McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PUBLIC SPEAKING

SPCH – 1315 - 002 & 006

KATIE STEVENS

NOTE: This is a 16-week course.
NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:
McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Prerequisites and/or Corequisites:
There are no official course prerequisites at this time. The student should, however, be able to speak, listen, and write in English, employing at least a high school level vocabulary and correct grammar. Writing skills are necessary for completing assignments; reading skills are necessary for reading a college text and responding to test questions; and speaking is necessary to demonstrate the skills studied. The student will be expected to apply critical thinking skills including comparison and contrast, analysis, and synthesis. To improve inadequate skills for the level of this course, the student may take advantage of the college's reading and developmental English courses. Adequate English oral usage is expected for success in the course.

Course Notes and Instructor Recommendations:
Public Speaking is a course where we will cover the entire process of presentational speaking, including audience analysis, selecting a topic, determining purpose of speech, researching, organizing, rehearsing and delivery. Students will give presentations in various formats on topics they select. Your role in the course is both presenter and audience member for other speakers, so we must all be respectful in either role.

Students need to access course materials in Brightspace and check regularly for class information, to submit assignments and check grades. I recommend students Opt-In on notifications in Brightspace for announcements and grades posted. Students must submit assignments in Word or PDF documents. All assignments will be submitted in Brightspace and grades/feedback will be posted in Brightspace. Lectures will be posted as PowerPoint slides in Brightspace. Students must have access to reliable internet and check Brightspace regularly.

Instructor Information:
Instructor Name: Katie Stevens
MCC E-mail: kstevens@mclennan.edu
Office Phone Number: 512-966-7806
Office Location: FOB106
Office/Teacher Conference Hours: Mondays 12:00-1:00pm
Wednesdays 9:30-11:00am or Zoom by appt.

Other Instruction Information: If you need to contact me, I will respond within 24 hours via email during the weekdays. On weekends, I will try to respond promptly, but in some instances response time may wait until Monday, especially during holidays.

Required Text & Materials:

This course will utilize OER materials. This is a free educational textbook that can be downloaded. Click on the link below and then download the full text 4th edition of the textbook: https://www.oercommons.org/courses/exploring-public-speaking/view

Methods of Teaching and Learning:

Classes will consist of lecture, activities, discussion, peer review and papers/outlines. For the major presentations, you will complete an outline, works cited, and audience analysis. A visual aid is required for two presentations. Students need to access course materials in Brightspace and check regularly for class information, to submit assignments and check grades.

Course Objectives and/or Competencies:

The Texas Higher Education Coordinating Board requires that all courses in the Foundational Component area of Communication teach these four Core Objectives:

- Critical Thinking Skills (CT): "to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information."
- Communication Skills (COM): "to include effective development, interpretation and expression of ideas through written, oral and visual communication."
- Teamwork (TW): "to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal."
- Personal Responsibility (PR): "to include the ability to connect choices, actions and consequences to ethical decision-making."

Learning Outcomes: Upon successful completion of this course, students will

1. Demonstrate an understanding of the foundational models of communication. (CT, COM)
2. Apply elements of audience analysis. (CT)
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic. (CT, COM)
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques. (CT, COM, PR)
5. Demonstrate effective usage of technology when researching and/or presenting speeches. (CT, COM)
6. Identify how culture, ethnicity and gender influence communication. (CT, COM, PR)
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive). (COM, TW, PR)

Course Grading Information:

- *Attendance*: Attendance will be monitored and graded through in-person meetings. If a student is absent more than 4 times, they will be dropped from the course. Attendance will be taken 12 times and each time you are present counts as 5 points on the attendance grade.
  *Note: If a student is attending regularly but circumstances cause excessive absences, please contact the instructor to discuss possible arrangements to make-up work and to avoid being dropped.

- *Quizzes*: There are 16 Chapter Quizzes that must be taken in Brightspace, worth 10 points each.
  - Each student will answer 5 questions from the chapter, with each question worth 2 points.
  - The quizzes are not timed and questions will be randomized.
  - Each quiz may be taken up to three times and the highest quiz grade will be recorded.
  - The lowest quiz score will be dropped.
    **Note*: If a student fails to complete more than 8 quizzes/discussions, they will be dropped from the course. If circumstances prevent you from completing these items, please contact the instructor to see if alternative arrangements can be determined to avoid being dropped.

- *Speech Prep Work:* Topics, audience analysis statements and outline rough drafts must be submitted for the Informative and Persuasive presentations.
  - Topics will be submitted in Brightspace discussion boards. If someone else has already claimed a topic, then you must select a different topic. Topic submissions are worth 5 points each.
  - Audience Analysis Statements will be submitted in Brightspace discussion boards. You will write 3 statements that show how your topic is relevant to the audience, which you can use in your speech. Audience Analysis statements are worth 10 points each.
  - Outline rough drafts will be submitted by email before the Informative and Persuasive presentations. You will receive feedback to help with editing and formatting. Rough draft submissions are worth 10 points each.

- *Presentations:* There will be six presentations. Students will present an introduction, informative, impromptu, persuasive, special occasion, and group presentation. Specific requirements will be explained when we begin each unit and are posted on Brightspace.

  *Note: Each student is permitted one make-up speech during the final exam class. Make-up speeches will be graded and the higher grade will be applied. Any work required for the speech is due for the make-up speech. No self-assessment papers will be accepted for make-up speeches.

- *Self-Reflection Papers:* After each major presentation, you must complete a self-reflection paper, evaluating your own presentation.
    - The paper should be typed, double-spaced, 11-12pt font, name on paper and proofread.
    - Self-reflection papers are due after completing the Introduction speech, Informative and Persuasive speech, stating three things you did well during the speech and three things you need to improve in essay format.
    - The fourth self-reflection is due after the Special Occasion speech, explaining three things you learned in class this semester.
    - Papers should be submitted in PDF or Word format on Brightspace.

- *Peer Evaluations:* Students will view classmates' speeches and complete 10 peer reviews, answering 5 questions about each speaker.
    - Peer evaluations will be completed on classmates' presentations for Informative and Persuasive speeches.
    - The evaluations will be given to the student evaluated, so please be constructive, yet helpful. Comments that are hurtful or inappropriate will not be given to the student and will be deducted from the critic's grade.
    - Peer evaluations are worth 50 points each.

- *Grades will be divided as follows:*

Attendance	50pts
Quizzes	150pts
Introduction Speech	50pts
Group Presentation	100pts
Speech Prep Work	50pts
Informative Presentation	100pts
Impromptu Speech	50pts
Persuasive Presentation	150pts
Special Occasion Speech	100pts
SA Papers	100pts
Peer Evaluations	100pts
	1000pts

A=900-1000; **B**=800-899; **C**=700-799; **D**=600-699; **F**=000-599

Late Work, Attendance, and Make Up Work Policies:

Students are expected to complete all written work, quizzes, and presentations on time. Any late work will receive a 10 percent penalty for each class day after assignment. If you know that you will be unable to complete an assignment or speech as scheduled, communicate with the instructor ahead of time and something might be arranged to avoid the penalty.

Course Outline/Schedule:

Note*: Independent Work should be completed in Brightspace by **Tuesdays at 11pm.

Date	Coursework	Due Dates

WEEK 1

8/25 Syllabus & Ice-Breakers
Go over Introduction Speech

Independent Work:

Orientation Quiz
Chapter 1 & 2 Quizzes — August 31st

WEEK 2

9/1 Introduction Speeches
Chapter 1 & 2 Activites

Independent Work:

Submit Self-Reflection Paper#1
Chapter 3 & 4 Quizzes — September 7th

WEEK 3

9/8 Chapter 3 & 4 Activities
Begin Group Assignment

Independent Work:

Chapter 5 & 7 Quizzes — September 14th

WEEK 4

9/15 Chapter 5 & 7 Activities
Groupwork

Independent Work:

Prep Group Presentations

WEEK 5

9/22 Group Presentations
Complete Peer Evaluations

Independent Work:
Chapter 6 & 8 Quizzes — September 28th

WEEK 6

9/29 Chapters 6 & 8 Activities
Look over Informative Assignment

Independent Work:
Submit Informative Topic & Audience Statements
Chapter 9 & 12 Quizzes — October 5th

WEEK 7

10/6 Chapter 9 & 12 Activities

Independent Work:
Submit Outline Rough Draft — *October 10th

WEEK 8

10/13 Informative Presentations
Submit Outline & Works Cited

Independent Work:
Submit Self-Reflection Paper#2
Submit Informative Peer Reviews
Chapters 10 & 11 Quizzes — October 19th

WEEK 9

10/20 Chapters 10 & 11 Activities
Go over Persuasive Assignment

Independent Work:
Submit Persuasive Topic & Audience Statements
Chapter 13 & 14 Quizzes — October 26th

WEEK 10
10/27 Chapter 13 & 14 Activities

Independent Work:
Email Outline Rough draft for feedback November 2nd

WEEK 11
11/3 Impromptu Speeches

WEEK 12
11/10 Persuasive Presentations
Submit Outline & Works Cited

WEEK 13
11/17 Persuasive Presentations
Submit Outline & Works Cited

Independent Work:
Submit Self-Reflection Paper#3
Submit Persuasive Peer Reviews November 23rd

WEEK 14

Independent Work:
Chapter 15 Quiz November 30th

WEEK 15
12/1 Special Occasion Speeches

Independent Work:
Submit Final Reflection Paper December 7th

WEEK 16

12/8 Make-up Speech (optional)

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Student Behavioral Expectations or Conduct Policy:

1) Be respectful to other students and the instructor. Students should conduct themselves professionally as speakers and audience members.

2) Check BrightSpace for grades and other materials and Opt-in for notifications to receive announcements and grades from class.

3) Work must be submitted via Brightspace by the posted deadlines. Any late work receives a ten percent penalty for each day it is submitted late. Assignments are due at 11pm on the assigned due date.

4) Check over the assignment instructions before submitting an assignment. Check that you've included all items required before submitting.

5) When you submit an item, check that you submitted the correct document in .doc or .pdf format. The item submitted will be assigned a grade. If it is the wrong document or if it cannot be opened due to being in the wrong format, it will be graded as a zero.

6) Remember Murphy's Law: what can go wrong, will go wrong. Do not wait until the last minute to submit assignments or coursework, since an issue may arise that delays submissison and pushes it past the deadline.

7) If you miss a speech, you can replace one speech at the end of the semester by taking the final exam. If no speeches were missed, you can redo a speech and the higher grade will be recorded. If you redo a speech, the same requirements must be submitted.

8) If you have questions at any time, please email, text or call. If you do not receive an email response within 24 hours during the week or 48 hours on weekends, resend it. Communication is key!

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Rquirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:
You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.