SPCH 1311 ONL: Introduction to Speech Communication Course Syllabus
Fall 2024: Section 012, Synonym Number 92359
Session Dates: August 26 – December 15, 2024
Professor Kelly A. Stockstad

Professor Contact Information

You may address me as Kelly or Professor Stockstad, whichever you prefer.

I am here to help you succeed. Please reach out to me! You can contact me in many ways:

✉ kelly.stockstad@austincc.edu

📞 512-223-2086

Ⓒ Book time on Calendly

🌐 https://sites.google.com/austincc.edu/prof-kelly-stockstad/about-me

🏢 CYP 1103.7

I work from home this semester

Office Hours

Regular Office Hours: Tuesdays & Thursdays 3:00 PM – 6:00 PM
I am available by email and for virtual meetings during these times. Use my Calendly link posted in Blackboard to meet as quickly as 5 minutes from the time you book an appointment.

Times By Appointment: Mondays through Thursdays 12:00 – 1:15 PM
Please make an appointment with me for these times using my Calendly link posted in Blackboard

Required Class Meetings

You will meet virtually with 1 to 5 other class members **twice** during this session to complete major assignments. You and your group members will schedule your group's meetings on a day and time that works for all members, during the weeks specified below:

Crucial Listening Demonstration: Meet with one group member between Sept. 23 and Sept. 29

Crucial Collaboration Skills Project: Meet in established groups between Nov. 4 and Nov. 10

Course Calendar

I provide our course calendar as a separate document, linked here: Fall 2024 Revised Calendar, SPCH 1311-012 (92359) ONL. Use **this** calendar to track due dates, rather than relying on the automatically generated calendar on Blackboard. (original: Fall 2024 Calendar, SPCH 1311-012 (92359) ONL)

Table of Contents

Welcome to the Course

Welcome to SPCH 1311: Introduction to Speech Communication. In this course, you'll learn how to improve your communication skills in many contexts. This course is designed around the theme of Crucial Conversations. We will connect ideas in our text, in specified outside readings, and in our personal experiences to increasing communication skills needed to successfully manage crucial conversations in our lives. With some effort, you'll be amazed at what you can learn about communication in this course.

Our course syllabus provides information you need to know about what we'll do in this course and how we'll go about doing it. I expect that you'll use this syllabus as a reference guide, rather than something you'll need to memorize.

When an issue comes up later in the semester, I'd like you to turn to your syllabus first to find the answer. I've provided topic headers that are highlighted in light blue to help you find information more easily. The table of contents includes links to each heading, so you can click on a heading to go directly to the relevant part of the syllabus.

Similarly, I have structured our assignments to give step-by-step directions to guide you along the way. I'd like you to read over the assignment once to get an idea of what's expected. As you're working through the assignments, I want you to reference the assignment instructions. I've also provided video walk-throughs of each assignment.

I look forward to working with you throughout this semester!

Quality Matters Certified Course

This course met Quality Matters Review Standards for course design in an official course review. See the Certified Course Information (qmprogram.org) and learn more about what Quality Matters means to you as a student.

Instructional Methodology

Instruction occurs online. A self-introduction will be submitted using software recording tools. Two projects must be completed by scheduling virtual meetings with group members during specified dates. Students will use the Blackboard learning management system to access assignment instructions, submit assignments, and collaborate with class members.

Distance Learning: 6 Tips for Success

Online classes are easy to forget about, and it's easy to put off completing work for a course when you don't have regular class meetings. Online learning requires you to be highly organized and disciplined. You'll need to take some actions to ensure that you succeed in this course: check out this infographic for tips to help you succeed in distance learning courses.

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

The 7 Best Ways to Study/Learn (According to Research)

Using the 7 research-based learning strategies covered in this infographic can help you maximize your productive study time and your learning.

Course Description and Rationale

Course Description

Introduction to Speech Communication explores the theories and practice of speech communication behavior to promote communication competence in interpersonal, small group, and public speaking situations. Skills: E (college-level reading and writing skills); Credit Hours: 3; Classroom Contact Hours per week: 3

Course Skill Levels

In accordance with House Bill 2013, students who enroll in ACC Speech courses are expected to demonstrate competent English speaking and listening skills, as defined below:

- Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.
- Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

Course Rationale

Developing communication skills can give you a competitive edge in your professional and academic career. Not only are communication skills highly valued in the workplace, communication courses taken at ACC transfer to all colleges and universities in Texas.

Communication skills are essential to personal and professional success. Yet, for many people, communication skills are often some of the hardest skills to develop. Introduction to Speech Communication provides an overview of communication as a discipline. By taking this course, you will develop skills to confidently and competently communicate with individuals, groups, or audiences.

Required Textbook and Supplies

Required Textbook INCLUDED IN COURSE COSTS

Choices and Connections: An Introduction to Communication, 4th edition, by Steven McCornack and Joseph Ortiz

FIRST DAY ACCESS provided in Blackboard: This section includes a fee to cover the costs of required digital materials and/or an electronic textbook, provided at a discounted rate from the ACC Bookstore.

IMPORTANT! The digital materials fee will be added to your tuition and fees when you register. You may choose to opt out of this fee and receive a refund if you wish to purchase the course materials separately. Opt-out requests must be received prior to a specified date for a full refund.

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

Required Supplies
Physical technology needed

computer	internet access	webcam	microphone	headphones
You'll need a computer and reliable internet access to complete coursework		Webcam, microphone & headphones are **required** for **all** virtual meetings so you can be seen and heard throughout the meeting		

Software/technology tools needed

[Screen reader-friendly version](#) of Software/technology tools needed graphic

Blackboard	Google Drive	ACCmail	Packback	Panopto
Bb Ultra		@		
You'll use Blackboard to access & turn in all coursework.	You'll use the tools in Google Drive to access course documents.	You'll use this tool to check your email & to contact your professor and peers.	You'll use this tool to complete Crucial Conversations Deep Dives.	You'll use this tool to record and post videos for course projects.

free account provided by ACC

Learning Outcomes

General Education Outcomes: *What competencies will you develop in this course?*

When you complete this course successfully, you should demonstrate competence in:

- Civic and Cultural Awareness: Analyzing and critiquing competing perspectives in a democratic society; comparing, contrasting, and interpreting differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices.
- Critical Thinking: Gathering, analyzing, synthesizing, evaluating and applying information.
- Personal Responsibility: Identifying and applying ethical principles and practices; demonstrating effective learning, creative thinking, and personal responsibility.
- Interpersonal Skills: Interacting collaboratively to achieve common goals.
- Written, Oral, and Visual Communication: Communicating effectively, adapting to purpose, structure, audience, and medium.

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

Course Objectives: *What will you learn after completing this course?*

When you complete this course successfully, you should be able to:

Foundations of Human Communication

1.1 Apply the techniques of communication competency in a variety of settings.

1.2 Develop skills in selecting and using a variety of communication strategies and responses based on situational contexts, goals, and human needs.

1.3 Integrate self-monitoring strategies to increase personal communication competence.

1.4 Analyze the role of perception in communication and employ various perception checking methods to enhance competency.

1.5 Recognize the power of verbal and nonverbal messages and adapt messages effectively.

1.6 Evaluate listening habits and practice effective listening skills.

1.7 Identify the dimensions of cultural diversity and their influence on communication.

1.8 Examine the influence of using communication technologies on human interaction.

2.1 Identify, analyze, and apply effective interpersonal communication skills.

2.2 Recognize personal conflict style and demonstrate effective conflict management.

Interpersonal Communication

3.1 Engage in and evaluate the dynamics of small group communication.

Small Group Communication

4.1 Develop, research, organize, and deliver an effective formal public speech.

Public Speaking

Program-Level Student Learning Outcomes: *What skills do Communication Studies majors develop during the completion of this degree?*

When you complete an associate's degree at Austin Community College, you should demonstrate competence in:

1. Listening Skills: Students will identify listening behaviors and practice active listening skills.
2. Interpersonal Communication: Students will appropriately apply communication theories to interpersonal relationship development, maintenance, enhancement, and termination.

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

3. *Group Dynamics: Students will effectively use verbal and non-verbal communication to manage relationships and achieve goals within a variety of group settings.
4. *Professional Communication: Students will employ written and oral competencies related to achieving goals within a variety of professional interactions and business settings.
5. *Public Speaking: Students will research, develop, organize, and deliver an effective public presentation using multimedia when appropriate.

*Our course focuses on outcomes 3, 4, and 5.

College Policies

This course complies with all college policies. You also must adhere to college policies and expectations, as stated in the ACC College Catalog and Student Handbook.

Course Policies

All course policies apply to every student enrolled in this course. If you're enrolled in this course, these policies apply to you. Please avoid asking for an exception to any course policy. **If you disagree with the policies in this course or do not wish to abide by them, you should withdraw from the course.**

Grading Policies

This course uses a standard percentage grading for the course grades:
        A = 89.5-100%, B = 79.5-89.4%, C = 69.5-79.4%, D = 59.5-69.4%, F = 59.4% or lower

Grade Breakdown

Every student who takes SPCH 1311: Introduction to Speech Communication at Austin Community College must complete the following assignments, at a minimum: one (1) graded demonstration of interpersonal communication skills, one (1) graded demonstration of small group discussion skills, one (1) individual graded oral presentation, and two (2) Exams. In this course, you will complete the following assignments for grades.

Course Orientation

You should complete all orientation tasks listed on the orientation assignment by the end of the first week in this course to avoid falling behind on course work.
● You must complete all orientation tasks to access any extra credit work.
● Completing all course orientation requirements by the due date on the course calendar earns you 1% extra credit.
● If you have yet to work on any orientation tasks by the attendance reporting date, I will have to report you as "never attended."

Missing Course Work

To ensure your best chance of success in this course, you should turn in all course work and turn it in on time. Incomplete or unsubmitted course work will receive a grade of zero once the due date for that work has passed. Failure to complete and turn in work could result in a failing grade for this course.

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

Course Assignments with Brief Descriptions

[Screen reader-friendly version](#) of Course Assignments with Brief Descriptions graphic

Crucial Conversations Deep Dives — 15%
You will write 3 Packback deep dives to apply concepts about the course theme of Crucial Conversations to your personal experience.

Crucial Listening Demonstration — 15%
With one member of your group, you will demonstrate specific crucial listening skills during a recorded live virtual meeting.

Crucial Collaboration Skills Project — 15%
You and your group members will plan a fundraising event to benefit a charity during a recorded live virtual meeting. Your group will ONLY plan the event, not actually hold the event.

Crucial Small Change Speech — 15%
You will plan and present a 3- to 5-minute persuasive speech encouraging audience members to make one small change in their lives.

Improving Communication Packback Questions — 12%
You will go beyond our text to locate and recommend a source to help others improve a specific communication skill.

Group Charter — 3%
You will form groups with your class members and establish group expectations.

TAP Checks — 10%
You will complete regular **T**racking **A**ccountability and **P**rogress checks to assess your course progress.

Exams — 15%
You will take 3 exams to demonstrate your knowledge of textbook material.

Zero Grades

I assign a grade of zero ONLY after the due date for submitting work has passed. If you see a zero in "My Grades," I have entered that score because you failed to complete or submit that course work.

Due Date Extensions Policy

Any extension of due dates will be offered to the entire class rather than to individuals. I will initiate any extension of due dates, and I will not grant individual requests for due date extensions.

Late and Make-Up Work Policy

I do not accept late work or offer make-up work, nor will I re-open assignments past the due date, regardless of the reason for missing the due date. I recognize that personal circumstances may sometimes make it difficult or impossible to complete a learning task on

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

schedule. If you have a personal situation that prevents you from completing any course work, **please take advantage of the generous amount of extra credit** I offer.

Extra Credit

You will be able to access the extra credit once you complete all course orientation tasks. I offer three extra credit opportunities in this course:

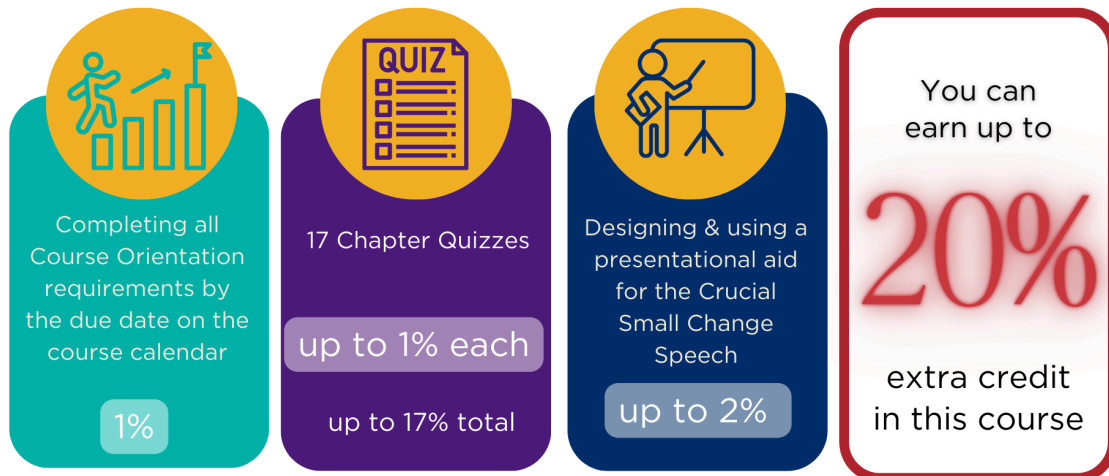| Completing all Course Orientation requirements by the due date on the course calendar **1%** | 17 Chapter Quizzes **up to 1% each** up to 17% total | Designing & using a presentational aid for the Crucial Small Change Speech **up to 2%** | You can earn up to **20%** extra credit in this course |

The extra credit opportunities I offer can add up to a 20% bonus on your course grade. I will not offer additional extra credit opportunities.

How Grades Are Earned in This Course

I use **criterion grading** in this course. Your grades are determined by how well you meet the objectives of the assignment. I specify the grading criteria for each assignment in a rubric that is linked in the assignment instructions and included in the grade center on Blackboard. Each rubric details the requirements that you must meet to earn a specific grade.

Your grades are my considered, professional evaluation of your performance based on the grading criteria for an assignment. I can base my objective assessment ONLY on how well your performance meets a criterion. **Please do not ask me to consider factors other than the stated criteria for grading an assignment for you!** I cannot consider your awareness (or the opposite) of due dates, the grading criteria, or possible deductions on the assignment; how much effort you put in to an assignment; how you intended to perform on that assignment; how outside factors (e.g., jobs and family) affected your performance; or how much you need to earn a certain grade, either on an assignment or in the course.

Returning Grades

I make it my goal to return your grades no later than two weeks after they have been submitted, and I make every effort to return grades well before that time. I cannot immediately return grades for major assignments; it takes time to assess what you've done. Blackboard notifies you when grades for assignments have been posted.

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

How to Submit Assignments

I provide specific instructions for how to submit assignments, often including tools to help you submit successfully. **I cannot grade assignments that are submitted in ways other than instructed.** If your assignment is submitted in any way other than the one that I require, I cannot grade it, so you will earn a zero for it.

Assignment(s)	How to Submit
Crucial Conversations Deep Dives	Write submission in Packback Deep Dive
Video assignments	Record your video in Panopto OR upload a video you recorded to Panopto Submit your Panopto link to Blackboard assignment or location specified in the project directions

Checking Your Progress

Before completing coursework, you should review the grading rubric to ensure you understand what the grading criteria are.

After I return grades, you should check the "My Grades" tool in Blackboard to review feedback for your work. The "My Grades" tool allows you to access all work that you have submitted in Blackboard. I provide feedback for EVERY assignment in the "My Grades" tool on Blackboard, along with video instruction showing how to access your grade feedback.

It is vital that you check your progress regularly so that you can achieve your goals. You are responsible for monitoring your progress in this course. Saying "I didn't know that was required," or "I didn't understand the requirement," at the end of the semester or after the due date will NOT change your outcome. Check your progress early and often and ask questions to ensure your success.

About Our Exams

Resources allowed during exam
- One 8½ X 11 page (standard page size) of notes, front and back
- Exams are NOT open-book exams.
- I do not provide study guides.

Where to take exams
- Exams are posted and completed in Blackboard.
- You may take exams anywhere you can access the internet.
- No requirement to use Respondus Lockdown Browser or go to a testing center

Time limits for taking exams
- You will have 80 minutes (1 hour, 20 minutes) to complete each exam.
- Your time starts when you open the exam. Be sure that you have reserved 80 minutes to take the exam.

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

- Exceptions to the 80 minute time limit given only to students with documented accommodations.

Exam attempts allowed
- You will have one attempt to complete each exam.
- Retakes are reserved for emergency situations.

Reviewing exam results
- You will see only your exam score in Blackboard
- If you want to review the specifics of your exam, please set up a time to meet with me. I'm happy to go though your exam with you.
- You may NOT print, take screenshots, or use other means of recording of any exam.
- If you make a record of any portion of any exam, you will receive a zero on that exam and be reported to the Dean of Student Services for violating academic honesty.
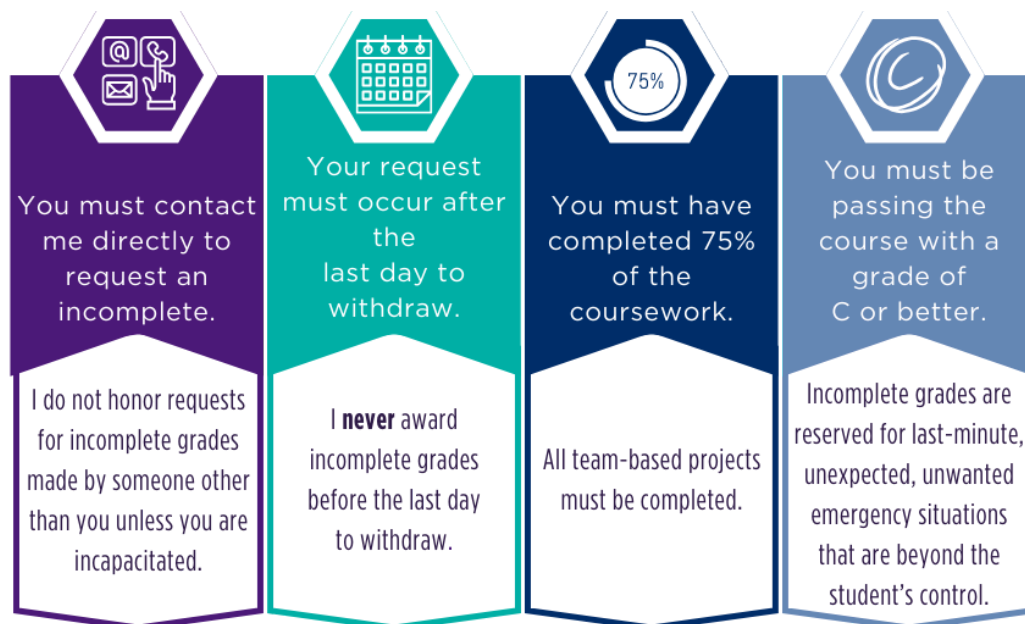
Exam accommodations for students registered with the SAS office
- Due dates for students registered with the SAS office are those listed on the course calendar.
- Based on your accommodations letter, I make individual accommodations in the administration of the exam that should meet your learning needs.
- If you have questions, please contact me.

Incomplete Grade Policy

I generally do not assign a grade of Incomplete in my courses. In order for me to consider awarding an incomplete, I require the following criteria to be met:

[Screen reader-friendly version](#) of Incomplete Grade Criteria graphic

You must contact me directly to request an incomplete.	Your request must occur after the last day to withdraw.	You must have completed 75% of the coursework.	You must be passing the course with a grade of C or better.
I do not honor requests for incomplete grades made by someone other than you unless you are incapacitated.	I **never** award incomplete grades before the last day to withdraw.	All team-based projects must be completed.	Incomplete grades are reserved for last-minute, unexpected, unwanted emergency situations that are beyond the student's control.

Incomplete grades MUST be completed by the withdrawal due date for the following semester.

Go to **[Fall 2024 Calendar, SPCH 1311-012 (92359) ONL](#)**

Academic Integrity Policy

All students enrolled in this course are expected to engage in academically honest work. I expect you to do your own work in this class because academic integrity benefits everyone in our community. Academic integrity is important whether the assignment is graded or ungraded, group or individual, written or oral.

Academic dishonesty is any attempt by a student to gain academic advantage through dishonest means or to assist another student with gaining an unfair advantage. The most common form of academic dishonesty that I see is plagiarism. Plagiarism is the intentional or unintentional use of someone else's ideas or work as your own. Students who plagiarize because they do not understand how to document sources correctly are just as guilty as students who intentionally plagiarize. If you fail to document the source of ideas, whether you have put them into your own words or quoted them directly, you have plagiarized. If you copy the work of another student or copy the work of an author, you have plagiarized.

Acts of academic dishonesty will result in a grade of zero for that assignment or exam for the first offense. A second offense will result in your failing this class. I will notify the Dean of Student Services regarding any instances of academic dishonesty that occur in this class.

Virtual Meetings

Our class meets twice during the semester in a live Zoom meeting. You will need to arrive on time and stay for the entire meeting. Set aside the full time needed to attend each meeting. Make any necessary arrangements well in advance to ensure you can attend the meetings you select, with work, for childcare, and for any other obligations you have. Missing meetings will negatively affect your grade.

For every virtual meeting, you must have working technology that allows you to see, be seen, hear, and speak during the entire meeting. Review [this slide deck for expectations for our virtual meetings](#).

Communication Assistance for Virtual Meetings

If you require communication assistance for virtual meetings (e.g., you use ASL for your primary means of communication), please [request interpreter services](#) online. You must make your request at least 72 hours in advance of a virtual meeting.

Interpreters will need working headphones, a working microphone, and a private place to attend virtual meetings. I will provide a link to the meeting that you can share with your interpreter.

Accessing Your Group's Virtual Meetings

I will set up your group's meetings in Zoom, based on the meeting schedule assignment for each project. You will access your group's scheduled virtual meeting through Blackboard, under the Group Meetings tab. You'll see only your group's meeting link. You **must** use the posted Zoom meeting link to access your group's virtual meetings.

Go to **[Fall 2024 Calendar, SPCH 1311-012 (92359) ONL](#)**

Recording Your Group's Virtual Meetings

I will set up group meetings to automatically record on my account, which removes the need for groups to record and submit the meeting recording. I'll share the meeting recording with all group members who attend the meeting by sending the recording to your ACCmail.

Communication Policies

Email Etiquette

Communication is an essential skill. When you send an email, that email should represent you well. While you are in college, you'll want to build your professional identity. Sending messages that are professional and respectful in nature will help you build your professional identity. You'll also want to include formal conventions of letter writing when composing an email.

Items That Should Be Included in All Your Emails

- **A specific subject line**: The subject line tells the receiver the basic topic of your email, such as "Question about Course Readings."
- **An appropriate greeting and the receiver's name**, such as Dear Professor Stockstad. Including only a greeting or the receiver's name sounds terse and can even come across as rude.
- **Class Information:** I need to know who you are and which class you're taking. I teach multiple classes every semester. If you send an email through Blackboard, this information is automatically included. You'll also receive a copy of your email, which is helpful.
- **The purpose of the email**: Your email should make clear what you're writing about in a short paragraph. Long emails often don't get read, so brevity is key.
- **An appropriate closing**, such as Sincerely.
- **A signature** with your full name and contact information.

The tone of your email should be written as if you were writing to a valued professional colleague. **Hostile or rude emails are unprofessional and will not be tolerated.**

Use of ACCmail Required

I will be initiating emails ONLY to your ACC email account, which is linked in Blackboard. **I will ONLY respond to emails initiated from your ACC email account or from Blackboard**.

Actions You Can Take Instead of Sending an Email

Most questions can best be addressed during virtual office hours. Take advantage of virtual office hours!

Instead of Emailing Me To:	You Should:
Ask when something is due	Check the course calendar included in the syllabus
	Log in to Blackboard and check announcements
Submit an assignment	Log in to Blackboard and check announcements
Ask how to do something	Use the resources I've provided on Blackboard

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

Instead of Emailing Me To:	You Should:
Get technical support	Contact technical support
Ask about grades	Log in to Blackboard and check the "My Grades" tool Review feedback provided in "My Grades"
Check to see if you've turned something in	Log in to Blackboard and check the "My Grades" tool – everything you've submitted shows in this tool

Email Response Time

Emails are asynchronous communication, meaning that you will not receive an immediate response. **If you need an immediate response, please sign up for office hours**. You can sign up for regular office hours with as little as 5 minutes' notice.

I generally respond to emails within 24-48 hours during the work week. I check and respond to emails ONLY during my posted office hours. I hold office hours Mondays through Thursday, and I stop checking email when my office hours end on Thursday. If you send me an email after office hours end on Thursday, my earliest opportunity to reply will be on Monday.

Sometimes, I will reply to an inquiry I've received several times by emailing the entire class. In this case, please consider that class-wide email your response.

Withdrawal Policy

Sometimes, you might need to drop a course due to personal or academic reasons. We should discuss your options if you are considering dropping this course. You are responsible for understanding the impact that withdrawal from a course may have on your financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. I strongly encourage you to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

I will drop students who request that I drop them from the course. I also reserve the right to drop students who fail to complete any coursework for 4 weeks in a row.

If you find yourself in this situation and **do not** wish to be dropped, you need to set up a meeting with me to make a plan for completing the course.

If I drop you from the course, you can appeal a withdrawal in writing by emailing me within five (5) business days after receipt of the college notice of withdrawal.

Privacy Policy and FERPA

As a college professor, I must adhere to the Family Education Rights and Privacy Act (FERPA). These strict privacy laws affect you in the following ways:

Go to **Fall 2024 Calendar, SPCH 1311-012 (92359) ONL**

Personal information: Other students enrolled in this course can see your ACC email address and can email you at that address.

Returning grades: Only secured websites, such as Blackboard, are approved by FERPA for accessing grade information. I provide all grades and feedback in Blackboard.

Discussion of grades: FERPA guidelines restrict my discussion of your grades; I can only discuss your specific grades with you and with other ACC employees who need to know about your grades. **I am most comfortable discussing your grades in person or via video chat** because I can identify you and have a direct discussion**.** I am uncomfortable discussing grade specifics over the phone OR via email, so I will not.

 Recording: I record all graded portions of assignments so that I have documentation of what occurred. No one but me will see or hear the recording of your performance without your written permission.

Accommodations Policy for Students Registered with Student Accessibility Services

I am happy to help you succeed in this course by making any needed accommodations; however, **I MUST have your documentation in hand before I can provide accommodations.** If you have or need accommodations, please meet with the [Students Accessibility Services (SAS) Office](#) on any campus to determine what accommodations might be appropriate for you.

ACC College Policies & Student Support Services

The many ACC College Policies & Student Support Services are now accessed through a link on the left in your Blackboard course, or through
https://www.austincc.edu/offices/academic-outcomes-assessment/master-syllabi/college-policies

8 Places to Find Help and Support at ACC

Successful people access support from others. Austin Community College offers a variety of free services to support you as you strive to reach your goals. I encourage you to reach out to me or to other professionals on campus. I have provided an [infographic overview of some important support resources available to you](#).

Legal Notices about the Syllabus

This syllabus is the intellectual property of Kelly A. Stockstad. This document is not intended to represent the entire content of the course.

This syllabus is a legally binding contract between you and your professor. By remaining enrolled in this course, you have implicitly agreed to the terms, policies, and procedures outlined in this syllabus, and you will be held accountable to the policies and provisions contained in it. If you are unclear about any part of this syllabus, you should contact your professor immediately. If you disagree with any policy or provision in this syllabus, you should drop this class immediately.

Please note that schedule changes may occur during the semester. Any changes will be in your favor (e.g., extending due dates, not moving them to be earlier). I will communicate any changes by posting a Blackboard Announcement and sending the class that announcement as an email.

Go to **[Fall 2024 Calendar, SPCH 1311-012 (92359) ONL](#)**