



WACO, TEXAS

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**INTRODUCTION TO SPEECH COMMUNICATION**  
**SPCH 1311**  
**COURSE SYLLABUS**

REVISED: 09/10

# INTRODUCTION TO SPECCH COMMUNICATION

SPCH 1311

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## **Course Description:**

A survey of the basic principles of human communication with opportunities to apply these principles in three or more areas of study, including, but not limited to: interpersonal, public speaking, and small group communication. Semester Hours 3 (3 lecture)

## **Required Text & Material:**

To access updated information on textbooks, please visit [www.bkstr.com](http://www.bkstr.com)

## **Course Objectives:**

### **Learning Objectives**

1. Learn and understand the complex nature of communication
2. Learn, understand and apply theories and skills of interpersonal communication to various contexts and relationships.
3. Understand personal communicative weaknesses and strengths in various relationships, and improve interpersonal communication skills.
4. Understand the role that communication plays in an effective workplace
5. Analyze the interviewing process and learn strategies to effectively and efficiently participate in interviews
6. Understand the role verbal and nonverbal components play in the communication process
7. Analyze and use the skills involved in public presentation
8. Understand and implement the public speaking skills necessary for a multi-cultural society
9. Understand the need for group cohesion and team work in order to be successful

## **Course Outline:**

### **Course Topics/Units**

The following topics and units may be covered during the semester:

1. The Communication Process: An Introduction.
2. Improving Interpersonal Relationships.
3. Effective Listening.
4. Nonverbal Communication in the Organization.
5. Basic Information for all Types of Interviews.

6. Small-Group Communication and Problem Solving.
7. Participation and Leadership in Small Groups.
8. Informative Presentations.
9. Researching, Supporting, and Delivering Your Ideas.
10. Persuasive Presentations: Individual or Team.

### **Course Requirements**

While specific assignments will vary with each instructor, the following assignments are minimally required for all students taking Speech 1311.

- Informative presentation
- Persuasive presentation

### **MCC Attendance Policy:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to

absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

### Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

### **ADA Statement:**

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration, and Dr. Santos Martinez - Vice President, Student Services, shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or [msweatt@mclennan.edu](mailto:msweatt@mclennan.edu).