

Fall 2019 Public Speaking

Spch1315 – 004.005

Instructor Kelley Finley Phone 806-716-2199
Office CM 138 E-mail kfinley@southplainscollege.edu
Office Hours Mon 1:30-3:00 pm
Tues 1pm-3pm
Thur 1pm-3pm
Fri 9:00am-12:00 pm
Or by appointment

Textbook: *From Entry Level to Executive: All Communication Counts* by Fox and Finley 1st 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 5th absence, Summer 3rd 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 14th.
- 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.

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 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), 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.
- Because exams are online, you will get one make up exam for any exam that was missed but it may or may not be given on paper and at the instructor's discretion.

Finley's Attendance/Tardy Policy:

- A student may be dropped from the course on his/her 5th absence. If you are not dropped, the 5th absence will result in 10 points being deducted from your daily grade total 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 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>

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).

| Tuesday | Thursday |
|--|--|
| 8/27 | 8/29 Syllabus Pre-test |
| 9/3 Ch 1-Communicaiton Principles Communication Analysis <i>BP- Goals Essay</i> | 9/5 Ch 2 -Listening <i>BP-PRCA</i> |
| 9/10 Ch 3- Speech Development <i>BP-Audience Analysis</i> | 9/12 Ch 4-Types of Speeches |
| 9/17 Ch 5- Organizational Formats Organizational Format Assignment and discussion | 9/19 Outlining Workshop Speech Day Etiquette |
| 9/24 Intro Speech | 9/26 Exam 1-Online <u>Peer Critique Due</u> |
| 10/1 Ch 6-Oral and Written Communication <u>Self Critique Due</u> | 10/3 Ch 7- Research and Citations |
| 10/8 Ch 8- Presentation Aids | 10/10 Info Speech |
| 10/15 Info Speech | 10/17 Persuasive Tactics and Fallacies <u>Peer Critique Due</u> |
| 10/22 Persuasive Assignment Persuasive Examples | 10/23 Persuasive Workshop |
| 10/29 Persuasive Speech | 10/31 Persuasive Speech |
| 11/5 Exam 2- Online <u>Peer Critique Due</u> | 11/7 Ch 10-Collaboration in Teams Ch 11 -Special Topics <u>Conflict Management Styles</u> <u>Self-Critique Due</u> |
| 11/12 Ch 12- So What? <u>Self-Critique Due</u> | 11/14 Group Work |
| 11/19 Group Work | 11/21 Group Speech <u>Group Evaluations Due</u> |

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|-------|-------------------------|-------|---|
| 11/26 | Exam 3 | 11/28 | <i>Thanksgiving!</i> |
| 12/3 | Impromptu Speech | 12/5 | Toast to the Semester ALL MAKE-UP SPEECHES |
| 12/10 | 11am @ 10:15 | 12/12 | 9:30am @ 8am |

Grade Breakdown

| <u>DAILY GRADES</u> | Points |
|-----------------------------------|-------------|
| Peer Critique- Intro | 20 |
| Peer Critique –Info | 20 |
| Peer Critique – Pers | 20 |
| Self critique – Intro | 20 |
| Self Critique – Info | 20 |
| Self Critique – Pers | 20 |
| Communication Analysis Assignment | 30 |
| Organizational Format Assignment | 30 |
| Persuasive Assignment | 30 |
| Conflict Management | 30 |
| Group Evaluations | 50 |
| Total Points | 290 pts |
| <u>MAJOR GRADES</u> | |
| Exam 1 | 30 |
| Exam 2 | 30 |
| Exam 3 | 30 |
| Introductory Speech | 100 |
| Informative Speech | 100 |
| Persuasive Speech | 100 |
| Group Speech | 120 |
| Impromptu Speech | 100 |
| Total Points | 610 |
| <u>FINAL EXAM</u> | |
| | 100 |
| Total points | 1000 points |