

**SPCH 1315.204 Public Speaking
Course Outline and Assignment Due Dates
Fall 2019**

INSTRUCTOR	Ms. Carol Brannan	Office: RC 316I
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E-MAIL	cbrannan@southplainscollege.edu	
OFFICE HOURS (Come see me for any reason)	Mon. 10:00-11:00 Tue. 2:30—3:30 Wed. 10:00-11:00 Thu. 2:30—3:30 Fri. 9:00-12:00	Or By Appointment
TEXT AND WEB RESOURCES	All Communication Counts: From Entry Level to Executive by Janine Fox and Kelley Finley (Available in Reese and Levelland Bookstores) Forms, Assignments, Resources on Blackboard	Book required

Schedule

(Subject to minor changes)

READING	ASSIGNMENTS	DUE DATES
Unit One		
Communication Principles (Ch. 1)	Student Information & Student Agreement Form -----	W, 08/28
Listening (Ch. 2)	PRCA-----	W, 08/28
Oral & Written Communication (Ch. 6)	Listening Exercise/Writing Good Critiques-----	W, 09/02
Audience Analysis (PowerPoint)	Outlining Exercise/Scrambled Outline Assignment -----	W, 09/09
Speech Development (Ch. 3)	Impromptu/Outline--"Who Am I" speech -----	M, 09/16
	"Who Am I?" Speeches (2-3)" ** -----	W, 09/18
	Exam #1 (Ch. 1, PrPt, 2, 3, 6) ** -----	W, 09/23
Types of Speeches (Ch. 4)		
Organizational Patterns (Ch. 5)	Library Visit--SmartStarts due -----	M, 9/30
Research & Citations (Ch. 7)	Library Assignment-Citing Sources Orally exercise due-----	W, 10/02
Presentation Aids (Ch. 8)	Demonstration Speech Outline-----	M, 10/07
	Demonstrative Speeches (4-6)" ** -----	W, 10/09
	Exam #2 (Ch. 4, 5, 7, 8) ** -----	M, 10/21
	Informative Video exercise/Topic/Thesis Assignment-----	M, 10/28
	Informative Speeches (4-6)" ** -----	W, 10/30
!!! THANKSGIVING BREAK!!!! November 27th—29th GO HOME, EAT, SLEEP, ETC., AND COME BACK SAFE!!!!		
Persuasion	Persuasive Exercise-----	W, 11/06
	Motivated Sequence Exercise due-----	W, 11/13
Collaboration in Teams (Ch.10)	Individual Persuasive Speech (4-5)" ** -----	M, 11/18, 20
	Exam #3 (Ch. PrPt-2, PrPt- 3,Ch. 10) -----	M, 11/25
Final Oral Presentation—Commemorative Speeches (2-3)" -----		M, 12/02
Last Day to Turn in Extra Credit-----		F, 12/06
Final Exam (Comprehensive); Post Test -----		W, 12/11 10:15-12:15
!!REMEMBER!! DURING FINALS WEEK CLASSES DO NOT MEET AT REGULAR TIMES!! ONLY DAY/TIME SCHEDULED FOR FINAL!!		

Important Notes

- You are responsible for all your own work, attendance, and participation.
- Being asked to leave class will result in an absence and ineligibility to take exam or give speech
- Your instructor will administratively drop you for excessive absences and/or disciplinary reasons.
- Students with perfect attendance (or just one absence) for entire semester will receive 10 bonus points added to written final exam grade. **Fifth absence** will deduct 10 pts., and **may result in being dropped** from the course with either an 'X' or 'F' by instructor discretion.
- All assignments, except speeches must be turned in by 2:30 p.m. on the day the assignment is due.
- If unprepared on speech day, you will receive a '0' for the speech unless excused by the instructor.
- If you are late to class, it is **your** responsibility to be sure you are counted late, not absent.
- **Last day to drop: Thu., 11/14**
- ** Failure to submit any 2 major assignments (as defined by the instructor) will result in a failing grade for the course.

Grade Points Worksheet SPCH 1315 Public Speaking

Unit	Total Point Value	Your Earned Points	
Unit One			
Outline – “Who Am I” speech	30	_____	
“Who Am I?” speech**	50	_____	
Exam #1**	100	_____	
Exam #2**	100	_____	
		_____	Unit total = 280
Unit Two			
Demonstration speech**	75	_____	
Informative Topic /Thesis Asn’t	50	_____	
Informative speech**	100	_____	
Thesis Statement Exercise	25	_____	
Library Ex’s	50	_____	
Exam #3**	100	_____	
		_____	Unit Total = 400
Unit Three			
Team Activity	50	_____	
Persuasion Exercise	50	_____	
		_____	Unit Total =100
Daily/Participation Points			
Participation	75	_____	
SmartStarts	60	_____	
Post Test**	100	_____	
“Why I don’t Have My Homework” Impromptu	25	_____	
Citing Sources Orally exercise	25	_____	
Student Agreement	50	_____	
Peer Critic (5 @ 20 pts)	100	____/____/____/____/____	
Self-Evaluation (4 @20 pts)	60	____/____/____/____	
		_____	Participation Pts. = 495
Final Exam/Speech			
Commemorative Speech**	75	_____	
Final Exam**	100	_____	
		_____	Unit Total = 175
Total Pts	1525	_____	

Other miscellaneous points may be added during semester to final total grade, generally in 5 point increments for attendance on day with especially low attendance, or when everyone in class is present (excluding exam and presentation dates). Extra credit assignments may be discussed individually.

Absence on speech days results in 10 point deduction per absence from Participation Points***

**Failure to submit any 2 major assignments (as defined by the instructor) may result in a failing grade for the course.

Grade Points: 1450--1305= A; 1304--1160 = B; 1159—1015 = C; 1014--870 = D; 869-lower= F

Point Spread per Assignment—

Who Am I? 50-42 = A; 41-33 = B; 32-28 = C; 27-21 = D; 20- below = F

Demonstration 75 – 65 = A; 64 –55 = B; 54 – 47 = C; 46 –40 = D; 30 – below = F

Informative/Persuasive /Exams 100-90 = A; 89-80 = B; 79–70 = C; 69–60 = D; 59-below = F

Group Presentation 100 - 125 = A; 124 – 104 = B; 103 – 83 = C; 82 –72 = D; 71 – below = F

Other miscellaneous points may be added during semester to final total grade, generally in 5 point increments for attendance on day with especially low attendance, or when everyone in class is present (excluding exam and presentation dates). Extra credit assignments may be discussed individually.

COURSE SYLLABUS

SPCH 1315 Public Speaking

Course Purpose:

The Public Speaking course explores and applies the basic principles of effective communication and offers the student practical instruction on how to speak effectively in public.

Required Materials:

- Text
- Notebook(s) and pen/pencil.
- Notecards—may be 3 X 5 or 4 X 6 (**Only speaker notes allowed**)
- Choice of sensory aid materials for oral presentations.
- Access to computer and Internet

Student Responsibilities:

- Thorough note taking, reading, and study of all lecture material, class discussion and activities, informational handouts, and assigned readings.
- Active participation in class discussions and group activities.
- Speeches must be delivered orally in language understandable to students and instructor.
- Maturity and professionalism in preparation of assignments.
- Courtesy to fellow classmates/speakers.
- Initiate consultations with the instructor whenever assistance is needed regarding class assignments.
- Initiate withdrawal from the course if absences become excessive.

For both oral and written assignments and presentations, it is expected that appropriate citation be given for information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment or examination.

Instructor Responsibilities:

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be

Attendance and Tardy Policy:

All students enrolled for this course are required to attend class regularly, be on time, and remain until dismissed. Roll will be taken at each class meeting. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. Two (2) tardies in a M-TR class will constitute an absence. If a student leaves class prior to dismissal of the class, he/she may be counted absent.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should initiate withdrawal from the course. The instructor may or may not administratively withdraw a student due to excessive absences. Please verify your instructor's policies on absences and drops/withdrawals. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable.

The department abides by this policy and enforces the following guidelines established for SPCH 1315:

Monday/Wednesday--Tuesday/Thursday Classes:

More than four absences will be considered excessive.

Your fifth absence will lower your final course total by 10 points; should consult with instructor to consider dropping class

Each subsequent absence will lower your final course total by 5 points.

Monday – Thursday (Summer) Classes:

Your third absence will lower your final course total by 10 points.

Each subsequent absence will lower your final course total by 5 points.

More than six absences will be considered excessive and if, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should withdraw from the course.

Make-Up Policy:

Make-up assignments are NOT guaranteed. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed within a reasonable amount of time. If a student must be absent to represent the college, she/he should advise the instructor beforehand and should have a signed permit from his/her coach or sponsor. In such cases, it is the student's responsibility to complete work missed within a reasonable amount of time as determined by the instructor. Each student must make an appointment with the instructor to make arrangements for make-up work. Late daily work will not be accepted. An absence on the day in which you are scheduled for oral presentations or examination, may result in a grade of zero for the assignment. At the instructor's discretion, the student may be

allowed to make-up a presentation, but the student will automatically receive a grade drop of one whole letter grade for the assignment (that is, if you give an "A" presentation, you will receive a "B"). Make-up work must be completed by week after end of unit.

Failure to submit any two major assignment (as defined by the instructor) may result in a failing grade for the course.

Grading Standards:

Course grade will be assessed according to the completion of the following using the approximate percentages noted:

Major Grades - Exam, Presentations 60%

Daily Grades - Homework Assignments, Peer Critiques, Class Participation 20%

Final - (Written & Oral averaged together) 20%

Course Objectives:

Communication Process

The student will be able to:

- Define communication.
- Recall and discuss the personal, professional and public benefits of studying public speaking.
- Recognize and distinguish between the elements of the communication process.
- Discuss differences between oral and written communication channels.
- Define and distinguish between intrapersonal, interpersonal, group, public and mass communication.

Verbal

- The student will be able to:
- Identify and provide alternatives for excessively vague or jargon-filled language and evaluate when it is appropriate to use them.
- Detect biased, sexist, and emotional language, and replace it with more neutral terms.

Nonverbal

- The student will be able to:
- Explain the importance of nonverbal messages.
- Define the different areas of nonverbal communication.
- Identify personal nonverbal behaviors that help or hinder communication effectiveness and develop alternative behaviors as necessary.

Listening

- The student will be able to:
- Discern the differences between hearing and listening.
- Discuss the benefits of listening effectively.
- List reasons for poor listening.
- Plan methods as a speaker to decrease listening barriers for an audience member.
- Describe how to become a more effective listener.
- Practice effective listening skills.

Public Speaking

The student will be able to:

- Conduct an analysis of the speaking situation for a specific presentation and describe how relevant situational factors should influence the approach of a presentation.
- Define the general purposes for speaking.
- Formulate specific thesis statements for presentations.
- Conduct research for developing a speech topic.
- Develop the body of a presentation, choosing the most appropriate organizational pattern whether informative or persuasive in nature.
- Identify the purpose and placement of transitions, and will be able to select appropriate transitions to be used in presentations.
- Name the content and functions of introductions and conclusions.
- Construct appropriate introductions and conclusions to match the body of presentations.
- Explain the functions of verbal and sensory support in presentations.
- Develop and present the best support to add interest, to clarify, and prove a given point.
- Demonstrate when and how to use sensory aids.

- Select and demonstrate the most effective medium to present a given sensory aid in a presentation.
- Develop and use a set of speaking notes that enhance delivery.
- Deliver brief, impromptu remarks effectively.
- Deliver extemporaneous presentations that follow the guidelines for nonverbal, verbal, and vocal behavior.
- Respond effectively to questions arising from presentations.
- Identify audience needs and the evidence necessary to form and support a persuasive claim.
- Effectively appraise peer and self-presentations according to critique guidelines.
- Assess and manage communication apprehension.

Small Groups

The student will be able to:

- Explain the characteristics of small groups, and express the advantages and disadvantages of group presentations.
- Demonstrate the steps in preparing and delivering a team presentation.

Special Occasion Speeches

The student will be able to:

- Prepare and present a speech of introduction.
- Present or accept an award.
- Prepare a speech of tribute and a speech of welcome.

CAMPUS GUIDELINES FOR THE REESE CENTER

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for all students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
(Rev. Fall, '16)

DIVERSITY STATEMENT*

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

(*Developed by the Title III summer 2001 participants as part of the training opportunity, May-June 2001, South Plains College.)

TITLE IX PREGNANCY ACCOMMODATION STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email csraface@southplainscollege.edu for assistance.

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

Never leave your personal property unsecured or unattended.

Look around and be aware of your surroundings when you enter and exit a building.

Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members.

Contact Campus Police, or the Office of the Provost to report all crimes, accidents, or unsafe conditions.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories. Since many students and instructors arrive at the Reese Center directly from work, individual instructors MAY permit food or drinks in classrooms as long as trash and drink containers are properly disposed of prior to leaving the classroom.

SMOKING/SPITTING

The use of ANY TOBACCO products INSIDE South Plains College buildings or near proximity to any entrance is NOT permitted.

FIREARMS

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

(http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

Emergency.....911

SPC Police (Reese)....(806)716-2329; (806)893-5705

SPC Police (Levelland).....mobile 891-8883

Sheriff's Office...767-1441

Reese Center....885-3048
Dean of Reese Center...4666 or 4600

Counseling.....716-4605 or 4606