

Course Syllabus

SPCH 1315 (3:3:0)

Public Speaking

Communication Department

Division of Arts and Sciences

Levelland

South Plains College

SPRING 2023

Janine Fox

Course Syllabus
SPCH 1315 Public Speaking

Instructor Information: *Janine Fox*

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Office hours: *Monday/Friday 9:00am - 12:15pm*

Tuesday/ Thursday 12:15pm - 1:00pm

* 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 lecture

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, Lubbock Center and Plainview

Inclusive Access Textbook:

From Entry Level to Executive: All Communication Counts, Janine Fox & Kelley Finley
with **Top Hat** access *See TexBook information at the end of your syllabus.*

Supplies:

1. Text access through Top Hat
2. Notebook(s) and pen/pencil/highlighter
3. White 3x5 notecards
4. Access to a computer for online activities

PLEASE BE SURE TO BRING PAPER, PEN/PENCIL, & SYLLABUS TO EVERY CLASS.

Course Description: Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

This course partially satisfies Core Curriculum Requirement: Institutional Foundational Component Area (090)
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

Learning Outcomes: Upon successful completion of this course, students will:

- Demonstrate an understanding of the foundational models of communication.
- Apply elements of audience analysis.
- Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
- Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
- Demonstrate effective usage of technology when researching and/or presenting speeches.
- Identify how culture, ethnicity and gender influence communication.
- Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

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 and 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 communicate with instructor whenever assistance is needed re: class assignments.
7. To appropriately cite information obtained from other sources.
8. To initiate withdrawal from the course if absences become excessive.
9. Students cannot pass the course and should drop if missing multiple major grades.

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. See the **SPC Student Handbook** for more information.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

Covid-19 Policy Statement: For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

Prof. Fox on Classroom Diversity: 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.

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 & will be interpreted as: A=900-1000, B=800-899, C=700-799, D=600-699, F=599 and below.

Major Speech Assignments:		Points Earned:
Impromptu Presentation	50	_____
Introductory Presentation	100	_____
Informative Presentation	100	_____
Persuasive Presentation	100	_____
Exams and Daily Grades:		
Exam 1	100	_____
Exam 2	100	_____
Final Exam	50	_____
Chapter Quizzes	135	_____
Pre-Test Quiz	15	_____
Group Project	100	_____
Peer Evals. (2 @ 25 points each)	50	_____ = _____
Self Evals. (2 @ 25 points each)	50	_____ = _____
Worksheets (5 @ 10 points each)	50	_____ = _____

Points Possible:

1000

Your Total: _____

Graded Assignment Brief Descriptions:

1. **Exams (2 @100 points each) and Final Exam (50 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 during Finals Week. FINAL EXAMS MAY ONLY BE TAKEN DURING OPEN TIMES ON FINALS WEEK. You *may* earn an exemption from the final exam if prior to the final you have 800 points or more with no more than 3 absences, OR if you have perfect attendance. Exams will cover lectures, material discussed in class and online, and material from the textbook.
2. **Presentations (350 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. Speech grades will be lowered for tardies/unexcused absences.
3. **Worksheets, Group Project, Quizzes and Evaluations (400 points total):** This is a highly interactive class that will involve a number of supporting activities. Students are expected to not only attend class, but to participate. You are required to bring your pens/pencils, paper, textbook, and syllabus to EVERY CLASS. I also have a strict NO technology policy. You will be asked to complete worksheet assignments (5 @ 10 points each), a pre-test quiz (15 points) and complete quizzes for each chapter (9 @ 15 points each). You will also be required to complete and upload a Group Project (100 points). Finally, you will be asked to complete 2 different peer evaluations (25 points each) and 2 self-evaluations (25 points each) of speeches. These assignments, among others, may be in class or online using your Top Hat access. You may record all grades in your syllabus for easy access to your progress in the course.

I DO NOT USE BLACKBOARD MUCH FOR THIS CLASS. It is important that you keep ALL assignments during the semester. Once graded, if you need clarification or have questions, it is your responsibility to provide those documents. 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 attend class regularly, complete online requirements by the posted deadline, be on time for speeches and class meetings, and remain until dismissed. Roll will be taken at each class meeting. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. If a student leaves class prior to dismissal of the class, he/she may be counted tardy or absent. Two tardies equals an absence.

It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they

need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

Make-Up Policy: Generally, late and/or 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 class absence arises, such as illness, family death, emergency, an official trip authorized by the college or an official activity, I **may** permit the student to make up work missed ONLY IF DOCUMENTATION IS PROVIDED. This is especially important for presentations. The student should communicate with the instructor to learn what documentation is acceptable. Each student absence will be dealt with on an individual basis. If a student must be absent, she/he should advise the instructor beforehand if possible and if the student is representing the college, they should have a signed permit from his/her 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. Each student must make an appointment to plan for make-up work. **Also, late work may not receive full credit.**

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

- What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.

- How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (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 100% of the book for offline access.

- Help with TexBook issues and support: check with your professor or visit:

<https://support.vitalsource.com/hc/en-us/requests/new> (24/7 by chat/email/phone/text)

- Opting out of TexBook: Participating in TexBook 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 fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third 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 pwells@texasbook.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 with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / Phone: 806-716-2097

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

		Spring 2023 SPCH 1315 Course Schedule		Changes may be made as the semester progresses. *	
		*Please note that this schedule is tentative.			
Week	Required Weekly Readings & Quizzes/Lectures to Watch BEFORE CLASS MEETING	Tuesday	Thursday (Assignments due at 9 AM)		
1	<i>All assignments, CH quizzes, worksheets etc. due Thursdays. Watch CH lectures BEFORE Tuesday classes.</i>	17-Jan Introduction to course/Syllabus/Top Hat	19-Jan <u>Get logged into Top Hat ASAP!</u> <i>Assign Impromptu Speech</i>		
2	CH 1 CH 2	24-Jan Course Q & A Impromptu Speeches	26-Jan Pre-Test Quiz & Goal Setting WS Due at 9 AM *OUT OF CLASS* WORKSHOP DAY		
3	CH 1 CH 2	31-Jan Discuss Chapter/Lecture Info <i>Assign Introductory Speech</i>	2-Feb CH's 1/2 Quizzes & PRCA Worksheet Due at 9 AM		
4	CH 3 CH 4	7-Feb Discuss Chapter/Lecture Info	9-Feb CH's 3/4 Quizzes & Outline Worksheet Due at 9 AM <i>Outlining Workshop</i>		
5		14-Feb Introductory Speech Day	16-Feb Introductory Speech Day		
6		21-Feb <i>Assign Informative Presentations</i>	23-Feb ALL Self and Peer Evaluations Due by 9 AM		
7	CH 5 CH 6	28-Feb Discuss Chapter/Lecture Info <i>Assign Exam 1</i>	2-Mar CH's 5/6 Quizzes Due at 9 AM *OUT OF CLASS* WORKSHOP DAY		
8		7-Mar Informative Speech Day	9-Mar Informative Speech Day EXAM 1 Due at 9 AM (Over Chapters 1, 2, 3, 4, & 5)		
9	CH 7 CH 8	14-Mar NO CLASS - SPRING BREAK	16-Mar NO CLASS - SPRING BREAK		
9	CH 7 CH 8	21-Mar Discuss Chapter/Lecture Info	23-Mar CH's 7/8 Quizzes Due at 9 AM ALL Self and Peer Evaluations Due at 9 AM		
10	CH 10	28-Mar Discuss Chapter/Lecture Info <i>Assign Group Infographic Project</i>	30-Mar CH 10 Quiz Due at 9 AM Conflict Mgmt. Worksheet Due at 9 AM Group Project Workshop (IN-CLASS)		
11		4-Apr Group Project Workshop (IN-CLASS)	6-Apr <i>Assign Persuasive Speech</i> <i>Assign Exam 2</i>		
12		11-Apr *OUT OF CLASS* WORKSHOP DAY	13-Apr Group Info graphic Due at 9 AM Group Evaluation Worksheet Due at 9 AM Persuasive Speech Q&A		
13		18-Apr Persuasive Speech Workshop	20-Apr EXAM 2 Due at 9 AM (Over Chapters 6, 7, 8, & 10) Persuasive Speech Q&A		
14		25-Apr Persuasive Presentation Day	27-Apr Persuasive Presentation Day		
15		2-May Course Wrap-up!	4-May Exemptions Release/ Final Q & A <i>Final Exam Opens at 9 AM</i>		
16	<i>Final Exam</i>	9-May Final Exam Due Tuesday by 9 AM			