

McLennan

C O M M U N I T Y

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PUBLIC SPEAKING

SPCH-1315-006, 007, 089

KATIE STEVENS

NOTE: This is a 16-week course.

NOTE: This is a Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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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:

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. Some presentations may be recorded and students will create and submit a link for their video. This can be completed in YouTube through your student email. Students should be familiar with Zoom and create a free account, which will be used for the group presentation and some lecture days. Lectures will be posted as PowerPoint slides in Brightspace. Students must have access to reliable internet and check Brightspace regularly.

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>

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Instructor Information:

Instructor Name: Katie Stevens

MCC E-mail: kstevens@mcclennan.edu

Office Phone Number: 512-966-7806

Office Location: Zoom office

Office/Teacher Conference Hours: Monday-Friday by appt on Zoom

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.

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. 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. Students must have access to reliable internet and check Brightspace regularly.

** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

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)

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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 Zoom attendance or in-person meetings. If a student is absent more than 8 times, they will be dropped from the course. Attendance will be taken 22 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 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.
- *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, 1 inch margins, 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.

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- 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 and will be submitted in Brightspace in Word or PDF format.
- *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. Students must video their presentation and post a link (Instructions included in Assignment Instructions on Brightspace) in the Discussion section, which will be available for the class to view.
*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.
- *Grades will be divided as follows:*

○ Attendance	100pts
○ Quizzes	150pts
○ Introduction Speech	50pts
○ Group Presentation	100pts
○ Informative Presentation	100pts
○ Impromptu Speech	50pts
○ Persuasive Presentation	150pts
○ Special Occasion Speech	100pts
○ SA Papers	100pts
○ Peer Evaluations	<u>100pts</u>
	1000pts

A=900-1000

B=800-899;

C=700-799

D=600-699

F=000-599

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Course Outline/Schedule:

Chapter Quizzes should be completed by **5pm**.

Independent work should be completed by **Sundays at 5pm** in Brightspace.

Date	Coursework	Location	Due Dates
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Week 1

1/11 Syllabus & Ice-Breakers

Zoom

1/13 Orientation Quiz

Brightspace

Independent Work:

Submit Covid Certificate

Brightspace

Jan. 17th

Week 2

1/18 *NO CLASS-MLK Day*

1/20 Chapter 1 & 2

Zoom

Independent Work:

Chapter 1 & 2 Videos/Quizzes

Brightspace

Jane. 24th

Week 3

1/25 Prep Intro Speech

1/27 Introduction Speeches

Zoom

Independent Work:

Submit Self-Reflection Paper#1

Brightspace

Jan. 31st

Week 4

2/1 Chapter 3 & 4 Videos/Quizzes

Brightspace

2/3 Chapter 3 & 4 & Group Assignment Info

Zoom

Week 5

2/8 Chapters 5 & 7 Videos/Quizzes

Brightspace

2/10 Chapter 5 & 7 Activities

Zoom

Week 6

2/15 Groupwork

2/17 Group Presentations

Zoom

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Week 7

2/22	Chapters 6 & 8 Videos/Quizzes	Brightspace	
2/24	Chapters 6 & 8 Activities	Zoom	
	<u>Independent Work:</u>		
	Submit Informative Topic	Brightspace	Feb. 28 th

Week 8

3/1	Chapters 9 & 12 Videos/Quizzes	Brightspace	
3/3	Chapter 9 & 12 Activities	Zoom	
	<u>Independent Work:</u>		
	Email Outline rough draft for feedback		March 7 th

3/8-14 Spring Break

Week 9

3/15	Practice Informative Presentation		
3/17	Informative Presentations	Zoom	
	<u>Independent Work:</u>		
	Submit Self-Reflection Paper#2	Brightspace	March 21 st

Week 10

3/22	Chapters 10 & 11 Videos/Quizzes	Brightspace	
3/24	Chapters 10 & 11 Activities	Classroom	
	<u>Independent Work:</u>		
	Submit Persuasive Topic	Brightspace	March 28 th

Week 11

3/29	Chapter 13 & 14 Videos/Quizzes	Brightspace	
3/31	Chapter 13 & 14 Activities	Classroom	

Week 12

4/5	Email Outline Rough draft for feedback	Email	
4/7	Impromptu Speeches	Classroom	

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Week 13

4/12	Persuasive Presentations	Classroom	
4/14	Persuasive Presentations	Classroom	
	<u>Independent Work:</u>		
	Submit Self-Reflection Paper#3	Brightspace	April 18 th

Week 14

4/19	Chapter 15 Video/Quiz	Brightspace
4/21	Chapter 15 Activities	Classroom

Week 15

4/26	Practice SO Speech		
4/28	Special Occasion Speeches	Classroom	
	<u>Independent Work:</u>		
	Submit Final Reflection Paper	Brightspace	May 2 nd

Week 16

5/3-6	Make-up Speech (optional)	Classroom
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Late Work, Attendance, and Make Up Work Policies:

Students are expected to complete all written work, quizzes, and presentations on time. Attendance is required and assessed through completion of chapter quizzes and discussions. If you miss 8 discussions/quizzes, you will be dropped from the course. 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.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(www.mclennan.edu/academic-integrity)

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

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

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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 during Zoom and face-to-face classes.
- 2) Check BrightSpace for grades and other materials and Opt-in for notifications to receive announcements 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 5pm 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 submission 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!

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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. Students can 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 contacted/notified through 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above 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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)
(www.mclennan.edu/titleix)

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 Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

** You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*