McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

PROFESSOR'S PLAN

PUBLIC SPEAKING

SPCH 1315.015

ANN DUNCAN

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

AN EQUAL OPPORTUNITY INSTITUTION   FALL, 2021

Any part of this course plan document is subject to change.

Changes will be announced in class meetings and/or on the course homepage in Brightspace.

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 the ability to effectively evaluate oral presentations.

Prerequisites and/or Corequisites:

None

Course Notes and Professor Recommendations:

Welcome to Public Speaking!

- This **course syllabus is my contract with you** for this semester. All information essential to your successful participation in and completion of this course is outlined in this document. It is **your responsibility to read everything in this document and be familiar with its contents**! You will be asked to <mark>sign a *Course Plan Agreement*</mark> in your orientation email assignment indicating that you understand all course policies and agree to abide by them in this course. I also agree to abide by the policies of this course syllabus. No grades are posted on Brightspace until I have your "User Agreement."

- <mark>DO NOT PURCHASE A TEXTBOOK.</mark> All materials are provided in the course speaking project modules on Brightspace.

- You are responsible for all course material in class meetings and on Brightspace for this course.

- Schedule time each week to complete your work for this course as follows.
Plan for 9 to 12 hours of module study, class meeting attendance, and assignment completion each week. 9 hours each week is the minimum amount of time expected of you by the college for this course.

- You will **meet in the classroom on Tuesday each week.** <mark>DO NOT ATTEND CLASS IN PERSON IF YOU TEST POSITIVE OR EXHIBIT SYMPTOMS OF THE COVID-19 VIRUS. IMMEDIATELY CONTACT ME SO ACCOMMODATIONS CAN BE MADE FOR YOU.</mark>

- Your course exams consist of five speaking projects.

- Late submissions for assignments are not eligible for point credits unless prior arrangements have been made with me and proper documentation is submitted immediately.

- I am here to help! If you need clarification on an assignment or would like me to look at your assignment work, please do not hesitate to ask well in advance of the due date/time. That said - it is up to you to take the initiative and ask for help. PLEASE NOTE that I am of limited or no help within a few hours of an assignment's deadline.

- I am available by email and weekly Zoom conference hours for questions or assistance. I check my email frequently and will do my best to respond to you within 24 hours (Friday through Sunday responses may take longer).

- Please <u>check your MCC email and Brightspace course homepage announcements frequently!</u> I use these methods to communicate helpful class information, updates, and reminders. If I have to cancel a class, I will announce it on Brightspace to let you know how to earn your attendance for the class meeting.
- <u>Always put your course ID</u> <mark>1315.015</mark> on the <u>subject line of any email</u> you send to me.
- Acquire the programs and apps listed below in the <u>Programs and Apps</u> section and arrange for reliable internet access.

Professor Information:

Professor Name: Ann Duncan

MCC E-mail: <u>aduncan@mclennan.edu</u> (Quickest responses Monday through Thursday)

Office Phone Number: 254-299-8956 (I can answer Monday through Thursday 1:00 PM to 5:00 PM)

Office Location: Faculty Office Building, room 117

Office/Teacher Conference Hours: See the *Contact Me* section on the course homepage on Brightspace.

Required Text & Materials:

<mark>All textbook materials</mark> are provided to you <mark>at no cost</mark> on Brightspace. <mark>Do not purchase a textbook for this course.</mark> The materials you need are included in the Speaking Project modules.

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Programs and Apps

Download and use these <mark>three must-have apps</mark> to complete your work in this course.

- **Microsoft Office 365** suite of programs <u>available to you as an MCC student for free</u>. <mark>*You must use the Microsoft Word and PowerPoint programs in this application suite to complete several assignments*</mark> *and to access course files on Brightspace. Contact Tech Support for assistance with this download, if needed.* http://www.mclennan.edu/tech-support/software
- **Adobe Acrobat Reader**—go to https://get.adobe.com/reader/ Some course documents on Brightspace are in this format. <u>This app is free</u>.
- **Grammarly**—go to https://www.grammarly.com/   Use this <u>free writing check tool</u> for all your writing in assignments and discussions. This app <u>will improve the points you earn for all written assignments</u>, including your posts to the discussion peer critiques.

Methods of Teaching and Learning:

Class sessions will include lectures, activities, class discussions, assignment overviews, study workshops, group collaborations, and oral presentations. Please make sure that you have

access to the internet. You may need to utilize the campus resources and equipment. You are expected to study all content checklist materials in the modules provided to you on Brightspace for the successful completion of all oral presentations and supporting written assignments. <mark>You are responsible for studying all course content materials on Brightspace outside of and before the class meetings and before working on your assignments</mark>. Assignments, all written documents or oral presentations, and discussion posts/video uploads serve as the exams for this course.

All class meetings must be attended as they are used for assignment overviews, discussions and group collaborations, oral presentations, study workshops, and attendance verifications.

Course Objectives and/or Competencies:

The Texas Higher Education Coordinating Board requires Communication courses to incorporate four Student Learning Outcomes/Competencies (SLOs) into the courses. These Outcomes (competencies) are in addition to specific course learning objectives outlined under each course title. The core objectives for communication are:

- Critical Thinking Skills (CT): "to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information."
- Communication Skills (COMM): "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: In addition to the above-listed competencies, upon successful completion of this course, students will meet the following learning outcomes.

- Demonstrate an understanding of public speaking and rhetorical theory.
- Recognize the social, ethical, and personal values of public speaking.
- Explain the celebratory, informative, and persuasive purposes of oral presentations.
- Examine and utilize effective language style for achieving the purpose of an oral presentation.
- Apply appropriate audience analysis, including cultural awareness, in choices of content, language style, and delivery of oral presentations.
- Research, develop and organize valid content to achieve the selected speaking purpose of an oral presentation.
- Deliver speeches in the extemporaneous style with effective verbal, nonverbal, and

supporting technology techniques for both live audience and virtual audience situations.

- Demonstrate effective usage of technology when researching and/or presenting speeches.
- Demonstrate critical listening skills by analyzing presentations for the development of ethical, validated content, language style, and the use of audience-centered delivery.

Course Schedule: This schedule may be changed as needed during this course term. You should print a copy of this schedule to use as you proceed through this course.

Week	Module Topic	Assignments	Assignment Point Credits	How to Submit Assignments & Attend Class Meetings	Assignment & Class Meeting Dates
1	**Your Course Orientation**	Class Topic-*Get-Acquainted activities, course tour, First Speaking Project overview* **Course Orientation Quizzes (3) & Course Plan Agreement Email**	up to **40** 1 bonus point for each quiz completed 2 days early and 1 point for sending the email 2 days early	Meet in Liberal Arts 103. D2L Assessments Tab Attach the document to the assignment folder on Brightspace	Aug. 24 Tuesday at 11:10 AM Aug. 29 (Sunday) by 11:30 PM
2	**First Speaking Project** A Zoom meeting speech to the class	***Class Zoom Meeting-- My Self Introduction*** Classmate Greetings	All **50** points if you give this speech during this meeting up to **15** 2 bonus points for posting all 3 greetings 2 days early	Class Zoom Meeting See announcement to access the link Attendance required D2L Discussions Tab *Classmate Greetings* Discussion Topic—Thread Replies	**Aug. 31** **join Zoom Tuesday** **at 11:10 AM** Sept. 3 Friday by 11:30 PM
3	**Second Speaking Project** A video demonstration presentation	Class Topic—*Second Speaking Topic Overview; Topic Selection* Topic Approval & Audience Description	up to **10** 2 bonus points for submitting 2 days early	Meet in Liberal Arts 103. D2L Assessments Tab Attach to assignment folder on Brightspace	Sept. 7 Tuesday at 11:10 AM Sept. 10 Friday by 11:30 PM

4	**Second Speaking Project** A video demonstration presentation	Class Topic—*Video Delivery Guidelines*		Meet in Liberal Arts 103.	Sept. 14 Tuesday at 11:10 AM
5	**Second Speaking Project** A video demonstration presentation	Class Topic—*Video Recording & Uploading Guidelines* **Video Demonstration Presentation** posted to the *Video Demonstration Classmate Feedback* Discussion Topic	up to **100** 10 bonus points for posting 2 days early	Meet in Liberal Arts 103. D2L Discussions Tab *Video Demonstration Classmate Feedback* Discussion Topic—Thread Post	Sept. 21 Tuesday at 11:10 AM **Sept. 24 Friday by 11:30 PM**
6	**Second Speaking Project** A video demonstration presentation	Class Topic--*How to Write Classmate Feedback Comments; Third Speaking Project Overview* Video Demonstration Classmate Feedback	up to **15** 2 bonus points for posting all 3 feedback responses 2 days early	Meet in Liberal Arts 103. D2L Discussions Tab *Video Demonstration Classmate Feedback*— Discussion Topic—Thread Replies	Sept. 28 Tuesday at 11:10 AM Oct. 1 Friday by 11:30 PM
7	**Third Speaking Project** Presentation to the classroom audience	Class Topic--*Ideas for Informing Others Presentation Topics* Speech Topic Approval	up to **10** 2 bonus points for submitting 2 days early	Meet in Liberal Arts 103. D2L Assessments Tab Attach to assignment folder on Brightspace	Oct. 5 Tuesday at 11:10 AM Oct. 8 Friday by 11:30 PM
8	**Third Speaking Project** Presentation to the classroom audience	Class Topic--*How to Research Your Topic with Dr. Kenan* Annotated References List	up to **20** 2 bonus points for submitting 2 days early	Meet in Liberal Arts 103. D2L Assessments Tab Attach to assignment folder on Brightspace	Oct. 12 Tuesday at 11:10 AM Oct. 15 Friday by 11:30 PM
9	**Third Speaking Project** Presentation to	**Informing Others Oral Presentation—Round I** Informative Presentation	up to **100** 10 bonus points for	**Meet in Liberal Arts room 103.** Attendance required	**Oct. 19 Tuesday** at 11:10 AM

	the classroom audience		presenting on the first day		Bonus Pt. Day
10	**Third Speaking Project** Presentation to the classroom audience	**Informing Others Oral Presentation—Round II** Informative Presentation Presentation Classmate Feedback	up to **100** up to **15** 2 bonus points for posting all 3 feedback responses 2 days early	**Meet in Liberal Arts room 103.** Attendance required D2L Discussions Tab *Informing Others Presentation Classmate Feedback* Discussion Topic—Thread Replies	**Oct. 26 Tuesday** at 11:10 AM Oct. 29 Friday by 11:30 PM
11	**Fourth Speaking Project** Group Advocacy Presentation Video	Class Topic—*Working in Groups Successfully; Fourth Speaking Project Overview;* Group work Group Information Form	up to **30** 3 bonus points for submitting 2 days early	Meet in Liberal Arts 103. Groups will relocate to designated workrooms D2L Group Tab upload document to Group Files Locker	Nov. 2 Tuesday at 11:10 AM Nov. 5 Friday by 11:30 PM
12	**Fourth Speaking Project** Group Advocacy Presentation Video	Groups meet to complete their work on slideshow assignment Group Advocacy Slideshow Plan	up to **30** 3 bonus points for uploading 2 days early	Meet in Liberal Arts 103. Groups will relocate to designated workrooms D2L Groups Tab Upload document to Group Locker	Nov. 9 Tuesday at 11:10 AM Nov. 12 Friday by 11:30 PM
13	**Fourth Speaking Project** Group Advocacy Presentation Video	Groups complete their work on project assignments & post video **Group Advocacy Presentation Video** Self and Group Evaluation Report	up to **125** 12 bonus points for posting to discussion topic 2 days early up to **50** 5 bonus points for submitting 2 days early	D2L Discussions Tab Video posted to *Group Advocacy Presentation Classmate Feedback* Discussion Topic—Thread post D2L Assessments Tab Attach to assignment folder on Brightspace	Nov. 16 Tuesday at 11:10 AM **Nov. 19 Friday by 11:30 PM** Nov. 21 Sunday by 11:30 PM

14	**Fourth Speaking Project** Group Advocacy Presentation Video	Class Topic—*Overview of Fifth Speaking Project; Special Occasion Presentation Guidelines* Group Advocacy Presentation Classmate Feedback	up to **15** 2 bonus points for posting all 3 feedback responses 2 days early	Meet in Liberal Arts 103. D2L Discussions Tab *Group Advocacy Presentation Classmate Feedback* Discussion Topic— Feedback in Reply posts to group Threads	Nov. 23 Tuesday at 11:10 AM Nov. 23 Tuesday by 11:30 PM
15	**Fifth Speaking Project** Course Commencement Address Video	Class Topic—*Using Language & Humor in Special Occasion Presentations* **Course Commencement Address Video**	up to **100** 10 bonus points for posting to discussion topic 2 days early	Meet in Liberal Arts 103. D2L Discussions Tab Video uploaded to *Course Commencement Address Classmate Feedback* Discussion Topic—Thread post	Nov. 30 Tuesday at 11:10 AM **Dec. 3 (Friday) by 11:30 PM**
16	**Fifth Speaking Project** Course Commencement Address Video	Course Commencement Address Classmate Feedback	up to **15** 2 bonus points for posting all 3 replies 2 days early	D2L Discussions Tab Feedback in Reply posts to classmate Threads in the *Course Commencement Address Classmate Feedback* Discussion Topic	**Dec. 7 (Tuesday) by 2:00 PM**

Course Grading Information:

1. You complete and present/submit all course assignments by the due dates and times listed in the above table.
2. **You earn point credits for each submitted or presented assignment** based on the quality and promptness of your work.
3. **Bonus point credits** are earned with early assignment submissions and first-day oral presentations.
4. **Your point credit total increases** with each submitted/presented assignment.
5. **The maximum overall point total** you can earn is **777** point credits plus up to 73 bonus points for early assignment submissions.
6. **Your final overall point total converts to the final course letter grade** as follows.

90% point credit total	=	**A**	This grade requires high-quality completion of all assignments.
80% point credit total	=	**B**	
70% point credit total	=	**C**	
60% point credit total	=	**D**	This grade is a passing grade but may not transfer.
50-0% point credit total	=	**F**	This is a failing grade, resulting in no credit for this course.

7. **All course letter grade levels are available to each student in this course.** Grade curves or averaging of assignment grades are not used in this course. Recently all students in one of my course sections earned the grade of A. I challenge everyone in this class section to do the same!

8. MCC student final course grades are calculated on a four-point GPA system while dual-credit student final course grades usually are calculated on a 100-point numerical system for their respective transcripts.

Plagiarism and Cheating Policy for this Course:

Click Here for the MCC Academic Integrity Statement

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

Any assignment with work submitted or presented in this course involving plagiarism and/or cheating will receive **zero point credits** and notification of this offense will be sent to the Career Development Office. Continued use of such work will result in a **grade of F for this course** and further action by the Career Development Office.

Plagiarized work is work created by a person other than by the student submitting, presenting, or not citing in a speech the work by this other person in an assignment.

Cheating is using inappropriate assistance from one or more persons to complete an assignment that is supposed to be the student's original and sole work. This includes any student who engages another person or persons, especially through any type of commercial service, to do their research and/or preparation of an assignment, or who uses the work of another, with or without that person's permission, and submits such work as his or her original work.

Any student is encouraged to seek appropriate assistance from college faculty and staff such as the course professor, reference librarians, lab assistants, writing and academic success center faculty, and success coaches.

Late Work Policies

- <mark>Late work is not accepted</mark> This policy has been adopted to help you prioritize and fulfill your commitment to complete this course with a passing final grade.
- <mark>Files that cannot be opened/viewed by me by the assignment's deadline</mark> will cause your <mark>work to be considered late</mark> and <mark>will not be graded.</mark> Pay close attention to your assignment instructions to avoid this happening with your submission or video upload.

*This late work policy may not apply if you have a documented illness or other unusual circumstances that require absences beyond the dates designated for assignments but **only if you notify me in advance**. The professor's decision to waive this penalty will be based on evidence of legitimate proof of the absence such as written certification from a physician, official notification about a college event, and so forth. The professor reserves the right to decide to waive or not waive a late work penalty **based on what is fair to everyone participating in this course who did meet the requested assignment deadlines**.*

YOU OR SOMEONE ACTING FOR YOU MUST CONTACT ME IMMEDIATELY about any situation that disrupts your ability to complete assignments by their designated deadlines.

Student Behavioral Expectations or Conduct Policy:

- **You are expected to arrive for class on time and not to leave early**. Please make every effort not to arrive late or to leave early to avoid attendance point penalties. This applies to Zoom class sessions, also.

- Personal conduct in this classroom is based on respect towards others in all aspects of the course. Please keep your language PG 13 and treat others the way you would like to be treated. You will be withdrawn from this course if you create a negative learning environment in this classroom, in Zoom sessions, or discussion posts by expressing hostility through verbal and/or nonverbal communication, continuous verbal interruptions, refusal to participate as requested or expected—see remaining items below.

- You are expected to **contribute and participate during class discussions and activities**.

- <mark>Do not attend a zoom class with your video picture off or displaying a picture of you or something else.</mark> You are expected to be visible to us as an active meeting participant.

- <mark>Do not enter the classroom or knock on the door while a classmate is giving a speech</mark>.

- **All cell phones must be on vibrate or silent during class.** Never let your electronic device make a distracting noise during a classmate's speech to the class.

- NO UNAPPROVED ELECTRONIC DEVICE USE DURING CLASS—<mark>especially when speeches are being given</mark>.   However, **do bring an electronic device to every class** for use in activities and for accessing course documents on Brightspace.

- Being a good listener is a critical element of effective communication. You **MUST** be an **active, courteous listener** when others, including me, are speaking.

- Please get enough sleep every night. **If you are too tired to stay awake, please do not come to class** intending to "nap." If you put your head down on the table, close your eyes, snore, or give off some other sleeping "vibe," <u>I will count you absent and may ask you to leave the room</u>.

Attendance Policy:

* [Click Here for the MCC Attendance/Absences Policy](www.mclennan.edu/highlander-guide/policies)
(www.mclennan.edu/highlander-guide/policies)
Click on the link above for the college policies on attendance and absences. This course has limited real-time classroom and Zoom sessions, <mark>all of which you are **REQUIRED** <u>to attend</u></mark>. Your attendance each week is verified by attending scheduled class meetings and/or submitting/presenting assignments.

MCC's absence policy is a limit of 25%, which is <mark>**4 absences**</mark> for our weekly class meeting. Attendance is recorded on Brightspace each week. Any additional absences may cause your withdrawal from this course by the professor. <mark>You are responsible for what is presented in every class meeting, even if an absence is excused.</mark>

Course Withdrawal Policy:

You are required to notify me in writing if you wish to withdraw from this course. Please be aware that the <u>State of Texas limits you to six course withdrawals </u>while completing the four-year degree.

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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.