



SPH106 Course Syllabus
Fall 2021
READ CAREFULLY

CONTACT INFORMATION

Instructor Name: Kristy Shuford White
Text: 334-488-1770 (THIS IS THE FASTEST AND PREFERRED WAY TO REACH ME IF YOU HAVE A QUESTION)
Office Email: kwhite@lbwcc.edu

COURSE NUMBER AND TITLE

SPH106 Fundamentals of Oral Communication (NO TEXTBOOK/ Resources provided)

PREREQUISITES

None

DIVISION AND DEPARTMENT

Language Humanities, and Fine Arts

SEMESTER HOURS CREDIT/ CONTACT HOURS

Three hours

SPECIAL NOTES: This course is set-up to accommodate students who are essential workers, offshore workers, working moms, transient students, or those who are battling other conflicts. THE SCHEDULE IS VERY FLEXIBLE.

For each assignment, I will present a due date to keep you on track; however, I WILL ACCEPT all late work, as long as it is received by **Friday, December 3, 2021, by 11:59 p.m.**, but NOTHING WILL BE ACCEPTED AFTER THIS TIME.

There is no need to text or email if you will be late on an assignment. I appreciate your willingness to let me know, but that is not necessary. I usually grade each assignment after the suggested due date, so if you are late, your speech will be graded, but it might take some time. Most likely, it will be graded in the next round of speech downloads. There is also no need to email me to ask me if I received your speech. If you can see **"submitted"** in the assignment portal, then I can see it also.

IMPORTANT GRADING NOTES:

If there is a problem with your submission, then I will assign a **"10"** as a place holder in the grade. This is my notice to you that something went wrong, and I need you to open the submission, read my comments, fix the problem, and resubmit.

START HERE MODULE: Students not completing the "Four assignments in the Start Here Module with 100" by the time of attendance verification **(August 26, 2021)** will be dropped. There is a \$25 late fee to be added back if the instructor allows.

EMAIL POLICY

Text me at 334-488-1770 for quickest response and identify yourself and your class or email me any questions, comments, concerns, etc. at any time. I generally respond to all texts/emails within minutes. However, if you do not receive a response from me within 24 hours, please resend email or text me. Always put a description of the email or text in the subject line like **"SPH106 Online: Need Help with Bag of Tricks Speech"**.

GETTING STARTED: Always start from the MODULE Page. You should work from the top to the bottom of each module. NEVER try to click the assignments or quizzes from the left-hand options. In doing so, you will miss the directions, examples, or material that helps you complete this assignment. Not everything will appear until drop/add is over. Then the entire course will be released, and you may move as quickly or as diligently as you please. Many assignments and modules are locked until you complete the tasks in order. DO NOT TRY TO SKIP AROUND. DO NOT ATTEMPT A SPEECH WITHOUT FIRST READING THE DIRECTIONS AND EXAMPLES IF PROVIDED.

FAST INTERNET REQUIRED: It is your responsibility to have fast internet for uploading your speeches. Video requires fast internet to upload. If you do not have access to fast internet at home, your speeches can be recorded, and you can wait to submit them until you are at a faster internet location. All of LBWCC parking lots have strong internet, and you can join the LBW public Wi-Fi access. Many local restaurants and businesses also offer guest Wi-Fi access. If you fit into this category, do not wait until the last minute to submit multiple speeches. I can only grade what I receive on time, so please prepare now with a plan for speech submissions. Your smartphone can be used for speech recordings and uploads, but I recommend a computer be used to access the modules and assignments.

SPEECHES

Picture id (student id or driver's license) must be shown at the beginning of each video. Identify yourself in each video and show me your id. ("My name is Kristy White, and this is my id for my persuasive speech.")

Start Here:

<i>Speech of Introduction</i>	2.5%
<i>Start Here Activities</i>	2.5%

Module One:

<i>Person Speech</i>	5%
<i>Place Speech</i>	5%
<i>Thing Speech</i>	5%

Module Two:

<i>Bag of Tricks Speech</i>	10%
<i>Impromptu Speech</i>	10%

Module Three:

<i>Demonstration Speech</i>	20%	<i>Outline and speech</i>
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Module Four:

<i>Persuasive Speech</i>	30%	<i>Three sources, Works Cited, Outline and speech</i>
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Final Module:

<i>Final exam</i>	10%	<i>TBA</i>
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The following grading scale will be used: 90-100=A; 80-89=B; 70-79=C; 60-69=D; and 0-59=F.

My grading assumes that you can produce quality work. Written work should conform to accepted style guides and be free from excessive spelling and grammatical errors. Every assignment will have a detailed handout before the submission portal, and examples view will be available for your review. Speeches should be turned in using the CANVAS submission portal. I will not accept videos by email or text. **Speeches that do NOT meet the MINIMUM time requirements will not be accepted or graded.**

MAKE-UP POLICY and LATE WORK

I will take anything late (WITH NO PENALTY) as long as I receive it before midnight on **Friday, December 3, 2021, by 11:59 p.m.**

TOOLS AND SUPPLIES

FAST INTERNET IS REQUIRED TO UPLOAD VIDEO

Video camera or phone with recording capability or computer with a webcam

TECHNOLOGY REQUIREMENTS/DIFFICULTIES

Please see the Distance Education home page for the most up to date information on system requirements and add-ons necessary to run CANVAS.

- Technical Support – Try me first. If there truly is a technical problem, I will get you in contact with the right I.T. person.

Canvas Management System, Microsoft Word or similar word processing, see computer specifications on the Distance Education Home Page.

CATALOG DESCRIPTION

This is a performance course that includes the principles of human communication: intrapersonal, interpersonal, and public. The course surveys current communication theory and provides practical application for workforce readiness (as well as the actual planning, rehearsing, and presenting formal speeches to specific audiences. Student performances are emphasized).

I. Course Objectives

By the end of the course, students will be able to

1. analyze how intrapersonal communication and self-perception affect everyday interactions,
2. analyze how interpersonal communication affects everyday interactions,
3. apply group communication concepts in small groups and everyday interactions,
4. deliver oral presentations based on public speaking theory and concepts, and
5. demonstrate principles of appropriate communication in workplace settings.

II. Course Outline of Topics

1. Process of Intrapersonal Communication
 - a. Self-Concept
 - b. Self-Perception
 - c. Self-Awareness
 - d. Communication Apprehension
2. Process of Interpersonal Communication
 - a. Verbal
 - b. Non-verbal
 - c. Intercultural
 - d. Conflict Management
 - e. Relationships
 - f. Listening
3. Process of Group Communication Skill Development
 - a. Dynamics
 - b. Leadership
 - c. Member Roles
 - d. Team Building
 - e. Problem Solving
4. Process of Public Speaking
 - a. Audience Analysis
 - b. Topic Selection and Development
 - c. Research
 - d. Outline/Writing
 - e. Practice
 - f. Present
 - g. Presentation Technology
5. Process of Workplace Communication Readiness
 - a. Resume
 - b. Interview
 - c. Professionalism

TEXTBOOK

Open-Source Material – no purchase required

ATTENDANCE/ Administrative Withdrawal

Student attendance in distance education courses is defined as active participation in the course, as described in the course syllabus. For online classes, attendance will be monitored by timely submission of assignments, assessments/exams, discussion board entries, etc. A student is expected to complete such assignments by the appropriate due date. Failure to complete such assignments by the due date will be recorded as an absence.

- a. The number of allowable absences is six days.
- b. Upon the seventh absence, the student may be administratively withdrawn from the course barring any extenuating circumstances.
- c. It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if an extension is warranted.
- d. Makeup work will be at the discretion of the instructor. (If allowed must be stated in the syllabus.)
- e. Students on financial aid programs are responsible for knowing the attendance requirements of their programs. Failure to attend may impact a student's ability to qualify for financial aid and may result in the need to repay financial aid already received.
- f. Attendance will be verified as required by federal and state regulations. Attendance requirements in programs that lead to board licensure or certification may differ from the policy in this course.
- g. Information on appeals to administrative withdrawals may be obtained from the Attendance Policy, which is published online in the College Catalog and Student Handbook at www.lbwcc.edu (click on "About LBWCC" and "Publications").

STUDENT WITHDRAWAL –

A student may withdraw from a course or all courses without a grade penalty up to fourteen (14) days before the first day of final exams for the fall and spring terms. For the fall and spring mini-terms, students may withdraw from classes until seven days before the first day of final exams. For the full summer term, a student may withdraw from classes until nine days before the first day of full-session final exams. For summer mini-terms, a student may withdraw from classes until four days before the first day of mini-session final exams.

The final date for official withdrawal is printed in the college calendar and published in each class schedule. To officially withdraw, a Withdrawal Form must be obtained from the Office of Student Services, completed and signed by all persons indicated on the form, and returned to the Office of Student Services.

NOTE: All withdrawal forms must be completed and returned to the Office of Student Services for processing before a student is officially withdrawn from a course or courses. It is the student's responsibility to follow these withdrawal procedures.

Students may be administratively withdrawn from courses for excessive absences or other administrative reasons (such as student discipline leading to suspension or expulsion). Withdrawal may impact a student's ability to qualify for financial aid and may result in the need to repay financial aid already received.

A student who receives Title IV Federal Financial Aid (ex. Pell Grant) may have to repay funds if he/she withdraws before completing 60 percent of the semester. See the Director of Financial Aid for more specific information.

Students receiving an "F" at the end of the course will be given credit for attendance based on the last assignment with a passing grade. Tracking of student activity and performance will be conducted weekly.

Incomplete Grade Policy

A grade of Incomplete (I) may be assigned when the quality of work has been passing, but the student has been prevented by illness or other justifiable cause from completing the required work or taking the final examinations. A student who must miss a final examination has the responsibility of notifying the instructor before the examination or as soon after that as possible and of furnishing acceptable evidence concerning the cause of the absence upon return. If the cause is a personal illness, the student should present the instructor with a statement signed by the appropriate health care professional.

Students must submit to the instructor a "Request for Incomplete Grade" form with documentation of the absences. If approved by the instructor and division chair, the student may receive an "I" for the term. All required work for the course must be submitted to the instructor no later than two weeks before the last class day of the following term. If work is submitted by the due date provided by the instructor, the "I" grade will be cleared by the last class day. Otherwise, the grade of Incomplete (I) automatically becomes an "F."

ACADEMIC HONESTY

Students are expected to follow the Student Code of Conduct, as described in the current Student Handbook. Cheating and plagiarism violate these standards and may result in disciplinary action, including a failing grade for the assessment or the course.

DO NOT PLAGIARIZE. I know what it is, and I expect you to avoid it! This includes reading spark notes, cliff notes, Wikipedia, or other outside sources without giving a proper citation. If you had unauthorized help (from persons or websites), I will assign a grade of “F” for failing or “I” for incomplete and will reserve the right to require you to rewrite and present the speech in my presence on campus.

SAFETY

Students are expected to follow all safety guidelines issued by the instructor. If on-campus during an emergency, see any faculty member or staff personnel for information.

POLICY ON REASONABLE ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

Lurleen B. Wallace Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to accessibility, please contact the ADA Coordinator on the respective campuses. For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2456. All materials related to compliance with the Americans with Disabilities Act are maintained by the college coordinators.

Andalusia Campus/Latrece Hall/334-881-2271
Greenville Campus/Shana Burke/334-382-2133, ext. 3102
Luverne Center/Laura Elliott/334-335-2187
MacArthur Campus/Wendy Johnson/334-493-5333