

- **Ashley Click**



Name: Ashley Click

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Phone: 432-335-6369

Office: Fine Arts RM#100

<i>Office Hours</i>	
Campus Office Hours:	Tuesdays & Thursdays: 9:30-11 Wednesdays: 9:30-2:00 Monday & Friday: I will conducting field office hours on various campuses. Also by appointment
Online Office Hours:	Wednesdays 9:30-2

Preferred Method of Communication:

Please use my email as your first method of reaching me. aclick@odessa.edu

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I

am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.



↓ Textbook Information and Required Hardware/Software



Textbook(s):

The required text for this course is: (THIS A NEW TEXT BOOK FOR ODESSA COLLEGE STARTING FALL2014)

Title: COMM 3

Authors: VERDERBER/SELLNOW/VERDERBER

This book can be purchased from the OC bookstore. Please have this book by the first week of class.

Software:

Email: Students enrolled in Odessa College must use an Odessa College email address. I will only contact you at your OC email account so you need to check your student email at least three times a week. Go to <http://www.odessa.edu> and click on Student Email to set up your email account. You should contact 335-MORE

if you are not able to log on using the instructions provided or if you experience any issues with your OC email account.

Microsoft Windows. Java and cookies must be enabled.
Microsoft Word, Powerpoint and Excel.

Websites:

Youtube.com

PRE & POST Tests:

Students are required to take the pre and post test listed in the modules. I will not grade module #1 assignments until your pre test is in nor will I submit your final grade until you have submitted your post test.



↕ Grading



Grading Distribution:

Discussions/Assignments 25%

Quizzes & Final Exam 25%

Speeches & Projects 50%

Grading Scale:

“A” = 90-100

“B” = 80-89

“C” = 70-79

“D” = 60-69

“F” = 0-59

Late work POLICY:

Please submit assignments on time. Late work will be accepted but a 10 point penalty will be awarded. Due dates are important to follow if you would like prompt grading. If you are aware of a circumstance that may prevent you from submitting an assignment on time you must contact me in BEFORE the due date in order to be offered consideration without penalty. Be proactive rather than reactive!

*****YOU WILL EARN A ZERO (with no make up opportunity) if you submit an edited video.*****

You are not allowed to submit a speech that has been edited and pieced together. It needs to be one video that streams consistently. (I can tell when they are chopped and put together.) This is a speech class....do your best! It DOES NOT have to be perfect for you to learn the fundamentals of public speaking.



↓ Student Course Participation



As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don’t understand; and
- access my course several times during the week to keep up with assignments and announcements.



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Course Policies



Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an

understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

General Course Requirements & Policies

1. Attend class and participate. I suggest you log into the course 3 times per week to view our announcements and check your grades.
2. It is your responsibility to check your grades and inform me if there is a mistake. (If you are attending a face to face class and I have an incorrect attendance or participation grade, you must notify me within 2 class days in order to get your grade changed.)
3. If you attend a face to face class and are late or leave early multiple times, your attendance grades will go from 100 to 50 each time you are late. I will notify you if you are in danger of receiving a 50.
4. If you attend a face to face class, attendance is double on presentation days.
5. You are required to bring your textbook to class each day.
6. Please do not walk into class if a student is delivering a speech. Wait until you hear applause, then enter.
7. I will not drop you from my course regardless of how many absences you have.
8. Contribute and cooperate with civility.
9. **Submit assignments on time. Late work will be accepted but I will deduct 10 points per late assignment. If you are aware of a**

circumstance that may prevent you from submitting an assignment on time you must contact me in BEFORE the due date in order to be offered consideration. Be proactive rather than reactive!

10. *******YOU WILL EARN A ZERO (with no make up opportunity) if you submit an edited video.*******

You are not allowed to submit a speech that has been edited and pieced together. It needs to be one video that streams consistently. (I can tell when they are chopped and put together.) This is a speech class....do your best! It DOES NOT have to be perfect for you to learn the fundamentals of public speaking.

Steps for loading your speech video on to YouTube

11. Record your speech using a device that will allow you to transfer the video file from the recorder to a computer (a camcorder or digital camera, etc.).
12. Save the file on your computer and make sure that the video and audio are both working properly so that I can see and hear your speech.
13. Go to YouTube (<http://www.youtube.com>) and click on 'Sign Up' in the upper right hand corner.
14. Fill out the sign up form completely and write down your user name and password so that you can log in again.
15. Click on the 'Upload' button (it is yellow) once your logged in.
16. For the title put your first and last name (**this is important so that I can find your speech if the URL you provide does not work**).
17. For the description put the kind of speech (informative or persuasive) and the topic. You will need to choose a video category (use **Education**) and enter "**Speech**" into the section for tags.
18. Click 'Upload a video'. This will provide you with a 'Browse...' button that allows you to find your video file on the computer. Select the file and click 'Open' on the pop up screen.
19. Then click 'Upload Video' and GIVE IT TIME. Some videos may take a while but don't click anything else or navigate away from the page until you get a confirmation message saying that the upload was successful.

20. Go to your video on YouTube and copy the URL from your web browser bar and paste it on your speech outline. It should look something like this:
<http://www.youtube.com/watch?v=RcYv5x6gZTA> **M**
ake sure you can click this link and get to your video!!
21. You may set the video to Unlisted or Public. Unlisted means that it cannot be searched for. **Do not set the video to Private as it will not let me view it.** If I click on your link and I see that it is set to Private, I will not consider the speech submitted. You will be assessed late points and may receive a grade of zero. I must be able to view the speech to grade it.
22. Submit the speech through BlackBoard. Click on Assignments, then click on the Speech Assignment that you wish to submit. Attach your outline with your working YouTube link. Do not delete or remove your video until your grade is posted.

RULES:

1. You are required to have at least 3 people in your audience while you present your speech. I must be able to see the backs of their heads while you are delivering your speech. You do not need to introduce them to me.
2. Stand up & Stand back...I must be able to see your body in order to grade gestures and posture.
3. Dress appropriately (no pajamas, hats...professional/polished appearance is always appreciated)
4. Read the rubric before you record so you know the specific requirements.
5. Don't go over on time! Each rubric has a different time guideline.
5. Please record in a quiet room.
6. You are required to follow your outline format and speak with an extemporaneous tone.

7. Test your link before you send it to me...make sure it works and you can hear yourself.

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Incomplete Policy

An 'Incomplete' grade may be given only if:

- 23. The student has passed all completed work
- 24. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.



 **Course Schedule**



(Tentative and Subject to Change)

Module 1:

Chapters 2 & 3

Project #1

Module 2:

Chapter 4 & 5

Project #2

Module 3:

Chapters 6 & 7

Project #3

Module 4:

Chapters 15 & 16

Project #4

FINAL EXAM



 **Institutional Core Objectives (ICOs)**



Description of Institutional Core Objectives (ICO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of 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. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this

catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

Odessa College's Institutional Core Objectives (ICOs):

0. *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1. *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
2. *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
3. *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
5. *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities



↓ Discipline Core Statement



Discipline Core Statement

Speech Communication

Speech Communication

SPCH 1311, SPCH 1315 and SPCH 1321 meet the Communication Foundation component area

because they focus on formal oral presentations and/or writing skills to develop ideas and express them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. These three courses primarily focus on oral literacy as a tool for communication, but include written, aural and visual literacy skills as well.

*Please note this course is listed as an option in both the Communication Foundation component area as well as a Component Area Option. Students may apply the course taken to only one of these two areas.

= Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Communication or Component Area Option	#						
<p>Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.</p> <p>Courses involve the command of oral, aural, written and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.</p>							

Course Objectives

From the ACGM: Upon successful completion of this course, students will:

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

Learning Outcomes

Outcome	CO
1	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2,4,5	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
3	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
2,5	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities





Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities*
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.

- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning

the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)



↑ Student Support Services and Technical Support



Blackboard Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

(insert more here)

Learning Resource Center (LRC; Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student Success Center (SCC)

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online

tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: *Odessa College Catalog of Courses 2012-2013, page 54*)

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account:

<http://www.odessa.edu/gmail/>. **Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.**

Wrangler Express

(insert here)