



**Speech 1315.002I2**  
**Public Speaking**  
**Fall 2024**  
**Online**

**Instructor Information:** Dena Horne, [dhorne@com.edu](mailto:dhorne@com.edu)

**Student hours and location:** Every Tue via zoom 10AM-11AM & By Appt

**Required Textbook/Materials: Optional (Instructor will provide outside resources)**

**Course Description:** The ability to communicate effectively is essential to success in contemporary society. This course is designed to develop students' abilities to construct and deliver responsible public speeches. Although some students have no prior public speaking experience, at the end of this course students should be able to minimally do the following;

1. Analyze an audience and adapt to it.
2. Select a topic.
3. Establish their credibility as speakers.
4. Research and organize relevant material (critical thinking).
5. Begin and end a speech appropriately.

**Course requirements:** In addition to three audio and video recorded speeches, 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.

It is critical that you read announcements regularly. This is the primary way that I will communicate with the whole class.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Analyze an audience and adapt to it.	Critical Thinking Skills (CT)	Audience Analysis Activity
2. Select a topic.	Critical Thinking Skills (CT)	Persuasive Topic
3. Establish their credibility as speakers.	Personal Responsibility (PR)	Informative speech
4. Research and organize relevant material (critical thinking).	Communication Skills (CS1, 2)	Persuasive Outline
5. Begin and end a speech appropriately.	Communication Skills (CS3)	Informative and Persuasive speech and outlines

**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.

If it is suspected that AI was used inappropriately you will receive a grade of five points and an email from me requesting proof of your independent work. This includes, but is not limited to, rough drafts of your submission, pdf's of your sources, and previous writing samples.

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

[7 Common Types of Plagiarism, With Examples | Grammarly Blog](#)

**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 submitting 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](mailto:banderson@com.edu).

**Course outline:** This schedule is tentative and subject to change at the instructors discretion. All changes will be communicated in a timely manner to students.

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Start	Due	Assignment Due
10/14	Various Dates	Introduction Video/Replies(Due 10/18) Nerves in Public Speaking (Due 10/20)
10/21	10/27	Topic Selection & Outline Organization
10/28	11/03	Informative Speaking & Visual Aids
11/04	11/10	Informative Speech Outline & Video, Visual Aid
11/11	11/17	Persuasive Speaking & Topic Selection
11/18	11/24	Persuasive Speech Video, Outline, & Visual Visual Aid
11/25	12/03	Thanksgiving Break & Final Exam

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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\\_2024-2025\\_v2.pdf](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](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.