



Speech 1318 Interpersonal & Small Group

Fall 2021

Instructor Information

- **Instructor:** Starlett Mack
- **Email:** Starlett.Mack@brazosport.edu
- **Telephone number:** (979) 230-3328
- **Office Location:** B 218
- **Office Hours:** By Appointment MW 8:30-11:30 and MW 12:45-3
Zoom Meetings will be used for meeting with students

Course Details

- **Day(s), Time, & Location:** Online
- **This class is delivered entirely online but is NOT self-paced.**
- **Class functions on a Monday to Sunday; Please view Weekly Schedule**
- **Assignments Due Sundays by 11:59 pm, the final week of class, is the ONLY exception**

Campus Police: 979-230-3207

General Information

Description

CIP 2313045412

This course examines communication on a personal level from both the speaker's and the listener's points of view. The study includes self-awareness exercises as well as the techniques of effective communication between individuals and among the members of small groups. (3 SCH, 3 Lecture, 0 Lab)

Required skill level: College-level reading and writing

General Objectives

Emphasizes developing effective communication skills: skills requiring speaking, listening, reading, writing, and critical analysis. Students will be provided with the means to analyze their own roles and abilities as a communicator in a variety of relationships, including co-workers, friends, family, and various small groups.

The course will first create awareness on the part of the student. To become an effective communicator, one must be able to recognize what should be done by both speakers and listeners. Once students become aware, they learn to practice specific techniques to enhance their interpersonal communication.

Learning Outcomes



- Demonstrate Competency in the writing process
- Demonstrate Competency in selecting appropriate communication choices
- Demonstrate Competency in understanding and appropriately applying interpersonal skill builders
- Demonstrate competency in group problem solving with emphasis on listening

Course Materials

Required Materials

SPEECH 1318 Interpersonal and Small Group Communication

BOOK: *Interact*, Verderber & MacGeorge, 14th ed., Oxford Publishing (ISBN 978-0-19-939801-0)

All textbooks and the APA style guides are on reserve in the library at the circulation desk.

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

Grading Policy

Speeches	30%
• Review Speech	
• Interview	
• Process Speech	
Written Assignments	50%
• Discussions	
• Discussion Responses	
• Outlines	
• Interpersonal Paper	
• Journal	
• Powerpoints	
Group Project	10%
Comprehensive Final	10%

The **10-point grade scale**: A=100-90; B=89-80; C=79-70; D=69-70; F=59-0; W=withdrew before the W date.



Late or Missed Work

Make-Up Policy/Late Assignments/Resubmitted Work: All assignments are due by 11:59 pm on the due date. Any assignments not turned in at this time will be considered late. I DO NOT accept emailed assignments. I only accept REQUIRED assignments late with a 25% penalty. Computer/ printer error or malfunction is not an excuse for late work. The highest possible grades on ALL make-up assignments are 75%. Late assignments must be submitted within ONE week from the missed due date.

Most assignments can be changed and resubmitted before the due date. However, any assignment that is resubmitted after the due date or any assignment that I ask students to resubmit will suffer a penalty.

Any extensions must be requested at least 48 hours before the assignment due date/time. Extensions are not automatic; the instructor will determine the length of the extension if approved.

All major course assignments (Interview Outline & Speech, Process Outline & Speech, All Parts of Small Group Assignment, & Final) must be completed for the student to be eligible for a passing grade.

Technical Difficulties

Computer or technical difficulties are not an excuse for late or missed work.

Basic Needs

Any student struggling with basic needs (food, clothing, shelter, transportation), please contact your instructor.

Diversity and Inclusion Statement

In this course, each voice in the classroom has something of value to contribute. Please take care to respect the different experiences, beliefs and values expressed by students and staff involved in this course. We support Brazosport's commitment to diversity and welcome individuals of all ages, backgrounds, citizenships, disabilities sexes, education levels, ethnicities, family statuses, genders, gender identities, geographical locations, languages, military experiences, political views, races, religions, sexual orientations, socioeconomic statuses, and work experiences.

Course Schedule

UNITS	CHAPTERS	WHAT'S DUE
Week 1: Aug 30-Sept 5	Chapter 1	Syllabus Quiz
Week 2: Sept 6-12	Chapter 2 <i>Campus is closed September 6</i>	Set Up YouTube Channel Review Outline



Week 3: Sept 13-19	Chapter 8	Discussion Original Post Review Speech
Week 4: Sept 20-26		Discussion Responses Review Speech Responses Review Speech Evaluations
Week 5: Sept 27-Oct 3	Chapter 2	Interview Outline *Bonus Practice Interview Speech
Week 6: Oct 4—10	Chapter 7	Discussion Original Post Interview Speech
Week 7: Oct 11-17	Chapter 8	Discussion Responses Interview Speech Responses Interview Speech Evaluation
Week 8: October 18-24	Chapter 2	Process Demonstration Outline & Reference Page *Bonus Process Practice Speech
Week 9: October 25-31	Chapter 1	Discussion Original Post Process Demonstration Speech
Week 10: November 1-7	Chapter 9	Discussion Responses Process Demonstration Speech Responses Process Demonstration Evaluation
Week 11: Nov 8-14	Chapter 11 <i>Nov 8 Last Day to Withdraw</i> <i>Students are responsible for their withdrawals</i>	Group Introductions and Contracts



Week 12: Nov 15-21	Chapter 5	Group Outline & References
Week 13: Nov 22-28	Thanksgiving	No Assignments Due
Week 14: Nov 29-Dec 5	Chapter 6	Discussion Original Post Group PowerPoint Group Presentation
Week 15: Dec 6-12	Chapter 7	Discussion Responses Group Speech Responses Group Evaluations & Grades
Week 16: Dec 13-15		Make Up Assignments & Final

Assignment Locations

Communication Improvement Letter and Interpersonal Paper must be submitted in Dropbox

In order to get to the dropbox, students should click on the Assessments Tab then click the Dropbox Tab.

Quizzes and Tests should be submitted in Quizzes

In order to get to the quizzes, students should click on the Assessments Tab then click on the Quizzes.

Grades In order to view grades, students should click on the Assessments Tab then click Grades.

Discussion Threads and Responses to Classmates should be submitted in Discussions

In order to view discussion threads students should click on Communication Tab and then click on Discussions.

Student Responsibilities

Students are expected to fully participate in the course. The following criteria are intended to assist you in being successful in this course.



- Time Management
- Understanding the Syllabus Requirements
- Utilizing Online Components
- Communicating with the Instructor
- Completing Course Work

Attendance and Withdrawal Policy

Course Entry Requirement for Online Classes: Students must login in D2L class between the class start date and Monday, September 15th in order to officially “enter” the class. Students who do not login D2L between these dates will be dropped from the class as a “no show.”

Attendance is based on assignments submitted. Students are expected to submit a minimum of one assignment a week in order to be counted as participating. Online classes are considered to meet once a week. Any student with absences equaling or exceeding 15% (2 weeks or 2Xs the amount of times the class meets a week) will be dropped one letter grade for each absence beyond the 15%.

Keep in mind students are responsible for withdrawing from classes. Final Withdrawal Date for this class Friday, November 8.

Cell Phones and Electronic Devices

All electronic devices, such as cell phones, etc. must be turned off or switched to silent during class, and all headphones, etc., must be removed. Receiving or making a call or sending or reading messages during class will not be excused, unless the phones are being used for class activities.

Student Services Information

This list is provided to assist students in locating available services. Information about the Brazosport College Library is available at <http://www.brazosport.edu/~lib/Information.htm> or by calling 230-3310. Tutoring for Math, Reading, Writing, Biology, Chemistry, and other subjects is available in the LAC, 230-3253. To contact the Communications & Fine Arts Division call 230-3224. The Student Services area provides the following services: Counseling and Advising, 230-3040; Financial Aid, 230-3294; and Student Activities, 230-3355.

Email

Brazosport College email will be used as the official method for communicating with students. This policy stipulates that the College will convey relevant academic and administrative information to targeted student populations via their Brazosport.edu email account. Students are responsible for checking their email accounts frequently and consistently, and for familiarizing themselves with the content of College messages. Correspondence may be time-sensitive, thus students are encouraged to check their accounts and D2L news (D2L has an app) daily. Students may opt to redirect email to an account of their own choosing, but do so at their own risk. The College does not guarantee delivery to forwarded addresses. Errors in forwarding, messages returned ‘Mailbox Full’ or ‘User Unknown,’ or failing to check email are not acceptable excuses for missing official College communications.

Course Content



The student will be required to participate in classroom and written activities to demonstrate mastery of course content. Since the course emphasizes communication, many participatory activities are utilized during the class period. The student will be required to participate in presentations. At the end of the course, the student should be able to identify types of speeches, the characteristics of effective outlines, and the skills used in speaking publicly.

College Resources

Brazosport College [Student Success Center](#) exists to provide a variety of academic support services to all students. These services include Learning Framework, Supplemental Instruction (or SI), the Brazosport College Writing Center, the Brazosport College Math Center, Student Mentor support, along with other forms of tutoring, and workshops. Research strongly supports the use of services at the Student Success Center. Students who take advantage of these services earn higher grades, are more likely to stay in college and graduate at a higher rate.

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Supplemental Instruction (SI)

[Supplemental Instruction \(SI\)](#) is a free academic support program that uses collaborative, hands-on learning strategies to increase academic performance and retention in SI-supported courses. SI involves the use of regularly scheduled peer-facilitated sessions in which students are provided the opportunity to process and practice course-related information.

Each SI section is facilitated by a peer leader who has successfully completed the same course. SI leaders are facilitators that function as “model students.” They attend all regularly scheduled lectures, take notes, and read all assigned materials. The SI leader conducts three or more out-of-class SI sessions each week to share learning strategies, review material, and answer questions. The overall goal is to integrate “how to learn” with “what to learn”.

All students enrolled in an SI-supported course are eligible and strongly encouraged to participate. At Brazosport College, students who participate in SI tend to earn from one-half to one full letter grade higher than those who do not participate in SI.

To learn more about which courses are supported by SI, or for general questions about SI, contact the Supplemental Instruction Coordinator, Pat Jeffreys, at 979-230-3322.



Writing Center

The mission of the [Brazosport College Writing Center](#) (BC WC) is to create and facilitate a culture of literacy at Brazosport College. We believe that literacy education is a life-long process. Life is lumpy. While we might have one plan today, we don't know what skills we will need in the future. All fields require literacy skills, and reading and writing are components of science, nursing, and workforce programs as well. Effective communication is a skill that employers always need, and the Brazosport College Writing Center is committed to supporting the reading and writing of our academic and larger community.

The BC WC is not just for people who find writing, reading, or speaking difficult. All successful writers know that nothing is written in isolation. Writers need readers, and the Writing Center has at least two readers on staff every hour to work with you at every stage of the writing process.

Along with walk-in visits, we also allow students to schedule appointments in advance by visiting the [BC Writing Center](#) online or calling us at 979.230.3184 or 3460, and students have a choice between 25 minute and 55 minute session lengths.

Other Academic Supports Services

The Student Success Center provides three study rooms that are available for student use, along with thirteen computers with printing capabilities. Students are encouraged to reserve these study rooms to collaborate with classmates to work on projects and assignments. A conference room is also available and can be reserved for large group meetings.

Students who desire assistance in a subject not listed or have questions about these additional services contact the Student Success Center, at 979-230-3184.

The Library

A vital learning resource, the college library contains more than 70,000 volumes, 345 periodical titles, and a variety of full text, online databases. The library maintains extensive back files of periodicals, in bound, microform and electronic full text formats. Newspapers from locations throughout Texas and the United States are available.

The library offers a number of powerful online resources. Its web site, located at <http://www.brazosport.edu/library>, is designed to provide access to the library's automated card catalog, as well as a number of electronic resources, including full text journal and newspaper databases and electronic books, all available on-campus, off-campus and by mobile device. The library has 24 computers and 14 laptops for student use on a first-come, first-serve basis. Printing in the library is 10 cents per black and white page and 25 cents per color page, payable at the main desk. Students may purchase paper in the library for use in open computer labs.

The materials in the library are selected jointly by the faculty and professional library staff to serve the curricular needs of Brazosport College students and faculty. The library staff welcomes student suggestions for new books, periodicals, and other materials. The library offers interlibrary loan services to students, staff and faculty.

The library has six study rooms available for students to reserve for private study, study groups or meetings. The rooms may be reserved up to two weeks in advance; reservations may be made in person at the main



desk. The library also has a computer lab available for class instruction with 24 computers and an instructor's computer.

The library has knowledgeable staff to provide research assistance to both individuals and classes. Class tours, orientations, and specialized workshops may be scheduled at the main desk by calling 979-230-3310.

Library hours: 7:30 a.m. - 9:30 p.m., Monday-Thursday & 7:30 a.m. - 12 noon, Friday

Brazosport College CARE Team

The Campus Assessment, Response and Evaluation Team, known as the CARE Team, is a group of staff members from various departments who meet regularly to assist students experiencing difficulty and to help ensure the safety of our campus.

[Click here to submit a CARE Report regarding BC students.](#)

Examples of these situations might be academic problems, unexplained absences from class, medical issues, behavioral or other psychological matters, threat to self or others, etc.

Alternately you can contact the CARE Team via email at CareTeam@brazosport.edu.

Academic Honesty Policy:

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in a "F" in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

Title IX Statement:

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Mareille Rolon, HR Coordinator and Title IX Coordinator

Office C-114; 979-230-3303; mareille.rolon@brazosport.edu

**Students with Disabilities:**

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

Student Conduct Statement:

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they “fail to comply with any lawful directions, verbal or written, of any official at BC.” Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, may be removed from class by their instructor and referred to the Dean of Student Services.

Campus Closure Statement:

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester, and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

- **Covid-19 Statement:** At Brazosport College, all of us, including faculty, staff and students, share a common goal this fall semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:
 - Every day, perform a self-health check prior to coming to campus and stay home if sick.
 - To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
 - Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this fall.
 - Practice good hygiene, washing your hands regularly and/or using hand sanitizer.
 - The most effective way to protect yourself from Covid-19 is through vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.
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If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

- Stay home if you're feeling sick and minimize your contact with others.
- Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
- After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
- If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they've been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.

The Community Health Network (CHN) Clinic at Brazosport College (located in BC Central B-Wing) is scheduled to be open from 8 am to 6 pm Tuesday through Thursday during the Fall 2021 semester. While walk-ins are available, your visit will be easier if you pre-register by creating an account at www.mychn.org. In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College's Covid-19 information page at <https://brazosport.edu/coronavirus/>, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.

Flexibility

Circumstances may arise which will prevent us from fulfilling each and every component of this syllabus. Therefore, the syllabus is subject to change. However, you will be notified of any changes that occur prior to any due date for assignments.



Brazosport College
Lake Jackson, Texas
Speech 1318

CATALOG DESCRIPTION

SPEECH 1318 INTERPERSONAL AND SMALL GROUP COMMUNICATION

Description

CIP 2313045412

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Required skill level: College-level reading and writing

Starlett Mack

Dana Anderson-Wyman

Dr. Kate Funkhouser, Chair
Communications & Fine Arts Division

Provost &
VP, Academic and Student Affairs

Jeff Detrick
Dean of Instruction



