



## SPCH 1315.105CL

### Public Speaking

Fall 2021

**Monday and Wednesday 12:30 pm to 1:50 pm**

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

Preferred methods of communication: Blackboard Messenger (Juliana Garcia\_**Instructor**) and Blackboard Collaborate \*\*

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

OFFICE HOURS	Monday	Tuesday	Wednesday	Thursday	Friday
LRC 234	9:00 am to 9:30 am 10:30 am to 11:00 am 2:00 pm to 2:30 pm	9:00 am to 9:30 am 10:30 am to 11:00 am 1:30 pm to 2:30 pm	9:00 am to 9:30 am 10:30 am to 11:00 am 2:00 pm to 2:30 pm	9:00 am to 9:30 am 10:30 am to 11:00 am 1:30 pm to 2:30 pm	ONLINE 12:00 pm to 1:00 pm

**Required Textbook/Materials:** O’Hair, D., Rubenstein, H, Stewart, R. (2012) *A pocket guide to public speaking (6 th ed.)*. Boston: Macmillan Learning.

LaunchPad access code **MUST** be purchased with textbook.

**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 speeches
  - 1<sup>st</sup> - Self Introduction Speech 2 - 5 minutes (no sources required)
  - 2<sup>nd</sup> - Informative Speech 5 - 7 minutes (3 sources minimum)
  - 3<sup>rd</sup> – Persuasive Speech 6 – 8 minutes (4 sources minimum)
- Three Outlines
- Three Peer Speech Evaluations
- Six quizzes
- Three Assignment (i.e., two topic cover pages and a reference page)
- Thirteen Chapter Videos

**Extra Credit Assignments:** There may be opportunities to earn extra credit during the semester.

**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 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 power point presentations.
- A typed full-sentence, double spaced, 3-5 pages in the outline (in APA format) is **REQUIRED** for each presentation.
- All written assignments **MUST** be submitted as a WORD document. Link and/or instructions for submission will be provided.

***Instructions for recording the presentation:***

If you are having any technical issues with Blackboard, you will want to call the EdTech hotline at (409) 933-8453 or go to <http://de-support.com.edu/> requests to fill out a support ticket.

***Instructions for uploading the video:***

- If technical support is warranted, please contact Educational Technology Support at (409) 933-8453 for assistance. You can also contact Macmillan Learning Support at <https://macmillan.force.com/macmillanlearning/s/>.

**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 Possible	Your Points
<b>Speeches:</b>		
Speech 1 - Self-Introduction	100	
Speech 2 & Outline - Informative Speech	200	
Speech 3 & Outline - Persuasive Speech	230	
<b>Quizzes:</b>		
Ch. 1 Becoming a Public Speaker Quiz	10	
Ch. 2 Overview Quiz	100	
Ch. 6 Analyzing the Audience Quiz	100	
Ch. 9 Credible Sources Quiz	10	
Ch. 10 Citing Sources Quiz	100	
Ch. 23 Persuasive Speeches Quiz	10	
<b>Videos:</b>		
Getting Started Video	5	
Ch. 4 Video	5	
Ch. 8 Videos (3)	11	
Ch. 9 Video	4	
Ch. 10 Video	5 extra points	
Ch. 11 Videos (3)	13	
Ch. 12 Videos	10 extra points	
Ch. 13 Video	4	
Ch. 14 Videos (2)	8	
Ch. 17 Video	5 extra points	
Ch. 18 Video	5 extra points	
Ch. 19 Video	5 extra points	
Ch. 22 Video	10 extra points	
<b>Discussion Questions</b>		
APA Reference Page	20	
Topic & Purpose Cover Page – Informative	20	
Topic & Purpose Cover Page - Persuasive	20	
<b>Peer Evaluations:</b>		
Self-Intro. Peer Evaluations	10	
Informative Speech Peer Evaluations	10	
Persuasive Speech Peer Evaluations	10	
<b>Total Points</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 test 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 assignment completion/test performance)  
**B:** 795-894 points (Above average assignment completion/test performance)  
**C:** 695-794 points (Average assignment completion/test performance)  
**D:** 595-694 points (Below average assignment completion/test performance)  
**F:** 0 and 594 points (Unacceptable assignment completion/test performance)

**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 uploaded along with the recorded presentation by the 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 submitting the recorded presentation link, 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 contributing to discussions and other assignments on a regular basis. Students are expected to check their course emails (Blackboard Messenger) a **minimum of 1-2 times a week!**

- In an online class, participation is considered attendance and will affect one's progress in this course. If students fall behind on required participation (discussion threads, assignments, etc.), the student will be referred to the early warning system. An academic advisor will attempt to contact the student to discuss the situation and his/her options for the course.

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; not the professor's. 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 absolutely necessary for a student to miss class/an assignment, the student should confer with his/her professor **before** the day the assignment is due.

**Communicating with your instructor:** Communicating with your instructor: ALL electronic communication with the instructor must be through your Blackboard Messenger\*\*. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

1. Student Learner Outcome (SLO)	2. Criteria For Success	3. Means of Assessment
1. Students will demonstrate an understanding of the foundational models of communication.	Critical Thinking (CT)	Quiz - Chapter 1
2. Students will apply elements of audience analysis.	Critical Thinking (CT)	Quiz - Chapter 6
3. Students will demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.	Personal Responsibility (PR)	Chapter 4 Video Survey
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)	Quiz – Chapter 6
7. Students will develop proficiency in presenting a variety of speeches as an	Teamwork (TW)	Informative Speech

individual or group (e.g. narrative, informative or persuasive).		
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**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 the appropriate discipline action. See Plagiarism Policy Below.

**Plagiarism:**

The practice of taking someone else's work or ideas and passing them off as one's own.

**COLLEGE OF THE MAINLAND**  
**HUMANITIES DEPARTMENT**  
**POLICY STATEMENT: PLAGIARISM**

Plagiarism is a form of academic dishonesty. To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his/her work to be used by others is also guilty.)

Any student who plagiarizes will receive a grade of “0” on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation.

Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook <http://www.com.edu/student-services/student-handbook.php>.

Note: All work submitted in College of the Mainland ENGL, HUMA, or PHIL classes must conform to the documentation system established by the Modern Language Association (MLA). MLA documentation guidelines are distributed by your instructor, found in your textbook or on reserve in the library (<http://library.com.edu/>). **Documentation in SPCH classes is up to the individual instructor. It may be either MLA or APA style; check with your instructor and follow the appropriate system guidelines.**

To document using the MLA system, you must provide an in-text parenthetical citation and a corresponding entry on a Works Cited page. “Source” may refer to published works (including material available from electronic/computer networks or databases), electronically broadcast programs, films, recordings, interviews, speeches, or lectures.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.

4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

8/20/2011

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

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

**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, [banderson@com.edu](mailto:banderson@com.edu).

**Course outline:** See page 9-10

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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://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**COVID-19 Statement:** All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.

**SPCH 1315 CL Tentative Course Overview  
Fall 2021**

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

<b>WEEKS/UNITS:</b>	<b>ASSIGNMENTS:</b>
Week 1 Aug. 23 – Aug. 27	<b>First Getting Started</b> Introduce Public Speaking <b>Chapter 1 Quiz</b>
Week 2 Aug. 30 – Sept. 3	Overview of a Speech <b>Chapter 2 Quiz</b> Managing Anxiety
Week 3 Sept. 6 – Sept. 10	Ethics and Public Speaking - <b>Chapter 4 Video</b> Introduce Self-Introduction Speech
Week 4 Sept. 13 – Sept. 17	<b>Self- Introduction Speech</b> <b>Peer Evaluations</b> Listening
Week 5 Sept. 20 – Sept. 24	Analyzing the Audience <b>Chapter 6 Quiz</b>
Week 6 Sept. 27 – Oct. 1	Supporting Material - <b>Chapter 8 Videos (3)</b> <b>Chapter 9 Video</b> <b>Chapter 9 Quiz</b>
Week 7 Oct. 4 – Oct. 8	Citing Sources <b>Chapter 10 Video</b> <b>Chapter 10 Quiz</b>
Week 8 Oct. 11 – Oct. 15	Introduce Informative Speech Organizing the Body - <b>Chapter 11 Videos (3)</b> Pattern of Organization - <b>Chapter 12 Videos (2)</b>
Week 9 Oct. 18 – Oct. 22	Outlining - <b>Chapter 13 Video</b> Introductions and Conclusions - <b>Chapter 14 Videos (2)</b> <b>Selecting a Topic and Purpose – COVER PAGE</b>
Week 10 Oct. 25 – Oct. 29	Your Voice in Delivery - <b>Chapter 17 Video</b> Your Body in Delivery - <b>Chapter 18 Video</b> Presentation Aids - <b>Chapter 19 Video</b> Informative Speech - <b>Chapter 22 Video</b> Credible Sources – <b>APA Reference Page</b>
Week 11 Nov. 1 – Nov. 5	<b>Informative Speech</b> <b>Peer Evaluations</b>
Week 12 Nov. 8 – Nov. 12	Principles of Persuasive Speaking- <b>Chapter 23 Quiz</b> Introduce Persuasive Speech
Week 13 Nov. 15 – Nov. 19	Audience Analysis Selecting a Topic and Purpose – <b>COVER PAGE</b>
Week 14 Nov. 22 – Nov. 26	Persuasive Speech Workshop

Week 15 Nov. 29 – Dec. 3	<b>Persuasive Speeches</b>
Week 16 Dec. 6 – Dec. 10	Persuasive Speeches Peer Evaluations