

Syllabus for Public Speaking - Online

Fall 2021

Instructor: Andrew Vierling

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Office:

Office Hours:

South Plains College
Common Course Syllabus: SPCH1315
Revised Fall 2021

Department: Communication Department

Discipline: Speech Communication

Course Number: SPCH1315

Course Title: Public Speaking

Available Formats: conventional, internet, hybrid

Campuses: Levelland, Reese, Plainview, Lubbock Center, Dual-Credit

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.

Prerequisite: None

Credit: 3 Lecture: 3 Lab: 0

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

Textbook: From Entry Level to Executive: All Communication Counts, Fox & Finley
TopHat Access IS REQUIRED

Isbn: 978 - 1 - 64485 - 284 - 2

This course is part of the inclusive textbook program at SPC:

Inclusive Access Syllabus Statement

Inclusive Access:

Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.

E-book features: Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book 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. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.

Upgrading to a physical textbook: Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher at a reduced price.

How to opt out of Inclusive Access: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

Core Curriculum Objectives addressed:

- Communications skills—to include effective written, oral and visual communication
- Critical thinking skills—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Teamwork—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 the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Student Learning Outcomes: 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).

Course Evaluation:

| | |
|---------------------------------|-----|
| Major Presentations | 40% |
| Exams/Major Grades | 40% |
| Daily Work, Class Participation | 20% |

Attendance Policy:

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.

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. 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.

Disability 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.

Nondiscrimination Policy: 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.

Covid-19 Policy Statement:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Supplies:

1. Textbook, with TopHat access
2. Computer, capable of accessing Blackboard and TopHat
3. Audio / video equipment for synchronous class meetings
4. Speech visual aids

Online Synchronous Meetings are a requirement for delivering two of your four major speeches. We will use Zoom for this purpose; please ensure that you will be able to attend these meetings regardless of other obligations.

Course Purpose: The purpose of this course is to facilitate growth within the individual of those skills necessary to be an effective communicator. The course ensures said growth through instruction in the theories and principles comprising effective communication, as well as the application of those theories to the creation and delivery of speeches.

Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC E-mail
- Word Processing software
- Audio and video capabilities (for watching and listening to course content)
- 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

- Word Processing
- 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.

Course Requirements:

1. To read the information assigned in the text; anything assigned to be read from the text might appear on an exam.
2. To follow directions on blackboard, including using TopHat to complete assignments
3. To deliver speeches and written materials in a language understood by the instructor, this includes any potential synchronous meetings.
4. To participate in forum discussions.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior. This means speech topics must be appropriate.
6. To show courteousness to fellow classmates/speakers.
7. To seek help from the professor if assistance is required in some way.
8. To appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
9. 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.

Academic Honesty: Appropriate citation and documentation will be 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 Student Handbook for more information.

ADA 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. For more information call or visit the Disability Services Office.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

(http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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 the 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.

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Synchronous Meetings: This class will meet two to four times over the course of the semester, on a yet-to-be determined Friday evening at approximately 6:00 pm. That will be the topic of our first Forum Discussion. You are required to attend two of these meetings to deliver your Informative and Persuasive Speeches.

Please note that your attendance at these meetings is noted as a test grade at the end of the semester, in addition to the fact that you will be receiving a zero for the missed speech.

Contacting your professor: Please feel free to contact your professor if you have questions or concerns about your progress in this class. Please try to let him know in advance if you will have to miss class. You may contact your professor in person during office hours, or by email.

Evaluation

Grades in this course are as follows: 90-100% = A; 80 – 89% = B; 70 – 79 % = C; 60 – 69% = D; 59% and below = F

Course grades will be assessed according to the following percentages:

- Major Speeches - 40%
- Exam / Major Grades - 40%
- Daily Grades = 20%

Grade Distribution

Major Speeches:

- Introductory Presentation
- Informative Presentation
- Persuasive Presentation
- Group Presentation

Exams / Major Grades:

- Exam 1
- Exam 2
- Final Exam
- Synchronous meeting attendance A
- Synchronous meeting attendance B

Daily Grades

- Activities from TopHat
- Peer-evaluations
- Self-evaluations
- Speech rough drafts

Make-up Policy:

Make-up work is NOT guaranteed. All work has a deadline and deadlines must be met even if the student is absent. See the professor's locator information for emailing work if you are not in class. An absence on the day that you are scheduled for oral presentations or examinations will result in a grade of zero for the assignment unless you meet one of the following requirements. Students may only make up speeches in the event of sickness or the death of a family member and in both cases must provide proof. In the case of sickness, a doctor's note is required to make up a speech. If you don't go to the doctor, then you are not sick enough to miss class! In the event of a funeral, the funeral program or obituary is required. These are the only two cases accepted for any form of makeup speeches. Being unprepared or not knowing the date of your speech is not an acceptable excuse! If, according to the instructor's discretion, the student is allowed to make up such a presentation or exam, the student will automatically receive a grade drop of 10 points for the assignment. Only ONE speech may be made up during the semester or the designated date for makeups.

Course Schedule: Tentative, subject to change as needed. Please note that daily activities will be found via blackboard and your TopHat account. The synchronous class days count as test grades. This means that missing one or both of your required days will result in a substantial drop in your grade; also, consider this is how you submit speeches. Finally, all assignments are due on Friday at midnight. If you are unable to complete an assignment by that time then I suggest you contact me early in the week. I will endeavor to open each week's assignments the prior Friday.

| <u>Week #</u> | <u>Dates</u> | <u>Content Covered</u> | <u>Assignments Due</u> |
|---------------------|----------------|---|--|
| <u>Week 1</u> | Aug 30 - Sep 3 | Intro to course | Discussion Forum: Synch time Introductory Email |
| <u>Week 2</u> | Sep 6 - 10 | Intro Speech Assigned | PRCA, Goals sheet, Pretest |
| <u>Week 3</u> | Sep 13 - 17 | Read Chapter 1 + 2 | Ch 1 + 2 quiz, Intro Spch Due |
| <u>Week 4</u> | Sep 20 - 24 | Read Chapter 3 + 4 Informative Assigned | Ch 3 + 4 quiz |
| <u>Week 5</u> | Sep 27 - Oct 1 | Read Chapter 5 | Ch 5 quiz |
| <u>Week 6</u> | Oct 4 - 8 | Work on Informative Speech | Exam 1 |
| <u>Week 7</u> | Oct 11 - 15 | Work on Informative Speech | I.S. Synch Delivery |
| <u>Week 8</u> | Oct 18 - 22 | Read Chapter 6 + 7 Persuasive Speech Assigned | Ch 6 + 7 quiz |
| <u>Week 9</u> | Oct 25 - 29 | Read Chapters 8 + 10 Group Presentation Assigned | I.S. Synch Delivery Ch 8 + 10 quiz |
| <u>Week 10</u> | Nov 1 - 5 | Read Chapters 11 + 12 | Ch. 11 + 12 quiz Conflict Mgmt. Assignment |
| <u>Week 11</u> | Nov 8 - 12 | Work on Group Projects! | P.S. Synch Delivery |
| <u>Week 12</u> | Nov 15 - 19 | Work on Group Projects! | P.S. Synch Delivery |
| <u>Week 13</u> | Nov 22 - 26 | Thanksgiving | Thanksgiving |
| <u>Week 14</u> | Nov 29 - Dec 3 | Work on Group Projects! | Exam 2 |
| <u>Week 15</u> | Dec 6 - 10 | Work on Group Projects! | Group Projects Due! |
| <u>Finals Week:</u> | Dec 13 - 17 | Final Exam | |
| Important Dates: | | November 22 - 26 - Thanksgiving week, no work due | |