persuade the audience. Any topic will be ok as long as it has been approved by instructor.

**PowerPoint Presentation (Visual Aid) (50 Points):** The speaker will present a PowerPoint presentation as part of the Speech to Inform or the deliberative speech. This presentation will consist of at least 5 slides, and will be presented using a computer and a projection system that will be provided by the College. There is a PowerPoint tutorial on your student CD. PowerPoint basics will be covered in class, but there are many good books on the subject. These books can be found at any local bookstore. If you feel that you might need extra help with PowerPoint, you are encouraged to purchase a book for your own reference. While the program will allow the student to do many special effects, you should keep the PowerPoint presentation simple and to the point. The PowerPoint presentation is intended to work with your speech not take the place of the speech. You will need to purchase a “Jump Drive” to save your Power Point Slides on to bring to class to load on the computer. Or you may use an easily accessible email address to use to download your zipped Power Point Slides File.

## **Attendance Policy:**

## **Attendance is an important part of this class.** Effective speaking is 50% of your communication experience, and being an audience member is the other 50%. To be an audience member you have to be in attendance, therefore the roll will be taken daily and will affect your grade. You are allowed to miss two (2) classes without penalty, however if you miss more than six (6) classes you will no longer be able to pass the class. **I will not be placed in the position of judging your reasons for missing class. All absences are just absences.** Classes cannot be made up. **Absences on Speech days count as two absences!**

**Assignment Worksheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignment** | **Information** | **Point Value** | **Points Earned** |
| Speech of Introduction | 2 to 3 minutes | 50 |  |
| Speech of Introduction Outline | Must be typed | 50 |  |
| Test 1 | Chapters 1-4 | 100 |  |
| Test 2  | Chapters 12-14 | 100 |  |
| Test 3 | Chapters 10, 11, & 15 | 100 |  |
| Test 4 | Chapters 5-8 | 100 |  |
| Speech to Inform | 4 to 6 minutes | 100 |  |
| Speech to Inform Outline  | Typed | 50 |  |
| PowerPoint Presentation | At least 5 slides | 50 |  |
| Persuasive Speech | 5 to 7 minutes  | 200 |  |
| Persuasive Speech Outline | Typed | 50 |  |
| Attendance | No more than 2 absences\* | 50 |  |
| **Total Points possible in Course** |  | **1000** |  |

# \*Note: 1. 1-2 Absences = 50 points

# 2. 3-4 Absences = 25 points

# 3. 5-6 Absences = 0 points

# 4. If you miss more than 6 times, you will be dropped from the course with a “WA” or “WF” or “WX” or “F”

# Code of Conduct in the Classroom

**Herbert Sennett, Ph.D.**

**This is college and you are expected to act as mature men and women.** In a Speech Communication class, a student’s conduct is very much a part of the class because it displays the student’s true communication abilities. Therefore, I am requiring all students in my classes to read and understand this Code of Conduct.

**Academic Honesty** in this class is governed by the College’s policy on academic honesty published in the Student Handbook. This policy on academic honesty covers cheating, plagiarism, misrepresentation and bribery. This policy provides penalties and/or disciplinary actions ranging from a failing grade for this course to expulsion from the College.

**Talking** to one another while the teacher is talking or while another student is presenting information in class is the largest overall conduct problem. ***It is rude and shows a genuine lack of respect for others***. If you need to say something, it should be directed to the class by raising your hand and waiting until you are called on to speak by the teacher. If you must talk to another student, you should both take your notes and books and leave the class.

**Cell Phones** have become a nuisance and a problem in class. Set you phone on vibrate or turn it off. If you think you must answer the call, please take your books and things with you and leave the room, but **DO NOT** return.

**No cell phone operation will be tolerated during a test. Don’t even touch it!!!**

**Passing notes in class** is a childish and immature act. Like talking, it is disruptive and rude and is thus considered to be bad classroom conduct and will not be tolerated.

**Tardiness-** I make it a policy to start class on time each day. Please do not come to class late. If you do, you will be marked Tardy. Three times tardy will earn you one absence. **Do not enter the classroom late while a student is giving a speech. Those days are clearly marked on the syllabus. Note them well and be on time!!**

**Leaving Class Early** – Leaving class before the class has ended is a disruption. It distracts from the class, is rude, and is not considered to be good classroom conduct. If you must leave early, discuss the problem with the teacher **before** the class**.** Sometimes students try to sneak out of class while the teacher is busy or while the teacher’s back is turned. If someone tries to leave class in this manner, the roll will be called and the student will be counted absent for the entire class and may be required to visit the Dean of Students before returning to class.

**Children in Class -** Some students have small children that they might want to bring with them to class. It is against the policies of the College, the Department, and this class to bring small children or friends to class for any reason. This might work a hardship on you but bringing people with you to class is disruptive and is not allowed.

## **Gum and Hats** – Wearing hats has become a major distraction; besides being just plain rude. It is also rude to chew gum or anything else while you are speaking. Hats to a degree cover your face and can cast a shadow across the eyes. Male students are NOT allowed to wear hats in my classroom. Ladies may wear hats ONLY if the hat is appropriate to their dress and clearly fits the fashion being worn.

**Dress appropriately at all times.** Some clothing worn in today’s environment have more meaning than just being fashionable. Therefore, young men are expected to dress neatly with appropriate outer garments for the season and weather. Young ladies are expected to not show their bodies inappropriately. The teacher is not interested in studying the belly-button habits of young people. Enter with an atmosphere of serious study--Nothing less.

**Students who do not abide by this Code of Conduct will be removed from the class and a grade of “F” will be reported. If you find that you cannot follow these rules of conduct, you are encouraged to immediately find another class to take or take this class at such time when you can agree with the class rules.**

 **SPC 1024 – Class Schedule (M/W)**

**Herbert Sennett, Ph.D. Fall 2015 BCC-South**

|  |  |  |
| --- | --- | --- |
| **DATE** | **ASSIGNMENT** | **NOTES** |
| 8/24 | Course Introduction & Discussion of Syllabus | Professor |
| 8/26 | Intro to Human Communication | Chapter 1 Professor |
| 8/31 | Perception, Self, and Communication | Chapter 2 Professor |
| 9/2 | The Intro Speech & Handling nervousness | Professor |
| ***9/7*** | ***Labor Day – Classes Do Not Meet*** |  |
| **9/9** | **Introductory Speeches Due** | **DO NOT MISS** |
| **9/14** | **Intro Speeches (continued)** | DO NOT MISS |
| 9/16 | Language and Meaning  | Chapter 3 Students |
| 9/21 | Nonverbal Communication  | Chapter 4 Students |
| 9/23 | Explanation of the Inf. Speech & Assignment | Chapter 14 Professor |
| **9/28** | Test 1 (Chapters 1-4) | DO NOT MISS |
| 9/30 | Delivery & Visual Resources  | Chapter 13 Professor |
| 10/5 | Organizing and Structuring Speeches  | Chapter 12 Students |
| 10/7 | Topic Selection & Audience Analysis  | Chapter 10 Students |
| **10/12** | Test 2 (Chapters 12-14) | DO NOT MISS |
| 10/14 | Credibility and the use of Evidence  | Chapter 11 Students |
| **10/19** | Informative Speeches (Group 1) | DO NOT MISS |
| **10/21** | Informative Speeches (Group 2) | DO NOT MISS |
| **10/26** | Informative Speeches (Group 3) | DO NOT MISS |
| 10/28 | Persuasive Speaking & Next Assignment | Chapter 15 Professor |
| 11/2 | Listening & Critical Thinking  | Chapter 5 Students |
| 11/4 | Intercultural Communication  | Chapter 7 Students |
| **11/9** | Test 3 (Chapters 10-11 & 15) | DO NOT MISS |
| ***11/11*** | *Veterans’ Day – Classes Do Not Meet* |  |
| 11/16 | Interpersonal Communication  | Chapter 6 Professor |
| 11/18 | Workplace Communication  | Chapter 9 Students |
| **11/23** | Persuasive Speeches | DO NOT MISS |
| **11/25** | Persuasive Speeches | DO NOT MISS |
| **11/30** | Persuasive Speeches | DO NOT MISS |
| **12/2** | Persuasive Speeches (Make-up Speeches) | DO NOT MISS |
| **12/7** | Test 4 (Chapters 5, 6, 7, 9) | DO NOT MISS |
| **12/9** | Final Exam | DO NOT MISS |

**\*Dates marked in Bold Print: Do not miss these class sessions! Each counts as two absences. Dates marked in Italics are holidays when classes do not meet.**

**LAST DAY TO WITHDRAW FROM CLASS WITH A “W”: OCTOBER 30!**

**SPC 1024 – Class Schedule (8:00 M/W)**

**Herbert Sennett, Ph.D. Fall 2015 8:00 AM BCC-South**

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| --- | --- | --- | --- |
| **DATE** | **ASSIGNMENT** | **NOTES** | **PRESENTERS** |
| 8/24 | Course Introduction & Discussion of Syllabus | Professor |  |
| 8/26 | Intro to Human Communication | Chapter 1 Professor |  |
| 8/31 | Perception, Self, and Communication | Chapter 2 Professor |  |
| 9/2 | The Intro Speech & Handling nervousness | Professor |  |
| ***9/7*** | ***Labor Day – Classes Do Not Meet*** |  |  |
| **9/9** | **Introductory Speeches Due** | **DO NOT MISS** |  |
| **9/14** | **Intro Speeches (continued)** | DO NOT MISS |  |
| 9/16 | Language and Meaning  | Chapter 3 Students |  |
| 9/21 | Nonverbal Communication  | Chapter 4 Students |  |
| 9/23 | Explanation of the Inf. Speech & Assignment | Chapter 14 Professor |  |
| **9/28** | Test 1 (Chapters 1-4) | DO NOT MISS |  |
| 9/30 | Delivery & Visual Resources  | Chapter 13 Professor |  |
| 10/5 | Organizing and Structuring Speeches  | Chapter 12 Students |  |
| 10/7 | Topic Selection & Audience Analysis  | Chapter 10 Students |  |
| **10/12** | Test 2 (Chapters 12-14) | DO NOT MISS |  |
| 10/14 | Credibility and the use of Evidence  | Chapter 11 Students |  |
| **10/19** | Informative Speeches (Group 1) | DO NOT MISS |  |
| **10/21** | Informative Speeches (Group 2) | DO NOT MISS |  |
| **10/26** | Informative Speeches (Group 3) | DO NOT MISS |  |
| 10/28 | Persuasive Speaking & Next Assignment | Chapter 15 Professor |  |
| 11/2 | Listening & Critical Thinking  | Chapter 5 Students |  |
| 11/4 | Intercultural Communication  | Chapter 7 Students |  |
| **11/9** | Test 3 (Chapters 10-11 & 15) | DO NOT MISS |  |
| ***11/11*** | *Veterans’ Day – Classes Do Not Meet* |  |  |
| 11/16 | Interpersonal Communication  | Chapter 6 Professor |  |
| 11/18 | Workplace Communication  | Chapter 9 Students |  |
| **11/23** | Persuasive Speeches | DO NOT MISS |  |
| **11/25** | Persuasive Speeches | DO NOT MISS |  |
| **11/30** | Persuasive Speeches | DO NOT MISS |  |
| **12/2** | Persuasive Speeches (Make-up Speeches) | DO NOT MISS |  |
| **12/7** | Test 4 (Chapters 5, 6, 7, 9) | DO NOT MISS |  |
| **12/9** | Final Exam | DO NOT MISS |  |

**SPC 1024 – Class Schedule (11:00 M/W)**

**Herbert Sennett, Ph.D. Fall 2015 11:00 AM BCC-South**

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| --- | --- | --- | --- |
| **DATE** | **ASSIGNMENT** | **NOTES** | **PRESENTERS** |
| 8/24 | Course Introduction & Discussion of Syllabus | Professor |  |
| 8/26 | Intro to Human Communication | Chapter 1 Professor |  |
| 8/31 | Perception, Self, and Communication | Chapter 2 Professor |  |
| 9/2 | The Intro Speech & Handling nervousness | Professor |  |
| ***9/7*** | ***Labor Day – Classes Do Not Meet*** |  |  |
| **9/9** | **Introductory Speeches Due** | **DO NOT MISS** |  |
| **9/14** | **Intro Speeches (continued)** | DO NOT MISS |  |
| 9/16 | Language and Meaning  | Chapter 3 Students |  |
| 9/21 | Nonverbal Communication  | Chapter 4 Students |  |
| 9/23 | Explanation of the Inf. Speech & Assignment | Chapter 14 Professor |  |
| **9/28** | Test 1 (Chapters 1-4) | DO NOT MISS |  |
| 9/30 | Delivery & Visual Resources  | Chapter 13 Professor |  |
| 10/5 | Organizing and Structuring Speeches  | Chapter 12 Students |  |
| 10/7 | Topic Selection & Audience Analysis  | Chapter 10 Students |  |
| **10/12** | Test 2 (Chapters 12-14) | DO NOT MISS |  |
| 10/14 | Credibility and the use of Evidence  | Chapter 11 Students |  |
| **10/19** | Informative Speeches (Group 1) | DO NOT MISS |  |
| **10/21** | Informative Speeches (Group 2) | DO NOT MISS |  |
| **10/26** | Informative Speeches (Group 3) | DO NOT MISS |  |
| 10/28 | Persuasive Speaking & Next Assignment | Chapter 15 Professor |  |
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| **11/30** | Persuasive Speeches | DO NOT MISS |  |
| **12/2** | Persuasive Speeches (Make-up Speeches) | DO NOT MISS |  |
| **12/7** | Test 4 (Chapters 5, 6, 7, 9) | DO NOT MISS |  |
| **12/9** | Final Exam | DO NOT MISS |  |