

# SPCH 1315-PUBLIC SPEAKING

## Faculty Information

**Instructor:** Kelley Finley

**Email:** [kfinley@southplainscollege.edu](mailto:kfinley@southplainscollege.edu)

**Phone #:** 806-716-2199

**Office Hours:** 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 WITHOUT Acclaim access or eBook ISBN: 978-1-64485-076-3

## 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).
- 8.

## Technical Requirements

- Desktop or laptop computer
- High speed internet access
- SPC E-mail
- Microsoft Office
- Adobe Reader (download from [Adobe.com](http://Adobe.com) )
- Flash Player (download from [Adobe Flashplayer](http://Adobe Flashplayer) )
- 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 15 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.**

### **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, 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. You MAY be allowed to make up a speech for a non-excused absences however, it will result in a deductions of points up to 20 points.

### **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.

Points will be deducted if you submit an assignment in the wrong place.

If you turn in a blank document, I may reset the assignment but it will result in a 5 point deduction from the assignment.

### **Learning Assessments**

## **Grade Distribution:**

Introduction Speech	100 points
Informative Speech	100 points
Persuasive Speech	100 points
Group Project	100 points
Quizzes/Final	150 points
Vlogs (Video Blogs) & Activities	350 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 Video Conference.
  - ii. The Informative Speech will be submitted as a video file or web link (YouTube or Google Drive) and viewed asynchronously by your audience.
  - iii. The Persuasive Speech will be delivering to your audience in real-time in the Persuasive Speech Video Conference. 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. Vlog Entries and Vlog Group Comments (No Vlogs in the Summer courses)**

- a. You will create 1-2 minute vlogs (Video Blogs) related to course and module material. These vlog entries will require you to summarize content, apply content to your personal life, reflect on your experiences in the course, practice skills taught in the course, and ask questions of your group members. Additionally, you will respond to the questions posed in the vlog entries of your group members.

### **6. 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 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 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](mailto: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.

### **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](mailto: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>

## Course Calendar

~all assignments due at 11:59pm unless otherwise noted~

Monday	Tuesday	Wednesday	Thursday	Friday
<b>6/1 Week 1</b> Syllabus  Syllabus quiz due 6/3	<b>6/2</b> Ch 1 Communication Principles  Ch 2 Listening  Watch Ted Talk-Listening	<b>6/3</b> Goals Worksheet due 6/3  PRCA due 6/5	<b>6/4</b> Ch 3 Speech Development  Watch Comm Process	<b>6/5</b>  Comm Analysis Assignment due 6/5
<b>6/8 Week 2</b> <b>Live meeting</b> at your chosen time  Read Intro Speech Material	<b>6/9</b> Ch 4 Types of Speeches  Ch 5 Organizational Patterns  Watch Org Patterns Video	<b>6/10</b> Ch 6 Mediums of Communication  Org format Assignment due 6/10	<b>6/11</b> Watch Sample Intro Speech  Upload Introduction Speech Due 6/12	<b>6/12</b>  <b>Exam 1 Due 6/15</b>
<b>6/15 Week 3</b>  <b>Intro Speech</b> at your chosen time  Intro speech Self critique Due 6/17	<b>6/16</b> Ch 7 Research and Citation Ch 8 Presentation Aids	<b>6/17</b> Smart Start Due 6/17  Presentation Aid Assignment Due 6/19	<b>6/18</b>  Watch sample info speech	<b>6/19</b>  Work on Informative Speech Outline
<b>6/22 Week 4</b>  <b>Info Speech</b> Due by midnight	<b>6/23</b> Ch 10 Collaboration in Teams Ch 11 Special Topics Ch 12 So What?	<b>6/24</b> Conflict Styles Assignment Due 6/24	<b>6/25</b> Persuasive Supplement  Watch Sample Persuasive Speech	<b>6/26</b> Upload Persuasive Speech Outline  Begin working on Team Project
<b>6/29 Week 5</b> <b>Persuasive Speech</b> at your chosen time	<b>6/30</b> Watch Sample Team Project Speech	<b>7/1</b> Work on Team Project	<b>7/2</b> Work on Team Project	<b>7/3</b> Team Project Due Team Evaluation Due

Pers Speech Self Critique 7/1				
<b>7/6</b> <b>Final Exam Due by</b> <b>Noon!</b>	<b>7/7</b> Grades Due!			