



**SPCH 1315.104CL  
Public Speaking  
Fall 2022**

**Tuesday and Thursday 11:00 am to 12:20 pm**

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

**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 12:30 pm – 3:00 pm	9:00 am to 9:30 am	9:00 am to 9:30 am 12:30 pm – 3:00 pm	9:00 am to 9:30 am	ONLINE 12:00 pm to 2:00 pm

**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)
  - 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)
- Four Mini-Speeches
- Seven In-Class Activities
- 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 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 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: (See page 3)**

Assignments	Points Possible	Your Points
<b>Major Speeches:</b>		
Speech 1 - Self-Introduction	100	
Speech 2 & Outline - Informative Speech (REQUIRED)	200	
Speech 3 & Outline - Persuasive Speech (REQUIRED)	250	
<b>Mini Speech Presentation</b>		
Favorite Quote/Song	50	
Group (Content Topics)	50	
Things That Make You Go Hmmm	50	
Stop It!!	50	
<b>In-Class Activities:</b>		
Quiz #1, Delivery, Selecting Topic & Organizing Points, Establishing Credibility, Sources Review, & Facts vs Opinions, Quiz #2	(7 activities) 20 points each	
<b>Formal Assignments:</b>		
Audience Analysis	20	
APA Reference Pages (Informative/Persuasive) *10 pts each	20	
Topic & Purpose Cover Page – Informative	10	
Topic & Purpose Cover Page - Persuasive	10	
<b>Speech Evaluations:</b>		
Speech Evaluation (TedTalk)	20	
Informative Speech Peer Evaluations	15	
Persuasive Speech Peer Evaluations	15	
<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 contributing to discussions and other 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 College of the Mainland email or through Brightspace messages. 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 #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 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 pages 8 - 9*

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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 Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@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 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**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  
Fall 2022**

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

<b>Units</b>	<b>Assignments</b>
<b>A</b> <i>August 22</i>  –  <i>September 19</i>	Intro. to Course and Syllabus Review Introduce Mini-Speech #1 (Favorite Quote/Lyric) <b>PRESENT Mini-Speech (Favorite Quote/Lyric)</b>  <div style="border: 1px solid black; padding: 5px;"> <p>LECTURE: Chapters 1 – 5</p> <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 Speech Anxiety</li> </ul> </div> Introduce Major Speech #1 (Self-Introduction Speech) In-Class Assignments/Exercises <ul style="list-style-type: none"> <li>- Quiz #1</li> </ul> Introduce Mini-Presentation #2 (Group – Topic Selection) <b>PRESENT Self-Introduction Speech</b>
<b>Units</b>	<b>Assignments</b>
<b>B</b> <i>September 19</i>  –  <i>October 10</i>	<b>PRESENT Mini-Speech #2 (Groups 1-3 – Topic Selection)</b> <ul style="list-style-type: none"> <li>- <i>Importance of Public Speaking</i></li> <li>- <i>Coping with Anxiety</i></li> <li>- <i>Listening</i></li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>LECTURE: Chapters 17 – 21; Chapters 6 - 7</p> <ul style="list-style-type: none"> <li>- Methods of Delivery (Verbal and Nonverbal)</li> <li>- Presentation Aids</li> <li>- Audience Analysis</li> <li>- Selecting a Topic</li> </ul> </div> In-class Exercises <ul style="list-style-type: none"> <li>- Delivery Exercises</li> <li>- Selecting a Topic</li> <li>- Organization</li> </ul> Introduce Informative Speech ASSIGNMENTS: <ul style="list-style-type: none"> <li>• Informative Cover Page</li> <li>• Audience Analysis</li> </ul>



Units	Assignments
<p><b>C</b> October 10</p> <p>-</p> <p>November 7</p>	<p><b>PRESENT Mini-Speech (Groups 4-6 – Topic Selection)</b></p> <ul style="list-style-type: none"> <li>- <i>Nonverbal Communication in Public Speaking</i></li> <li>- <i>Visual Aids</i></li> <li>- <i>Selecting a Topic</i></li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p>LECTURE: Chapters 8 – 16; 23</p> <ul style="list-style-type: none"> <li>- Supporting Materials</li> <li>- Finding and Citing Sources (Credible/Reliable)</li> <li>- Organizing and Outlining Speech</li> <li>- Developing Introductions/Conclusions</li> <li>- The Informative Speech</li> </ul> </div> <p>Introduce Mini-Speech (Things That Make You Go Hmmm) In-class Exercises</p> <ul style="list-style-type: none"> <li>- Establishing Credibility</li> <li>- Reviewing sources</li> <li>- Fact vs. Opinion</li> </ul> <p><b>PRESENT Mini-Speech (Things That Make You Go Hmmm)</b></p> <p>ASSIGNMENTS:</p> <ul style="list-style-type: none"> <li>• APA Reference Page</li> <li>• Peer Evaluations</li> </ul> <p><b>PRESENT: Informative Speech (REQUIRED)</b></p> <p>Introduce Persuasive Speech</p>
Units	Assignments
<p><b>D</b> November 7</p> <p>-</p> <p>December 9</p>	<p>Introduce Mini-Speech (Stop It!)</p> <div style="border: 1px solid black; padding: 5px;"> <p>LECTURE: Chapters 24 &amp; 25</p> <ul style="list-style-type: none"> <li>- Principles &amp; Methods of Persuasive Speaking</li> </ul> </div> <p><b>PRESENT Mini-Speech (Stop It!)</b></p> <p>ASSIGNMENTS:</p> <ul style="list-style-type: none"> <li>• Quiz</li> <li>• TedTalk Evaluation</li> <li>• Persuasive Speech Cover Page</li> <li>• APA Reference Page</li> <li>• Peer Evaluations</li> </ul> <p><b>PRESENT: Persuasive Speech (REQUIRED)</b></p>