

SPCH 1315-PUBLIC SPEAKING

Faculty Information

Instructor: Kelley Finley

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Phone #: 806-716-2199

Office Hours: Mon & Wed 1:30-3:00pm, Tues & Thurs 10am-Noon, Friday 9am-12pm

Also by appointment. If you would like to meet virtually, that can absolutely be done.

Communication Plan:

- You can expect an email reply within 24 hours on weekdays, and within 48 hours on weekends.
- I will be posting course related announcements in Blackboard every few days.

Required Course Textbook

Fox, J. & Finley, K. (2018). From Entry Level to Executive: All Communication Counts. Fountainhead Press. ISBN:978-1-64485-070-1 or eBook ISBN: 978-1-64485-076-3 MUST HAVE ACCESS TO TOPHAT.

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).

Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC E-mail
- Ability to watch Youtube
- Microsoft Office (download for Free from the SPC website)
- Adobe Reader (download from Adobe.com)

- Audio and video capabilities (for watching and listening to course content)
 - All videos need to be in **.mov or .mp4 file**
- Web camera and microphone (for video conferencing and recording vlogs)
- 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 learning modules. You can access the modules by clicking on the Modules link on the Course Menu 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 course 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 895 points
- To earn a B, you need 795 points
- To earn a C, you need 695 points
- To earn a D, you need 595 points
- If your point total is 594 points 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. If you submit your assignment in the wrong place, you will receive a 5 point deduction on the assignment.

You are required to title your assignment files in the following format:

“lastname_firstname_assignmentname.doc.”

Following this format will keep you from turning blank documents. Turning in a blank document or the incorrect document will result in a 5 point deduction on the assignment. If you turn in a blank document, I may reset the assignment but it will result in a 5 point deduction from the assignment.

Late Work Policy

Module quizzes, learning activities, vlogs/comments, speech uploads, and peer and self-evaluations are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule. 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, **you are allowed to make-up ONE speech only.** The instructor determines the date/time of the make-up and it will result in a deduction of points of 20 pts.

Exams or Quizzes- you may **make up ONE** exam or quiz but there will be 10 pt deduction.

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:

Introduction Speech	50 points
Informative Speech	100 points
Persuasive Speech	100 points
Special Occasion Speech	50 points
Group Project	100 points
Quizzes /Final	200 points
Vlogs (Video Blogs) & Activities	400 points

Course Work

1. Speeches

- a. You will deliver four major speeches in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the modules. Below you will find basic information about each speech.
 - i. The Introductory Speech will be delivered to your audience in real-time in the Introductory Speech live meeting.
 - ii. The Informative Speech will be delivering to your audience in real-time in the Informative Speech live meeting.
 - iii. The Persuasive Speech will be as a video file or web link (YouTube or Google Drive) and viewed asynchronously by your audience. Additionally, this speech will require you to use a PowerPoint Presentation.
 - iv. The Special Occasion Speech will be submitted as a video file or web link (YouTube or Google Drive) and viewed asynchronously by your audience.

2. Peer and Self-Evaluations

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

3. Module Quizzes

- a. You will take module quizzes based on chapter and supplemental readings, lecture 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.

5. Group Project

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

Instructors Expectations of the Student

- You will be expected to log into the TopHat 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 and Technical 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 48 hours on the weekend.

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.

Blackboard Support

For Blackboard support you make refer to the following resources:

1. When you log into Blackboard (BB), at the very top of the page, you will see a question mark icon with the word help next to it. Click on that icon.
2. You may also contact Information Systems
Ext. 2600
Direct: 806-716-2600
blackboard@southplainscollege.edu

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.

Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Fall 2020 Facemask Policy

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

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, 806-7162577.

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. ○ Natatorium

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

~All Assignments are Due by 11:59pm on the day they are due~

Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 3/22	3/23	3/24	3/25	3/26
Read Syllabus Syllabus quiz due 3/26 Watch Intro Video	Goals Worksheet due 3/26 PRCA due 3/26	Read Ch 1 Communicati on Principles Watch Comm Process Comm Analysis Assignment due 3/26	Read Ch 2 Listening Watch Ted Talk- Listening Read Intro Speech Material	Due on Fri 3/26 1. Syllabus quiz 2. Goals Worksheet 3. PRCA 4. Comm Analysis
Week 2 3/29	3/30	3/31	4/1	4/2
Read Ch 3 Speech Developmen t Watch outlining lecture	Live meeting at your chosen time on collaborate	Watch Sample Intro Speech Work on Intro Speech Outline	Read Ch 4 Types of Speeches Read Ch 5 Organizatio nal Patterns	Due on Friday 4/2 • Organizational Format Assignment
Week 3 4/5	4/6	4/7	4/8	4/9
Read Ch 6 Mediums of Communicati on Watch Body Language Video	Intro Speech at your chosen time on collaborate Introductor y Speech Outline	Watch Org Patterns Video	Intro speech Self critique Due 4/9 Intro Speech Peer Critique Due 4/9	Due on Fri 4/9 1. Midterm Exam 2. Intro peer critique 3. Intro Self Critique

	Due			
Week 4 4/12	4/13	4/14	4/15	4/16
Read Ch 7 Research and Citation	Read Informativ e speech Info	Watch sample info speech	Read Ch 8 Presentatio n Aids	Due on Fri 4/16 1. Smart Start quizzes 2. Presentation Aid Assignment
Week 5 4/19	4/20	4/21	4/22	4/23
Read Persuasive Supplement	Info Speech at your chosen time on Collaborat e Informative Speech Outline Due	Watch Sample Persuasive Speeches	Persuasive assignment	Due on Fri 4/23 1. Persuasive Assignment 2. Info Self critique 3. Info Peer Critique
Week 6 4/26	4/27	4/28	4/29	4/30
Read Ch 10 Collaboratio n in Teams Share Contact info Read over Team Project	Read Ch 11 Special Topics Begin working on Team Project	Conflict Styles Assignment Due 4/30	Read Ch 12 So What?	Due Fri 4/30 • Special Occasion Speech Due

info				
Week 7 5/3	5/4	5/5	5/6	5/7
Watch Sample Team Project Speech	Work on Team Project	Work on Team Project	Work on Team Project	Due Fri 5/7 1. Team Project Due 2. Team Evaluation
Finals Week 5/10	5/11	5/12	5/13	5/14
		Final Exam Due by Noon		

Point Breakdown

<u>DAILY GRADES</u>	Points	Write the points you received here to keep up with your grade
Syllabus Quiz	20	
Goals Worksheet	20	
PRCA	20	
Live Meeting	50	
Self-critique – Intro	15	
Peer Critique- Intro	15	
Organizational Format Assignment	25	
Smart Start Quizzes	60	
Peer Critique –Info	15	
Self-Critique – Info	15	
Presentation Aid Assignment	25	
Communication Analysis Assignment	25	
Persuasive Assignment	25	
Conflict Management Assignment	20	
Group Evaluations	50	
Total Points	400	
<u>MAJOR GRADES</u>		
Midterm Exam	100	
Introductory Speech	100	
Informative Speech	100	
Group Speech	100	
Special Occasion Speech	100	
Total Points	500	
<u>FINAL EXAM</u>	100	
Total points	1000 points	

