McLennan
COMMUNITY
COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PUBLIC SPEAKING

SPCH - 1315 – 08 & 10 & 12

KATIE STEVENS

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.

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. Lectures will be posted as PowerPoint slides in Brightspace. Students must have access to reliable internet and check Brightspace regularly.

Instructor Information:
Instructor Name: Katie Stevens
MCC E-mail: kstevens@mclennan.edu
Office Phone Number: 512-966-7806
Office Location: FOB106
Office/Teacher Conference Hours: Tues & Thurs 12:30-1:30pm or Zoom by appt.
Other Instruction Information: If you need to contact me, I will respond within 24 hours via email during the weekdays. On weekends, I will try to respond promptly, but in some instances response time may wait until Monday, especially during holidays.

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

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

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

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

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

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

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

Course Grading Information:

- *Attendance*: Attendance will be monitored and graded through 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 make-up work and to avoid being dropped.

- *Quizzes*: There are 16 Chapter Quizzes that must be taken in Brightspace, worth 10 points each.
  - Each student will answer 5 questions from the chapter, with each question worth 2 points.
  - The quizzes are not timed and questions will be randomized.
  - Each quiz may be taken up to three times and the highest quiz grade will be recorded.
  - The lowest quiz score will be dropped.

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

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

- *Self-Assessment Papers:* After each major presentation, you must complete a self-reflection paper, evaluating your own presentation.
  - The paper should be typed, double-spaced, 11-12pt font, name on paper and proofread.
  - Self-assessment 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-assessment 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 peer reviews, answering 5 questions about each speaker.
  - Peer evaluations will be completed on classmates' presentations for Informative and Persuasive speeches.

- The evaluations will be given to the student evaluated, so please be constructive, yet helpful. Comments that are hurtful or inappropriate will not be given to the student and will be deducted from the critic's grade.
- Peer evaluations are worth 50 points each.

- *Grades will be divided as follows:*

Attendance	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	100pts
	1000pts

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

Late Work, Attendance, and Make Up Work Policies:

Students are expected to complete all written work, quizzes, and presentations on time. Any late work will receive a 10 percent penalty for each class day after assignment is due. 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. All students are permitted to make up or redo one speech during the final exam date.

Course Outline or Schedule:

Date	Coursework	Assignment Due by Sunday
1/11	Intros and Syllabus	*Orientation Quiz*
1/13	Speaking with Confidence	*Chapter 1 Quiz*
1/18	Ethics & Listening	*Chapter 2 & 3 Quizzes*
1/20	**Introduction Speeches**	*SA Paper#1 Due*
1/25	Speaking in Groups	*Submit Group Topic*
1/27	Developing your Topics	*Chapter 4 Quiz*

2/1	Library Day	
2/3	Research & Supporting Your Speech	*Chapter 5 & 7 Quizzes*
2/8	Group Workshop	
2/10	**Group Presentations**	*Submit Peer Evaluations*
2/15	Informative Assignment	*Submit Info Topic*
2/17	Organizing & Outlining	*Chapter 6 Quiz*
2/22	Intros & Conclusions	*Chapter 8 Quiz*
2/24	Research Day	*Submit Audience Analysis*
3/1	Visual Aids & Speaking to Inform	*Chapter 9 & 12 Quizzes*
3/3	Outline Workshop	
3/8-10	*SPRING BREAK*	
3/15	**Informative Speeches**	*Submit SAPaper#2*
3/17	**Informative Speeches**	*Submit SAPaper#2*
3/22	Persuasive Assignment	*Submit Persuasive Topic*
3/24	Delivery	*Chapter 10&11 Quizzes*
3/29	**Impromptu Speeches**	
3/31	Research Day	*Submit Audience Analysis*
4/5	Persuasive Speaking	*Chapter 13 Quiz*
4/7	Persuasive Speaking	*Chapter 14 Quiz*

4/12	Outline Workshop	
4/14	**Persuasive Speeches**	*Submit SAPaper#3*
4/19	**Persuasive Speeches**	*Submit SAPaper#3*
4/21	**Persuasive Speeches**	*Submit SAPaper#3*
4/26	Special Occasion	*Chapter 15 Quiz*
4/28	**Special Occasion Speeches**	*Submit Final SA Paper*

Final Exam: Make Up Speeches

T/H 8-9:20 Exam Time: Thursday, May 5th 8:00am

T/H 9:35-10:55 Exam Time: Tuesday, May 3rd 9:35am

T/H 11:10-12:30 Exam Time: Thursday, May 5 11:10am

Student Behavioral Expectations or Conduct Policy:

1) Be respectful to other students and the instructor. Students should conduct themselves professionally as speakers and audience members.
2) Check BrightSpace for grades and other materials and Opt-in for notifications to receive announcements and grades from class.
3) Work must be submitted via Brightspace by the posted deadlines. Any late work receives a ten percent penalty for each day it is submitted late.
4) Check over the assignment instructions before submitting an assignment. Check that you've included all items required before submitting.
5) When you submit an item, check that you submitted the correct document in .doc or .pdf format. The item submitted will be assigned a grade. If it is the wrong document or if it cannot be opened due to being in the wrong format, it will be graded as a zero.
6) Remember Murphy's Law: what can go wrong, will go wrong. Do not wait until the last minute to submit assignments or coursework, since an issue may arise that delays submissison and pushes it past the deadline.
7) If you miss a speech, you can make up a speech during the final exam date . If no speeches were missed, you can redo a speech and the higher grade will be recorded. If you redo a speech, the same requirements must be submitted.
8) If you have questions at any time, please email, text or call. If you do not receive an email response within 24 hours during the week or 48 hours on weekends, resend it. Communication is key!

McLennan COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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.

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.

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.