



# Speech 1321.83 Business & Professional Speaking

Course Syllabus: Spring 2020 (8 WEEK)

NORTHEAST TEXAS  
COMMUNITY COLLEGE

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

## Jill Dietze

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:30 – 9:30 11:00-12:30	8:30 – 9:30 11:00 – 12:30	8:30 – 11:00	9:30 – 12.30		Anytime

***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.

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

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.

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

### 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)

### Evaluation/Grading Policy:

GRADING: (4) Speech Average = 35%

(3) Exam Average = 25%

(4) Outline Average = 20%

(CONNECT) Chapter Activities 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: *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.

**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 12<sup>th</sup> 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 Learn 9.1 learning management system. All assignments should always be access 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.

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.

### **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. If you miss the window, you will not be able to retake the exam... so pay close attention to deadlines.

### **Assignments:**

Read the assigned E-book chapters in Public Speaking for College & Career, 11TH edition by Hamilton Gregory in each week's 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 click on the folder for any certain week's assignments, 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.

*DISCUSSION FORUMS* - Are assigned four different weeks in this course. 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 class mate's 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.

*SPEECHES* - You will have one introduction speech, one informative speech, one persuasive speech and one commemorative speech in this course. (You are given ample time to complete these speech assignments) YOU MUST HAVE EITHER A WEB CAM OR SOME OTHER STATIONARY VIDEO RECORDING DEVICE in order to record your speeches. You must have a secure high speech 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 audiences heads are seen in the video. You will lose 10 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 re do the recording.

You are required in this course to show a PHOTO ID before you begin each speech video. You will be asked to upload a copy of an official PHOTO ID to establish proof that the person registered for this course is the person completing all course work throughout the semester. You can, either scan in your PHOTO ID to your computer and then attach it to this assignment, or you can snap a picture of your PHOTO ID, email it to yourself and then attach it to this assignment. You can use a state issued driver's license or school issued ID. *Please make sure to cover up any other private information on this ID for your protection.*

*\*\*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.*

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

**ASSIGNMENT DUE DATES**

SUN Mar 29

**Introduction Speech**

All online assignments for the following chapters:

*Ch. 1 Introduction to Public Speaking*

*Ch. 2 Managing Nervousness*

*Ch. 3 Listening*

*Ch. 5 Selecting Topic, Purpose and Central Idea*

Discussion #1

SUN April 5

All online assignments for the following chapters:

*Ch. 10 The Body of the Speech*

*Ch. 11 Introductions and Conclusions*

*Ch. 12 Outlining the Speech*

Discussion #2

FRI April 10

**“Career speech” Video presentation and Outline**

MON April 13 (extra day due to Easter Sunday)

SPEECH #1 Peer Reviews

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

Discussion #3

SUN April 19

ALL online assignments for the following chapters:

*Ch. 4 Reaching the audience*

*Ch.6 Locating Information*

*Ch. 7 Evaluating Information and Avoiding Plagiarism*

*Ch. 8 Supporting your ideas*

FRI April 24

**“Persuasive speech” Video presentation and Outline**

SUN April 26

ALL online assignments for the following chapters:

*Ch. 9 Presentation Aids*

*Ch. 14 Delivering the speech*

*Ch. 15 Speaking to Inform*

SPEECH #2 Peer Reviews

Discussion #4

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

SUN May 3

ALL online assignments for the following chapters:

*Ch. 13 Wording the speech*

*Ch. 16 Speaking to persuade*

*Ch. 17 Persuasive Strategies*

Resume/Cover letter and Interviewing Assignments

Sun May 10

ALL online assignments for the following chapters:

*Ch. 18 Speaking for Special Occasion*

*Ch. 19 Speaking in Groups*

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

Wed May 13

**“Commemorative speech” presentation and Outline – NO PEER REVIEWS REQUIRED!**





