

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PUBLIC SPEAKING

SPCH 1315.015

INSTRUCTOR NAME

NOTE: This is a 16-week 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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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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:

None.

Course Notes and Instructor Recommendations:

Welcome to Public Speaking! This course syllabus is my contract with you for this semester. **It is your responsibility to read this syllabus and be familiar with its contents!** However, just like any other contract, this syllabus is renegotiable and may change at my discretion throughout the course. Adequate notice will always be given prior to any changes.

Things to Know:

- **I am here to help!** If you need clarification or feedback on an assignment, or if you would like coaching for speech presentations, please do not hesitate to ask. That said - it is up to you to take the initiative and ask for help.
- I am available during my office hours for questions or assistance. If you are not available during my office time, please email me - we can always set up a time to meet.
- **Email is the best way to get in touch with me.** I check my email frequently, until 5:00 pm on weekdays, and will do my best to respond to you within 24 hours (except on weekends).

Please check your campus email and/or Brightspace course site before each class! I will often use these methods to communicate pertinent class information and reminders.

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Instructor Information:

Instructor Name: Marianna Hampton
MCC E-mail: mhampton@mclennan.edu
Office Phone Number: 254-299-8955
Office Location: FOB 115

Office/Virtual Conference Hours:

Tues: 9:00 am – 11:00 am

Wed: 1:30 pm – 2:30 pm

Thurs: 9:00 am – 11:00 am

To meet with me virtually, use the Zoom Meeting ID 254 299 8955 during posted office hours. If I am meeting with another student or faculty member, you will be placed in a virtual waiting room until I am available.

Other Instruction Information: I check email until about 5:00 pm and will do my best to respond within 24 hours Monday through Thursday.

Required Text & Materials:

Title: Practically Speaking
Author: Rothwell, J. Dan
Edition: 2nd
Publisher: Oxford University Press
ISBN: 9780190457327

Website for free .pdf of text (with free 30 day trial):

<https://www.scribd.com/document/366298494/J-Dan-Rothwell-Practically-Speaking-Oxford-University-Press-2016>

Please purchase index cards to use during speech presentation.

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

Methods of Teaching and Learning:

Lecture, discussion groups, student presentations, group projects, exams, quizzes, peer and self-evaluation.

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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 (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:

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

Assessment:

A common rubric is used to evaluate SPCH 1315 presentations in the four core areas of critical thinking, communication, teamwork, and personal responsibility. Critical thinking is demonstrated by innovation, inquiry, analysis, evaluation, and synthesis of information. The communication component requires students to successfully develop, interpret, and express ideas. Effective teamwork requires considering different viewpoints and cooperating with others to reach a shared purpose or goal. Personal responsibility is measured by the individual's ability to connect choices, actions, and consequences to ethical decision-making as well as recognizing appropriate roles and acting accordingly within a team dynamic.

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Course Schedule:

8-23	Course Syllabus and Introduction	
8-25	Intro to Public Speaking	Ch. 1
8-30	Intro to Public Speaking, Cont.	
	Brightspace Quiz #1	Due on Brightspace
9-1	*Impromptu Speech*	All Groups
9-6	Audience Analysis and Topic Selection	Ch. 3
	Impromptu Speech Self Eval & Peer Critique	Due on Brightspace
9-8	Outline Development & APA	Ch. 7 & 8
9-13	Outline Development & APA, Cont.	
9-15	Minimizing Anxiety	Ch. 2
9-20	Speech Presentation and Delivery	Ch. 10
9-22	Introduction Speech Interviews	Meet in Classroom
9-27	*Introduction Speech Outline Workshop*	Meet in SSC 105
9-28	*Introduction Speech Final Draft*	Due on Brightspace
9-29	*Introduction Speech*	Group 2
10-4	*Introduction Speech*	Group 3
10-6	*Introduction Speech*	Group 1
10-11	Informative Speaking & Developing Content	Ch. 14 & 11
	Visual Aids	Ch. 13
	Introduction Speech Self Eval & Peer Critique	Due on Brightspace
10-13	Gathering Information	Ch. 8
10-18	Work Day	Meet in SSC 105
	APA Workshop	Due on Brightspace
10-20	Work Day & Outline Check	Meet in SSC 105
10-23	*Informative Process Speech Final Draft*	Due on Brightspace

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10-25	*Informative Process Speech*	Group 3
10-27	*Informative Process Speech*	Group 1
11-1	*Informative Process Speech*	Group 2
11-3	Persuasive Speaking	Ch. 15 & 16 (Ch. 10 rec.)
	Informative Speech Self Eval & Peer Critique	Due on Brightspace
11-8	Persuasive Speaking, Cont.	
11-10	Group Work Day	Meet in SSC 105
11-15	Group Work Day & Outline Check	Meet in SSC 105
11-17	Group Revision Work Day	Meet in SSC 105
	Brightspace Quizzes #2-6	Due on Brightspace
11-22	NO CLASS – THANKSGIVING HOLIDAY	
11-24	NO CLASS – THANKSGIVING HOLIDAY	
11-28	*Group Persuasive Final Draft*	Due on Brightspace
11-29	*Group Persuasive Speeches*	All Persuasive Groups
12-1	Final Exam Review	
	Brightspace Group Evaluations Due	
	Extra Credit Speaker Evaluations Due	

FINAL EXAM: Complete on Brightspace between:

Monday, 12/5/22 at 8:00 am through Wednesday, 12/7/22 at 12:00 pm (NOON).

Course Grading Information:

Speech Presentations: You will give four speech presentations in this course. You will be expected to turn in an outline with bibliography in APA format with three of these speeches (the introduction speech will only require an outline). For all speeches requiring outside sources, you will be expected to provide links to the library/online resources. Please read the handout on Brightspace titled “Outlines and APA Formatting” for detailed instructions on crafting your speech outline and photocopying your sources. We will cover this information in class.

- **Speech 1: Impromptu Speech** –You will not need to prepare an outline or bibliography; this speech will be given from personal experience.

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- **Speech 2: Introduction Speech** – To complete this speech you will be randomly assigned an interview partner.
 - You and your partner will interview each other and each create a **2-4 minute speech** introducing your partner.
 - No research sources are required.
 - You will turn in a digital typed outline to your Brightspace course by the scheduled due date.

- **Speech 3: Process Speech** – This speech will take the form of a “how to” or instructional speech and should consist of an introduction to the topic, a body describing the steps of the process, and a developed conclusion.
 - The speech should be **4-7 minutes** in length.
 - You will turn in a digital typed outline and bibliography to your Brightspace course by the scheduled due date.
 - **Four (4) credible sources** are required in your bibliography.
 - You must provide a permalink for each library resource or an full web address for each approved online source in your bibliography.
 - Please read the **Process Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.

- **Speech 4: Group Persuasive Speech** – With this speech, your group will get to collectively choose whatever topic you wish to address persuasively. You will then choose the appropriate persuasive format to address that topic.
 - Your presentation will need to be **8-12 minutes in length**.
 - Your group will need to turn in one completed outline. You will turn in a digital typed outline to your Brightspace Course by the scheduled due date.
 - **Six (6) credible sources** are required in your group bibliography.
 - You must provide a permalink for each library resource or an full web address for each approved online source in your bibliography.
 - Your group will be required to include an instructor approved visual aid.
 - Each member of the group must complete **Self and Group Evaluation Surveys** available on Brightspace.
 - Please read the **Group Persuasive Speech Assignment** and the handout titled **Outlines and APA Formatting** on Brightspace for detailed instructions.

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Outline Work Days, Outline Checks, and Workshop Assignments:

- You will be given class time to work on your group speech. Attendance will be taken on Work Days.
- You will be required to turn in a rough draft for the Introduction, Process Informative, and Group Persuasive Speeches on Outline Check Days. The rough drafts must include:
 - your purpose statement
 - the main points in the body of your speech
 - at least one source cited in APA formatting
- You will also be required to complete assigned activities on Brightspace for the APA Workshop.
- There are a total of two Workshops and two Outline Checks, each one is worth 25 points.

Self Evaluations: You will be required to fill out a self evaluation form for the Impromptu, Introduction, and Process Informative Speeches (three total). Each self evaluation form is worth 25 points and will be turned in through Brightspace.

Peer Critique Sheets: You will be required to fill out a peer critique form on one of your classmate's speeches for each speech presented – which is four critique forms total. Each critique sheet is worth 25 points and will be turned in through Brightspace.

Quizzes: You will have six content quizzes through Brightspace this semester; each quiz will be worth 25 points each. **I will take your five highest grades at the end of the semester and drop the one lowest grade.**

Final Exam: Your final exam is worth 100 points and the content will be cumulative. **The final exam will be administered on Brightspace and will require Respondus Lockdown.**

Plagiarism Course Policy: You need to complete and write in your own words all work related to this course.

- “All work” includes speech outlines and exam responses.
- **Copying and pasting material from another source or website is plagiarism.**

If you are caught plagiarizing in this course:

- The first offense is to receive a failing grade on the assignment with no chance for a make-up.
- The second offense is cause for a failing grade in the course.

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GRADE SHEET

<u>assignments</u>	<u>possible points</u>	<u>your points</u>
Impromptu Speech	50	_____
Introduction Speech	100	_____
Process Speech	150	_____
Group Persuasive Speech		
Presentation	175	_____
Group Evaluation	25	_____
Speech Self-Evaluations (3 total)	75	_____
Peer Critique Sheets (4 total)	100	_____
Workshops and Outline Checks (4 total)	100	_____
Quizzes (5 highest scores)	125	_____
Final Exam	100	_____
Attendance/participation	50	_____
0 – 1 absence = 50		
2 absences = 40		
3 absences = 30		
4 absences = 20		
5 absences = 10		
6 or more absences = 0		
Possible Points	1050	_____

Grades

945 - 1050 = A

840 - 944 = B

735 - 839 = C

630 - 734 = D

629 or lower = F

Late Work, Attendance, and Make Up Work Policies:

- **Attendance will be taken at the beginning of each class.**
 - I will take attendance at two minutes after the posted class start time.
 - If you are not present in class when attendance is taken you will be counted absent.
- **If you arrive late to Class, it is your responsibility to communicate with me at the end of class and change your absent status for the day.**
 - You are allowed one (1) “grace” tardy. The first time that you arrive late to class, I will not count the tardy.
 - Following your grace tardy, every two (2) subsequent tardies will count as one (1) absence.
- **DO NOT enter or leave class while a classmate is presenting a speech.**
- **In an effort to reduce personal contact, many assignments for the course will be turned in through Brightspace. All online activities must be completed by their assigned due date.**
- **Being unprepared is not a valid excuse and those students will not be allowed to make-up either a missed speech or incomplete portions of a speech.**
- **Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.**
 - I require documentation for above mentioned absences in order for a student to qualify for make-up work.
 - I have the prerogative of determining whether a student may make up work missed due to absences for other reasons.
- **It is the student's responsibility to inform the professor of the reason for an absence and to do so in a timely fashion.**
 - You must email me or leave me a voicemail on the day of your absence to qualify for make-up work.
 - The syllabus lists a class schedule with assignments for each day. Please note that this syllabus may be amended during the semester. If you are absent from class, it is your responsibility to inquire about changes.
- **If you know ahead of time that you will be absent from class on a day you are assigned to present a speech, please speak to me about it as much in advance as possible - we may be able to reschedule your presentation date.**

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- **Absence from 25 percent of the class will be taken as evidence that the student does not intend to complete the course and the student will be withdrawn from the course by the instructor.**
 - If the student's absences (25 percent) are accumulated **before the official drop date**, the instructor will assign the student a "W." If the student reaches 25 percent **after the official drop date**, the instructor will assign a W if the student is passing or an F if the student is not passing.
- **The last day for student initiated withdrawals is October 24nd.** With a TTH schedule, 8 absences will meet the 25% policy standards.

Student Behavioral Expectations or Conduct Policy:

- **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 are expected to arrive for class on time.** Please be respectful of your classmates learning/presentation experience and make every possible effort to be on time.
- **All cell phones must be on silent or turned off.**
- **No unnecessary device use during class.**
- Being a good listener is a critical element of effective communication. You **MUST** be an active, courteous listener when others, including your instructor, 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," I will count you absent.
- Bring your textbook to class and keep up with your reading assignments. You will be expected to contribute during discussions.
- **During Zoom classes, you will be required to use video Zoom to confirm your identity.**
- Please dress for Zoom meetings following campus dress policies and make sure you choose an appropriate location (e.g. a common room) from which to Zoom. Make sure any virtual backgrounds used are professional in nature.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<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.



ACADEMIC RESOURCES/POLICIES

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.

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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

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

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.

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. For more information about your student email account, go to www.mclennan.edu/student-email.

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.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.