

Course Syllabus

SPCH 1315 (3:3:0)

Public Speaking

Communication Department

Division of Arts and Sciences

Levelland

South Plains College

Spring, 2020

Janna Holt-Day

SPCH 1315-PUBLIC SPEAKING

Faculty Information

Instructor: Janna Holt-Day

Email: jholtday@southplainscollege.edu

Virtual Office Hours in Blackboard or by email: Monday and Wednesday, 1-2:30

Communication Plan

- You can expect an email reply during the work week, Monday through Thursday, between 10am and 6pm, and Friday from 11am - 2pm.
- I will be posting course related announcements in Blackboard throughout the semester.

Course Information

SPCH 1315 Public Speaking. This course is delivered 100% online. It is my sincere hope that you will learn to enjoy the process of public speaking, while gaining confidence, improving your skills, and making new friends.

This course equips students with the skills necessary for successful public speaking. Students will learn to prepare and deliver effective presentations, adapt to various audiences, and adjust to different speaking contexts.

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).

Required Course Textbook

Fox, J. & Finley, K. (2018). From Entry Level to Executive: All Communication Counts. Fountainhead Press. ISBN: 978-1-64485-070-1 WITHOUT Acclaim access.

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)
 - o All videos need to be in .mov or .mp4 file if sending to instructor, but feel free to use youtube channel and send link
- Web camera and microphone (for video conferencing and recording)
- 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 a way to record speeches or vlogs will not be tolerated as an excuse for failure to submit assignments.
- The ability to download video files, or to stream files.

Recommended Course Materials

- Digital video recording equipment capable of recording up to 10 minutes of video footage
- A tripod

Course Requirements

1. Read the information assigned; you will be quizzed on this material, in addition to class lecture/discussion materials on scheduled quizzes.
2. Take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. Actively participate in online group discussions and activities.
4. Show maturity and professionalism in preparation of assignments and in online meetings.
5. Be courteous to fellow classmates/speakers by having no distractions in the background.
6. Meet with the instructor in virtual office hours whenever assistance is needed regarding class assignments.
7. Appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
8. Initiate withdrawal from the course if absences become excessive.

Course Organization

This course is organized into 15 learning modules listed by weeks. You can access the modules by clicking on the Weeks link on the left side of the screen in Blackboard. Modules will contain a combination of reading assignments, lecture videos or screencasts, links to additional readings and/or video material, and other content that will help you understand the focus of that particular module. Additionally, there will be various assessments included in each module, such as quizzes, learning activities, major assignments discussion boards and comments, video conferences, speeches, and peer and self-evaluations. Check the weekly schedule to see the specific assessments included in each module and specific due dates for each assessment.

Grading

You can access your grades on the Blackboard Course Menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for my assessment methods.

Your final grade will be determined as follows:

- To earn an A, you need an average of at least 90.0
- To earn a B, you need an average of at least 80.0
- To earn a C, you need an average of at least 70.0

- To earn a D, you need an average of at least 60.0
- If your average is 59.9 or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, you will need to email me or visit me in virtual office hours to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have one week after the grade has been posted in Blackboard to approach me about your questions or concerns. After one week, I will consider the matter closed. When you approach me after viewing your grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by me.

Assignment Submissions

You will submit all assignments through their designated submission link in Blackboard. You are required to title your assignment files in the following format if you are attaching the file: “lastname_firstname_assignmentname.doc”.

Late Work Policy

Weekly quizzes, learning activities, vlogs/comments, speech uploads, and peer and self-evaluations are due by 11:59pm Central Standard Time on Sunday of that week. Late work will not be accepted. The only exception that will be made will be for extended illnesses or a death in the family. In such instances, you must submit verifiable and official documentation to your instructor (e.g., a doctor’s note indicating an extended illness or extenuating circumstance). Technological issues are not an excuse for late work. Do your assignments, quizzes and speeches early to ensure you have time for any issues that might arise.

Video Conferences where you will deliver synchronous speeches are mandatory. Because our meeting times are strictly scheduled, there is only ONE opportunity to make-up a missed speech for an EXCUSED absence. Excused absences include illness, family death, emergency, an official school trip or an official school activity, ONLY IF DOCUMENTATION IS PROVIDED. The instructor determines the date/time which is posted on your schedule.

Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered as an acceptable reason for not completing course activities at a scheduled time. Note: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date.

If the server experiences unforeseen problems your course instructor will send an email.

Lost/Corrupt/Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I do not receive it (lost in cyberspace) or it is corrupted when I open it, you need to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.

Learning Assessments

Grade Distribution:

50% Major Assignments

Speech of Introduction Video - 10%

Degree Plan - 5%

Live Meeting Informative Speech - 10%

Special Occasion Video - 5%

Live Meeting Persuasive Speech - 10%

Group Project Video - 10%

25% Tests

10 Chapter Tests - 20%

Final - 5%

25% Activities

10 Activities - 20%

Communication Analysis Paper - 5%

Course Work

1. Speeches

a. You will deliver four major speeches in the course. More information about speech purposes and instructions will be included in the weeks sections. Below you will find basic information about each speech.

i. The Speech of Introduction will be submitted as a video file or web link (YouTube) and viewed asynchronously.

ii. The Informative Speech will be delivered to your audience in real-time in your Video Conference Meeting.

iii. The Special Occasion Speech will be submitted as a video file or web link (YouTube) and viewed asynchronously.

iv. The Persuasive Speech will be delivering to your audience in real-time in your Video Conference Meeting. Additionally, this speech will require you to use researched information and sources in your speech and to use a PowerPoint Presentation.

2. Peer and Self-Evaluations

a. You will complete self-evaluations and a peer evaluation. These evaluations will give you the opportunity to reflect on your own speeches and the speeches of your group members.

3. Week Quizzes

a. You will take quizzes based on chapter readings, videos, and any other supplemental material presented in each module.

4. Learning Activities

a. You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches and quizzes.

5. Group Project

a. You will be assigned a group and together you will use multimedia and create a video file project.

Instructors Expectations of the Student

- You will be expected to log into the Blackboard course daily to be aware of possible announcements/reminders and to pace your progress in the course.

- Higher institutions recommend that students plan to spend 2 hours of outside study for every 1 hour of in class time. For a 3 credit-hour, face-to-face course that means a total time investment of nine hours per week, or 135 hours per semester, in a 15-week course. Expectations for time investment are no less rigorous for online courses at SPC. According to this guideline, you should expect to invest 9 hours per week in this course, during a spring or fall semester; more in a summer course.

- Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.

- Students are expected to maintain an online environment conducive to learning, which includes “netiquette” (Internet etiquette). More importantly ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. We will welcome diverse opinions in this course, and you are expected to

demonstrate an open mind and courtesy when responding to the thoughts and ideas of others.

- Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the SPC Student Handbook.
- Note that students from other institutions are still bound by SPC policies in the course.

Course Help

Do not hesitate to call or e-mail me if you have course-related questions. I am here to guide you through the course. Generally, I will try to respond to calls and e-mails within 24 hours during the week and 60 hours on the weekend.

Blackboard and Technical Support

Be aware that the Information System office and Blackboard both recommend using a browser other than Internet Explorer when using Blackboard.

Please realize that this is not a computer class, so our content is online public speaking, not Windows or Word processing. I can answer any questions about the course content or assignments, but I will be no help with technical problems. If you are using a Mac for this course, be sure you save your assignments to be able to be opened by a pc.

For Blackboard support you may refer to the following resources:

1. When you are in our Blackboard class there is a Help button on the left side of the screen close to the bottom. You might need to scroll down to see it. Click on the Help button.
2. You may also contact South Plains College Blackboard at blackboard@southplainscollege.edu or at 806-716-2180.

For technical support you may refer to the following resources:

1. You may contact South Plains College Technical Support by emailing helpdesk@southplainscollege.edu or call 806-716-2600.

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.

Disability Statement**ADA Statement - Levelland Campus**

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. For more information, call or visit the Disability Services Office in the Student Health & Wellness Office, 806-716-2577.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences 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. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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 Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the following.

- o Natatorium

For a complete list of campus carry exclusions zones by event, please visit
<http://www.southplainscollege.edu/campuscarry.php>

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Week 1 January 13-19	<u>Read</u> Course Syllabus First Online Message	<u>Do</u> Pre Test, Student Info. Sheet	<u>Meet or Turn In</u> Sign Up for Live Meetings!
Week 2 January 20-26	Chapter 1 and 2	Watch video, PRCA, Ch. 1&2 test	Live Meeting! 1/24 Intro and Info
Week 3 January 27- February 2	Chapter 3	Comm. analysis paper, Ch. 3 test	
Week 4 February 3-9	Chapter 4	Outline activity/Outline template, Ch. 4 test	Speech of Introduction Video
Week 5 February 10-16	Chapter 5	Evaluate Sample Inform. Speech, Ch. 5 test	
Week 6 February 17-23	Chapter 6	Watch video, Ch. 6 test	Degree Plan
Week 7 February 24- March 1	Chapter 11	Conflict Mgmt Style Svy Ch. 11 test	
Week 8 March 2-8			Live Meeting! 3/6 Informative Speech
Week 9 March 9-15	Chapter 7	Self Evaluation, Ch. 7 test	
Week 10 March 23-29		Evaluate Sample Persuasive Speech	Special Occasion Video
Week 11 March 30-April 5	Chapter 8	Sample Power Point, Watch video, Ch. 8 test	
Week 12 April 6-12			Live Meeting! 4/10 Persuasive Speech
Week 13 April 13-19	Chapter 12	Self Evaluation, Ch. 12 test	
Week 14, April 20-26	Chapter 10	Ch. 10 test	
Week 15 April 27-May 3		Peer Evaluation	Group Project Vid. Live Makeup Sp. 5/1
Finals Week May 4-7		Post Test	