

Course Syllabus

**SPCH 1315 (3:3:0)
ONLINE**

Public Speaking

Communication Department

Division of Arts and Sciences

Levelland

South Plains College

FALL 2021

Janine Fox

Course Syllabus
SPCH 1315 ONLINE Public Speaking

Instructor Information: *Janine Fox*

Office: *Communication Building Room 142*

Email: *jfox@southplainscollege.edu* Phone: *(806)-716-2452*

Office hours: *Tuesday 8:00am - 9:30am*

Wednesday 11:00am - 12:00pm

Thursday 9:00am - 12:30pm

Friday 10:00am - 12:00pm

OR by appointment

This syllabus is a tool, not a legal contract. College and department policies are firm, but the professor reserves the right to modify, supplement, or make changes as need arises.

Department: Communication Department

Discipline: Communication Studies

Credit: 3 hours online

This course satisfies a core curriculum requirement in Speech

Prerequisites: There are no prerequisites for this course.

Available Formats: conventional, hybrid, online and ITV

Campus: Levelland, Reese, ATC and Plainview

Textbook: From Entry Level to Executive: All Communication Counts, Janine Fox & Kelley Finley with **Top Hat** access

Supplies:

1. Text/ Access code for Top Hat
2. Notebook(s) and pen/pencil/highlighter
3. White 3x5 notecards
4. Access to a computer, webcam, microphone, and high-speed internet for online work.

Course Description: Research, composition, organization, and delivery of speeches for various purposes and occasions with emphasis on listener analysis and informative and persuasive techniques. (Performance based.)

KEEP IN MIND; the content of the class is distributed online and through your reading. However, we require online public meetings to give speeches. Attendance for this course is critical to your success. If you have any concerns about self-paced online work OR our online meetings, you should consider an alternate section. Read the attendance policy for details.

Student Learning Outcomes/Competencies

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).

Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC E-mail
- Microsoft Office
- Adobe Reader (download from Adobe.com)
- Flash Player (download from Adobe Flashplayer)
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing/speeches)
- A USB headset with microphone or headphones (for video conferencing)
- All software needs to be updated on computer or laptop

Technical Skill Requirements

Be comfortable with the following

- Microsoft Word or word processor that can save Word compatible files (.doc)
- Using email for communication, attaching documents
- Internet search engines and browsers
- Recording and uploading video files. Not having access to technology for speeches will not be tolerated as an excuse for failure to submit assignments.
- The ability to download video files, or to stream files.

Academic Honesty: It is my expectation and the institution's that appropriate citation and documentation is given for materials and information obtained from other sources. Cases of plagiarism will be treated, as will any case of academic dishonesty, with *at least* a failing grade for the assignment/examination. In addition, the student may be dropped from the course with a failing grade. See the **SPC Student Handbook** for more information.

Course Purpose: The Public Speaking course explores and applies the basic principles of effective communication and offers the student practical instruction on how to speak and listen effectively in public across different cultures and audiences.

Course Requirements:

1. You will be tested on class lecture/discussion materials on scheduled exams.

2. To take thorough notes, study all lecture material, informational handouts, and assigned readings, and work/prepare in a language understood by instructor and class (English).
3. To actively participate in class discussions and group activities.
4. To show maturity/professionalism in preparation of assignments and in classroom behavior. (*Disruptive/inappropriate behavior may result in being dropped from class.*)
5. To show courteousness to fellow classmates/speakers.
6. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
7. To appropriately cite information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment or examination.
8. To initiate withdrawal from the course if absences/ missed work become excessive.
9. Students cannot pass the course and may be dropped if missing multiple major grades.

Disabilities Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Health and Wellness at 806-716-2529.

Diversity Statement: In this class, I will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. Great value is placed on freedom of expression, however certain topics are considered overdone or cliché. These topics will NOT be approved for presentations, so it is important to discuss topic selection for each speech. Some topics may be controversial, so open and honest dialogue will be allowed. Keep in mind that each person has a valuable opinion and our goal is to present sound, reasonable examples and NOT to harass or berate. If we follow these simple rules, no person should be offended, even if they disagree. If you feel there has been some offense made, it is your responsibility to bring it to my attention, in private, as soon as possible.

Contacting your Instructor: It is important you develop a network of your peers that will allow you to get specific information more quickly. That being said, I am available for you to contact me if you have questions or concerns about your progress in this class etc. You may do that by phone if necessary, but email is preferred. You will find my information on this syllabus or the directory at: <http://www2.southplainscollege.edu/information-for/employees/employee-directory>

Assessment and Grading:

This department supports university policies of academic excellence as noted in the student handbook. Interpretation of grades should be considered within the university framework: A=excellent, B=good; C=average; D=inferior; and F=failure.

Grades will be calculated based on the amount of points students earn, interpreted as:
A=900-1000, B=800-899, C=700-799, D=600-699, F=599 and below.

Major Speech Assignments (40%):		Points Earned:	
Introductory Presentation	100		_____
Informative Presentation	100		_____
Persuasive Presentation	100		_____
Special Occasion Presentation	100		_____
Exams & Daily Grades (60%):			
Exam 1	100		_____
Exam 2	100		_____
Final Exam	100		_____
Chapter Reading Quizzes	135		_____
Pre-Test	15		_____
Goal Setting Worksheet	10		_____
PRCA	10		_____
Group Project	50		_____
Conflict Management Activity	10		_____
Outlines (3 @ 10 points each)	30	_____	_____ = _____
Peer Evals. (2 @ 10 points each)	20	_____	_____ = _____
Self Evals. (2 @ 10 points each)	20	_____	_____ = _____

Points Possible: **1000** **Your Total:** _____

Graded Assignment Brief Descriptions:

- Exams (2 @100 points each) and Final (100 points):** Three examinations will be given in order to assess the students' grasp of the material covered in class. Two of the exams will be given during the course of the semester; the Final will be given at the end of the semester and is due Finals Week. FINAL EXAMS MAY NOT BE TAKEN EARLY OR LATE.
- Presentations (400 points):** Several of the most common types of presentations will be required of students. Students will be graded on their mastery of basic speaking principles and criteria given in class. Students will also be graded on their preparation for their presentations, and ability to communicate professionally in an online environment.

3. **Daily Grades, Activities, and Evaluations (300 points total):** This is a highly interactive class that will involve a number of supporting activities. Students are expected to not only engage themselves in online content, but to actively participate. Chapter Reading Quizzes will be required for each assigned reading (9 quizzes worth 15 points each, 135 points total). You will be expected to complete an outline for the Informative, Persuasive, and Special Occasion speeches (10 points each, 30 points total). You may earn points for multiple activities online (45 points total) as chosen by the instructor. You will also complete both a Self-Evaluation and a Peer-Evaluation for the Informative and Persuasive speeches (10 points each, 40 points total). Finally, you will also be given a group project (50 points total). These assignments will be online using your Top Hat and Acclaim access. Your syllabus contains the grade sheet above to help you keep track of your progress in the course.

BLACKBOARD USE IS LIMITED FOR THIS CLASS. You will be able to see important information, grades, weekly folders etc. in Blackboard as consistent with other SPC courses, but it is easiest to work in Top Hat or the Top Hat app. The due dates will ONLY be posted on your syllabus calendar and in Top Hat and your most accurate gradebook will be in Top Hat also. In addition, I do not accept emailed assignments unless instructed to do so when assigned.

Attendance and Tardy Policy:

Please make sure you have read and understand your Student Handbook for SPC policies. For this course, all students enrolled are expected to login to your platform and check SPC email regularly, AND be on time, and remain until dismissed for online meetings. Roll will be taken at each meeting. If a student is/going to be tardy, he/she must communicate with the instructor.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student should initiate withdrawal from the course. A student who does not meet the attendance/course requirements of class as stated in this syllabus and does not officially withdraw from this course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Students are responsible for all class work covered during absences. **For online sections**, you MUST attend all LIVE online meetings and complete online coursework. If you have more than 1 unexcused absence from an online meeting or miss more than 2 major online assignments, you may be dropped from the course.

Make-Up Policy: Generally, late/make-up work is NOT accepted. All work has a deadline and deadlines must be met even if the student is absent. When an unavoidable reason for an absence arises, such as illness, family death, emergency, official trip authorized by the college or an official activity, I **may** permit the student to make up work. This is especially important for presentation days. If for any reason you miss a speech you can make up 1 speech as determined by your instructor for a 20 point deduction. *Because our meeting times are strictly scheduled, there is only ONE opportunity to make-up a missed speech for an EXCUSED absence.* The instructor determines the date/time, provided on your schedule. Students should communicate with the instructor to confirm a make-up is allowed. Each student will be dealt with on an individual basis. If a student must be absent, they should advise the instructor beforehand if possible and if the student is representing the college, they should have a signed permit from a coach or sponsor. In all cases, it is the student's responsibility to complete work

missed within a reasonable amount of time as determined by the instructor
In addition, late work may not receive full credit.

Texas Higher Education Coordinating Board Core Objectives addressed:

- **Communication Skills** – to include effective written, oral, aural and visual communication
- **Critical Thinking Skills** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork Skills** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making
- **Social Responsibility** – to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Objectives: Upon completion of this course, the student should be able to demonstrate proficiency in the following areas:

- Communication Process
- Verbal/Vocal Codes
- Nonverbal Codes
- Listening/Evaluation
- Informative and Persuasive Speaking
- Special Occasion Speaking
- Small Group Presentations

TextBook Program: This course is in the SPC TextBook program, so you do not need to purchase a textbook or access code for this course.

- What is TextBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- How do I access my TextBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- Help with TextBook issues and support: check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- Opting out of TextBook: Participating in TextBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the

TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the 12th class day. The opt-out deadline for shorter terms varies between the 2nd and 3rd class day.

*Please consult with your professor before deciding to opt-out.

If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to tfewell4texasbookcompany@gmail.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance, contact the SPC Bookstore.

Email: tfewell@texasbook.com / Phone: 806-716-2399

Email: agamble@texasbook.com / Phone: 806-716-4610

Fall 2021 SPCH 1315 ONLINE Course Schedule

Week	Date - TUES	Weekly "To DO" List	DUE (By 9AM each Tuesday)	Weekly Readings
1	31-Aug	Get E-Text. Get Signed in! *Sign-up for Live Meeting Time* (found in the 'Links for Meeting Sign-up' folder on TopHat) Begin Pre-Test AND Goal Setting Worksheet	FOR: Live Meeting Sign-ups: go to 'Links for Meeting Sign-up' folder on TopHat LIVE MEETINGS: go to LIVE SPEECHMEETING LINK page for access	
2	7-Sep	LIVE Meetings tonight! (on TopHat, go to ' LIVE SPEECH LINK ' page for access) Practice Using Technology/ Course Q&A Begin Intro Speech Assignment & PRCA Assignment	Pre-Test and Goal Setting Worksheet DUE 9/7/21 (both found in the 'Book Information' folder on TopHat)	
3	14-Sep	Read CH's 1 and 2 *Sign-up for Live Meeting Time*	PRCA DUE 9/14/21 (found in CH 1 on TopHat)	CH 1 CH 2
4	21-Sep	LIVE Speeches tonight! Read CH's 3 and 4	Reading Quizzes (CH 1, 2) DUE 9/21/21	CH 3 CH 4
5	28-Sep	Read CH 5 Begin Informative Speech Assignment	Reading Quizzes (CH 3, 4) DUE 9/28/21	CH 5
6	5-Oct	Take Exam 1 *Sign-up for Live Meeting Time*	Reading Quiz (CH 5) DUE 10/5/21	
7	12-Oct	LIVE Speeches Tonight! Read CH's 6 and 7	Exam 1 Due 10/12/21 on TopHat Informative Speech Outlines Due 10/12/21 (in 'Speech Assignments' folder on TopHat)	CH 6 CH 7
8	19-Oct	Read CH's 8 and 10 Begin Group Assignment	Reading Quizzes (CH 6, 7) DUE 10/19/21 Informative Peer/Self Evaluations Due 10/19/21 (in 'Speech Assignments' folder on TopHat)	
9	26-Oct	Begin Conflict Management Style Assignment	Reading Quizzes (CH 8, 10) Due 11/02/21 Conflict Management Assignment Due 11/02/21 (found in TopHat CH 10)	CH 8 CH 10
10	2-Nov	Begin Persuasive Assignment	Group Assignment Due 11/09/21 (found in TopHat CH 10)	
11	9-Nov	*Sign-up for Live Meeting Time*		
12	16-Nov	LIVE Speeches Tonight! Begin Special Occasion Assignment	Persuasive Outlines Due 11/16/21 (in 'Speech Assignments' folder on TopHat)	
13	23-Nov	Take Exam 2 *Sign-up for Live Meeting Time* (IF NEEDED)	Persuasive Peer/Self Evaluations Due 11/23/21 (in 'Speech Assignments' folder on TopHat)	
14	30-Nov	LIVE Make-up Speeches Tonight! (IF NEEDED)	Exam 2 Due 11/30/21 Special Occasion Speech & Outlines Due in TopHat 11/30/21	
15	7-Dec	Begin FINAL EXAM		
16	14-Dec	Final Grades Reported This Week	Final Exam DUE Tuesday 12/14/2021 by 9 AM	