



Speech 1315.88 Online Public Speaking

Course Syllabus: Intercession

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						ONLY

This syllabus is an agreement between the instructor and the student.

Information relative to the delivery of the content contained in this syllabus is subject to change.

Should that happen, the student will be notified by the instructor.

Course Description: 3 credit hours.

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, to effectively evaluate oral presentations.

Prerequisite(s): Eligibility to enroll in [INRW 0302](#)

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

Evaluation/Grading Policy:

GRADING: Speech Average = 40%

Exam Average = 30%

Outline Average = 20%

Daily Assignments/Discussion Forums/Previewed video quizzes AVG= 10%

FINAL GRADE = 100%

The CURRENT AVERAGE posted on the Blackboard course site is not your final grade! It is a calculated grade that represents your current course grade average based on the work you have turned in. It does not represent the final course grade. Your final course grade will be calculated at the end of term and will include all required graded work as well as penalties (zero (0) grades) for un-submitted work.

Required Instructional Materials:

Public Speaking for College & Career 11th ed. by Hamilton Gregory Connect Plus Access Card.
You have exclusive access to the e-book and assignments which was included in your tuition and fees. You will register inside the course once it begins. There is no need to purchase anything else for this course. If you decide to drop this course before the 12th class day, you can click the e-book code link in the course and select opt out to get a refund for the e-book. THIS DOES NOT DROP YOU FROM THE COURSE OR REFUND YOU FOR THE COURSE.

Publisher: McGraw Hill

ISBN Number: 978-1-259-89988-1 GREGORY / PUBLIC SPEAKING DIGITAL TEXT W/CONNECT

Optional Instructional Materials: None

Minimum Technology Requirements:

- Daily high speed internet access
- Microsoft Word
- Power point
- Portable storage device such as a Jump drive/Thumb drive

Required Computer Literacy Skills

- Rename, delete, organize, and save files.
- Create, edit, and format word processing and presentation documents.
- Copy, paste, and use a URL or web address.
- Download and install programs and plug-ins.
- Send and receive an email with attachments.
- Locate and access information using a web search engine.
- Use a learning management system.
- Knowledge of video compression and uploading

Course Structure and Overview:

This is a completely ONLINE class which means there will be NO CLASSROOM INSTRUCTION. This course is taught through NTCC's BLACKBOARD Learning Management System. ALL ASSIGNMENTS SHOULD BE ACCESSED AND COMPLETED THROUGH NTCC'S BLACKBOARD! Some assignments in this course will automatically take you to McGraw Hill CONNECT which is your online component of the textbook for this course. The assignment will be completed there in CONNECT and then once submitted, you will be automatically taken back to Blackboard.

Below is a detailed explanation of how the course works:

HOME PAGE: On the homepage, you will see that the course is divided into 15 days. Each day of the intersession you will be expected to complete certain assignments for that day found in that day's folder. Those assignments are due by 11:30 PM that day. Speeches will be assigned a few days in advance. Pay close attention to the due date schedule in the START HERE folder so that you are not late on any assignments. Speeches WILL NOT be accepted late! Technical difficulties are no excuse for late assignments.

Tests/Exams:

There will be three EXAMS for this course. These are timed exams. You will have 4 hours to complete the exam once you begin. Each exam is about 50 questions and covers roughly 5 to 7 chapters depending on the exam. Again, pay close attention to the due date of exams... If you miss the window, you will NOT be able to retake the exam... so pay CLOSE attention to deadlines.

Assignments:

The first assignment in each Day's folder is to READ the assigned chapters for that day via the ebook links found in that Day's folder for Public Speaking for College & Career, 11th edition by Hamilton Gregory. As you click on the folder for any certain day's assignments, you may be taken to the McGraw Hill CONNECT website to complete assignments. After you have completed them, you will automatically be taken back to NTCC Blackboard.

DISCUSSION FORUMS are assigned four different days in this course. This is how you get to know your ONLINE CLASS and how I get to know you. These are broad, detailed, discussion type questions that you must post an answer to. You will then need to respond to two of your classmates posts for each discussion forum. If you do not do ALL THREE POSTS, you will receive a 0 for that forum.

SPEECHES - You will have one causal introduction speech and three formal speeches in this course. In the intersession, these come around quickly, so it is imperative that you are keeping up with your reading and assignments. YOU MUST HAVE EITHER A WEB CAM OR SOME OTHER STATIONARY VIDEO RECORDING DEVICE to be able to record your speeches. You MUST have a secure high speed internet connection to function in this course. Technical difficulties are no

excuse for late submissions! Each speech will require an audience of at least 4 adults who can be seen at all times during the videoed speech. The speaker and audience must be on camera at all times and there should be no pauses or breaks in the video. The best way to do this is to have the camera pointed on you where the back of the audience's heads are seen in the video. You will lose 10 points per audience member that is not present. NO CHILDREN under 12 for audience members as they cause distractions. Your speech presentation area must be child and animal free. NO EXCEPTIONS! You will use McGraw Hill CONNECT's SPEECH CAPTURE to upload these assignments. When you click on the specific Speech assignment link, you will be automatically taken to McGraw Hill CONNECT where you can then video and upload your speech. YOU MUST IDENTIFY YOURSELF IN EACH VIDEOED SPEECH BY CLEARLY SHOWING A DRIVER'S LICENSE OR SCHOOL PICTURE ID BEFORE YOU BEGIN. Please complete the previewed video quiz BEFORE you upload your speech to insure you have everything that is expected. I would advise that you record your speech with your webcam and then upload using the link. If you choose to record straight into Connect using the MH Speech Capture software, you will not be able to save your video to your computer! If there is an uploading issue, you will have to gather your audience again and redo the video.

PEER REVIEWS - You will also be required to listen to two of your classmate's speeches and submit an online peer review for each one. An evaluation rubric will be provided for you through McGraw Hill CONNECT. This peer review is part of your overall speech grade for that specific speech assignment.

OUTLINES - Each speech will require a COMPLETE SENTENCE OUTLINE which you will submit in Blackboard. This outline is what you use to build your speech and organize your ideas. You will use the OUTLINE TOOLS found in the Chapter 12 folder on the homepage to create your outlines. You WILL NOT type out your speeches in essay or paragraph form in this course. We use a Complete Sentence Outline ONLY! You will learn how to do this by reading the ebook Chapter 10, 11 and 12 on OUTLINING THE SPEECH.

Student Responsibilities/Expectations:

This course requires daily computer and internet access and a minimum of 3 to 6 hours per week. Any assignment submitted that contains plagiarism will earn an automatic zero and further action may be taken. Again, late speeches will not be accepted and technical difficulties are no exception.

You will find an NTCC Student Academic Support and Student Services tab at the top of the Homepage. Please take time to look through what support and help is offered there.

Communications:

- **EMAIL:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible. I will normally respond to you at least acknowledging that I received your inquiry and will answer as soon as possible.
- **TEXT MESSAGE NOTIFICATIONS:** You are required in this course to sign up for the text message notifications. Please follow the instructions exactly as printed on the instructions in the START HERE folder in Blackboard. This is a tool called REMIND that I use to get information

out to students quickly. This will enable you to receive important class announcements and reminders from me via text message so that you will not miss out on any assignment changes or important updates. Please continue to check your NTCC email daily. If you do not own a cell phone, you can receive these same reminders through your email... the instructions are also in the PDF.

- **ANNOUNCEMENTS:** These can be found in Blackboard under the course link on your Bb homepage. Please make sure you are reading any announcements thoroughly when they are posted there.

Institutional/Course Policy:

If you do not upload your presentation by the due date and time, you will receive a zero on your speech and the corresponding outline. You must contact me BEFORE your speech is due if you have an issue or conflict and we will make arrangements for a later date if approved. You are only allowed one late submission speech for the semester.

You will find an NTCC Student Resources tab at the top of the Blackboard Homepage. Please take time to look through what support and help is offered for Academic and Student services.

NTCC Academic Honesty/Ethics Statement:

Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information

classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative assignment schedule:

12/12	Read Syllabus and START HERE folder thoroughly. Complete text message notification registry and Register in McGraw Hill Connect with provided code
12/15	Discussion #1
12/16	Pet Peeve Introduction Speech; All Ch. 1, 2, 3 folder Assignments
12/17	ALL Chapter 10, 11, 12 folder Assignments
12/18	ALL Ch. 5 folder Assignments; Discussion #2
12/19	SPEECH #1 “How To” video presentation and outline
12/22	SPEECH #1 Peer Reviews, EXAM #1 over Chapters 1, 2, 3, 5, 10, 11, 12;
12/23	Discussion #3; ALL Chapter 4, 6, 7 folder Assignments
12/26	ALL Chapter 15 & 8 folder Assignments
12/29	ALL Chapter 9 & 14 folder Assignments
12/30	SPEECH #2 “Past Event” video presentation and outline Discussion #4
1/2	Speech #2 Peer reviews; EXAM #2 over Chapters 4, 6, 7, 8, 9, 14, 15;
1/5	ALL Chapter 13 & 19 folder Assignments
1/6	ALL Chapter 16 & 17 folder Assignments
1/7	ALL Chapter 18 folder assignments
1/8	SPEECH #3 Persuasive presentation, Outline & PowerPoint
1/9	SPEECH #3 Peer Reviews; EXAM #3 over Chapters 13, 16, 17, 18, 19

NO WORK IS DUE ON FRIDAYS OR SATURDAYS or Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day