



# Speech 1321 Hybrid - Public Speaking

Course Syllabus: Fall 2019

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	11:00-12:20 1:30 – 2:50	11:00 – 12:20	9:30 – 10:50 1:30 – 2:50	9:30 – 12:20		Anytime

*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.*

**Course Description:** 3 credit hours.

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

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

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats.

**Required Textbook(s):**

Public Speaking for College & Career 11<sup>th</sup> ed. by Hamilton Gregory

*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 for this course.*

**Publisher: McGraw Hill**

**ISBN Number:**

OR

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

**Recommended Reading(s): Core Competencies:**

Critical Thinking 1. Generate and communicate ideas by combining, changing, or reapplying existing information.

Communication Skills 1. Develop, interpret, and express ideas through written communication.

Communication Skills 2. Develop, interpret, and express ideas through oral communication.

Communication Skills 3. Develop, interpret, and express ideas through visual communication.

Team Work 1. Integrate different viewpoints as a member of a team.

Personal Responsibility 1. Evaluate choices and actions, and relate consequences to decision making.

**Student Learning Outcomes:**

1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models. (CT1, CS1 ,CS2, CS3)
2. Demonstrate essential public speaking skills in professional presentations. (CT1, CS1, CS2, CS3)
3. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.) (CT1, CS1 ,CS2, CS3, TW 1)

4. Apply essential dyadic and small group processes as they relate to the workplace. (CT1, CS1 ,CS2, CS3, TW 1)
5. Utilize various technologies as they relate to competent communication. (CT1, CS1 ,CS2, CS3)
6. Demonstrate effective cross-cultural communication. (CT1, CS1 , CS2, CS3, PR1)

### **Lectures & Discussions:**

This is a Hybrid format class which means class meets once a week and all other instruction is done online via BLACKBOARD. In class meetings will be reserved for Speech presentations and Speaking activities/drills as well as a small amount of lecture. All exam material will come from the textbook. Students are expected to obtain the majority of course information and instruction from reading and studying the required textbook chapters, supplemental readings, instructional videos and by answering online chapter questions.

### **Evaluation/Grading Policy:**

GRADING: Speech Average = 40%  
Exam Average = 30%  
Outline Average = 20%  
ASSIGNMENTS = 10%

FINAL GRADE = 100%

### **Tests/Exams:**

There will be three exams in this course which will cover 5 to 7 chapters each. These exams are to be taken online in Blackboard. Each exam will have a 4 hour time period in which the exam should be completed. If a student misses an online exam, they will receive a grade of "0". A student will not be allowed to make up a missed exam unless the instructor has discussed with the student PRIOR to the exam as to why they will miss the scheduled exam.

### **Assignments:**

#### Speeches:

Students will be required to give 4 Speeches during this course. Two informative speeches, one persuasive speech and one commemorative speech. Students must present each speech on their scheduled speech day. If a student misses a speech, they will receive a grade of "0" for that presentation as well as a "0" for the corresponding outline. The only way a speech can be made up is if the student has contacted the instructor PRIOR to the scheduled speaking day as to why they will miss the presentation and if arrangements for the makeup have already been established.

#### Outlines:

Students will prepare a COMPLETE SENTENCE Outline for each speech in this course. This outline is a separate grade from the speech grade. All outlines MUST BE TYPED and handed to the instructor immediately before the student gives the presentation. No hand written outlines will be accepted. Students will be allowed to use notecards as a speaking outline during the presentation.

#### Online Chapter Assignments:

Students will be required to answer questions online through Blackboard each week. Once you click on the assignment, you will be taken to McGraw Hill Connect to complete the assignment. Once you hit submit, you will be sent back to Bb. See the assignment schedule for due dates.

### **Student Responsibilities/Expectations:**

#### **ATTENDANCE**

Attendance is necessary in this class. You must make every effort to be present and on time to every class. An absence will be excused if you can document illness, major catastrophe, and a death in your family, or if you were participating in a NTCC activity. You must inform the instructor BEFORE the scheduled class period if you believe an absence should be excused. The student is responsible for obtaining any classroom assignments or notes given during his/her absence.

More than 3 unexcused absences will result in a failing grade for this course.

#### **PARTICIPATION**

Throughout the course, attention will be focused on providing an atmosphere of positive reinforcement and constructive feedback. Students will be asked to listen attentively to one another's speeches and provide positive support. Walking into class, leaving class, or walking around the room for any reason during another student's speech is extremely rude and will result in points being deducted from the perpetrator's speech grade unless the case is a severe emergency. All cell phones must be turned off during student speeches. Letting a cell phone ring and/or talking on one during another student's speech will result in points being removed from the perpetrator's speech grade.

It is also mandated that all students refrain from the use of profanity, tobacco products, food and drink within the classroom. It is also expected that all students will be mature enough to keep the

classroom neat and orderly by maintaining all areas that they may have used for classroom exercises and/or practice by returning them to their original state of order.

In class participation is an essential element in this course. Each student will be expected to participate in speaking drills which will occur during classtime. These speaking drill will allow students to sharpen their presentations and enhance delivery skills as well as provide opportunities for extra credit on exams. Participation in these activities directly affects the students participation grade at the end of the semester.

This course requires DAILY computer and internet access.

**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.

**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 Katherine Belew, Academic Advisor/Coordinator of Special Populations located in the Student Services. She can be reached at 903-434-8218. 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.