



SPCH 1315 - Public Speaking Course Syllabus: Spring 2020

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	7:00-7:50 am 9:30-10:50 am 12:25-1:25 pm	7:00-7:50 am 12:25-1:25 pm	7:00-7:50 am 9:30-10:50 am 12:25-1:25 pm	7:00-7:50 am 12:25-1:25 pm	By Appointment	

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours. Face to face.

Lecture/Lab/Clinical: Three hours of class each week.

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.

Prerequisite: None

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:

To receive credit for this course, the student must satisfactorily complete the following areas:

- A. FOUR REQUIRED SPEAKING ASSIGNMENTS FOLLOWING THE SPECIFIC INSTRUCTIONS TO BE PROVIDED PRIOR TO EACH SPEECH ASSIGNED
(50% OF FINAL GRADE SUBJECT TO ATTENDANCE ADJUSTMENT)
- B. TWO WRITTEN EXAMINATIONS
(25% OF FINAL GRADE SUBJECT TO ATTENDANCE ADJUSTMENT)
- C. ATTENDANCE (25% OF FINAL GRADE, SEE EXPLANATION BELOW)

Points	Grade
900-1000	A
800-899	B
700-799	C
600-699	D
Below 599	F

Tests/Exams:

There will be two exams during the semester worth 100 points.

SPEAKING ASSIGNMENTS:

Each student enrolled in Speech is expected to complete all speaking assignments during the period of time set aside for student speeches. Each speech will be assigned a numeric grade ranging from "0 to 100." At the end of the time allotted for student speeches, 50% of the semester grade will be determined by averaging the grades of his/her speeches.

The most common ways **not to pass** a speech are as follows: (1) to be obviously unprepared (2) to fail to meet the requirements of a specific assignment; or (3) to read a speech rather than to deliver it extemporaneously. Any of these situations occurring in a student's speech will result in an automatic grade of 'F'(50) for that speech.

In addition, each speaking assignment has a specific time requirement. Each student must keep his/her presentations within these time requirements. A penalty of **one point per six seconds will be deducted from the student's grade for all deviations the required time limits** on each speech. Several weeks of the semester will be allotted student speeches.

If class time and dates allow, students may be afforded an opportunity to make up a missed speech with a penalty. However, there will be no make-up speeches during final exam week. There is no guarantee there will be time left in the semester for make-up speeches. Avoid relying on doing a make-up speech. It will only impact your grade negatively.

ASSIGNED WRITTEN WORK:

Primarily, this-section includes a series of possible quizzes and possible written work-based on the material from lecture and in the course textbook(s). Additionally, each student is required to turn in a typed outline of his/her speech prior to speaking **(no student will be allowed to give a**

speech for credit without first providing the instructor with a typed outline in proper format). If a team presentation is required, the assignment has several written components that students must complete in order to receive credit.

FINAL EXAMINATION SPEECH:

This speech may be required as part of the four required speeches made during the course and will be given near the end of the semester. As the single most important speech of the semester, it should be carefully written and rehearsed, and it must be presented extemporaneously. Like the other speeches, this speech is given a numeric grade ranging from “0” to “100”. Again, a penalty of one point per five seconds will be deducted from the student's grade for all deviations from the required time limits for this speech.

TWO WRITTEN EXAMINATIONS

The initial written examination will be given during the first half of the semester. A final comprehensive test will be given according to the examination schedule published by the Registrar's Office each semester. Both tests will include the material from the textbook as well as any pertinent material discussed in class.

For the Final Examination Speech, individual instructors may set specific guidelines/requirements within their classes. For example, instructors may require documentation of material for all Final Examination Speeches, visual aids for all Final Examination Speeches, or typed outlines, for all Final Examination Speeches. In any event, all class policies certainly apply to the Final Examination Speeches.

All graded work will be entered on BlackBoard and returned to the student within 7 days.

Required Instructional Materials: Gregory, Hamilton, Public Speaking for College and Career, Eleventh Edition

Publisher: McGraw-Hill Companies

ISBN Number: 978-0078036989

Optional Instructional Materials: None

Minimum Technology Requirements: Access to computer.

Required Computer Literacy Skills: BlackBoard, NTCC Student E-mail, Microsoft Word & Power Point

Course Structure and Overview:

Class Description: Welcome to Public Speaking. In this course, you will be instructed in the theory of voice, articulation, pronunciation, bodily activity, language, and the elements of speech preparation. Practice is provided in the presentation of a variety of speeches. Study is made of speech construction, including the use of outlining and supporting materials. In addition, you will participate in small group activities as well as maintaining a class journal throughout the semester. Upon successful completion of this class, you will be able to identify the major components of a speech, basic terminology, and the processes and methods needed to research,

write and orally deliver a speech. It is anticipated that you will significantly diminish the "performance anxiety" or "stage-fright" that many people naturally associate with public speaking. I intend for the class to be FUN! I will strive to create a lively, positive and friendly learning environment. It is my hope that you will enjoy coming to this class each day. It is important that you understand that I want you to succeed. The main purpose of this class is to help you discover ways that you may become better at communicating thoughts effectively to others. In that regard, this class may very well become the most important one you take in your college career. The ability to authentically and effectively communicate your thoughts to others will enhance not only your classroom experiences, but it will make you a better communicator with your family and friends as well as in your career.

Course Objectives:

It is expected that through your active participation in this class, a student:

1. will have increased competencies essential for being a life-long learner, through increased communication skills;
2. will be more proficient in the assessment, development, and application of their creative abilities;
3. will be more competent as a producer, consumer, and citizen through increased communication skills;
4. through increased competency as a communicator, will be more able to fully develop as an individual and establish and maintain satisfying relationships with others;
5. will be able to communicate effectively both verbally and nonverbally;
6. will be able to more skilled as a listener;
7. will develop understanding and sensitivities of people of diverse cultures;
8. will understand the typical differences of gender in regards to communication.

Communications: Please use the NTCC Student E-mail. I will respond within 24 hours.

Institutional/Course Policy:

Student Responsibilities/Expectations: Class Attendance:

It is expected that you will attend this class on a regular basis and to be on time. In large measure, the greatest learning that will occur in this class is in "listening" and "learning" from your classmates when they give their speeches. If you have **FOUR** unexcused absences, your grade will be lowered one full letter grade. **SIX** unexcused absences will result in being dropped from the class. Class attendance will be taken and attendance grades will be strictly enforced. I realize that emergencies may arise. In those cases, I request that you contact me as soon as possible (preferably before the class) in order to assign makeup work. If you miss an assigned speech without contacting me, I will be compelled to lower your grade one letter for each day missed. I cannot over emphasize the importance of being prompt and prepared for your speeches.

Maintain focus in the classroom by turning off all cell phones and any disruptive electronics, and do not bring food into the classroom.

Please- No Texting.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. 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. 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 special population's page on the NTCC website.

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 Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

SPCH 1315 Weekly Schedule

WEEK 1

Go over Syllabus

Introduction speeches

WEEK 2

Chapters. 1, 2

WEEK 3

Chapters 10, 11, 12

WEEK 4

Chapters 3, 5

WEEK 5

SPEECH #1 “How To” Presentation and Outlines

WEEK 6

Take EXAM #1 over Chapters 1, 2, 3, 5, 10, 11, 12

Chapters 4, 6, 7

WEEK 7

Chapters 8, 9

WEEK 8

Chapters 14, 15

WEEK 9

Spring Break

WEEK 10

SPEECH #2 “PAST EVENT” presentation and Outline

EXAM #2 over Chapters 4, 6, 7, 8, 9, 14, 15

WEEK 11

Chapters 19 & 13

WEEK 12

Chapters 16 & 17

WEEK 13

SPEECH #3 “Partnered/Team Persuasive Speech” and Outline

WEEK 14

Chapter 18

EXAM #3 over Chapters 13, 16, 17, 18, 19

WEEK 15

SPEECH #4 “Commemorative” presentation and Outline

WEEK 16

SPEECH #4 “Commemorative” presentation and Outline

WEEK 17

Final

Important Dates: Spring 2020

First Class Day (16-week, 1st 8-week, 1st 5-week sessions) Tuesday, January 21

Late Registration Ends Friday, January 24

First Class Day (2nd 5-week session) Monday, February 24

Deadline for Spring Graduation Application Friday, March 6

Spring Break Monday-Friday, March 16-20

First Class Day (2nd 8-week session) Monday, March 23

First Class Day (3rd 5-week session) Monday, April 6

Final Day to Withdraw with Grade of “W” (16-week) Thursday, April 9

Last Class Day (16-week) Thursday, May 7

Final Examinations Friday, May 8 - Thursday, May 14

Spring Graduation 9:00 a.m. & 11:00 a.m., Saturday, May 16

SPCH 1315 SPEECH ASSIGNMENTS

You will construct and deliver a total of 5 speeches – 1 introduction speech, 2 informative speeches, 1 persuasive speech, and 1 commemorative speech. You are responsible for uploading your speech by the DUE DATE!

- Chewing gum or wearing a hat while delivering a speech will result in 5 Points taken off your grade.**

Introduction Speech – Pet Peeve:

Please prepare a short Impromptu Self - Introduction Speech intended for you to briefly introduce yourself to the class and explain your biggest Pet Peeve.

In your presentation, answer the following questions...

- I. Who are you?**
- II. Where do you come from?**
- III. What high school did you attend? Describe one thing about your time there.**
- IV. What area of study are you pursuing? Why are you interested in this academic area?**
 - a. *(If you currently do not know answer to III).* What is your favorite subject?**
- V. Describe your most recent job.**
 - a. Describe what all you did/do while at that place of employment**
- VI. Describe your hobbies.**
- VII. Give 5 interesting facts about yourself.**
- VIII. What is your biggest Pet Peeve? If you could have a super power what would it be?**

The Presentation should last for around 1-2 minutes in length. Write the assignment questions on a notecard. As you are presenting, focus on delivering information to your audience with strong eye contact. When you are presenting and get lost, refer to your note card. This presentation should not be read or memorized.

Speech #1: Informative:

Prepare a 3-5 minute "How To" Demonstration Speech designed to educate the class on a process or procedure with which you are very familiar. You may use hobbies, work, or other experience(s) that has/have given you direct knowledge of your subject matter.

- A TYPED COMPLETE SENTENCE OUTLINE is REQUIRED (Should be used to build your speech...an example of this type of outline can be found in your book) Submit the outline via the link provided in Blackboard.
- Use an extemporaneous delivery method-See Ch. 14 for explanation of extemporaneous speaking
- (NOTE CARDS ONLY as speaking notes during presentation... you cannot use your full outline)
- A visual aid is not required, but can be used if it helps your presentation
- NO RECIPE DEMONSTRATIONS ARE ALLOWED!

Speech #2: Informative:

Prepare a 4-6 minute Informative Speech about a Past Event. This should educate your audience about something that happened before today that is a Media/NEWS worthy event.

- A minimum of three (3) sources obtained from the library or the Internet is required. All sources must be cited verbally during the delivery of the speech either before or after that specific information is used.
- TYPED COMPLETE SENTENCE OUTLINE REQUIRED. Should contain parenthetical references throughout outline and a bibliography in MLA format.
- Extemporaneous delivery.
- A visual aid is required and should be used during the presentation to help explain your points to your audience.
- NO TITANIC or 911 TOPIC allowed

Speech #3: TEAM Persuasive (2 -4 students):

Prepare a 5-7 minute Persuasive Speech on an issue of either policy or value that you feel strongly about and that is of current relevance to your audience (the class). Take a side of this issue and persuade your audience to take your side.

- A minimum of five (5) sources required. Evidence variety required. All sources must be cited during the delivery of the speech.
- **TYPED COMPLETE SENTENCE OUTLINE REQUIRED.** Should contain parenthetical references as well as bibliography in MLA format.
- A *Power point* visual aid is required to be used during your presentation. You will need to attach a copy of your power point when you submit your outline through the provided link in Blackboard.
- Extemporaneous delivery.
- Speech must be divided equally; each member must use the power point and use verbal source citations.

Speech #4: Commemorative:

Prepare a 3-5 minute Commemorative Speech intending to pay tribute to a person. The purpose here is to inspire the audience, express feelings, arouse sentiments and heighten the audience's admiration for this person.

- **TYPED COMPLETE SENTENCE OUTLINE REQUIRED.** Should contain parenthetical references and a bibliography in MLA format.
- A minimum of three (3) sources is required. All sources must be cited during the delivery of the speech. {These can be interviews}
- Visual aid is required.