SPCH 104 – SPEAKING THROUGH TECHNOLOGY (Online)*
FALL 2013 (August 21, 2013 –December 11, 2013)

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Office Hours: Per appointment

Contacting Instructor: Please contact me any time through your student email with any questions or concerns. Email is preferred, but if you need to talk to me on the phone, the best time to reach me is M-Th, 2:00 p.m. to 4:00 p.m. (CST). I generally respond to e-mails and voicemails in no less than two business days. When you contact me, please include the following information in any message: (1) Your name, (2) that you are in my SPCH 104 course, (3) your phone number and best time to reach you (if a voicemail), and (4) brief explanation of your request. Before you contact me with a question, please make sure that you have referenced the syllabus. If the answer is not there, then see if a classmate has the answer by raising the question in the Classroom Café discussion forum. If anything remains unclear, then please do not hesitate to contact me.

Course Description and Objectives: This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Students will demonstrate their understanding of verbal and nonverbal communication through recorded videos and online presentations. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain, illustrate, and demonstrate fundamental principles and techniques of human communication through technology in a variety of contexts.

Oral Competency: This course focuses student attention on the importance of good communication skills in interpersonal and business relationships. Students will discuss, analyze, and study in varied communication contexts, in an effort to better understand our differences through discussion and sharing. Although this course is not a substitute for *SPCH 101: Fundamentals of Public Speaking*, it has been designed to satisfy the university's oral competency requirement for majors in applied sciences and students enrolled in Nicholls Online. Therefore, oral presentations are a core component of this course.

Materials Required: Text: DeVito, Joseph A. *Essentials of Human Communication*; (8th Ed.); Boston: Allyn & Bacon, 2013. ISBN #978-0205930661
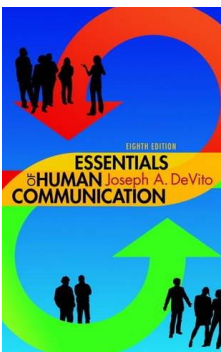
STRONGLY RECOMMENDED: A flash drive or other external computer data storage product.

Instructional Methods: Lecture (via instructor notes and PowerPoint presentations), supplemental instruction through links to Internet resources, class discussion of textbook readings and course concepts via Moodle discussion forum, as well as student participation in quizzes and assignments.

Computer Access and Software/Hardware Requirements: By virtue of the fact that you have signed up for this online course, it is assumed that you have access to a reliable computer with Internet access. It is imperative that you have access to a computer and Internet connection sufficient to view and hear multimedia files, such as videos and PowerPoint presentations. You will also need either a Web cam or some other type of digital video recording device (e.g., a smartphone, digital camera, etc.) and a microphone in order to record audio-visual presentations and upload them to the Internet for sharing and grading. Most computers and cell phones have built-in video cameras and microphones. Free video editing software can be downloaded, if not already installed on your device. This course also requires that you upload videos to YouTube and that you use Skype or Google Hangouts in order to communicate in real time with your instructor and/or classmates on some assignments. These sites are free, easy to use, but you will need to register for an account tied to your student e-mail account, if you do not already have one.

Please be advised that a broken or ill-functioning computer or device, or the inability to retrieve, produce, or submit your assignments from your device will *not* be accepted as a valid excuse for missing an assignment deadline. Students are advised to back up all electronic files to a cloud drive and to an external data storage device, e.g., a flash drive. This way, if your device malfunctions or you experience a problem with your Internet connection, then you have the option of using another device to retrieve and submit your documents.

Academic Honesty Policy: Assignments and presentations are expected to be the result of your own work and preparation. Academic dishonesty will be dealt with severely and without exception. Each semester I have students who fail one of my classes because they were guilty of cheating or plagiarism. All proven or suspected cases of cheating, plagiarism, purchased papers, borrowed papers, and work copied from the Internet, as well as any other act deemed dishonest will be reported to the College of Arts and Sciences Academic Integrity Committee (AIC) for permanent record keeping and disciplinary action.

It is especially important that students understand how to avoid plagiarism before enrolling in a course. Plagiarism includes taking works without proper quotations and citations from the Internet, any publications, or having someone else do your work for you. The following resource is available for guidance in this manner.
http://www.nicholls.edu/library/student-portal/#PLAGIARISM

Records of academic dishonesty will be maintained in the Office of Academic Affairs. If a student is recorded as a multiple offender (more than one listing in the data file) of the academic dishonest policy, the student will be brought before the Academic Affairs Integrity committee for review as per Section 5.46 of the *Code of Student Conduct.*

Nicholls Online Honor Code: By enrolling in an online course, I agree that I will:
- Complete all assignments, exams and other assessment activities with my own work and only my own work (unless otherwise permitted by instructor). I will not submit the work of any other person.
- Maintain only one user account and not allow anyone else to use my username and/or password.
- Not engage in any activity that would dishonestly improve my results, or improve or hurt the results of others.
- Not post answers to problems, assignments or exams that are being used to assess student performance.
- Follow all codes of student conduct as specified in the published *Code of Student Conduct.*
    - *http://www.nicholls.edu/documents/student_life/code_of_conduct.pdf*

Dropping a Course: If a student desires to drop a course, it is the student's responsibility to fulfill the necessary requirements, or the student runs the risk of receiving a failing grade at the end of the semester. It is the student's responsibility to complete the drop form by the deadline posted in the academic calendar. If the student stops participating in the course without fulfilling the requirements to drop the course, then the student will receive an F as the final grade.

Assessments: Detailed descriptions of what is expected for each assignment listed below are posted in the "How to?" Module in Moodle.   Please read the instructions and view the examples thoroughly before beginning the assignments. Students are required to complete *all* assignments in order to pass this course. This means that if you miss an assignment deadline, then you still must complete the assignment even if you will earn a zero on it because it is late. Grades for the weekly quizzes and discussion forums will be weighted to equal the category total.

Vlogs (3 videos at 25 points each)	75 points
Demonstration Speech Video	50 points
Video Chat Job Interview	50 points
Resume (Print)	25 points
Resume (Video)	100 points
Weekly quizzes	100 points
Discussion forums	100 points
Course total:	500 points

Evaluation and Grading Techniques: Grades are assigned strictly on the basis of points earned. Students are provided with grading rubrics for all assignments ahead of time and can see a weighted average of their points total throughout the semester by viewing the grade book in Moodle.   The scale is as follows:

A = 450-500	D = 300-349
B = 400-449	F = 0-299
C = 350-399	

Academic Grievances:
The proper procedure for filing grade appeals or grievances related to academic matters is listed in Section 5 of the Code of Student Conduct and at the following link: *http://www.nicholls.edu/documents/student_life/code_of_conduct.pdf* .

Weekly Readings & Quizzes: Students are expected to have read each chapter in the textbook *prior* to the week of the discussion and quiz on it. Each week a new quiz is made available at midnight on Sunday and is due by midnight on the following Sunday. Quizzes consist of an average of 20 questions. One question on each quiz will ask whether or not the chapter was read. It is up to the student to answer truthfully. The remaining questions will be a combination of true/false and multiple-choice. Students will receive the same questions and answer choices in the multiple choice questions, but questions and answer choices appear in a different random order each time the quiz is launched. This is to encourage students to read carefully and answer each question independently.

Unless noted otherwise, quizzes are open book and are not timed, but you may only submit your answers once, so make sure you are done and satisfied with your answers before you submit the quiz for a grade. Reading the assigned materials each week is essential for engaging in group discussion and succeeding in this course.

Attendance/Participation: Although this is an online course, "attendance" still counts. Moodle keeps track of when and how often students log onto the course, what pages they view, what files they download, links they access, and how much time they spend on each page. You will not do well in this course if you do not spend adequate time (6/hrs. per wk. minimum) reading the textbook, being logged onto the course reading class notes, viewing PowerPoints, accessing links to other Internet resources referenced in the course materials, taking quizzes, participating in the discussion forums, and working on assignments. Keep in mind that this course is for three credit hours. You would normally be in a classroom three hours per week, so you must be disciplined to put in the time and keep up with course announcements, assignments, and deadlines. I recommend that you check your student e-mail every day and log on to the course in Moodle several times per week to ensure that you do not miss any announcements.

Discussion Forum Guidelines: Students will be randomly assigned into discussion groups of five members each. Each Sunday at midnight a new discussion forum begins that will include a question that I will raise based on the week's topic or assigned activities. Students are required to read and respond to the discussion question by: (1) posting an individual response by midnight on Wednesday, (2) reading the answers of their discussion group members and posting one comment and one question in response to the posts of each discussion group member by midnight on Friday, and (3) providing a follow-up response to each discussion group member by midnight the following Wednesday.   Comments and questions should be thoughtful and engaging.

The Moodle Discussion Forum provides the virtual space for classroom discussion. It is a critical component to online learning. Having both taken many online courses as a student and taught even more, I have put together the following guidelines to make our

discussion forum experience a more rewarding experience. These guidelines pertain only to the weekly discussion forums.

Rules for Discussion Board Posts:

1. *Run Spellcheck.* Type your posts in a word processor with grammar and spellcheck, and then copy and paste them into Moodle. This may help you not only on your grade by reducing grammatical mistakes and typos, but it may also save you the time and headache of losing text from accidentally closing a window, hitting the wrong button, or the loss of Internet connection, etc.
2. *Be respectful.* Our class is to be an open and safe place for everyone to share ideas, raise questions, and engage in critical thinking. We will be rich in diversity. We will be from different backgrounds with varied social, political, religious, and philosophical views. We will have different types and levels of education and experience. There will be *zero tolerance* for any disrespectful behavior, rude comments, or cyber bullying of any kind. You are free to disagree and engage in scholarly debate, but keep the focus of the debate centered on propositions and not the people who make them. Those who violate this guideline will be warned and subsequent violations may result in expulsion from the course.
3. *Use proper grammar and style.* This is a college class, and a certain level of formality and netiquette is expected. Complete sentences that include correct spelling, grammar, and punctuation are expected. All posts should also have a salutation and valediction (It can be as simple as beginning with "Hi group,"… and ending with a hyphen and your name).
4. *Be brief.* Unless otherwise indicated, all posts should be limited to two paragraphs or less. This might be a challenge, but learning to provide concise comments and feedback is important.
5. *Be specific.* If you quote or reference the text, then provide the page number(s). If you quote from another source, then provide the link or bibliographic information.
6. *Give proper identification.* You must attach your name to every post either at the beginning or end of your post and identify the recipient (s) of your post, if you are responding to someone else's post. When you respond to a post, always begin your response by typing the name of the person(s) to whom you are replying. With 25 students in class, the threaded discussions can become a tangled web without following this guideline.
7. *Keep focused.* The discussion forum is for discussions about the content of the course. Please do not clutter it with personal notes or discussions unrelated to the posted topic. You can always extend conversations in the Classroom Café or by contacting others by e-mail.
8. *Sleep on it.* You do not have to reply to every post or comment, and you never have to reply or post immediately. Let your posts reflect thoughtfulness and introspection.
9. *Do not use ALL CAPS or overdo exclamation points (!) or **bold type***. Computer mediated communication is devoid of presence and nonverbal cues and, therefore, more susceptible to miscommunication.

10. *Acronyms and Emoticons*. Do not overuse emoticons and texting acronyms (e.g., JK, TTYL, etc.). It is better to limit the use of emoticons and acronyms and to indicate emotion with words in arrow brackets, e.g., <smile>, <laughing>, <just kidding>, etc.

Makeup Work/Bonus Points: It is not conducive to good health or success in this course to put off readings and assignments until the last minute. Remember the wise proverb: *"By the inch, it's a cinch; but by the yard it's hard."*

I will *not* accept for credit any assignment that is turned in late without *prior* approval. Quizzes cannot be made up. Any assignment that is turned in past its due date will receive a zero in the grade book. Extensions on assignments may be granted only for extreme and verifiable reasons (e.g., serious personal illness or death in immediate family). If a student requests an extension for an assignment, and the request is approved, the assignment will be penalized by 5% off the final grade for each day that it is late. Any assignment more than 7 days past its original due date will not be accepted and will receive a final grade of zero.

I understand that students have unique needs and abilities, I also have an obligation to be fair and impartial. Therefore, it is *not* my practice to give makeup work or bonus work to individual students. Everyone has equal opportunity to earn points throughout the semester. A lack of preparation on the student's part will not constitute an emergency on the instructor's part. Please do not contact me near the end of the semester asking, "What can I do to bring up my grade?"

Classroom Café: A separate discussion forum called "the Classroom Café" will be open throughout the semester. This is the place to post any thoughts or questions that you want to share or discuss outside of class. Different topics will appeal more to some students than others. Interest may arise in some topics that are not directly related to the course or the particular discussion forum topic of the week. Rather than clutter the discussion forum with dozens of such posts, you may invite classmates to join you in the Classroom Café to discuss things further. Just as you might be told in a physical classroom setting, "That's a good question, but we really have to move on." I may contact you at some point and ask you to move a question or discussion over to the Classroom Café. You can also raise general questions about the course or assignments in the Café. Students are not required to make posts in the Café, but remember it is there and stop by from time to time.

Continued Learning Following an Extreme Emergency

Students are responsible for:
* reading regular emergency notifications on the NSU website;
* knowing how to use and access Moodle (or university designated electronic delivery system);
* being familiar with emergency guidelines;
* evacuating textbooks and other course materials;
* knowing their Moodle (or designated system) student login and password;
* contacting faculty regarding their intentions for completing the course.

Faculty are responsible for:
- their development in the use of the Moodle (or designated) software;
- having a plan for continuing their courses using only Moodle and email;
- continuing their course in whatever way suits the completion of the course best, and being creative in the continuation of these courses.

Student Support Services

Technical Problems: If you are having problems with the technology involved in this course, you can either e-mail the instructor or itsupport@its.nicholls.edu

Grievance: If you have an issue relating to the instructor or your fellow classmates, you can follow the procedures set up in the Code of Student Conduct. This document and the Student Academic Grievance Form are located at http://www.nicholls.edu/sja/

Library: The Library Home Page has a link to a specific webpage dedicated to distance education students. This webpage contains tutorials on accessing the library from home, finding and using electronic books, using the electronic research databases, emailing a reference librarian, and other useful information. The page also offers a direct contact with reference librarian through e-mail or telephone: http://www.nicholls.edu/library/distance.htm

Counseling: Nicholls Counseling Center provides professional assistance for students dealing with a range of mental health, wellness, and adjustment issues through individual, couple, and group counseling; consultation; and various forms of outreach, you can go to the following website: http://www.nicholls.edu/counseling/

Disability Services: Disability Services acts as a liaison between students and faculty to facilitate the provision of accommodations as per Americans with Disabilities Act. "If you have a documented disability that requires assistance, you will need to register with the Office of Disability Services for coordination of your academic accommodations. The Office of Disability Services is located in Shaver Gym, Room 158- The phone number is (985) 448- 4430 (TDD 449-7002)."
http://www.nicholls.edu/disability/

Career Services: Career Services offers placement assistance for students and alumni for temporary and permanent part-time and full-time employment and internships in addition to professional coaching in resume writing, interviewing, and dressing for success. For more info, visit: http://www.nicholls.edu/career/ and http://www.collegecentral.com/nicholls/ .

Assistance with Studying and Assigments
- **The Tutoring Center at** 143 Peltier Hall. Call 985-448-4100, email: tutoring@nicholls.edu, or visit http://www.nicholls.edu/academic-enhancement/
- **The Writing Center at** 144 Peltier Hall. Call 985-448-4100, email: tutoring@nicholls.edu, or visit http://www.nicholls.edu/academic-enhancement/
- **Online Tutoring through Moodle.** Look for the Brainfuse log-in link on the home page, http://moodle2.nicholls.edu/moodle/

* **Important Note/Disclaimer:** The course syllabus and class schedule may be modified at any point in the semester based on the instructor's evaluation of the needs of the class.