

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

**PUBLIC SPEAKING**

**SPCH 1315 C12**

**RONALD HOCHSTATTER**

**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. 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.

## PUBLIC SPEAKING

SPCH 1315 C12

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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 speeches.

### **Prerequisites and/or Corequisites:**

None

### **Course Notes and Instructor Recommendations:**

This is a college course. As such, the material discussed in this course may include material you are not comfortable with. If you are uncomfortable with any material or discussions in this course, please email me and I will provide you with an alternative assignment.

You are responsible for all course material, including, but not limited to textbook, online videos, activities, assignments and other assigned course material. For this course you must have: the textbook (you will do an assignment for every chapter), Microsoft Office (you can download for free on MCC website), access to reliable internet, zoom (you will need to download and create an account for free), regularly check your MCC email and Brightspace and familiarity with google slides and documents for group presentations. All assignments will be submitted on Brightspace and all assignments must be typed and conform to the guidelines of the assignment. All assignments are due by 11:59pm on the date noted in this syllabus.

Since this is an online course, failure to complete assignments on the due date will count as an absence. **I understand that life events may happen, please note that in order to be considered excused from any missed classes you must provide me with dated appropriate documentation.** I am here to help in any capacity necessary but know that I can only help if you let me know you need help.

### **Instructor Information:**

Instructor Name: Ronald W Hochstatter

MCC E-mail: rhochstatter@mclennan.edu

Office Phone Number: (254) 299-8944

Texting Number: (254) 845-8944

Office Location: Faulty Office Building, room 104

Office/Teacher Conference Hours: Monday-Thursday by appointment on Zoom

### **Required Text & Materials:**

Title: The Art of Public Speaking

Author: Lucas

Edition: 11th

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Publisher: McGraw-Hill Publishers

ISBN: 9780073406732

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

### **Instructional Uses of Email:**

Preferred Means of Email Contact: [My preferred means of email contact is to my school email at rhochstatter@mclennan.edu](mailto:My_preferred_means_of_email_contact_is_to_my_school_email_at_rhochstatter@mclennan.edu). Please email me from your MCC email, this will help to assure I receive your message and it is not routed to my spam. I may or may not respond to messages (email and voicemail) between Friday and Sunday, as that is when I take my weekend break from work. Generally, I try to check my messages (email and voicemail), at least, once per day Monday-Thursday; but the weekend responses are sporadic. Additionally, I am available to have Zoom video meetings during these business hours. Emails and voicemails received after 4:00 pm on Monday – Thursday will typically be responded to on the next class day.

1. Always include your first and last name and course name (such as Public Speaking 1315.C06) in the subject box of your email. This helps me identify which specific student I am talking to and what specific course you are enrolled in.
2. Always include a good phone number that I can reach you should your question be more appropriately answered in a phone conversation.
3. Always be clear about what the nature of your question is and what action or resolution you want to accomplish. If there is documentation you can include such as a screenshot or other information you can provide, that will help me assist you in a more productive manner.
4. If I have not responded to your email after 72 hours, please forward it to me.

### **Methods of Teaching and Learning:**

All course material is online or in the textbook and presented through notes, PowerPoint, and videos. Please assure that you have access to internet or plan to utilize the resources available on campus.

### **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.”

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- 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.”

In addition to the above listed competencies, upon successful completion of this course, students will meet the following learning outcomes.

#### **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).

#### **Course Outline or Schedule:**

Jan 16<sup>th</sup> Plagiarism Quiz, Syllabus, Review Zoom, 1<sup>st</sup> speech: **Introduction speech**  
Jan 23<sup>rd</sup> Chapters 1/2(Questions and Exercises), 2<sup>nd</sup> Speech: **Hero speech**  
Jan 30<sup>th</sup> Chapters 3/4(Questions and Exercises) 3<sup>rd</sup> speech: **Covid Speech**  
Feb 6<sup>th</sup> Chapters 5/6/18(Questions and Exercises) 4<sup>th</sup> speech: **Change Speech**  
Feb 13<sup>th</sup> Chapter 7/8/9(Questions and Exercises) **Test 1 Due**  
Feb 20<sup>th</sup> Chapters 10/11(Questions and Exercises) 5<sup>th</sup> Speech: **College Speech**  
Feb 27<sup>th</sup> Chapters 12/15 (Questions and Exercises) , Informative Speech Overview  
Mar 6<sup>th</sup> Chapter 13/14 (Questions and Exercises), Informative Speeches (3-5 minutes), Visual Aid Speech Overview  
Mar 13<sup>th</sup> **SPRING BREAK WEEK**  
Mar 20<sup>th</sup> Visual aid speeches (4-6 minutes), Persuasive speech Overview  
Mar 27<sup>th</sup> Chapter 16/17 (Questions and Exercises)  
Apr 3<sup>rd</sup> Persuasive Speeches (5-7 minutes)  
Apr 10<sup>th</sup> Chapter 19 (Questions and Exercises), Group Presentation Requirement Overview  
Apr 17<sup>th</sup> **Test 3 Due**

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Apr 24<sup>th</sup> Work Week

May 1<sup>st</sup> Work Week

May 6th Group Presentations

### **Course Grading Information:**

Plagiarism Quiz	10
Media Examples	90
Test (2)	200
Communication Paper	150
Resume/References	150
Informative Speech	100
Group Project and Journal	300

1000 points

90.0-100% A; 80.0-89.9% B; 70.0-79.9% C; 60.0-69.9% D; 59.9% and below F

**\*CLASS GRADES ARE NOT ROUNDED UP: Extra credit will be offered. Spelling errors on any assignment can cost you one point per misspelled word so please review all work prior to submission. If it is determined that you have plagiarized on any assignment you will received a 0 on the assignment. If you plagiarize on a second assignment, you will receive a 0 in the course.**

### **Late Work, Attendance, and Make Up Work Policies:**

All assignments must be submitted on Brightspace. **Your assignments are due by 11:59pm of the dated noted on the syllabus.** Late work is not accepted unless you have a medical note, verification of a death in your immediate family or arrangements have been made prior to the assignment being due. If you submit your assignment online and do not attend class, you will not get credit for the assignment without documentation. **There are no exceptions.**

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

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

**([www.mclennan.edu/academic-integrity](http://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)**

**(<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.

*\* 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*

# McLennan

C O M M U N I T Y

# COLLEGE

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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](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](http://mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](http://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



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[titleix@mclennan.edu](mailto: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.*