MCLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PUBLIC SPEAKING

SPCH-1315-O082

KATIE STEVENS

NOTE: This is a 16-week course.

NOTE: This is an Online course.

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: By appointment in 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.

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)

Course Attendance/Participation Guidelines:
If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

[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.

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. 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.
Each student is permitted one make-up speech which would be completed and submitted during the final week.
Each student can get a quiz reopened once by requesting it via email. Discussion Boards will not be reopened late.

Course Grading Information:

- *Attendance*: Attendance will be monitored and graded through weekly discussions and quizzes.
  - *Discussions:* For each thread, you should respond to the discussion question and also respond to two other classmates.
    - Your initial response must be at least 150 words.
    - Your responses to other posts must be at least 50 words.
    - Discussions are worth 10 points each (6 points for initial post, 2 points for each response).
  - *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 3 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 are posted on Brightspace.
  - The persuasive presentation requires a live audience consisting of 5 people. The presentation can be completed in Zoom for a virtual live audience, if needed.
  - Each student is permitted to make-up or redo one speech during the final exam week. 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.
- *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.

o Peer evaluations will be completed on classmates' presentations for Informative and Persuasive speeches.
o 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.

- *Grades will be divided as follows:*
  o Discussions   100pts
  o Quizzes   150pts
  o Introduction Speech   50pts
  o Group Presentation   100pts
  o Informative Presentation   100pts
  o Impromptu Speech   50pts
  o Persuasive Presentation   150pts
  o Special Occasion Speech   100pts
  o SA Papers   100pts
  o Peer Evaluations   <u>100pts</u>
                                             1000pts

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

<u>Tips for Online Learning:</u>

1. **Create a space** for completing your schoolwork. Find somewhere quiet and comfortable and free of distractions.
2. **Create a schedule** for completing your weekly assignments. Try to find a consistent time daily/weekly where you can focus on your courses.
3. **Ask questions** when needed. Although learning is virtual, the instructor is available for questions. Check in periodically with your instructor.
4. **Read instructions carefully.** At the start of the course, read the syllabus and keep it handy to refer back to instructions. Make sure you read posted announcements since they contain weekly instructions. When working on an assignment, read over the instructions when you start and then read them again before submitting your work to make sure you completed it correctly and are submitting it in the correct format.
5. **Connect to the material.** Remember that you want to take the time to understand and think about the material you're learning about. Don't just check boxes and move on. Consider how this can be used in your life and make connections to the concepts you see.

Course Outline or Schedule:

Assignments listed should be completed by Sundays at 11:59pm in Brightspace.

Date	Coursework	Deadline
Module 1	Look over Syllabus Complete Orientation Quiz Post in Discussion Board 1	January 14th
Module 2	Read Chapters 1 & 2 Complete Chapter 1& 2 Quizzes Post in Discussion Board 2	January 21st
Module 3	Submit Introduction Speeches Submit Self-Reflection Paper 1	January 28th
Module 4	Begin Group Assignment Read Chapters 3 & 4 Complete Chapter 3 & 4 Quizzes Post in Discussion Board 3	February 4th
Module 5	Groupwork Read Chapters 5 & 9 Complete Chapter 5 & 9 Quizzes Post in Discussion Board 4	February 11th
Module 6	Submit Group Presentation videos Submit Group Peer Evaluations	February 18th
Module 7	Begin Informative Assignment Read Chapters 7 & 12 Complete Chapters 7 & 12 Quizzes Post in Discussion Board 5	February 25th
Module 8	Work on Informative Assignment Read Chapters 6 & 8 Complete Chapters 6 & 8 Quizzes Complete Discussion Board 6	March 3rd

3/4-10	**Spring Break -No Class**	
Module 9	Submit Informative Presentation video Submit Informative Outline Final Draft Submit Self-Reflection Paper 2	March 17th
Module 10	Submit Informative Peer Reviews Begin Persuasive Assignment Read Chapters 10 & 11 Complete Chapter 10 & 11 Quizzes Post in Discussion Board 7	March 24th
Module 11	Sign-up for Impromptu Speech Read Chapter 13 & 14 Complete Chapter 13 & 14 Quizzes Post in Discussion Board 8	March 31st
Module 12	Complete Impromptu Speech Work on Persuasive Assignment Complete Discussion Board 9	April 7th
Module 13	Submit Persuasive Presentation video Submit Persuasive Outline Final Draft Submit Self-Reflection Paper 3	April 14th
Module 14	Submit Persuasive Speech Peer Reviews Read Chapter 15 Complete Chapter 15 Quiz Look over Special Occasion Assignment	April 21st
Module 15	Submit Special Occasion Speech video Submit Special Occasion Manuscript Post in Discussion Board 10 Submit Self-Reflection Paper 4	April 28th
Final Week	Make-up Speech (optional)	May 1st

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.

MCLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

<u>Accommodations/ADA Statement:</u>
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

<u>Title IX:</u>
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. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:
Please view our Academic integrity statement for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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/studentemail.

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
- Email Setup for Androids

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 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.