



## Speech 1321.88 Online Business And Professional Public Speaking Course Syllabus: Fall 2017 – 8 WEEK

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
		8:30 AM - 4:30 PM	8:30 AM - 4:30 PM			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:** Public Speaking provides the student with practical tools and skills necessary to communicate ideas. Selection of topic, organization of data, exercises in vocal awareness, evaluation of audience and situation and techniques of delivery are discussed and put into action. Through oral presentations in class, students will enhance their competence in oral communication.

### **Required Textbook(s):**

Public Speaking for College & Career 11<sup>th</sup> ed. by Hamilton Gregory - Connect Plus Access card

**Publisher: by McGraw Hill**

**ISBN Number: 9780077412548**

### **Student Learning Outcomes:**

1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
2. Demonstrate essential public speaking skills in professional presentations.
3. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
4. Apply essential dyadic and small group processes as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.

### **Lectures & Discussions:**

This is a completely online class which means there will be no classroom instruction. This course is taught through NTCC's Blackboard Learn 9.1 learning management system. All assignments need to be accessed through the links provided in Blackboard. Some assignments in this course will automatically take you to McGraw Hill CONNECT which is an online component of the textbook for this course. The assignment will be completed there in CONNECT and then once submitted, you will be taken automatically 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 8 weeks. Each week you will be expected to complete certain assignments for that week found in that week's folder. You should expect to spend no less than 3-6 hours a week in this course. Pay close attention to deadlines for graded assignments. Assignments will not be accepted late! Technical difficulties are no excuse for late assignments. Please view the course navigation video on the homepage.

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

GRADING: (3) Major Speech Average = 35%  
(3) Exam Average = 25%  
(3) Outline Average = 20%  
Assignments Average = 15%  
(4) Discussion Question Average = 5%  
FINAL GRADE = 100%

### **Grades will be returned to the student as follows:**

- Chapter learning activities/exercise grades: *immediately*
- 3 major exam grades: *after the due date has passed*
- Speech and outline grades with feedback: *within 1 week*
- Discussion forum grades: *within 72 hours*
- All emailed questions or "Ask the Instructor/Coach" forum posts: *within 24 hours*

**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.**

### **Tests/Exams:**

There will be three major exams for this course. These are timed exams. You will have 4 hours to complete the exam once you begin. Each exam is approximately 50 questions and covers roughly 5 to 7 chapters depending on the exam. You have a 3 to 4 day window to take the Exam. If you miss the window, you will not be able to retake the exam... so pay close attention to deadlines.

### **Assignments:**

Read the assigned Ebook chapters in Public Speaking for College & Career, 10TH edition by Hamilton Gregory in each weekly folder. You are required to watch video clips, read supplementary articles and complete assignments found in the chapter folder. These resources are your only form of instruction in this course, as you do not meet face to face for class time. Once you click on the assignment link, you may be taken to the McGraw Hill CONNECT website to view supplemental resources or complete assignments. After you have completed them, you will

automatically be taken back to NTCC Blackboard. You are provided with printable transcripts for all CONNECT video clips.

GROUP DISCUSSION FORUMS are assigned four different weeks in this course. Online classroom discussion is a vital learning activity that enhances speaking, critical thinking, and scholarly development. These skills establish the foundation for self-reflection and unbiased consideration of other perspectives that enhances the long-term development of the learner.

The successful learner engages faculty and colleagues in substantive conversations, reflecting on other's perspectives while articulating their own views. More importantly learners demonstrate the disposition to critically and reflectively consider new information, facts, and perspectives in the enhancement of their own knowledge and development.

To emulate a real-world conversation, the learner will participate in the classroom discussion forum. The classroom discussion has two components: 1. the learner's original response to the discussion question/prompt and 2. the learner's ongoing participation and contribution to the discussion. This is how you get to know your classmates 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 for full credit. Each original post must be at minimum 100 words, and each reply must be at minimum of 50 words. Each discussion question is worth 100 points each and will only be graded if all three posts have been completed. Failure to meet the 3 posts will result in a 0... there is no partial credit. Your final grade will be based on the quality of the discussion post and whether you answered the question with well supported thought and reasoning.

SPEECHES - You will have four speeches in this course. (You are given ample time to complete these speech assignments once they are assigned.) 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 and a knowledge of video file compression. Technical difficulties are no excuse for late submissions! Each speech will require an audience of at least four (4) adults who can be seen at all times during the videoed speech. The speaker and audience must be on camera at all times. 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 5 points per audience member that is not present. No children under 13 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, you will be automatically taken to McGraw Hill CONNECT where you can then upload your speech. You may choose to record using your own webcam or video camera before you access the assignment link. By doing this you can save the video to your computer before you upload and submit the assignment. If you choose to record straight into Connect Speech capture after accessing the assignment link, please understand that you cannot save this video to your computer. So, if the upload does not work, you will have to redo the recording. YOU MUST IDENTIFY YOURSELF IN EACH VIDEOED SPEECH BY CLEARLY SHOWING A DRIVER'S LICENSE OR SCHOOL PICTURE ID BEFORE YOU BEGIN.

PEER REVIEWS - You will also be required to listen to two of your classmate's speeches and submit an online peer review of them for each graded SPEECH in this course. 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. Please provide constructive comments and positive feedback in the "general comments" section below the rubric.

OUTLINES - Each speech will require a COMPLETE SENTENCE OUTLINE which you will submit using the provided assignment link when the speech is due. This outline is what you use to build your speech and organize your ideas. You will use the OUTLINE TUTOR found in the Chapter 12 folder on the homepage to create your outlines. You will never type out your speeches in paragraph form in this course. We use a Complete Sentence Outline only. You will learn how to do this by reading the E-book Chapter 12 on OUTLINING THE SPEECH and completing the learning activities for this chapter. Chapters 10, 11 and 5 will also reinforce your understanding of the outlines.

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

This course requires dialy computer and internet access and a minumum 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.***

### **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 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.

### **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.