



**SPCH 1315.082IN  
Public Speaking  
Fall 2023  
Online Course**

**Instructor Information:** Juliana H. Garcia ♦ Email: jgarcia37@com.edu ♦ Phone #: (409) 933-8314

**Student hours and location:** Suite B LRC – Room #234

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am – 9:30 am	9:00 am – 9:30 am	9:00 am – 9:30 am	9:00 am – 9:30 am	Online 12:00 pm – 2:00 pm
12:30 pm – 3:00 pm		12:30 pm – 3:00 pm		OR
				By appointment

**Required Textbook/Materials:** O’Hair, D., Rubenstein, H, Stewart, R. (2019) A pocket guide to public speaking (6th ed.). Boston: Macmillan Learning.

**Course Description:** This course emphasizes the principles of oral communication skills in both speaking and listening situations. In addition to theory in verbal and nonverbal technique, the course prepares students for planning, organization, and delivery of different types of informative/persuasive presentations. Two types of learning occur in this course: (1) cognitive or knowledge-based learning and (2) skill development. This course will combine both types of learning so that the student can attempt to convert what he/she knows about public speaking into how he/she acts when speaking publicly. \*This course is a 3-credit hour transferable semester course.

**Course requirements:** SPCH 1315 is based on a 1000 points system. Your final grade in this course is based on your performance in the following areas

- Three MAJOR speeches (WITH APA formatted Outlines)
  - o 1st - Self Introduction Speech 2 - 5 minutes (no sources required)
  - o 2nd - Informative Speech 5 - 7 minutes (3 sources minimum)
  - o 3rd – Persuasive Speech 6 – 8 minutes (4 sources minimum)
- Three Quizzes
- Three Worksheets
- Five Formal Assignments
- Three Speech Evaluations

**Special Projects:** There are two major **REQUIRED** speeches in this class. The first is an Informative Speech Presentation. The second is a Persuasive Speech Presentation. Evaluation Criteria and Rubrics will be provided to students upon official assignment.

**Informative and Persuasive Speech Presentations:**

- The informative speech presentation assignment is worth 200 out of 1000 pts (20%) of your overall grade. The assignment provides Public Speaking students with an opportunity to demonstrate their ability to research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.

- The persuasive speech presentation assignment is worth 250 out of 1000 pts (25%) of your overall grade. This assignment provides students to develop proficiency in presenting a variety of speeches as an individual or group (e.g., narrative, informative or persuasive).
- In addition to both presentations, students will demonstrate effective usage of technology when researching and/or presenting speeches with the power point presentations.
- A typed full-sentence, double spaced, 3-5 pages in the outline (in APA format) is REQUIRED for each of these two presentations.
- All written assignments MUST be submitted as a WORD document.
- Link and/or instructions for submission will be provided.

## **FINAL GRADES ARE NON-NEGOTIABLE!!!**

**Regardless of final outcomes, no student will be allowed to pass this course unless they have successfully completed BOTH of the major speaking assignments.**

### **Determination of Course Grade/Detailed Grading Formula:**

Assignments:	Points:	Your Grades
<b>Major Speeches</b>		
Self-Introduction Speech	100	
Informative Speech ( <b>REQUIRED</b> )	200	
Persuasive Speech ( <b>REQUIRED</b> )	250	
<b>Quizzes</b>		
Quiz #1	100	
Quiz #2	50	
<b>Worksheets</b>		
S-E-T Worksheet	10	
Sources Worksheet	5	
E-L-P Worksheet	10	
<b>Formal Assignments</b>		
Audience Analysis	50	
APA Reference Page (informative)	25	
APA Reference Page (persuasive)	25	
Cover Page (informative)	25	
Cover Page (persuasive)	25	
<b>Speech Evaluations</b>		
Self-evaluation (self-introduction)	25	
Peer-evaluation (informative)	50	
Self-evaluation (persuasive)	50	
<b>TOTAL</b>	<b>1000</b>	

Grading Scale: To determine your current average at any point during the semester:

- Add up the points you received on all assignments and tests thus far
- Add up the points possible on all assignments and tests thus far
- Divide points received by points possible and you have your grade!

- A: 895-1000 points (Exceptional)
- B: 795-894 points (Above average)
- C: 695-794 points (Average assignment)
- D: 595-694 points (Below average)
- F: 0 and 594 points (Unacceptable)

Extra Credit Assignments: There will be opportunities to gain extra credit during the semester.

**Late Work, Make-Up, and Extra-Credit Policy: NOTE: This is NOT a self-paced course!!**

It is the student's responsibility to know and keep up with due dates and deadlines.

**Outlines:** A complete (3-5-page/full sentence) outline for speeches must be submitted ON or BEFORE the assigned DUE DATE! **IN ADDITION, NO OUTLINES WILL BE ACCEPTED IF THE OUTLINE DOES NOT MEET THE MINIMUM REQUIREMENTS!**

There are several options available to the student if he/she is not able to submit the assignment by the due date in order to bypass a grade of zero being dispensed for the assignment:

1. Turn the outline in BEFORE the due date!
2. E-mail the outline to your instructor prior to the due date.
3. Upload the outline prior to due date. If you choose to e-mail the outline, always pick up the phone and verify that it has been successfully received.

**AGAIN: Student presentations will NOT be graded without having submitted a formal 3–5-page outline by the due date. All formal outlines (informative and persuasive) must be submitted in full-sentence, double spaced format. This format will be taught within the course and is required for credit.**

**Presentations-Missing the Round:** If the student has turned in a complete/formal outline (by deadline) but is late in presenting the information, the student must have a legitimate reason. Failure to provide adequate documentation will result in losing 25% (or more) of the assignment grade. **The opportunity to make up a missed speech with no legitimate reason is left to the professor's discretion.**

**Attendance Policy:** Regular class participation is expected!! A student CANNOT expect to pass this course without completing all assignments on a regular basis. Students are expected to check their course emails a **minimum of 1-2 times a week!**

Please note: the professor reserves the right to drop a student from the course. *If, however, it becomes the student's decision to not continue in the course, the normal procedure for dropping a course should be followed by the student.* Remember, it is not the professor's responsibility to initiate the withdrawal in such a case and failure to do so by the student may result in an "F". All students should familiarize themselves with the posted "W" Day cutoff.

It is the student's responsibility to withdraw from a class. If a student simply stops participating in the class and does not officially withdraw before "W Day", it will result in receiving an F in the course. This is the easiest way to fail a course and the most preventable. Mark your calendars for this semester's "W-Day"! If it becomes necessary for a student to miss class/an assignment/etc., the student should confer with his/her professor **before** the day the assignment is due.

**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).

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Students will demonstrate an understanding of the foundational models of communication.	Critical Thinking (CT)	Quiz #1
2. Students will apply elements of audience analysis.	Critical Thinking (CT)	Audience Analysis Assignment
3. Students will demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.	Personal Responsibility (PR)	Informative Speech Peer Evaluations
4. Students will research, develop, and deliver extemporaneous speeches with effective verbal and nonverbal techniques.	Critical Thinking (CT) & Communication Skills (CS2)	Informative Speech
5. Students will demonstrate effective usage of technology when researching and/or presenting speeches	Communication Skills (CS3)	Informative Speech Power Point Presentation
6. Students will identify how culture, ethnicity, and gender influence communication.	Critical Thinking (CT)	Audience Analysis Assignment
7. Students will develop proficiency in presenting a variety of speeches as an individual or group (e.g., narrative, informative or persuasive).	Teamwork (TW)	Informative Speech

**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 exam and the student will be referred to the Office of Student Conduct for appropriate discipline action.

**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 Dr. Brian Anderson, Humanities Department Chair at 409-933-8186.

**Course outline:** See pages 6

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### **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\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_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 at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the 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 1<sup>st</sup> 8-week session is October 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 7.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**SPCH 1315.062IN Online Tentative Course Overview**  
*(Please note that this schedule is subject to change.)*

<b>WEEKS/UNITS:</b>	<b>AGENDA:</b>
<p align="center">Unit A</p> <p align="center"><b>Oct. 23 – Nov. 6</b></p> <p><b>SELF-INTRODUCTION</b>  Speech is due on <b>Sunday</b>  <b>Oct. 29th</b>  <b>11:59 PM</b> →</p>	<p>Read Me First  Review Syllabus  Read Chapters 1-5; Chapters 16-19  Review notes  Watch assigned videos  Quiz #1 <b>DUE</b>  <b>Self-Introduction Speech lecture</b>  Self-Introduction Outline <b>DUE</b>  Recorded presentation <b>DUE</b>  Self-Evaluation (self-introduction) <b>DUE</b></p> <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> <p>BE SURE TO <b>ALWAYS</b>:</p> <ul style="list-style-type: none"> <li>• Read the assigned chapters.</li> <li>• Review the PowerPoint notes.</li> <li>• <b>Watch</b> the assigned videos.</li> <li>• LISTEN to the lectures.</li> <li>• Complete the assignments by the due dates (<b>SEE COURSE CALENDAR</b>)</li> </ul> </div>
<p align="center">Unit B</p> <p align="center"><b>Nov. 6 – Nov. 20</b>  See calendar and announcements for assignments and quizzes due dates</p>	<p>Read Chapters 6–13; Chapter 22  <b>Informative Speech lecture</b>  Informative Speech Cover Page <b>DUE</b> for approval  Source Review Worksheet <b>DUE</b>  APA Reference page <b>DUE</b> for source approval  S-E-T Worksheet <b>DUE</b></p>
<p align="center">Unit C</p> <p align="center"><b>Nov. 20 – Dec. 4</b></p> <p><b>INFORMATIVE</b> speech is due on <b>Friday Nov. 26th</b> by <b>11:59 PM</b> →</p>	<p>Informative Outline <b>DUE (REQUIRED)</b>  Recorded Presentation <b>DUE (REQUIRED)</b></p> <p>Peer Evaluations (informative) <b>DUE</b>  Quiz #2 <b>DUE</b>  <b>Persuasive Speech Lecture</b>  Persuasive Speech Cover Page <b>DUE</b> for approval  Audience Analysis <b>DUE</b>  E-L-P Worksheet <b>DUE</b>  Submit APA Reference Page for Review (persuasive) <b>DUE</b></p>
<p align="center">Unit D</p> <p align="center"><b>Dec. 4 -14</b></p> <p><b>PERSUASIVE</b> speech is due on <b>Wednesday Dec. 13th</b> by <b>11:59 PM</b> →</p>	<p>Persuasive Outline <b>DUE (REQUIRED)</b>  Recorded Presentation <b>DUE (REQUIRED)</b>  Self-Evaluation (persuasive) <b>DUE</b></p>