

ALAMO COLLEGES DISTRICT • PALO ALTO COLLEGE • - • SPCH-SPEECH



ALAMO COLLEGES DISTRICT  
Palo Alto College

# INTRO TO SPEECH COMMUNICATION

SPCH-1311

Full Term Fall 2017 Section 022.27482 3-3-0 Credits

08/28/2017 to 12/16/2017 Modified 08/27/2017

## MEETING TIMES

Class meets Mondays and Wednesdays from 11:00-12:15pm beginning August 28 and ending December 16 in Sabine Hall 220 across from Brazos Hall. Here is a video tutorial on using the course learning management system:

<http://pacms.alamo.edu/Mediasite/Play/41c52c1db3a14f529c2c07526fc5af571d>

(<http://pacms.alamo.edu/Mediasite/Play/41c52c1db3a14f529c2c07526fc5af571d>)

## CONTACT INFORMATION

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Speech Instructor

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Palo Alto College Performing Arts Center Room 121

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### Office Hours

Tuesday 12:30-3pm PERF 121

Thursday 12:30-3pm PERF 121

Wednesday 2-3pm in Medina 101

Virtual Office Hours available via email or chat

Monday 7-8pm

Tuesday 7-8pm

Wednesday 7-8pm

Friday 7-8pm

## MATERIALS

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Instructional materials for this class will come from several sources. Because of the high costs of textbooks, many of my previous students have decided not to purchase the textbook or they had to sacrifice purchases for their family such as groceries or transportation expenses. Consequently, I have decided to include free, online instructional materials for us to use in the course. They include:

1) The Public Speaking Project <http://publicspeakingproject.org/psvirtualtext.html>  
(<http://publicspeakingproject.org/psvirtualtext.html>)

This virtual textbook is written by a number of Speech Communication professionals including speech faculty at higher educational institutions. You can click on each chapter, find the qualifications of each author, view the color version of the reading, and view any supplemental chapter resources.

2) Survey of Communication Study [https://en.wikibooks.org/wiki/Survey\\_of\\_Communication\\_Study](https://en.wikibooks.org/wiki/Survey_of_Communication_Study)  
([https://en.wikibooks.org/wiki/Survey\\_of\\_Communication\\_Study](https://en.wikibooks.org/wiki/Survey_of_Communication_Study))

This is not the same as Wikipedia which is an assortment of information from an assortment of authors who are not required to provide their credentials nor documentation for their information. This virtual textbook is written by Laura K. Hahn and Scott T. Paynton. Here are their qualifications: Laura K. Hahn, Full Professor, Humboldt State University. Received her Ph.D. from The Ohio State University and specializes in social advocacy, rhetorical criticism, and gender and communication. Contact email: [lk9@humboldt.edu](mailto:lk9@humboldt.edu) (<mailto:lk9@humboldt.edu>)

Scott T. Paynton, Associate Dean of College of Arts at Humboldt State University. Formerly Full Professor, Humboldt State University in the Department of Communication. Received his Ph.D. in Communication from Southern Illinois University. His vita is available online <https://www.csuchico.edu/vpaa/documents/paynton-vita.pdf>  
(<https://www.csuchico.edu/vpaa/documents/paynton-vita.pdf>)

3) Business Communication for Success <http://www.saylor.org/site/textbooks/Business%20Communication%20for%20Success.pdf> (<http://www.saylor.org/site/textbooks/Business%20Communication%20for%20Success.pdf>)

This virtual textbook is written by Dr. Scott McLean, Endowed Faculty Chair at Arizona Western College. Published 2015. ISBN 13: 978-0-9823618-5-6. The table of contents for this book can be found <https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=8>  
(<https://open.umn.edu/opentextbooks/BookDetail.aspx?bookId=8>)

Scott McLean is the Shadle-Edgecombe Endowed Faculty Chair at Arizona Western College. He serves as the professor of speech communication with an emphasis in business communication for a combined campus partnership with the University of Arizona and Northern Arizona University-Yuma.

Scott is the author of *The Basics of Speech Communication* and *The Basics of Interpersonal Communication*, both currently published by Allyn & Bacon. Beyond his classroom experience, Scott regularly serves as a communications advisor to the industry. He has extensive experience and publications in the areas of health communication, safe and healthy work environments, and organizational and crisis communication. He has served as an evaluator for the United States National Institutes of Health's Small Business and Innovative Research (SBIR) program since 1995. He served as an evaluator of educational programs for the Ministerio de Hacienda de Chile. His development of the Tenio Natural Reserve in Southern Chile has brought together people from around the world to preserve and restore indigenous flora and fauna. Their collective effort will serve for generations to come. Scott studied at Pontificia Universidad Católica de Chile and at Washington State University's Edward R. Murrow School of Communication. He and his family divide their time between the United States and Puerto Montt, Chile.

## DESCRIPTION

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This course focuses on theories and practice of communication in interpersonal, small group and public speech. Students learn about communication theory, improve skills in communication with others, and make formal oral presentations. This course fulfills the additional Communication component area option of the core and addresses the following required objectives: Critical Thinking, Communication, Teamwork, and Personal Responsibility.

### Prerequisites

Ready for INRW 0420

## OBJECTIVES

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This course is required for most majors. The goal is to help the student develop skill in communicating in differing interpersonal situations; in group communication; and in preparing, organizing, and delivering different types of speeches. AS WITH ANY SKILL, TIME AND PRACTICE ARE VITAL. Therefore, this course is taught with an emphasis on student work and involvement. A combination of reading, lectures, in-class discussions, and communication activities is used.

## OUTCOMES

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- 1 Apply the principles of human communication including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
- 2 Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
- 3 Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness.
- 4 Develop, research, organize, and deliver formal public speeches.

## 5 Recognize how to communicate within diverse environments

# EVALUATION

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As you complete the assignments, you will be graded upon the completion of 1,498 total points earned in the course. Extra credit is already listed. Please do not ask for additional extra credit. Here is a video tutorial of the grade book (Links to an external site.)Links to an external site.

(<https://community.canvaslms.com/videos/1131>)

In your grade book, you will see on the top right hand of the screen your class average. If that average is a 90% you will be awarded an "A" for the class. Again, a grade of 89.9% will not be rounded up in light of extra credit available. A grade of 80.0-89.9% will be a "B." A grade of 70.0-79.9% will be a "C." A grade of 60.0-69.9% will be a "D." A grade of 59.9% or less will be a "F." You earn your grade in this course and those who are willing to read the instructional content and dedicate time to the preparation and completion of assignments will be successful in the course.

# COURSE POLICIES

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The textbook for this course is borrowed through a Creative Commons license with no remixing of the original source. Students are providing a link to the original source and are provided an option to download from the PDF of the source.

**Student Rights and Responsibilities (You must read each of these and acknowledge that you understand them on the getting started syllabus quiz)**

1.
  1. Learn from our mistakes and failures - We all will fall whether it be missing a quiz question, being nervous before a speech, being uncomfortable while speaking to peers, or failing an assignment. How will you respond to your mistakes or failures? Will you identify how you can do better next time to avoid making the same mistake? What can you learn from others failures? Through our struggles and fails we develop perseverance and grow our character as a result. I have fallen too many times, and I will continue to fall. But I will continue to learn from my falls and rise up once again.
  2. Advocate for yourself - I don't know all that you are juggling in your life. I don't know the hardship that you experience. I don't always have the right answers. I don't know all your imperfections. I too am imperfect. I sometimes rush through life not pausing to get to know you. When you need me for anything, just ask. If you disagree about a grade you received simply reference the reading or supplemental materials that I have provided you and give me a moment to pause, think about it, and respond.
  3. Be present in the moment - There are many things of this world to worry about. Let this class be a safe zone from those worldly things so that we can direct our attention to learning and be the best communicators that we can be. Do not

worry about those things you cannot change. Stressing over that which you cannot immediately control just causes you physical harm. Why not give me and your peers your attention for the short time we have together each class?

4. Treat others as you would want to be treated. We do not know what one another is going through so why judge others. Why use up your energy being rude, selfish or petty to others when you can make they day more pleasant for those around you?
5. Here are the less enjoyable class policies:
6. Attendance – If you miss between 6-7 classes, a one letter grade deduction will be awarded on your final grade in ACES from your listed grade in the Canvas grade book. If you miss over eight classes, you will be dropped from the course.
7. Any assignments due before the Census Date must be completed on time or you will be dropped from the course. No exceptions.
8. Each assignment, speech, or discussion includes a grading rubric to provide you a clear understanding of the expectations for your work. Here is a guide explaining how to view each rubric.  
<https://community.canvaslms.com/docs/DOC-3115> (Links to an external site.)  
Links to an external site. (<https://community.canvaslms.com/docs/DOC-3115>)
9. Links to an external site. (<https://community.canvaslms.com/docs/DOC-3115>)  
Technical problems in the course. You are responsible for technical problems you face. Prepare ahead of time to avoid technical delays. If you experience technical problems completing an assignment, you will need to call 210-485-0555 x2 and create a Canvas support ticket. You will need to provide the Canvas technician with the error or concern you received. State exactly what you did leading up to the error or concern. Please forward all tickets to me before the assignment deadline.
10. Makeup or Late Work-I understand that life happens. Please feel comfortable speaking to me when this occurs, but please understand that I have to balance keeping you accountable while being fair to other students. Each assignment, discussion, and speech lists the due date for each. Even though the course and assignments are available to see until final grades are due, you must adhere to the assignment due date. The Final exam will not be accepted after the due date. All other assignments turned in after the due date will result in a 10% deduction for each day submitted after the due date. For speeches, you are expected to speak on your assigned day. If you are not prepared to speak on your assigned day, if time permits within class time, you may makeup your speech with a 10% deduction. For every class day if time permits you will continue to receive a 10% deduction until you complete your speech. If you still have not completed your speech by last official day of class before the final exam, you will receive a letter grade deduction on your final grade.
11. I appreciate straightforward feedback from you regarding how well the class is meeting your needs. Let me know if material is not clear or when its relevance to the student learning outcomes for the course is not apparent (or when you're bored out of your mind!). It is also expected that you will treat classmates with

respect, avoiding gratuitous arguments, and observing the rules of confidentiality regarding personal information shared in class.

12. Speeches are to be read from an outline on no larger than an index card and not from legal size paper. Speeches are never to be read from a manuscript. If I see you reading from a manuscript, you will lose 50% of your earned points.
13. Academic sources of information include books, journals, magazines, newspapers, etc. from qualified sources, etc... Wikipedia, about.com are examples of sources that are not academic nor count as a source used in class. Please submit your works cited page prior to your presentation.
14. Plagiarism is an egregious violation of school policy and will not be tolerated. It is incredibly easy to detect this and will be responded to as per ACCD policy. If I notice you are quoting several sentences from another source without giving proper credit you will receive a zero for that assignment. If it continues escalated action can result that will result in violation of Student Conduct. Maintain Academic Integrity-any form of cheating will not be tolerated. An example of cheating online is submitting a blank discussion post, reviewing the posting of your peers, and posting immediately thereafter. I will grade your first post submitted. If this behavior continues, the college Academic Integrity Committee will be notified.

## SCHEDULE

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Date	Details	
Mon Aug 28, 2017	Getting Started Syllabus Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696262">https://alamo.instructure.com/courses/1101490/assignments/5696262</a> )	due by 11:59pm
Tue Aug 29, 2017	Determine your level of communication apprehension ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696244">https://alamo.instructure.com/courses/1101490/assignments/5696244</a> )	due by 11:59pm
Wed Aug 30, 2017	Discussion 1-Speech Introductions completed in class ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696238">https://alamo.instructure.com/courses/1101490/assignments/5696238</a> )	due by 11:59pm
Thu Aug 31, 2017	Discussion 2-What employers desire of college graduates ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696239">https://alamo.instructure.com/courses/1101490/assignments/5696239</a> )	due by 11:59pm
Wed Sep 6, 2017	Impromptu Speech Assignment ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696252">https://alamo.instructure.com/courses/1101490/assignments/5696252</a> )	due by 11:59pm

Date	Details	
Tue Sep 12, 2017	Models of Communication Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696228">https://alamo.instructure.com/courses/1101490/assignments/5696228</a> )	due by 11:59pm
Thu Sep 14, 2017	Perception Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696231">https://alamo.instructure.com/courses/1101490/assignments/5696231</a> )	due by 11:59pm
Tue Sep 19, 2017	Verbal Communication/Language Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696222">https://alamo.instructure.com/courses/1101490/assignments/5696222</a> )	due by 11:59pm
Thu Sep 21, 2017	Assignment-Appling nonverbal communication to family and friends. ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696241">https://alamo.instructure.com/courses/1101490/assignments/5696241</a> )	due by 11:59pm
Tue Sep 26, 2017	Listening Effectively Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696230">https://alamo.instructure.com/courses/1101490/assignments/5696230</a> )	due by 11:59pm
Thu Sep 28, 2017	Audience Analysis Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696227">https://alamo.instructure.com/courses/1101490/assignments/5696227</a> )	due by 11:59pm
Fri Sep 29, 2017	Impromptu 2 ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696249">https://alamo.instructure.com/courses/1101490/assignments/5696249</a> )	due by 11:59pm
	Module 1 Reflection Journal ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696254">https://alamo.instructure.com/courses/1101490/assignments/5696254</a> )	due by 11:59pm
Tue Oct 3, 2017	Discussion 3-Developing and maintaining friendships ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696237">https://alamo.instructure.com/courses/1101490/assignments/5696237</a> )	due by 11:59pm
Thu Oct 5, 2017	Discussion 4-Family Development ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696236">https://alamo.instructure.com/courses/1101490/assignments/5696236</a> )	due by 11:59pm
Tue Oct 10, 2017	Discussion 5-Conflict ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696245">https://alamo.instructure.com/courses/1101490/assignments/5696245</a> )	due by 11:59pm

Date	Details	
Thu Oct 12, 2017	Discussion 6-Compassion ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696235">https://alamo.instructure.com/courses/1101490/assignments/5696235</a> )	due by 11:59pm
	Interpersonal Communication Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696217">https://alamo.instructure.com/courses/1101490/assignments/5696217</a> )	due by 11:59pm
Fri Oct 13, 2017	Impromptu 3 ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696250">https://alamo.instructure.com/courses/1101490/assignments/5696250</a> )	due by 11:59pm
	Module 2 Reflection Journal ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696255">https://alamo.instructure.com/courses/1101490/assignments/5696255</a> )	due by 11:59pm
Thu Oct 19, 2017	Group Communication Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696219">https://alamo.instructure.com/courses/1101490/assignments/5696219</a> )	due by 11:59pm
Tue Oct 24, 2017	Discussion 7-Leadership styles ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696234">https://alamo.instructure.com/courses/1101490/assignments/5696234</a> )	due by 11:59pm
Thu Oct 26, 2017	Group Service Project ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696248">https://alamo.instructure.com/courses/1101490/assignments/5696248</a> )	due by 11:59pm
Sat Oct 28, 2017	Impromptu 4 ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696251">https://alamo.instructure.com/courses/1101490/assignments/5696251</a> )	due by 11:59pm
Sun Oct 29, 2017	Module 3 Reflection Journal ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696256">https://alamo.instructure.com/courses/1101490/assignments/5696256</a> )	due by 11:59pm
Mon Oct 30, 2017	Public Speaking Competencies Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696216">https://alamo.instructure.com/courses/1101490/assignments/5696216</a> )	due by 11:59pm
Tue Oct 31, 2017	Organizing and outlining Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696226">https://alamo.instructure.com/courses/1101490/assignments/5696226</a> )	due by 11:59pm



Date	Details	
Wed Nov 1, 2017	Supporting your ideas Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696223">https://alamo.instructure.com/courses/1101490/assignments/5696223</a> )	due by 11:59pm
Thu Nov 2, 2017	Introductions and Conclusions Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696218">https://alamo.instructure.com/courses/1101490/assignments/5696218</a> )	due by 11:59pm
Mon Nov 6, 2017	Informative Speaking Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696221">https://alamo.instructure.com/courses/1101490/assignments/5696221</a> )	due by 11:59pm
Tue Nov 7, 2017	Delivery Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696225">https://alamo.instructure.com/courses/1101490/assignments/5696225</a> )	due by 11:59pm
Wed Nov 8, 2017	Speaking with confidence Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696215">https://alamo.instructure.com/courses/1101490/assignments/5696215</a> )	due by 11:59pm
Thu Nov 9, 2017	Visual Aids Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696229">https://alamo.instructure.com/courses/1101490/assignments/5696229</a> )	due by 11:59pm
Fri Nov 10, 2017	Discussion 8 Submit Informative Speech Outline ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696233">https://alamo.instructure.com/courses/1101490/assignments/5696233</a> )	due by 11:59pm
Mon Nov 13, 2017	Informative Presentation ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696253">https://alamo.instructure.com/courses/1101490/assignments/5696253</a> )	due by 11:59pm
Fri Nov 17, 2017	Informative Speech Reflection ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696263">https://alamo.instructure.com/courses/1101490/assignments/5696263</a> )	due by 11:59pm
Mon Nov 20, 2017	Persuasive Speaking Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696224">https://alamo.instructure.com/courses/1101490/assignments/5696224</a> )	due by 11:59pm
Tue Nov 21, 2017	Discussion 9-Submit Persuasive Speech Outline ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696232">https://alamo.instructure.com/courses/1101490/assignments/5696232</a> )	due by 11:59pm

Date	Details	
Wed Nov 22, 2017	Critical thinking and reasoning Quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696220">https://alamo.instructure.com/courses/1101490/assignments/5696220</a> )	due by 11:59pm
Mon Nov 27, 2017	Assignment 3-Persuasive Presentation ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696240">https://alamo.instructure.com/courses/1101490/assignments/5696240</a> )	due by 11:59pm
Fri Dec 1, 2017	Persuasive Speech Reflection ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696264">https://alamo.instructure.com/courses/1101490/assignments/5696264</a> )	due by 11:59pm
Sat Dec 2, 2017	Module 4 Reflection Journal ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696257">https://alamo.instructure.com/courses/1101490/assignments/5696257</a> )	due by 11:59pm
Tue Dec 5, 2017	Speaking to a global audience quiz ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696214">https://alamo.instructure.com/courses/1101490/assignments/5696214</a> )	due by 11:59pm
Wed Dec 6, 2017	Communicating with Diverse Audiences 2.0 ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696242">https://alamo.instructure.com/courses/1101490/assignments/5696242</a> )	due by 11:59pm
Thu Dec 7, 2017	Module 5 Reflection Journal ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696258">https://alamo.instructure.com/courses/1101490/assignments/5696258</a> )	due by 11:59pm
Fri Dec 8, 2017	Communication Apprehension Extra Credit ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696243">https://alamo.instructure.com/courses/1101490/assignments/5696243</a> )	due by 11:59pm
	Promoting PAC Resources "Pop Up" Speech Extra Credit 30 points ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696260">https://alamo.instructure.com/courses/1101490/assignments/5696260</a> )	due by 11:59pm
Mon Dec 11, 2017	Final Exam-Course Portfolio ( <a href="https://alamo.instructure.com/courses/1101490/assignments/5696247">https://alamo.instructure.com/courses/1101490/assignments/5696247</a> )	due by 11:59pm

## INSTITUTIONAL POLICIES

### STUDENT RESPONSIBILITIES:

**A. Attendance:**

**SmartStart.** Student absences will be recorded from the first day the class meets, and beginning Fall 2014, students who do not attend the first scheduled class meeting or contact the instructor will be dropped. Students should verify the drop is completed.

For fully online courses, an attendance verification activity is assigned and must be completed by the 3rd class day.

Effective Spring Term 2010, student absences will be recorded from the first day the class meets. Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor and the college registrar to officially withdraw from the class. Students may be required to consult with an advisor or designee before dropping.

Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Admissions and Records Office.

**B. Early Alert and Intervention**

Alamo College instructors care about students' success in every course. During the semester, students may receive alert emails through the ACES account regarding their progress and ultimate success in a course. Upon receipt of the email, students are to contact the course instructor to discuss specific tasks or actions to improve success in this course. In addition, students will also need to meet with their Certified Advisor. Discussions with faculty and Certified Advisors allows the student to identify actions that will help to successfully complete course requirements at the colleges of the Alamo Colleges District.

**C. Student Responsibility for Success (Alamo Colleges District Policy F.6.2):**

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

### **1. Engagement**

1. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
2. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
3. Complete all requirements for admission, registration, and payment by deadlines;
4. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
5. Meet all federal, state and local health care regulations.

### **2. Communication**

1. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
2. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
3. Communicate with College personnel promptly regarding academic or co-curricular concerns and assistance requests;
4. Carefully consider the information provided by College personnel and make decisions using that information;
5. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
6. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

### **3. Academic Success**

1. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
2. Read and follow all syllabi;
3. Purchase textbooks and required supplies in a timely manner;
4. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;

5. Arrive to class with all needed materials and completed assignments for that class period;
6. Be attentive in class and actively participate as appropriate;
7. Devote sufficient time for studying;
8. Ensure integrity in all aspects of academic and career development;
9. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
10. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
11. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

#### **4. Self-Responsibility and Responsibility to Others**

1. Maintain accurate and complete degree/certificate major selection and contact information including name, address, phone number and emergency contact;
2. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
3. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;
4. Maintain respectful and appropriate behavior within and outside the classroom;
5. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
6. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
7. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).

#### **D. Textbook Availability**

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

#### **E. Licensed Concealed Campus Carry**

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
- Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.

- License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

### **Disciplinary Sanctions**

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise their enforcement discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911
- Do not confront the person or ask if the person has a permit

### **COLLEGE REQUIREMENTS:**

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation is graded "0" on the exam.

**Incomplete Grades.** The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not resolve the "I." The student and faculty must fill out an Incomplete Contract, clearly defining the work remaining to be finished.

## **COLLEGE POLICIES**

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### **COLLEGE POLICIES:**

**A.** All of the colleges of the Alamo Colleges District are tobacco free.

**B.** Alamo Colleges District DPS Emergency Phone Numbers:

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

**D.** Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.

**Disability Access Statement** – In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the campus Disability Services office. Only those students with appropriate documentation will receive a letter of accommodation from the Disability Services office. Instructors are required to follow only those accommodation and/or services outlined in the letter of accommodation. For further information, please contact the Disability Services office at (210) 486-3020 or visit the office located in the Palomino Center, Room 101. If you have specific needs, please discuss them privately with your instructor.