Department: Communications

Discipline: Speech Communication
Course Number: SPCH1315
Course Title: Public Speaking
Available Formats: Conventional, Internet, Hybrid
Campuses: Levelland, Reese, Plainview, Lubbock Center

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 the ability to effectively evaluate oral presentations.

This course partially satisfies Core Curriculum Requirement: Institutional Foundational Component Area (090)
Texas Higher Education Coordinating Board Core Objectives addressed:
- **Communication Skills –** to include effective written, oral, aural, and visual communication
- **Critical Thinking Skills –** to include creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information
- **Teamwork Skills –** 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 –** to include the ability to connect choices, actions, and consequences to ethical decision-making
- **Social Responsibility –** to include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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

·   Demonstrate an understanding of the foundational models of communication.

·   Apply elements of audience analysis.

·   Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.

·   Research, develop, and deliver extemporaneous speeches with effective verbal and nonverbal techniques.

·   Demonstrate effective usage of technology when researching and/or presenting speeches.

·   Identify how culture, ethnicity, and gender influence communication.

·   Develop proficiency in presenting a variety of speeches as an individual or group (e.g., narrative, informative, or persuasive).

Professor Information

Professor: Stephanie Stanley-Allen   **Email:** sstanleyallen@southplainscollege.edu
*If you would like to meet virtually, send me an email, and we can set up a Zoom meeting with a cell phone or laptop.

<u>Required Course Textbook</u>: ***Business Communication-Strategies for Success***
Available online: https://sites.google.com/austincc.edu/buscommoer/home?authuser=0
<u>Supplies & Requirements</u>

1. Textbook (see above)
2. One audio recording device (most students use a phone or laptop-ask me if you don't have something to record with BEFORE buying something)
3. Notebook(s) and pen/pencil/highlighter
4. Choice of sensory aid materials for oral presentations
5. <u>Access to a computer for online activities, quizzes, discussions, and tests</u>
6. Check Blackboard Announcements and Week Assignments on THE GOOGLE DOC every weekday.

<u>Communication Plan</u>

- I typically check my email several times on weekdays, but not on weekends (Friday night, Saturday, Sunday). If you do not hear back from me, <u>please contact me again</u>.
- Please use the SPC email found on page 1 of the syllabus for sending e-mail messages to me. <u>I do not use the Messages application in Blackboard.</u>
- I will be posting course-related announcements in Blackboard under "Announcements" & "Tasks".
- Please feel free to ask me questions AFTER you have read the relevant course information and/or watched the video, if there is one. I cannot personally give instructions to each student, but I am **happy** to answer questions you have AFTER you have prepared by reading and/or watching. If it is obvious you have not read/watched, I will refer you to the correct place to get the answer.
- Please text me if you need anything! We can arrange a call/Zoom. (806) 370-0673

<u>Technical Requirements</u>

- Desktop or laptop computer
- High-speed internet access. This is ESSENTIAL. If we cannot hear or see you during your speech, I must take points off for that. I cannot give points for something I cannot see or hear.
- SPC E-mail (you MUST check it regularly, or forward it to the account you do check)
- Microsoft Office (Mac users, convert your files to .pdf or .docx documents before submitting)
- Adobe Reader (download from Adobe.com)
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing and recording vlogs)
- Blackboard system requirements
- Zoom system requirements

<u>Recommended Course Materials</u>

- Computer with video and audio capabilities. If your audio isn't clear:
  - A USB headset with a microphone or headphones (for video conferencing)
- Digital video recording equipment capable of recording up to 10 minutes of video footage

<u>Student Self-Care & Mental Health</u>
According to everydayhealth.com in an article called *What is Self-Care and Why Is it Important for your Health?* by Moira Lawler, "Self-care is anything you do to take care of yourself so you can stay physically, mentally, and emotionally well. Its benefits are better physical, mental, and emotional health and well-being. Research suggests self-care promotes positive health outcomes, such as fostering resilience, living longer, and becoming better equipped to manage stress.

Common examples of self-care include: maintaining a regular sleeping routine, eating healthy, spending time in nature, doing a hobby you enjoy, and expressing gratitude. Self-care can look different for everyone, but to count as self-care, the behavior should promote health and happiness for you." Ha! I am just remembering how hard it was to do most of these things in college, and that was before I was a parent and caretaker.

I care about your mental and physical health. I realize that the vast majority of students have many responsibilities, and we each have different loads that we carry. I want you all to succeed. We all have problems. If there is anything I can do to help you, please let me know! Really.

SPC does have mental health information and services. This is a link to where you can find the resources online. https://www.southplainscollege.edu/health/studenthealth.php This information comes from the website:

> Licensed professional counseling is available free of charge to students. Counseling services in-person are available on the Levelland Campus and Lubbock Downtown Center. Virtual appointments are available for all campuses.
> Office Hours: Monday – Friday 8:00 am-4:00 pm
> For more information, please call 806-716-2529 or email rcanon@southplainscollege.edu

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
2. Demonstrate essential public speaking skills in professional presentations.
3. Demonstrate written and oral competencies as they relate to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership, and performance appraisals.)
4. Apply essential dyadic and small group processes as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.

Course Requirements for Students

1. To read the information assigned, you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To actively participate in class discussions and group activities.
4. To show maturity and professionalism in the preparation of assignments and classroom behavior.
5. To show courtesy to classmates/speakers.
6. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
7. To appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
8. To initiate withdrawal from the course if absences become excessive.

Student Code of Conduct Policy

Any successful learning experience requires mutual respect from both the student and the instructor. Neither the instructor nor the student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening will not be tolerated and may lead to disciplinary action and/or removal from class.

Plagiarism and Cheating

Students are expected to do their work on all outlines, quizzes, presentations, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

> Plagiarism violations include, but are not limited to, the following:

1. Turning in an outline or paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text or verbal citations.

Cheating violations include, but are not limited to, the following
1. Obtaining an examination by stealing or collusion.
2. Discovering the content of an examination before it is given.
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination: **I expect you to use notes and the textbook for quizzes.**
4. Entering an office or building to obtain an unfair advantage.
5. Taking an examination for another.
6. Altering grade records.
7. Copying another's work during an examination or on a homework assignment.
8. Taking pictures of a test, test answers, or someone else's paper.
9. Using AI to complete an assignment with no individual creation.
10. AI can be a great way to brainstorm for or improve an assignment. It should not be used to replace your brain. AI content is often wrong.
11. Remember, AI is a tool to support your learning, but it cannot replace the critical thinking, creativity, and independent work that are integral to your academic growth.
12. When you use AI for your work, you need to cite it.

See the campus AI policy. http://catalog.southplainscollege.edu/content.php?catoid=59&navoid=2027

Course Organization

Chapters are available in this document & Chapter Discussions are posted on Blackboard.

All other assignments will be posted under announcements on Blackboard & on THE GOOGLE DOC..

Check your email often!

You can access your grades on the Blackboard Course Menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for my assessment methods.

Your final grade will be determined as follows:
- To earn an A, you need 89.5%
- To earn a B, you need 79.5%
- To earn a C, you need 69.5%
- To earn a D, you need 59.5%
- If your percentage is 59.4 or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, you will need to email me or visit me during virtual or face-to-face office hours to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have one week after the grade has been posted in Blackboard to approach your instructor about your questions or concerns. After one week, I will consider the matter closed. When you approach me after viewing your

grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by me.

Assignment Submissions

You will submit all assignments through their designated submission link explained in Blackboard. On the first submission, you may have some questions. PLEASE LET ME KNOW IF YOU HAVE QUESTIONS. I usually allow unlimited submission attempts, so if it does not work the first time, you can just try again. If you repeatedly submit your <u>assignment in the wrong place or just email it to me, I will deduct 5 points from</u> the assignment.

You are required to title your assignments in the following format: **Lastname_Firstname_Assignmentname.docx.**
Example: Greene_Rebecca_PeerFeedback.docx

<u>All text document files should be submitted as .docx or .pdf files. I will ask you **once** to convert a .pages or other file to a .pdf file, and after that, incorrect file types will receive a 0.</u>

Course Meetings

Please check your email and THE GOOGLE Doc for updates and meeting links.

Course Grades
50% **Major Assignments**
    Introductory Speech - 10%
    Informative Speech - 10%
    Persuasive Speech - 10%
    Group Speech - 10%
    Impromptu Speech - 10%
25% **Weekly Discussions**
    12 Weekly Discussions - 20%
    Final - 5%
25% **Activities**
    10 Activities - 25%
GOALS, PRCA, Organization, Research, 3 Self Evaluations, & 3 Peer Evaluations

BONUS GRADE! Watch a speaker in public sometime this semester before Dec. 1 and submit the speaker evaluation form: https://forms.gle/ZCgyzbHtTN4f8KR28. This will serve as a BONUS (11th Grade) for activities or replace an activity grade during the semester.

Late Submission Policy:

Late submissions in any of the categories listed above will result in a deduction of 10 points per assignment, regardless of the reason, unless prior arrangements have been made with the instructor.

Course Work

1. **Presentations:** You will deliver FIVE major speeches in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the project folder. Below you will find basic information about each speech.
2. **Peer and Self-Evaluations:** You will complete peer evaluations and self-evaluations. These evaluations will allow you to reflect on your speeches and the speeches of your group members.
3. **Weekly Discussions:** You will answer weekly discussion questions on Blackboard.
4. **Learning Participation & Activity:** You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches.
5. **Group Project:** You will be assigned a group and together you will present a persuasive presentation.
6. **Final:** There will be 1 final exam at the end of the semester.

Video Conferences

Video Conferences in which you will deliver synchronous speeches are mandatory. Because our meeting times are scheduled, **ONLY in case of an emergency will you be allowed to make up ONE speech. You MUST contact me via email or office phone BEFORE the video conference starts to let me know you will not be able to attend.** You must provide documentation of the emergency. If you miss more than 1 video conference, you will be dropped from this class. Lack of preparation does not count as an emergency. The instructor determines the date/time of the makeup and it will result in a deduction of points of 20 pts. You must present it live**. DO NOT record your speech and send me a link. It will not be graded.**

Late Work Policy

Week quizzes, learning activities, discussions, vlogs/comments, speech uploads, and peer and self-evaluations are due by 10:00 pm Central Standard Time on the due date listed on the Course Schedule. If something comes up and you need an extension, please email me. I will typically allow a few extensions. If you have something major happen that may affect you for longer than a week during the semester, please let me know.

Withdrawal Policy

It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated frequently, and students can seek guidance from Professor Greene throughout the term to help decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit
https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php.

Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered an acceptable reason for not completing course activities at a scheduled time for a prolonged period. If you have a one-time issue, I will usually work with you. **Tip:** Identify a second computer before the semester begins, that you can use when/if your computer crashes.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date. If the server experiences unforeseen problems, your course instructor will send an email and make adjustments as necessary.

Lost/Corrupt/Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I do not receive it (lost in cyberspace) or it is corrupted when I open it, you need to resend it to me, corrected, with little or no "downtime" regarding the timeline for submission.

Professor Expectations of the Student

- You are expected to log into the Blackboard course **every weekday** to be aware of announcements/reminders and to pace your progress in the course.
- You are expected to check your email frequently. I will send email reminders for assignment details.
- Higher institutions recommend that students plan to spend 2-3 hours of outside study for every 1 hour of in-class time. For an online 3-credit-hour summer class, that means a total time investment of 6-9 hours per week. This is a time investment! Make sure you have the time.
- Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.
- You will video conference from ONE location per conference. You will NOT video conference in a <u>moving</u> car, especially IF YOU ARE DRIVING. It is dangerous, it is unprofessional, and the connection will often have issues. I may disconnect you from the video conference if you connect in a moving car. You will be counted absent from the Video Conference if you connect from a moving vehicle that you are driving.
- Students are expected to maintain an online environment conducive to learning, which includes "netiquette" **(Internet etiquette).**
    - Ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful.
    - Be concise and clear.
    - Diverse opinions are welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others. If you disagree with someone, respond with respect.
    - <u>I encourage you to read written responses to yourself aloud before you post them</u>. I often catch my own awkward phrasing and other mistakes when I read my written words aloud BEFORE I hit send/submit.
    - To my knowledge, I have not had this happen yet, but if you are cyberbullied by anyone in our class, please let me know immediately! It is my responsibility to make sure you feel safe and respected by me and your classmates. I take that responsibility seriously.

Course and Technical Help

Please call or e-mail me if you have course-related questions. I am here to guide you through the course. I will try to respond to calls and e-mails within 24 hours during the week and 48 hours (about 2 days) on the weekend. If you do not hear from me within that time, please contact me again.

Be aware that the Instructional Technology office and Blackboard both recommend using a browser other than Internet Explorer when using Blackboard.

Please realize that this is not a computer class, so our content is business and professional communication, not Windows or Word processing. I can answer any questions about the course content or assignments, but I will be no help with technical problems.

Blackboard Support

For Blackboard support, you may refer to the following resources:

1. When you log into Blackboard (BB), at the very top of the page, you will see a question mark icon with the word help next to it. Click on that icon.
2. You may also contact
   Secretary to the Director of Instructional Technology
   Ext. 2180
   Direct: 806-716-2180
   blackboard@southplainscollege.edu

South Plains College policies concerning Disabilities, Non-discrimination, Title IX Pregnancy and Parenting Accommodations, CARE (Campus Assessment, Response, and Evaluation), Intellectual Exchange, Campus Concealed Carry, COVID-19, and AI (Artificial Intelligence) can be found here:
https://www.southplainscollege.edu/syllabusstatements/

Textbook Available online: Business Communication-Strategies for Success
https://sites.google.com/austincc.edu/buscommoer/home?authuser=0
CHAPTER 1: COMMUNICATING FOR CAREER SUCCESS:
https://sites.google.com/austincc.edu/buscommoer/chapter-1?authuser=0#h.paufwht6oebx
CHAPTER 2: ORGANIZATIONAL LEADERSHIP:
https://sites.google.com/austincc.edu/buscommoer/chapter-2?authuser=0#h.mx20dw2ik3m
CHAPTER 3: VERBAL & NONVERBAL MESSAGES:
https://sites.google.com/austincc.edu/buscommoer/chapter-3?authuser=0#h.x3m5ybypwtyz
CHAPTER 4: INTERPERSONAL SKILLS IN A GLOBAL WORKPLACE:
https://sites.google.com/austincc.edu/buscommoer/chapter-4?authuser=0#h.2my0ltcm6bja
CHAPTER 5: MANAGING YOUR CAREER:
https://sites.google.com/austincc.edu/buscommoer/chapter-5?authuser=0#h.tj2hczmd0nsh
CHAPTER 6: INTERVIEWING SKILLS:
https://sites.google.com/austincc.edu/buscommoer/chapter-6?authuser=0#h.v1lwnj7hh7xd
CHAPTER 7: GROUP DYNAMICS & CONFLICT:
https://sites.google.com/austincc.edu/buscommoer/chapter-7?authuser=0#h.8uxd8wvdrlkr
CHAPTER 8: EFFECTIVE MEETINGS:
https://sites.google.com/austincc.edu/buscommoer/chapter-8?authuser=0#h.elxdb5ha9nh8
CHAPTER 9: TYPES OF PRESENTATIONS:
https://sites.google.com/austincc.edu/buscommoer/chapter-9?authuser=0#h.jojg2gy5z7vx
CHAPTER 10: PLANNING & ORGANIZING:
https://sites.google.com/austincc.edu/buscommoer/chapter-10?authuser=0#h.4bka6b60b64p
CHAPTER 11: SUPPORTING YOUR MESSAGE:
https://sites.google.com/austincc.edu/buscommoer/chapter-11?authuser=0#h.ep9nn4bccau6
CHAPTER 12: DELIVERING PROFESSIONAL PRESENTATIONS:
https://sites.google.com/austincc.edu/buscommoer/chapter-12?authuser=0#h.xfts13seccj7

Schedule for Public Speaking * Stephanie Stanley-Allen, MA

Week	Read	Do (By Sunday at 10 PM)	Meet / Turn In
Week 1: August 25-31	Syllabus & Schedule		GOALS / INFO 8/31 by 10:00 PM
Week 2: September 1-7	Chapter 1	Week 2 Discussion (9/7)	PRCA 9/7, 10:00 PM
Week 3: September 8-14	Chapter 9	Week 3 Discussion (9/14)	LIVE Zoom Meeting!!! Week of September 8-12
Week 4: September 15-21	Chapter 10	Week 4 Discussion (9/21)	Submit Intro Speech by 9/21, 10:00 PM
Week 5: September 22-28	Chapter 12	Week 5 Discussion (9/28)	Intro Peer & Self Evals by 9/28, 10:00 PM
Week 6: September 29-October 5	Steph's Steps	Week 6 Discussion (10/5)	Speech Organization Activity by 10/5, 10:00 PM
Week 7: October 6-12		Week 7 Discussion (10/12)	LIVE Zoom Meeting Informative Speech Week of 10/6-10/10
Week 8: October 13-19	Chapter 11	Week 8 Discussion (10/19)	Informative Peer & Self Evals by 10/19, 10:00 PM
Week 9: October 20-26	Chapter 3	Week 9 Discussion (10/26)	Research Activity by 10/26, 10:00 PM
Week 10: October 27-November 2		Week 10 Discussion (11/2)	LIVE Zoom Meeting Persuasive Speech Week of 10/27-10/31
Week 11: November 3-9	Chapter 4	Week 11 Discussion (11/9)	Persuasive Peer & Self Evals by 11/9, 10:00 PM
Week 12: November 10-16	Chapter 7	Week 12 Discussion (11/16)	
Week 13: November 17-23	Chapter 8	Week 13 Discussion (11/23)	LIVE Zoom Meeting Persuasive Speech Week of 11/17-11/21
Week 14: December 1-7	Chapter 2	Impromptu (12/7)	Group Presentation December 1-5
Week 15: December 8-11	Job Skills	Final Exam (12/7)	