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WELCOME TO SPCH 1315

Dear Future Student,

Welcome to the wonderful world of Public Speaking! Our SPCH 1315 course will focus on improving your skills, knowledge and understanding of the public speaking process.

We will incorporate your life experiences and prior knowledge as we complete a variety of course tasks that are dependent upon your attendance and participation in class. You will need to stay disciplined and focused as we strive to become more effective and polished public speakers by the completion of our course.

As a final note, the fear of public speaking is one of the most common fears in the world so I want to encourage you that we will navigate the process of building an effective presentation, managing communication anxiety and developing our delivery skills together!

I am looking forward to a great semester!!!

Ms. D
Professor: Rachel Dunnahoe
Email: RDunnahoe@dcccd.edu

** EMAIL is the fastest way to get in touch with me as I am rarely on-campus.
** You can expect a reply during the week within 24 hours and on the weekends within 48 hours.
** Thus, do not wait until the last minute to email me questions about an assignment with the expectation of an immediate response. It is your responsibility to read through your module task lists and assignment directions when they become available to avoid any last minute misunderstandings.

Office Hours: By Appointment (You may email me to determine when/if we need to schedule a meeting.)

COURSE DESCRIPTION

SPCH 1315 Public Speaking (3 credits): An introductory course to develop the student’s skills, knowledge, and understanding of the public speaking process. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well-prepared speeches, using computer technology when appropriate. This course requires college-level skills in reading and writing.

SPCH 1315 Required Prerequisites: In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking. If you are in doubt about your skill level, please contact your instructor.

- **College-Level Reading** is the ability to analyze and interpret books, articles, and documents.
- **College-Level Writing** includes the ability to develop and organize your ideas and use correct words and vocabulary.

SPCH 1315 STUDENT LEARNING OUTCOMES & OBJECTIVES

Speech 1315 is included in the DCCCD Core Curriculum. This course provides students with the opportunity to develop the Core Curriculum Intellectual Competencies of reading, writing, speaking, listening, critical thinking and computer literacy fundamental to all DCCCD Core Curriculum courses. It also provides students with the opportunity to achieve the Texas Higher Education Coordinating Board’s Exemplary Objectives in Communication.

**Student 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).

(Lower-Division Academic Course Guide Manual, Texas Higher Education Coordinating Board, Spring 2013 Revision, p. 182)

**Core Objectives**

As a course included in the DCCCD Core Curriculum, SPCH 1315 provides students with the opportunity to develop the following skills:
1. **Critical Thinking** – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication** – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
3. **Teamwork** – to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
4. **Personal Responsibility** – to include the ability to connect choices, actions, and consequences to ethical decision-making.

**REQUIRED MATERIALS (Needed First Day of Class)**

- **Internet**: This is an online class so daily access to a computer and the Internet is vital to your success.
- **Microsoft Office**: Access to Microsoft Office to create PowerPoint presentations and use Microsoft Word for written projects. Office 365 is available for all DCCCD students. Also, this software is available on computers in Brookhaven computer labs.

**ONLINE CLASS PROCEDURES & POLICIES**

**Online Class Procedures**

1. Read over the Class Schedule and Announcements weekly.
2. Always start by reading the Module Task Lists.
3. Check the Presentation Descriptions & Requirements for each speech.
4. Use correct spelling and grammar for all of your work (points will be deducted if not).
5. Always follow the instructions, guidelines, requirements, formatting exactly.
6. Be courteous, polite and supportive in communications online with the class & instructor.

**College-Level Reading, Writing, and Speaking Skills Policies**

- In order to be successful in this course, you must possess college-level skills in reading, writing, and speaking.
- If your written work does not meet college standards, a grade of zero will be assigned.
- Points will also be deducted for careless errors in spelling, grammar, punctuation, syntax, and word choice.
- If the content of your speech is unintelligible due to poor English pronunciation, grammar/syntax, word choice, and/or articulation, a grade of zero will be assigned.
- If you are in doubt about your skills level, please speak with me.

**Academic Integrity and Plagiarism Policy**

Plagiarism includes (but is not limited to) copying phrases, sentences, paragraphs, essays, or ideas from another person, a website, or a book without giving proper credit to the author. If plagiarism is evident (e.g., credit is not given to the author(s); research is not cited orally, in written work, and on PowerPoint Slides; collusion with another student), then it **will result in a ZERO**.
Submit Assignments using Acceptable File Formats

Submit assignments as Microsoft Office - compatible attachments (e.g., file names with .docx, .doc, .rtf, .ppt, .pptx are acceptable). Please note that assignments submitted with files names containing .pdf, .wps, .odt, .pages or .txt cannot be opened in eCampus; therefore, they cannot be graded and it will result in ZERO.

Speech Submission Policies

Descriptions, Materials Needed, Time Length and Dress for each speech will be outlined for you within the appropriate Module Task Lists.

1. Your recorded presentations will need to be uploaded to youtube.com. It is your responsibility to figure out how to upload and place the link to the video in the appropriate submission box on eCampus.
2. Do not attach the file to eCampus, a file attachment will result in a ZERO.
3. You will need to set the privacy setting on your uploaded presentation to UNLISTED (this will allow for your presentation to only be viewed by those you give the link to). Be sure to check your link on another computer to make sure it is workable when opened in a new browser.
4. The recording of your speech should be completed in one take with no starts and stops. This means that there should be no break in the recording from panning your audience to the end of your speech. If your speech recording has been stopped, started, or edited it will result in a ZERO.
5. The recording of your two formal presentations (Informative & Persuasive) MUST HAVE THREE “live” adult audience members that are made visible on the recording. Live means they must be physically present in the room with you for your entire presentation and they may not be shown via Skype, Facetime, etc. A presentation submitted without three live adult audience members will result in a ZERO.
   a. Two ways to show your audience:
      i. Show them at the beginning and then hand the camera to an audience member to hold and then show them again at the end.
      ii. Set the camera up behind the audience as if on the second the row of your audience where the back of their heads can be seen. (Keep in mind that I need to be able see you STANDING to deliver your formal presentations as you are graded on your nonverbal skills as well.)

Late Work Policy

➢ Be sure to print and keep track of all due dates according to the course schedule.
➢ Deaths in the family, court dates, and other serious emergencies must be verified immediately in writing with some form of official documentation for full credit to be given after the due date.
➢ Work is NOT a valid excuse for missing an assignment or asking to submit it late.
➢ Do not wait until the last minute to try and submit your assignments, get them done so any technical issues can be worked out!
COURSE ASSIGNMENTS & GRADING SCALE

Course Assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Orientation Quiz</td>
<td>20</td>
</tr>
<tr>
<td>Self-Introduction</td>
<td>60</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>100</td>
</tr>
<tr>
<td>Peer Interviews</td>
<td>70</td>
</tr>
<tr>
<td>Special Occasion Speech</td>
<td>75</td>
</tr>
<tr>
<td>Informative Topic</td>
<td>20</td>
</tr>
<tr>
<td>Informative Works Cited</td>
<td>30</td>
</tr>
<tr>
<td>Informative Outline</td>
<td>30</td>
</tr>
<tr>
<td>Informative Presentation</td>
<td>175</td>
</tr>
<tr>
<td>Persuasive Topic</td>
<td>20</td>
</tr>
<tr>
<td>Persuasive Works Cited</td>
<td>30</td>
</tr>
<tr>
<td>Persuasive Outline</td>
<td>30</td>
</tr>
<tr>
<td>Persuasive Presentation</td>
<td>175</td>
</tr>
<tr>
<td>Tests</td>
<td>165</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

The Final Course Grade is based on the Total Points earned according to how well the assignments are completed. Grading of assignments in most cases will be completed once a module is due while students are working on the next corresponding module in the course.

<table>
<thead>
<tr>
<th>Grading Scale Based on 1,000+ Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 - 1,000+ Points = A</td>
</tr>
<tr>
<td>800 - 899 Points = B</td>
</tr>
<tr>
<td>700 – 799 Points = C</td>
</tr>
<tr>
<td>600 – 699 Points = D</td>
</tr>
<tr>
<td>0 - 599 Points = F</td>
</tr>
</tbody>
</table>

CLASS SCHEDULE

May Term 2019 Online Schedule

Module #1 5/20 – 5/21

- Course Orientation Quiz                     DUE 5/21/19 by 8pm for Certification
- Self-introduction Presentation              DUE 5/21/19 by 8pm for Certification
- Informative Presentation Topic             DUE 5/21/19 by 8pm for Certification
- Discussion Board #1 (Informative)          Questions Due 5/20/19

** In order to be certified for the purpose of financial aid in this course, you MUST submit your self-introduction presentation, informative presentation topic and complete the Course Orientation Quiz by 5/21/19 by 8pm. **
Module #2 5/22 – 5/26

- Peer Interviews
  - Questions (Communication with Partners) Due 5/23/19
  - PPT Due 5/26/19
- Discussion Board #2 (Special Occasions)
  - Questions Due 5/23/19
  - Responses Due 5/26/19
- Informative Works Cited
- Informative Outline
- Informative Presentation
- Test #1 (Chapters 4, 5, 15 & 18)

Module #3 5/27 – 5/31

- Discussion Board #3 (Persuasion)
  - Questions Due 5/28/19
  - Responses Due 5/31/19
- Special Occasion Presentation
- Persuasive Topics
- Test #2 (Chapters 6, 7, 8, 16 & 17)

Module #4 6/1 – 6/5

- Discussion Board #4 (Small Group)
  - Questions Due 6/2/19
  - Responses Due 6/5/19
- Persuasive Works Cited
- Persuasive Outline
- Persuasive Presentation
- Test #3 (Chapters 9, 10, 11 & 19)

**Brief Description of Major Assignments**

There will be a course orientation quiz and three major tests. The quiz will help to get you familiar with our course and the syllabus guidelines. The three tests are comprised of multiple choice and true false questions which cover the textbook material.

Students will be expected to complete four separate discussion boards. They will be required to provide critical thought questions for their classmates and respond to those of their classmates.

Students will prepare four recorded presentations. The self-introduction presentation will be a brief introduction of one’s self using pictures and objects to introduce themselves (does not require an audience). The special occasion presentation will be a specific speech over a special occasion (does not require an audience) The informative and persuasive presentations require a formal outline, works cited and a PowerPoint which will be recorded in front of a live adult audience of three.
MAY TERM 2019 IMPORTANT DCCCD DATES

- Classes Begin: May 20 (M)
- Financial Aid Certification Date: May 21 (T)
- Last Day to drop course with a "W": May 31 (F)
- Official Course Ending Date: June 5 (W)

BROOKHAVEN COLLEGE’S POLICIES

For more information about the following institutional policies, go to Brookhaven’s Policies or http://alt.brookhavencollege.edu/employees/faculty/Documents/BCSyllabus_Addendum.pdf:

- Drop/Withdrawal Policy
- Financial Aid Statement
- International Students
- Academic Integrity
- Repeating This Course
- Institutional Equity
- ADA Statement
- Stop Before You Drop
- Financial Aid Certification of Attendance
- Religious Holidays
- FERPA
- Grade Reports

If Accommodations are needed, students are responsible for notifying the Disability Support Services Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. The Disability Support Services office is located in Building S, Room 136 and can be reached by telephone at 972-860-4673 or by email bhcADAservices@dcccd.edu. Students who have documentation on file with Disability Support Services should submit their paperwork to me by the first Friday of this class.

INSTRUCTOR’S RIGHT TO MODIFY

This syllabus is subject to change (additional, deletions, or revisions) as the instructor sees necessary. You will be notified of any changes to the Syllabus in an eCampus Announcement and email.