

# Fall 2018 Public Speaking

## Spch1315 – 001.002.004

Instructor	Kelley Finley	Phone	806-716-2199
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Office Hours	Mon 1:30-3:00 pm Tues 10am-12pm Thur 10am-12pm Fri 9:00am-12:00 pm Or by appointment		

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**Textbook:** *From Entry Level to Executive: All Communication Counts* by Fox and Finley 1<sup>st</sup> ed. Buy this at our bookstore because it is the cheapest you can get the book and the access code. This will be bundled together. The code will be inside your book. Do NOT lose it! You must have the Acclaim access code or you cannot pass the class.

### Supplies:

1. Your book!
2. Choice of sensory aid materials for oral presentations
3. Access to the Internet capabilities. Access to Google Docs would also be helpful.
4. Notebook, pen, pencil

### Description:

Research, composition, organization and delivery of speeches for various purposes and occasions with emphasis on listening analysis and informative and persuasive techniques. (Performance Based)

### Course Requirements:

1. You will be tested on class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To actively participate in class discussions and group activities.
4. To show maturity and professionalism in preparation of assignments and in classroom behavior.
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 become excessive. Your professor will drop you from the course if you miss more than two weeks' worth of class. (Drops as follows Fall – Spring 5<sup>th</sup> absence, Summer 3<sup>rd</sup> absence)
9. A student cannot pass the course if s/he does not complete two major grades.
10. All presentations and assignments must be prepared and given in a language (English) that the instructor and classmates can understand.

### Important Notes:

- Students with perfect attendance will be exempt from the final exam!
- Students who have earned 800 pts and have no more than 3 absences will be exempt from the final exam!
- Students need to bring their material to class and take notes.
- Cell phones should be on silent and never a distraction.
- Laptops are allowed with instructor permission only.
- No tobacco products are allowed in the classroom.
- The last day to drop is November 15th.
- Do not message me through Blackboard.

### Grading Policy:

Speech 1315 uses a 40/60 grading policy in which at least 40% of the course grade will be made up of speeches and presentations. My class is a 50/50 split.

The total number of points you can earn in this class is 1000 points

895-1000 pts = A

795-894 pts = B

695-794 pts = C

595-694 pts = D

0-594 pts = F

### Make-up policy:

#### \*\*\* ONLY 1 Speech can be made up.

- Speeches or Exams may be made up on a specified day IF the absence is excused (school trip, death in the family, sickness with a doctor's note)...this is up to the instructor's discretion and is done on an individual basis only.
- **Missing Speech will result in lowering that speech grade by 25 points.**
- **If you do not complete two major or final grades (Speech or Exam), you will be dropped from the class or take an F at the end of the semester.**
- Late papers will NEVER receive more than half credit. If you are absent and an assignment is due, it still must be received by the deadline date and time.
- Assignments are due by 3 pm on the designated due date. All late work must be turned in before the last week of regularly scheduled class (the week before finals week) or it will not be accepted.

### Finley's Attendance/Tardy Policy:

- A student may be dropped from the course on his/her 5<sup>th</sup> absence. If you are not dropped, the 5<sup>th</sup> absence will result in 10 points being deducted from your participation grade and 5 points deducted for every absence after that.
- Two tardies equal one absence. Arriving more than 10 minutes late is considered a tardy.
- Sleeping in class constitutes an absence.

## **Class Attendance**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that 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. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

## **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.*

## **Classroom Behavior Expectations**

Because this class needs to be a participatory community if students are to fulfill their potential for learning, people who disrupt the class by their words or actions disrupt that community. Rude, sarcastic, obscene, or disrespectful speech (written or verbal) and/or disruptive behavior have a negative impact on everyone's learning. This also includes disruptive electronics usage in class. When a person disrupts the class in these ways, the course instructor will remove the disruptive person from the class and/or will be given one warning after the disruptive behavior. If the student continues to disrupt our class, s/he will be dropped from the course.

## **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 Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@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.

· Natatorium

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

## Student Learning Outcomes/Competencies

### 1. Communication Process:

The student on exams will be able to demonstrate mastery of the following competencies/activities:

- 1.1 Define communication and demonstrate an understanding of the foundational models of communication.
- 1.2 Recall and discuss the personal, professional and public benefits of studying public speaking.
- 1.3 Recognize and distinguish between the elements of the communication process.
- 1.4 Discuss differences between oral and written communication channels.
- 1.5 Define and distinguish between intrapersonal, interpersonal, group, public and mass communication.
- 1.6 Identify how frames of reference differences such as culture, ethnicity and gender influence communication.

### 2. Verbal/Vocal

The student while giving speeches and writing evaluations will be able to demonstrate mastery of the following competencies/activities:

- 2.1 Identify and provide alternatives for excessively vague or jargon-filled language and evaluate when it is appropriate to use them.
- 2.1 Detect biased, sexist, and inflammatory language, and replace it with more neutral terms.
- 2.3 Utilize proper grammar and lessen filler statements.
- 2.4 Vocalize variety in pitch, rate, volume, rhythms and tones.

### 3. Nonverbal

The student while giving speeches and writing evaluations will be able to demonstrate mastery of the following competencies/activities:

- 3.1 Explain the importance of nonverbal messages.
- 3.2 Define the different areas of nonverbal communication.

- 3.3 Identify personal nonverbal behaviors that help or hinder communication effectiveness and develop alternative behaviors as necessary.

#### 4. Listening

The student during exams, while giving speeches and writing evaluations will be able to demonstrate mastery of the following competencies/activities:

- 4.1 Discern the differences between hearing and listening.
- 4.2 Discuss the benefits of listening effectively.
- 4.3 List reasons for poor listening.
- 4.4 Plan methods as a speaker to decrease listening barriers for an audience member.
- 4.5 Describe how to become a more effective listener.
- 4.6 Practice effective listening skills.

#### 5. Public Speaking (informative and persuasive speeches)

The student while giving speeches and writing evaluations will be able to demonstrate mastery of the following competencies/activities:

- 5.1 Conduct an analysis of the speaking situation for a specific presentation and describe how relevant situational factors should influence the approach of a presentation.
- 5.2 Define the general purposes for speaking.
- 5.3 Formulate specific thesis statements for presentations.
- 5.4 Conduct research for developing a speech topic.
- 5.5 Develop the body of a presentation, choosing the most appropriate organizational pattern whether informative or persuasive in nature.
- 5.6 Identify the purpose and placement of transitions, and will be able to select appropriate transitions to be used in presentations.
- 5.7 Name the content and functions of introductions and conclusions.
- 5.8 Construct appropriate introductions and conclusions to match the body of presentations.
- 5.9 Explain the functions of verbal and sensory support in presentations.
- 5.10 Develop and present the best support to add interest, to clarify, and prove a given point.
- 5.11 Demonstrate when and how to use sensory aids.

- 5.12 Select and demonstrate the most effective medium to present a given sensory aid in a presentation.

5.13 Develop and use a set of speaking notes that enhance delivery.

5.14 Deliver brief, impromptu remarks effectively.

5.15 Deliver extemporaneous presentations that follow the guidelines for nonverbal, verbal, and vocal behavior.

5.16 Respond effectively to questions arising from presentations.

5.17 Identify audience needs and the evidence necessary to form and support a persuasive claim.

5.18 Effectively evaluate peer and self-presentations according to critique guidelines.

5.19 Assess and manage communication apprehension.

5.20 Demonstrate effective usage of technology when researching and/or presenting speeches.

#### 6. Special Occasion Speeches

The student while giving speeches and writing evaluations will be able to demonstrate mastery of the following competencies/activities:

- 6.1 Prepare and present a speech of introduction.
- 6.2 Present or accept an award.
- 6.3 Prepare a speech of tribute and a speech of welcome.

#### 7. Small Groups

The student while taking exams, giving speeches and writing evaluations will be able to demonstrate mastery of the following competencies/activities:

7.1 Explain the characteristics of small groups, and express the advantages and disadvantages of group presentations.

7.2 Demonstrate the steps in preparing and delivering a team presentation.

7.3 Control a public forum after the team presentation.

<b>Monday</b>	<b>Wednesday</b>
8/27 Syllabus Pre-test	8/29 Ch 1-Communicaiton Principles <i>BP- Goals</i>
9/3 <i>Labor Day</i>	9/5 Chapter 2 -Listening <i>BP-PRCA</i>
9/10 Ch3- Speech Development <i>BP-Audience Analysis</i>	9/12 Outlining Workshop Speech Day Etiquette
9/17 <b>Intro Speech</b>	9/19 Ch 4-Types of Speeches <u>Peer Critique Due</u>
9/24 <b>Exam 1-Online</b> <u>Self Critique Due</u>	9/26 Ch 5- Organizational Formats <u>Organizational Format Assignment and discussion</u> <u>(Must be present for points)</u>
10/1 Ch 6-Oral and Written Communication	10/3 Ch 7- Research and Citations
10/8 Ch8- Presentation Aids	10/10 <b>Exam 2- Online</b>
10/15 Informative Workshop	10/17 <b>Info Speech</b>
10/22 <b>Info Speech</b> <u>Peer Critique Due</u>	10/24 Persuasive Tactics and Fallacies <u>Self-Critique Due</u>
10/29 Persuasive Assignment	10/31 Ch 11 -Special Topics <u>4 horseman assessment and discussion</u> <u>(Must be present for points)</u>
11/5 Ch 12- So What? Persuasive Examples Persuasive Workshop	11/7 <b>Persuasive Speech</b>
11/12 <b>Persuasive Speech</b> <u>Peer Critique Due</u>	11/14 Ch 10-Collaboration in Teams <u>Self-Critique Due</u>
11/19 <b>Exam 3- Online</b>	11/21 Group Work
11/26 Group Work	11/28 <i>Thanksgiving</i>
12/3 <b>Group Speech</b> <u>Group Evaluations Due</u>	12/5 Toast to the Semester
12/10 <b>8am @8am</b> <b>11am @ 10:15</b>	12/12 <b>9:30am @ 8am</b>

<u>DAILY GRADES</u>	Points
Peer Critique- Intro	25
Peer Critique –Info	25
Peer Critique – Pers	25
Self critique – Intro	25
Self Critique – Info	25
Self Critique – Pers	25
Group Evaluations	50
Organizational Format Assignment	50
Persuasive Assignment	50
4 Horseman assessment	50
Total Points	350 pts
<u>MAJOR GRADES</u>	
Exam 1	50
Exam 2	50
Exam 3	50
Introductory Speech	100
Informative Speech	100
Persuasive Speech	100
Group Speech	100
Total Points	550 pts
<u>FINAL EXAM</u>	
Impromptu Speech	100 pts
Total points	1000 points