

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Weekly Classes & Office Schedule (Posted & by Appt.)		Room IA-114 Class 1315.002 8:00a to 9:20a Class 1315.004 10:20a to 12:30p		Room IA-114 Class 1315.002 8:00a to 9:20a Class 1315.004 10:20a to 12:30p	

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): A survey in the basic principles of oral communication. Includes the study of the use of the body and voice, the speaker-listener relationship, preparation and delivery of platform speeches. **Co-requisite: Eligibility to enroll in ENGL 0302 and READ 0302**

Required Textbook(s): Public Speaking for College and Career, 11th Edition, Hamilton Gregory, 2016.

Publisher: McGraw-Hill Higher Education

ISBN Number: ISBN 978-0-07-803698-9

Student Learning Outcomes:

- Apply effective delivery techniques in oral presentations.
- Apply effective organization and preparation techniques in oral presentations.
- Apply effective composition techniques for a written outline for an oral presentation.
- Effectively analyze an oral presentation.

Exemplary Educational Objectives:

- 1.1 understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation;
- 1.2 understand the importance of specifying audience and purpose and to select appropriate communication choices
- 1.3 understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual, and oral communication;
- 1.4 participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding
- 1.5 understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument;
- 1.6 develop the ability to research and write a documented paper and /or to give an oral presentation

SCANS Skills: N/A

Team Oriented Participation

Read this Information thoroughly and be prepared to discuss it in your teams.

Most everything that is significant in life is done as a part of a team. Team participation is required in highly functional social systems whether you are in a family setting, work setting, or business settings.

1. There will be class teams. I will assign teams in class. The purpose of team work is to provide several communication links for team members concerning class assignments and class requirements. Class notes will be taken by individual team members concerning lectures and discussions and shared in your team. Class/team participation is required. Team work will also include a Team speaking assignment. More on this later.

2. Every student must have access to a class text (book). There are several quizzes that will require access to the class text for study purposes and taking quizzes and assigned reading.
3. There will be four speeches given for a grade in this class. Begin preparing for these speeches before they are assigned. More on this below.
4. Each student is responsible for checking their email for messages concerning this class. This is our primary mode of communication. If you do not know how to get your email, then you must get a team member to show you how.
5. Team accountability requires that all quizzes by team members be taken by the appropriately assigned dates and times provided in the announcement section of Blackboard. Team members are responsible for communicating the times and dates of assignments to ensure the team individuals are accountable for assignment due dates.
6. Teams are responsible for member's class attendance and reasons or for class absences. These attendance reports will be emailed to me weekly by designated members. I will compare them with my attendance notes.
7. Some class time will be given to validate and discuss class assignments, assignment due dates, and clarification of class lecture notes, information, and requirements. Students who need class notes will get specific information from the group. So, taking notes in class is essential. I will provide lecture material only once in class. Members needing note taking information will get that information from the team.
8. Speeches will have a minimum of **4 minutes** each, unless otherwise stated by me in class due to time restrictions.

Lectures & Discussions:

UNIT 1: Lecture: Building Credibility through Ethics.

Power of choice, Understanding Principles of Trust, Character Traits of Integrity and Understanding Competence.

UNIT 2: Informative Speaking (Assigned Week 2 – Wednesday)

Inform Speech #1 (Assigned Week 2 – Wednesday)- Inform Getting the Facts Speech (4-6 minutes) Prepare and deliver an Inform Speech of Facts on a Person, Place, Thing or Event. Outline should include Labels indicating the Introduction, Preview, Body, Summary and Conclusion and Sources used in the speech. Outline Handouts will be given in class. **Visual Aid: Optional**

Research: Minimum 5 sources, 5-7 recommended.

Inform Speech #2 (Assigned Week 3 – Wednesday) – Demonstration/Process Speech (4-6 minutes) Prepare and deliver a speech demonstrating a process of how something works. Examples: How to perform CPR, How stop bleeding, How to change a tire, etc. Outline should include Labels indicating the Introduction, Preview, Body, Summary and Conclusion and Sources used in the speech.

Research: Minimum 5 sources, 5-7 recommended. **Visual/Presentation Aid(s): Required.**

UNIT 3: Team Persuasive Speaking.

Persuasive Team Speech #3 (Assigned Week 4 – Wednesday) (4-6 minutes) Team Prepares and delivers a Persuasive Speech to either convince or stir to action a neutral audience. Student Team chooses the topic within the guidelines of enriching the audience and in a professional manner. This assignment is preparatory to Final Persuasion Speech.

Research: Sources 5 minimum, 5-7 recommended. **Visual Aid: Optional, but recommended where visuals would enhance presentation.**

Professional Persuasive Speech 2 (Assigned Week 4 – Wednesday) (4-6 minutes) Prepare and deliver a Professional Persuasion Speech to either convince or stir the neutral audience to action. Students choose the topic within the guidelines of enriching the audience and in a professional manner. For this speech students must dress professionally and must demonstrate professionalism of delivery and content organization. Preparation will be key to success completion of this assignment.

Research: 5 minima, 5-7 sources recommended. **Visual Aid: Optional, but recommended where visuals would enhance presentation.**

Extra-credit is NOT offered.

Final Semester Grades are assigned a ten-point grade distribution:

90% + =A, 80% + =B, 70% + =C, 60% + =D, 59% or Less = 0% = F

Tests/Exams:

Several quizzes will be administered during the semester.

Red are Quiz Chapters and assigned reading. **Black** are reference chapters.

Grade Breakdown:

SPEECHES

(10%) Fact Speech

(13%) Demonstration Speech

(13%) Team Speech

(15%) Final Professional Persuasion Speech

QUIZZES

(4%) Quiz 1

(4%) Quiz 2

(4%) Quiz 3

(4%) Quiz 4

(4%) Quiz 5

(4%) Quiz 6

(4%) Quiz 7

(4%) Quiz 8

(3%) Quiz 9

(Final Quiz) - Traditionally a difficult quiz

(15%) Participation (includes team participation, class participation, and attendance.)

Quiz Reading Requirements:

There will be several quizzes over reading and lecture material. They will be averaged and worth 35% of your grade.

Red indicates chapters to read for quizzes. All other chapters are reference readings to help you with giving your speech.

Quiz #1 Chapter 1: Introduction to Public Speaking
Quiz #2 Chapter 1: Communication Process (Model)
Quiz #3 Chapter 2: Controlling Nervousness
Quiz #4 Chapter 3: Chapter Listening
Quiz #5 Chapter 4: Chapter Reaching the Audience
Chapter 5: Selecting Topic, Purpose, and Central Idea
Chapter 6: Finding Information
Chapter 7: Evaluating Information & Avoiding Plagiarism
Chapter 8: Supporting Your Ideas
Chapter 9: Presentation Aids
Chapter 10: The Body of the Speech
Chapter 11: Introductions and Conclusions
Chapter 12: Outlining the Speech
Chapter 13: Wordings the Speech
Chapter 14: Delivering the Speech
Quiz #6 Chapter 15: Speaking to Inform
Quiz #7 Chapter 16: Speaking to Persuade
Chapter 17: Persuasive Strategies
Chapter 18: Special Types of Speeches
Quiz #8 Chapter 19: Speaking in Groups

Additional Quiz/Test Material

Quiz 9 *Interview Handout (To be given later in Semester)

Quiz 10 *Quiz Over Lectures Given (Over notes Student Takes)

Assignments:

Having successfully completed *Public Speaking*, the student will have an increased understanding of basic public communication principles and skills by:

1. Reading class assignments.
2. Testing of class reading assignments and lectures.
3. Preparation and delivery of a 4-6 minute **Informative Get the Facts** speech.
4. Preparation and delivery of a 4-6 minute **Process/Demonstration** speech.
5. Preparation and delivery of a 4-6 minute per person in **Team Persuasion Speech**.
6. Preparation and delivery of a 4-6 minute **Professional Persuasion** speech. (**Dress Professionally for this speech**)

Other Course Requirements:

Student Responsibilities/Expectations:

1. **No Cell Phone use in Class.** Students may be asked to leave class for any misuse of **personal cell phones** and receive a zero for any class work missed. Please be responsible. If you must monitor your phone, let me the instructor know. **Cell phones may only be monitored for safety information coming from the College's Alert System.** All other activity should be kept until after class.
2. You are expected to read your **NTCC student handbook** and follow the guidelines for student behavior. Students engaged in **disruptive activities** will be asked to **leave** class with a grade of **0** for any **activities** missed and your **class participation grade** will be affected. Disruptive activities include but are not limited to in-class **distracting talk**, **Texting** or **anything that distracts other students from getting the education they paid and expect to receive.**
3. Assignments not completed will receive **0** points for that assignment. There is **no makeup** work in this class.
4. **10 points** may be deducted for **each day** that an assignment is late and this includes weekends.
5. You are expected to be in the classroom when class starts, attend class regularly, and to participate in class discussions and exercises.
6. Quizzes are taken online. Make sure you have a **good computer** and a **good connection** before you take the quiz. If you do not have a computer or connection, you are required to take the quizzes at the Library before the deadline. You will have only **one** chance to take the quiz. **You must take the quiz before the deadline.** No exceptions. Quizzes not taken will receive a zero.
7. You are expected to be prepared for class and **take notes during class lecture.** If you are absent you are expected to get class material from **fellow students.**
8. It is inappropriate in this course to use **obscene language**, **obscene gestures**, **tell off-color jokes**, or **allude to sexual references** that may be demeaning or offensive. In other words, be careful what you say and how you say it.
9. **ALL PAPERS** (i.e., outlines, other class assignments) must be **WORD PROCESSED.** Spelling and punctuation should be accurate. **Outlines** and **papers** will not be accepted and could mean a zero for the assignment.

10. 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 affording equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

11. **Social Security Statement:** It is the policy of **Northeast Texas Community College** to protect the confidential nature of social security numbers. The College has changed its computer programming so that all students have an **identification number.**

12. Religious Observance:

Students who anticipate being absent from class due to a religious observance are to inform the instructor of such absences.

13. Students who receive an **Incomplete Grade** at the end of the semester must have all assignments completed no more than **90 days** from the last class day of the semester. After this time, a **grade of F** will be administered replacing the Incomplete Grade.

14. **Course Repeat/Grade Replacement:** Students may repeat a course regardless of whether credit hours were previously earned; however, no more credit hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, an asterisk (*) on the transcript will identify the repeated course. In determining graduation qualifications only the grade earned during the most recent enrollment is computed in the cumulative grade point average.

15. **Student Grades:** Each student is responsible for keeping track of their grades during the semester. Students will find out their semester grade when grades are posted by the Registrar's office at the end of the semester after Finals. Students are responsible to communicate with the instructor about their grades during the semester.

16. **Speeches:** Students are to meet time requirements in order to receive a grade of "A." The key to meeting time requirements is **Preparation and Practice**. It should be noted that speech evaluations and time requirements determine each speeches grade.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

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. 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.

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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.