This course syllabus is intended as a set of guidelines for (Course Speech 1315). Both Richland College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

INSTRUCTOR INFORMATION
Instructor name: Mrs. Jamie Kyrish, M.A., M.Ed, N.C.C., L.P.C
Office location: Crockett Hall 213
Office phone: 972-761-6816
E-mail address: jwalters@dcccd.edu
Humanities Dean: Diane Hilbert, Fannin Hall 171;
Secretaries: Wilma, Joan McAdams, Wilma Carroll, Catrina Tobias 972-238-6250
Instructor’s Office hours: Tuesday, Thursday 10:00-11:00am, & 2:00-3:00, virtual Wednesday 1:00-2:00pm
* I will be online for these office hours. Please contact me to schedule an appointment if these hours do not fit your schedule.

REQUIRED MATERIALS:
- Make sure to go ahead and order your textbook so you will have it for the first week of class!
- You will need access to a computer & the internet.
- You will need access to people who can serve as your audience for the speeches
- You will need to be able to record your speeches and send them in through one of the following methods: regular size vhs tape, dvd, cd, [www.youtube.com](http://www.youtube.com), or come to Richland College at the designated times. There are no required face-to-face meetings for this course.

SUGGESTED MATERIALS:
- A loose-leaf folder or notebook for organizing class materials
Policies and Procedures/Frequently Asked Questions

“How do we contact you?”
Your instructor can be reached by either using the “Send Email” button in the course or at the email address listed on page 1. You can expect a 24 hour turnaround time during the weekdays and up to 48 hours on the weekends. If you do not receive a response within these time frames, please email again. Please remember to address your instructor formally, use proper spelling, grammar, and punctuation, as well as formally sign your name at the end of each email.

“Do you take attendance?”
Attendance is based on your log ins to Blackboard. You are expected to log in every 2-3 days, if not every day. There is no attendance grade, but if you fall behind on work and have not been logging in regularly, you may be contacted to discuss your participation in the course.

If you choose to come to campus to deliver your presentation(s) in person, you should arrive on time, prepared to deliver your presentation. Please note that food and drink, in small, quiet, clean capacities will be allowed. You are expected to put your cell phones or other devices away during presentations and listen politely.

“Can I make up this work?”
An online course can be very challenging. Time management skills are essential, and it is the student’s responsibility to look ahead in the course and plan accordingly. Part of the value of this class in particular is learning how to meet deadlines, as you will have to do in the workplace. Think of this class as a job; poor choices and even accidents and mistakes all have consequences. Therefore, assignments will not be accepted late. Your computer not working is not an excuse—you should have a backup plan in place. If you put something off until the last minute and something happens—that is a lesson learned. Learn it, and move on. Anticipate technology and scheduling problems and don’t procrastinate. No exceptions.

Presentations:
If you miss a presentation, you will immediately lose 30%. If you are even 1 minute late submitting your recording, this deduction applies. It is your CHOICE to wait until the last minute, and you are CHOOSING to risk the deduction if you wait. When you make that CHOICE, you must accept the deduction if you are late. You must have at least ONE live audience member of adult age. Without even ONE live audience member, the speech will not be accepted at all. You will receive a zero if you have no audience. However, the true minimum to gain full credit for the Informative and Persuasive Presentations is 5 audience members, each worth 5 points. You have up to one week to submit a presentation late. You must show your audience at the beginning AND end of the recording.
“How do you grade the assignments?”
All of your assignments have previously assigned point values which can be found in the Syllabus or on the assignment itself. Rubrics are used to grade all of your work so the points are broken down for content, organization, and in the case of your written assignments, spelling and grammar. All work is expected to be college level writing. Please run spell check and proofread your work before submitting it.
Due dates can be found in the due date list and My Grades. All assignments submitted on time will be graded within one week. You can find the grade as well as the written feedback in "My Grades." Make sure to check “Comments.”
If you disagree with your grade, you have up to one week after the grade is posted in My Grades to dispute the grade. Please write an email to your instructor with your complaint fully written out so that it may be addressed fully. After one week from the time the grade is posted, the grade may not be disputed.

Technology
General:
- This is an Internet based course. Therefore it is expected that you have regular access to the Internet. Regular access means you can access the Internet at least once every 24 hours. If you do not have regular Internet access in your home, then you should make a plan NOW for accessing it using the school’s computers, going to your local library, or asking a friend. Not having access to the Internet will NOT be tolerated as a reason for not being able to turn in work.
- You will need digital recording equipment to record your presentations (should you choose the recording option). You should TEST this equipment prior to recording your first presentation.
- You will need a YouTube or other video hosting site account to upload your presentations. Please TEST an upload long in advance to gauge the upload speed of your computer. Long upload speeds will not excuse you from turning in your presentation on time.
- NOTE: Your instructor may offer an option to come to campus at a designated instructor-chosen time. Check Blackboard to see if this option is offered by your instructor. If not, you must be able to obtain the necessary equipment.

Email:
- Check your email frequently.
- It is your responsibility to make sure you are receiving the emails from your instructor, you are able to open attachments, and that you check your email frequently enough to not miss anything important.
- If you miss/fail an assignment because you neglected to check your email or Blackboard, you are wholly responsible.
- Please consider the person you are emailing (your instructor) is a professional, who is also in charge of your grades, and remember to utilize proper grammar, capitalization,
spell check, and an overall polite and similarly professional demeanor when sending a message. In other words, include your name and use complete sentences. You may not receive a response to your message if it begins with “hey,” contains egregious errors that impair the reader’s ability to decode your message, or is disrespectful in tone and content.

**Blackboard (also called “eCampus”):**

- Blackboard is essential in this course. You must be able to access Blackboard during the first two days of the course beginning. It is your responsibility to alert your instructor to problems you have with logging in. You are also responsible for contacting the Help Desk if the problem is technical in nature.
- Blackboard will include an electronic copy of your syllabus.
- You will submit ALL of your assignments via Blackboard.
- If you are unable to submit something online due to Blackboard issues, you should immediately email it to your instructor along with an explanation of the issue. **Make sure to always include your name and course section number!** Do not simply NOT turn it in. Blackboard is not responsible for your success in the course: you are.
- If you do not own a computer or have regular access to the internet, you are responsible for making arrangements before the due dates/times.

**Delivering Presentations**

- While delivered in a location of your choosing, with an audience of your choosing, the presentation should still be considered a formal presentation, as you would give it in the classroom, in front of your instructor and classmates.
- Dress appropriately (as you would if you were giving a presentation to professionals—**and always wear shoes**).
- If you are recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible.
- If you are recording, you must have at least one live audience member for the presentation to be accepted. If there is no live audience member over the age of 16, you will receive a zero. You MUST record the audience visually BEFORE and AFTER your presentation.
- The first presentation requires only one audience member. The Informative and Persuasive presentations require a larger audience (min. 5 people). For these presentations, each audience member up to 5 is worth 5 points. Less than 5 audience members will result in a 5 point per missing audience member deduction (Thus, the most points you lose is 20 since you must have at least one person)
- Please read all the information provided in the course for how to write, record, and deliver your presentations. Many tutorials are provided for your benefit. Please watch them.
- If you need help on your presentation, let your instructor know!
How to be successful in this class:

1. Stay motivated! Don’t get behind, but if you do, renew your efforts to not miss any more assignments!
2. Read your syllabus, and examine the course outline thoroughly.
3. Read all instructions. Read all instructions BEFORE asking questions.
4. After reading carefully, if you still have unanswered questions, please email your instructor for help!
5. Turn assignments in on time—or better yet, early! You do not have to wait until the day something is due to submit it. “Due date” doesn’t mean the Date you DO the assignment.
6. Put all the dates of assignments and speeches on a calendar or planner and highlight them.
7. Don’t make excuses about why you cannot do something. Either do it, or don’t, and accept the consequences. Challenge yourself to get out of the habit of thinking up excuses any time you forget something or make a mistake. We all make mistakes and accepting the consequences helps us to remember next time not to make the same mistake.

ACADEMIC DISHONESTY - The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion”. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at http://www1.dcccd.edu/cat0506/ss/code.cfm.

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

- You should photocopy ALL assignments before they are turned in since I will NOT be held responsible for lost or missing papers.
**EVALUATION OF STUDENTS**- Students have the opportunity to earn up to 100 percent by successfully completing all of the required assignments. Final grades will be calculated according to the following scale:

- 900 – 1000 points = A (superior)
- 800 - 899 points = B (outstanding)
- 700 – 799 points = C (average)
- 600 – 699 points = D (passing)
- 500 – 599 points = F (unsatisfactory)

Grades are updated frequently and can always be found in “My Grades” in our course in BlackBoard! To calculate your average manually, take the # of points you have earned, multiply by 100 and divide by the total possible # of points.

If you are considering dropping this course, please speak with the instructor about your situation prior to doing so. Should you decide to withdraw from the course, it is your responsibility to complete the proper forms.

**In order to earn credit for this course at least two major speeches must be completed**

**GRADING PROCEDURE**

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Points Earned</th>
<th>Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>50</td>
<td>Speech of Self-Introduction/Personal narrative &amp; Self-evaluation</td>
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<td></td>
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<tr>
<td>50</td>
<td>Special Occasion Speech &amp; Self-evaluation</td>
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<tr>
<td>150</td>
<td>Informative Presentation, outline, reference page, presentation aid, self-evaluation</td>
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<tr>
<td>200</td>
<td>Dialogue Journal (Total of 4, 25 points each)</td>
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<td></td>
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<tr>
<td>150</td>
<td>Persuasive presentation, outline, reference page, presentation aid, self-evaluation</td>
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<tr>
<td>200</td>
<td>Chapter Summaries (Total of 14 chapters)</td>
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<tr>
<td>200</td>
<td>Exams (Total of 2)</td>
<td></td>
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<tr>
<td>1000</td>
<td>Total</td>
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Please see specific requirements in the assignment tab of our webcourse for complete instructions.

Please refer to the specific instructions for each assignment. This is a brief overview of the assignments. You will find specific instructions under the “Assignments” Tab on our Ecampus course.

**Test:** There will be 2 tests administered during the semester. Reviews are provided under the assignment sections for each exam.
**Dialogue Journals:** You will be required to complete four dialogue journals on the Discussion Board for our course. Each DJ is worth 50 points. The discussions will include various debate topics. The discussions shall remain ethical and constructive. I will moderate these periodically throughout the semester. The due dates for each DJ will be clearly available on eCampus. Total Points= 200.

**Formal speeches:**

1. The first speech is a self-introduction/ **personal narrative speech** (90 seconds-3 min.) and you are to tell us a story that you feel introduces yourself to the audience via a personal narrative. This assignment is designed to help you understand more fully some of the aspects of your self-concept in order to understand how you affect your speech presentations. Total Points = 50.

2. The second formal presentation is an **informative speech** (3-5 min.) You will be expected turn in a typed, formal outline and a two source MLA or APA bibliography (10 pts), complete a self-critique of your performance (10 pts), and deliver the speech extemporaneously citing both of your sources during the speech (100 pts), including an audience of five adults present with you at the time of taping (30 points). Total Points= 150. Your topic will need to be approved prior to your speech performance.

3. The third formal presentation is a **special occasion speech** (1-2 min). You will be expected to choose and deliver one of the following speeches: a toast, a roast, an acceptance speech, presenting an award, introducing a speaker, or a eulogy. Total points = 50.

4. The fourth formal presentation is a **persuasive speech** (4-5 min.) You will be expected to use at least one visual aid (10 pts), prepare and turn in a typed, formal outline and a 3 source MLA or APA bibliography (10 pts), complete a self-critique of your performance (10 pts), and deliver the presentation extemporaneously (90 pts) including an audience of five adults present with you at the time of taping (30 points). Total Points= 150. Your topic will need to be approved prior to your speech performance.

**ADA (AMERICAN DISABILITIES ACT):** If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Richland College Disability Services Office, T-120 at (972) 238-6180, or go [http://www.richlandcollege.edu/dso/](http://www.richlandcollege.edu/dso/)

**RELIGIOUS HOLIDAYS:** Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence. Students
who will be absent from class for the observance of a religious holy day must notify the instructor in advance.

**INSTITUTIONAL POLICY ON WITHDRAWAL AND WITHDRAWAL DATE:** If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by. Failure to do so will result in a performance grade, usually an “F”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. The last day to Withdrawal with a “W” is November 13, 2014 (Thursday). Please see registrar for 8 week or flexterm sections.

**OBTAINING FINAL COURSE GRADES USING eCONNET:** Final Grade Reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu) or by telephone at 972-613-1818. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions and Student Records Office, T170.

**FINANCIAL AID:** If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

**ACADEMIC PROGRESS:** Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [7Steps2Success](http://www.dcccd.edu) for more details.

**INSTITUTION POLICIES:** For Institution Policies, please refer students to [RLC syllabi information](http://www.dcccd.edu).

**REPEATING A COURSE/THIRD ATTEMPT TO ENROLL IN A COURSE:** Effective for fall semester 2005, The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Education and some other courses will not be charged additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002, semester. Visit [www.dcccd.edu/ThirdCourseAttempt](http://www.dcccd.edu/ThirdCourseAttempt) for a list of courses and additional information.

**STOP BEFORE YOU DROP 6 DROP**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you
cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access http://bit.ly/1dgcCm (Click to go to the DCCCD 6-Drop information.)

**CAMPUS EMERGENCY OPERATION PLAN AND CONTINGENCY PLAN**

*Campus Emergency Operation Plan:* Richland College and the Dallas County Community College District have developed policies and procedures for dealing with emergencies that may occur on campus.
- To familiarize yourself with these procedures, please take time to watch the overview video: http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
- The complete Emergency Operations Plan can be viewed and printed at the following website: http://www.richlandcollege.edu/emergency

If you have questions or concerns, please contact the Richland College Office of Emergency Management. This office can be reached by phone (972/238-3794) or by e-mail (rlcoem@dcccd.edu)

*Contingency Plan:* Richland College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.

**RICHLAND COLLEGE’S QUALITY ENHANCEMENT PLAN ~ Learning to Learn: Developing Learning Power**

Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep/

**SPCH 1315 Public Speaking**

*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.

*Learning Outcomes*

- Upon successful completion of this course, students will:
  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).

**SPCH 1315 Schedule WEB SPRING 2015**

8 week sections 83420 & 927648

You may turn in any assignments early, however you may **not** turn them in late.

<table>
<thead>
<tr>
<th>Monday of each Week</th>
<th>Assignments</th>
<th>Date Due</th>
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| 1/20                | Introduce Course, Begin reading chapter 1,2 and 3  
Dialogue Journal # 1 Due Sunday by 10pm on 1/25 You need your book for this assignment! | 1/25 |
| 1/26                | Read Chapter 4  
Speech of Self-introduction due by 10 pm Sunday | 2/1 |
| 2/2                 | Dialogue Journal # 2 Due by 10pm on Sunday  
Speech Topics Due  
Read Chapters 5,6,14  
Chapter Summaries Due for Ch. 1-7, 14 | 2/8 |
| 2/9                 | Informative Presentation Due on Sunday by 10 pm. | 2/15 |
| 2/16                | Mid-term Exam | 2/22 |
| 2/23                | Read Chapter 8, 9  
Dialogue Journal #3  
Read chapter 10,11  
Special Occasion Speeches due by 10 pm on Sunday 11/2. | 3/1 |
| 3/2                 | Read chapter 12,13  
Read chapter 15  
Dialogue Journal #4 due by 10pm  
Persuasive Presentations, Full-sentence outline, Visual Aid used in the speech and reference page due on Sunday 11/16 by 10pm.  
3/9 Spring Break and Daylight Savings) | 3/8 |
| 3/16                | Chapter Summaries Due for ch. 8-13,15 Monday3/17  
Final Exam Chapters 8-13,15 Wednesday 3/19 | 3/17 3/19 |

There are no on campus meetings for speeches so you will need to record your speech and upload the video/link to ecampus.