



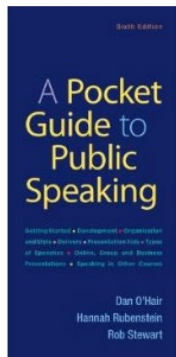
SPCH-1315-003I2
Public Speaking
Fall 2024 Online
Course

Instructor Information: Myon Morgan, mmorgan18@com.edu

Student hours and location: Online Instruction, Meet by appointment only

The textbook listed below is required for this course. "A Pocket Guide to Public Speaking" (6th edition) by Dan O'hair, Hannah Rubenstein, and Rob Stewart (MacMillan Education). The Pages required for readings will be provided to you.

ISBN: 978-319102784



What's Exciting About This Course

Did you know that Public Speaking is listed as American's number one fear, even before death? In this course, you will be introduced to the tools you need to create and deliver effective speeches. You will also learn proven techniques to build your confidence by overcoming anxiety associated with public speaking. The course uses 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 the ability to effectively evaluate oral presentations.

My Personal Welcome

Welcome to Public Speaking—I'm delighted that you have chosen this course. One of my passions is public speaking; I have a love for conveying messages through speech presentations! In this course, I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my COM email. My goal is for you to walk out of the course with confidence in your public speaking skills and experience in utilizing those skills.

Course Overview

SPCH 1315 focuses on research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. The course is designed to develop proficiency in public speaking situations, emphasis on content, organization, and delivery of speeches for various occasions.

Core Curriculum Objectives (CCOs)

The COM Speech 1315 course address the following core objectives:

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills** - to include effective department, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision making.
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Program Student Learning Outcomes (PSLOs)

1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models.
2. Research and select appropriate source materials to develop ideas and support claims for oral presentations.
3. Recognize how to communicate within diverse environments in a socially and personally responsible manner.
4. Demonstrate critical thinking in both written and oral communication.

Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1315, the student will be able to:

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).

Learning Objectives

1. Conduct discussions and exercises to help students evaluate diverse issues, human interactions, and topics while using the tool critical thinking
2. Employ exercises and assignments that will train students to properly structure oral presentations for formal and informal settings.
3. Identify the primary speech categories, explain how to organize different kinds of speeches, write goals and claims, write a thesis and points for discussion, and learn to reason as well as to entertain.
4. Introduce various types of listening and assist students with fostering their skill set.

Student Success

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

Instructor and Student Responsibilities

As your instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner - centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Participate actively by reviewing course material, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the College of the Mainland Student Handbook

Course requirements: Students will be required to log into the online classroom on a regular basis, perform critical thinking, and go online to seek out resources not provided in the textbook.

Determination of Course Grade/Detailed Grading Formula:

This course contains a variety of activities to include quizzes, tests, a several written assignments.

Grading Scale:

89.5-100 A

79.5-89.4 B

69.5-79.4 C

59.5-69.4 D

Below 59.4 F

All scored items are equally weighted

Late Work, Make-Up, and Extra-Credit Policy:

This is NOT a self-paced course!! It is the student's responsibility to know and keep up with due dates and deadlines. Late assignments may be accepted and makeup tests allowed, IF AND ONLY

IF: (a) you make every effort possible to contact me PRIOR TO the due date and time, (b) you provide official documentation to verify your explanation as to why you could not turn in your assignment, and (c) documentation is official (i.e., written on official stationary or letterhead, and signed by the appropriate authority). Informal notes from your mother/father/friend/roommate do not qualify as appropriate documentation. If you do not meet the above criteria, you will receive a ZERO for your assignment or test.

All deadlines are posted on the schedule. Be aware of these deadlines as it is your responsibility to hand in all assignments, submit speeches, and complete tests by the deadline.

Attendance Policy:

This course is designed to enable you to access information and complete assignments at times that are convenient to your schedule. This does not mean you may pop in and out whenever you feel like it. Failure on your part to take online tests, respond to group discussions, or submit any assignment or speech by the deadline, will be recorded as absences. If you have trouble reading and following directions, this class is not for you!

If you miss more than 2 weeks turning in work, you cannot receive full credit for the course. Please remember, your participation will be noted. I will monitor your progress weekly via assignments and the weekly check-in. Even though this is an on-line course, absenteeism still hinders the learning process and may result in your failing this course.

Communicating with your instructor:

ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams, is an extremely serious offense and will result in a grade of zero on that assignment and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

Plagiarism:

The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work” (Dictionary.com). All work must be the original composition of each student. Although you must use outside sources, you must cite them appropriately.

Plagiarism will result in a zero for the assignment. Assignments will be checked for plagiarism by any and all means available, including electronic checking services (i.e. Turnitin.com). The College and its official representatives may initiate disciplinary proceedings against a student

accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Link(s) to resource(s) about ways to avoid plagiarism:

<http://en.writecheck.com/ways-to-avoid-plagiarism/>

Remember – if you are worried about potential plagiarism or if any of this is unclear you can reach out to your instructor anytime. You will never be penalized for reaching out with questions!

Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Brian Anderson, Department Chair for the Humanities Department at (409) 933-8186 or banderson@com.edu.

Assignments, Exams and Activities

Speeches

There will be five graded speeches and two participation grade speeches. Speeches will be graded on content, organization, language, delivery, and visuals.

- It is the student's responsibility to read the text and assignment requirements. All speeches are critiqued with the Speech Evaluation Form. All speech assignments will be posted to Blackboard at least one week before the performance date.
- Speeches will be delivered with a minimum of notes. Students may only use 3x5 index cards at the lectern. Students may NOT read speeches off of phones, or pieces of paper - only index cards are allowed. Part of speech preparation and presentation is having your notes ready the day speeches are to be given.
- A full sentence speech outline and prepared index cards will be required for hardcopy submission before you begin speaking on the day you speak. If you are missing the cards and/or the outline, your grade will be recorded as zero and you will need to arrange a make - up speech.
- Every student must be prepared to speak on the first day the speech is scheduled. If you are not prepared when called on to speak, you will receive a zero for the assignment. If you are absent when called on, a grade of zero will be recorded and you must set an

appointment when the instructor within two days (weekends included) of your return to discuss the opportunity for makeup. If you have not discussed this with the instructor within the time period indicated, the zero stands.

Exams

There will be two tests of your knowledge in this course: A midterm quiz (completion grade and final exam for a scored grade). A scantron is NOT required for the quiz and exam. Make - ups are available, however they must be scheduled with the instructor within a week of the initial exam. Please note that make - ups are only for missed exams.

Class Activities

Participation is required to be successful in this course. In class activities will include impromptu speeches, and note - taking, and general class presentations.

Assignment Outline and Grading Formula

Introduction Speech	50 points
Informative Speech	100 points
Visual Aide Speech	100 points
Persuasive Speech	100 points
Karaoke Speech (Song, Poem or Popular Speech)	50 Points
Midterm Quiz	50 points
Special Occasion Speech	100 points
Impromptu Speech	100 points
Motivational Speech	100 Points
Audience Analysis	200 points
Final Exam	100 points

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student

handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.