



**SPCH 1315.102CL  
Public Speaking  
Spring 2024  
Tuesday and Thursday 9:00 am – 10:50 pm**

**Instructor Information:** Juliana H. Garcia ♦ E-mail: [jgarcia37@com.edu](mailto:jgarcia37@com.edu) ♦ (409) 933-8314

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

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 am – 8:00 am	8:30 am – 9:30 am	7:30 am – 8:00 am	8:30 am – 9:30 am	Online 12:00 pm – 2:00 pm
12:30 pm – 2:00 pm		12:30 pm – 2:00 pm		OR By appointment

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

**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)
- In-Class Activities
- Formal Assignments
- 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 the extemporaneous speeches with effective verbal and nonverbal techniques.
- The persuasive speech presentation assignment is worth 230 out of 1000 pts (23%) 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 PowerPoint 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 major written assignments **MUST** be submitted as a WORD document through D2L.

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

<b>Assignments:</b>	<b>Points:</b>
<b>Major Speeches</b>	
Self-Introduction Speech	100
Informative Speech ( <b>REQUIRED</b> )	200
Persuasive Speech ( <b>REQUIRED</b> )	250
<b>In-class Activities</b>	
10 in-class activities and D2L assignments (20 pts each)	200
<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>	
Peer evaluations (informative)	50
Peer evaluations (persuasive)	50
<b>TOTAL</b>	<b>1000</b>

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

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

**Grading Scale:**

A	895 – 1000 (Exceptional)
B	795 – 894 (Above average)
C	695 – 794 (Average)
D	595 – 694 (Below Average)
F	0 – 594 (Unacceptable)

**Make-Up Policy:**

**The opportunity to make up a missed speech is left to the professor's discretion.** All major assignments **MUST** be submitted through D2L. If the student fails to submit an assignment by the due date, the student **MUST** turn in the assignment at the **beginning** of the next class day. Failure to do so will result in losing 30% (or more) of the assignment grade.

**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.**

**Attendance Policy:**

Attendance is vital and mandatory! Attendance will be taken at the beginning of each class. Aside from military service and religious holidays, absences in college courses are not defined as “excused” or “unexcused”.

Dual credit and collegiate high school students will be counted as absent if they do not attend class due to high school extracurricular activities (i.e., sports, fields trips, etc.) as they will be held to the same standards as all students.

Students are allowed to miss four (4) classes for the entire semester. After reaching the limit, a full letter grade will be deducted from the student's semester average for each additional absence. For example, if a student's semester average is 92% (A) and the student has missed a total of six (6) classes for the semester, the final semester grade will be a 72% (C).

Excessive absences can easily eat away at your semester average, so avoid skipping class and reserve these absences in case a personal issue arises.

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”!

**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.

<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)	Speech Communication Discussion Questions
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 overview:** See pages 6 – 7

---

### **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 February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

**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 Tentative Course Overview**  
**Spring 2024**

*(Please note that this schedule is subject to change.)*

UNITS:	AGENDA:
Unit A  Jan. 16  -  Feb. 13	Introduction to course & syllabus review Introduce mini speech presentations Present mini speech presentations ( <b>Activity #1</b> ) Lectures: <ul style="list-style-type: none"> <li>• Basics of Public Speaking</li> <li>• Speech Communication Process</li> <li>• Listening</li> <li>• Ethics and Plagiarism</li> <li>• Managing Anxiety</li> <li>• Introductions and Conclusions</li> </ul> <b>Activity #2</b> Introduce Major Speech #1 ( <b>Self-Introduction</b> ) Self-Introduction Presentations
Unit B  Feb. 13  -  March 8	First Speech Feedback Lectures: <ul style="list-style-type: none"> <li>• Methods of Delivery</li> <li>• Audience Analysis</li> <li>• Selecting a Topic</li> <li>• Finding Credible Sources</li> <li>• Establishing Credibility</li> </ul> Introduce Informative Speech Assignment <b>Activities #3 - #5</b> (Topic Selection, Review Sources, Establishing Credibility) <b>D2L formal assignments</b> (Informative Cover Page and Audience Analysis)
Unit C  March 8  -  April 5	Lectures: <ul style="list-style-type: none"> <li>• Supporting Materials</li> <li>• Organizing the Outline</li> <li>• The Informative Speech</li> <li>• Presentation Aids</li> </ul> <b>D2L formal assignment</b> (Informative APA Reference Page) <b>Activities #6 &amp; #7</b> (Delivery exercises, PowerPoint) <b>Present Informative Speeches (REQUIRED)</b> <b>Peer Evaluations (Informative)</b> Introduce Persuasive Speech Assignment
Unit D  April 5	Lectures: <ul style="list-style-type: none"> <li>• Principles and Methods of Persuasive Speaking</li> </ul>

-  May 9	<ul style="list-style-type: none"><li>• Ethos, Logs, &amp; Pathos</li></ul> <b>Activities #8, # 9, &amp; #10</b> (ELP worksheet, mini ELP speech, delivery exercise) <b>D2L formal assignments</b> (persuasive speech cover page & persuasive speech APA reference page) <b>Present Persuasive Speeches (REQUIRED)</b> <b>Peer Evaluations</b> (Persuasive)
----------------	---