

Community College of Philadelphia

English 114
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Distance English 114 Course Syllabus Introduction to Speech Communication

Course Description

The purpose of English 114, Introduction to Speech Communication, is to give you a general background in speech communication. We will learn about how we communicate with others, how to become more effective speakers and listeners, and more sensitive, astute human beings. We will explore such subjects as listening, communication theory, nonverbal communication, interpersonal relationships, interviewing, small group behavior, and how to present an informative briefing. This course fulfills the Communication or Speech requirement for most colleges and universities, as well as for most programs here at the College.

Required Text

Hoehn, Douglas B., *Understanding Communication: A Workbook Approach*, (Kendall Hunt: Dubuque, Iowa, 2002, 3rd revised ed.) isbn: 0-7872-8406-8

Other Required Materials

Also access to any dictionary and thesaurus; online versions are acceptable.

A jump or flash drive to save all your work – be sure to also back up on your hard drive.

A package of 4x6 index cards.

A method to record your speech presentation – camcorder, webcam, video camera and the like.

Contacting the Instructor

Since this is a Distance Education course, any questions or comments should only be made through the email provided in Web Study. Do not send email to me at my regular address or leave voice mail messages. I will generally try to respond to you within 24 to 48 hours, but don't submit a question about an assignment at 11pm Sunday night and expect an immediate answer. Lastly, when sending emails in Web Study, be certain to direct it only to me and NOT the entire class. Class-wide emails are not helpful, often confusing to other class members, and may reveal personal or confidential matters you do not wish others to know about. Students who continue to send out emails to others in the class will be dropped from this section.

Timeline and Submitting Assignments

This course follows an orderly Timeline, week-by-week. The key to being successful is to keep up with your work, and not to get behind on required assignments. The workload is reasonable and should not prove overwhelming to you. Each week has readings, an assignment to complete, and questions to be answered. Toward the end of the class there is a speech presentation to record which you will need to upload to a free site such as YouTube. Also, remember that all work is due by midnight of each Sunday – no late assignments are accepted for any reason. It is always a good idea to work a few days – or even weeks – ahead so as to not have some technical problem which prevents your getting an assignment in on time. Also, no incompletes are given – all work must be completed by the deadline without exception.

Each assignment is graded on a point scale and the point value for each assignment is clearly marked in the timeline for that week's work. The total of ALL your work will be 100 points. It is important that you remember to IGNORE ALL LETTER grades, as since the Distance Program counts each assignment as a value of 100, they will come up as F, even though you may have received full credit of 4 points. Your final grade will be mathematically calculated on a 100 point scale: 100 to 90 will be an A; 89 to 80 a B; 79 to 70 a C; 69 to 60 a D; and 59 and below an F.

Finally, all weekly assignments must be pasted in the assignment box for that given week.

Timeline – do send attachments or word documents as these often will not open. Also do not email assignments as they can only be graded when submitted through the assignment box itself. You may paste these in if you need to.

Posting in the Discussion Forum

One way we can have the semblance of a classroom environment in a Distance class is to share comments and our thinking in a weekly forum. Therefore, one of the requirements of the class is that you post up comments on the topic of the week for every week of the semester. You are also strongly encouraged to respond freely to other student's postings and comments about that subject. Students are not permitted to make disparaging or insulting remarks in any post, and should keep all comments in a respectful tone and professional manner. Lastly, you are urged to comment early in the week and to check back to the Forum several times before the next topic begins. Students who wait until 11pm on Sunday night to submit a post are not acting as productive members of our classroom community.

Familiarize Yourself with the Course

Once you enter the course in Distance Education take some time and click on each of the links. Important information is included under each. Be sure to check the News tab frequently as class updates and information will be posted there. I have observed many times that questions students ask me in emails could have been easily answered had they reviewed all course materials and read the News section.

And remember that the most important link in the course is the Timeline. This is where every assignment is listed for each given week. Also, I intentionally allow all future weekly assignments to remain open so you can look ahead and review them as you wish. Additionally, should you know you are going to be away or busy in an upcoming week you can work ahead a week or two to avoid missing an assignment due date. There is no penalty for working ahead, except that it is not productive to post ahead several weeks in the Forum before other students have had a chance to participate in that discussion.

How to Record Your Informative Briefing

Toward the end of the course you will need to record a speech presentation of 5 to 7 minutes in length. Since we do not meet in a classroom, you will need to do this at home. There are several methods available to you to record your speech. Probably the easiest is to purchase a webcam (around \$20), download the software, and record yourself right on your PC. Another way is to use a digital camera, or even cell phone, that records video and to save the file (if using a phone, make sure the quality is sufficient that I can judge your basic delivery, gestures and the like).

Submitting your recording to me is to open a free account at a site like YouTube or Vimeo, use as your last name and ccp (smithccp) and set your password as speech (speech) all lower case. Then write in the assignment box me the site you are using, and your logon name so I can watch and grade it. Most importantly, if using one of these free public sites be certain to check “who can watch” as PRIVATE, or you will have utter

strangers watching your speech and perhaps even leaving unflattering comments!