

Public Speaking

Spch1315 – 001.002.003

Instructor: Kelley Finley
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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
1:30-3:00pm	10:00am- 12:00pm		10:00am-12:00pm	9:00am- 12:00pm

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.

Textbook: *From Entry Level to Executive: All Communication Counts* by Fox and Finley 1st ed. You can purchase the ebook and the access code for TopHat at the bookstore. You must have the TopHat access code or you cannot pass the class. The book is required.

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, notecards
5. Access to Blackboard is a must!

This course partially satisfies a Core Curriculum Requirement:

Institutional Foundational Component Area (090)

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).

Student Learning Outcomes Assessment: A pre- and post-test will be used to determine the extent of improvement that the students have gained during the semester.

Expectations:

- Students should 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.
- I will respond to email within 24 hours or 48 hours on Saturday or Sunday. This also included Blackboard messages.
- The last day to drop is May 4th
- Technical Issues are never a valid reason for an assignment being late.

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

A = 895-1000 pts

B = 795-894 pts

C = 695-794 pts

D = 595-694 pts

F = 0-594 pts

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 20 points.
- If you do not complete two major or final grades (Speeches), you will be dropped from the class or take an F at the end of the semester.
- **I do not accept LATE work.** All daily assignments are due at 11:59pm on the date they are due. Technical issues are not a valid reason for late work.
- Because exams are online, you will get **one make up exam** for any exam that was missed and **will cost you 10 points.** Must be taken within a week of the original due date!

Finley's Attendance/Tardy Policy:

- **Do Not be tardy to class.** Since we are only meeting one day a week, you need to be here on time.
- **You have 4 absences for this class.** If you miss more than 4 times I reserve the right to drop you from the class. I expect notes if you miss because of an illness. With Covid, I will work with you but I expect communication. If you do not communicate with me, then you cannot expect me to help you.

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.

Plagiarism and Cheating: 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.

Facemask Policy for Fall 2020

It is the policy of South Plains College for the Spring 2021 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. **Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.**

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 the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

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 and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.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.

SPC Bookstore Price Match Guarantee Policy:

If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester

Spring 2021 Public Speaking Schedule

Monday	Wednesday	Weekly Reading	Online Work *All online assignments are due at Midnight*
1/18 MLK Day	1/20 Syllabus <i>Tophat</i> <i>Blackboard</i> <i>Email</i>	Syllabus	Syllabus Quiz Due 2/1
1/25 Syllabus <i>Tophat</i> <i>Blackboard</i> <i>Email</i>	1/27 Ch 1 & 2 Discussion	Read Chap 1- Comm Foundations Ch 2 - Listening Due 2/1	PRCA Assignment Due 2/1 Goals Assignment Due 2/1
2/1 Ch 1 & 2 Discussion	2/3 Ch 3 Discussion	Read Ch 3- Speech Development Due 2/8	Communication Analysis Assignment Due 2/8
2/8 Ch 3 Discussion	2/10 Outlining workshop Speech Day Etiquette	Read Ch 4-Types of Speeches & Ch 5- Organizational Formats Due 2/15	Audience Analysis Discussion Due 2/15
2/15 Outlining workshop Speech Day Etiquette	2/17 <u>Intro Speech</u>	Ch 6-Oral and Written Communication Due 2/22	
2/22 <u>Intro Speech</u>	2/24 Ch 4, 5, 6, 7 Discussion	Read Ch 7- Research and Citations Due 3/1	Organizational Format Assignment Due 3/1 Self-Critique & Peer Critique Due 3/1
3/1 Ch 4, 5, 6, 7 Discussion	3/3 Info Speech		Exam 1-Online Due 3/8
3/8 Info Speech	3/10 Makeup speeches	Ch 8- Presentation Aids Due 3/22	Self-Critique & Peer Critique Due 3/22

Monday	Wednesday	Weekly Reading	Online Work *All online assignments are due at Midnight*
3/15 Spring	3/17 Break		
3/22 Ch 8 Discussion Persuasion	3/24 Ch 8 Discussion Persuasion	Read Ch 10 -Collaboration in Team Due 3/29	Persuasive Assignment Persuasive Examples Due 3/29
3/29 Impromptu Speech	3/31 Impromptu Speech		Exam 2- Online Due 4/5
4/5 Team Discussion Group Work	4/7 Team Discussion Group Work		Conflict Style Assignment Due 4/12
4/12 Group Work	4/14 Group Work		4 horseman assessment and discussion Due 4/26
4/26 Group Persuasive Speech	4/28 Group Persuasive Speech	Ch 11 -Special Topics Read Ch 12- So What? Due 5/3	Group Evaluations Due 5/3
5/3 Ch 11 Discussion and Abigayle activity	5/5 Ch 11 Discussion and Abigayle activity	Review for Finals	
5/10 Finals Week	5/12		Final Exam Due on Wed May 5th at NOON

Point Breakdown

<u>DAILY GRADES</u>	Points	Write the points you received here to keep up with your grade
Syllabus Quiz	20	
Self-critique – Intro	15	
Peer Critique- Intro	15	
Audience Analysis	20	
Peer Critique –Info	15	
Self-Critique – Info	15	
Organizational Format Assignment	25	
Communication Analysis Assignment	25	
Persuasive Assignment	25	
4 Horseman Assessment	25	
Group Evaluations	50	
Participation and Personal Responsibility Pts <ul style="list-style-type: none"> • Goals 10 • PRCA 10 • Outline Workshop 15 • Ch11 and Activity 10 • Ch 1-12 Questions 55 	100	Goals _____ PRCA _____ Outline _____ WK Ch11 _____ Ch 1 _____ Ch 2 _____ Ch 3 _____ Ch 4 _____ Ch 5 _____ Ch 6 _____ Ch 7 _____ Ch 8 _____ Ch 10 _____ Ch 11 _____ Ch 12 _____
Total Points	350 pts	
<u>MAJOR GRADES</u>		
Exam 1	50	
Exam 2	50	
Introductory Speech	100	
Informative Speech	100	
Group Speech	150	
Impromptu Speech	100	
Total Points	550	
<u>FINAL EXAM</u>	100	
Total points	1000 points	

