Welcome to this class! I am excited to have the opportunity to serve as your instructor for the upcoming term. The majority of the public is afraid of speaking in public, so you have already taken a brave step in joining this course. My goal for this class is to help you develop the confidence needed for public speaking and provide you with the skills needed to deliver exceptional and memorable presentations.

Professor: John Cline
johncline@dcccd.edu
Communications Office #: 972.860.4555

Email: johncline@dcccd.edu
Communications Office: L-367
Office Hours: By Appointment---I am available for 15 minutes after class. Please E-Mail me 24 hours in advance to schedule an appointment.

WELCOME TO SPCH 1315

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COURSE DESCRIPTION

SPCH 1315 Public Speaking (3 credits): Course Description: 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. (3 Lec.) This is a Core Curriculum course selected by the colleges of DCCCD.

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 Core Objectives (COs):** Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

• **CO #1 Critical Thinking Skills** is the ability to demonstrate creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
• **CO #2 Communication Skills** is the ability to demonstrate effective development, interpretation and expression of ideas through written, oral, aural, and visual communication.
• **CO #3 Teamwork** is the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
• **CO #4 Personal Responsibility** is the ability to connect choices, actions and consequences to ethical decision-making.

**SPCH 1315 Student Learning Outcomes (SLOS):** Upon completion of this course, you will be able to:

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

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

  ○ (ISBN: 978-0-19-045732-7) The following are some options for securing this required textbook:
  1. Follett Bookstore at Brookhaven College (Located in S Building; Room S-238; 972.484.7652)
  2. Brookhaven’s Textbook Semester Loan Program
     ○ This program is partially funded through faculty donations and is operated by the Brookhaven Librarians. Through this program, you can borrow a textbook for the full semester and then return it at the end of the term for someone else to use.
     ○ It operates on a first-come, first-served basis so start early in requesting your books by completing the Textbook Loan form. ([https://www1.dcccd.edu/bhc/textbook-loan/index.cfm](https://www1.dcccd.edu/bhc/textbook-loan/index.cfm))
  3. Brookhaven Library (Located in L Building, L-200)
     ○ There are copies of the textbook on reserve at the Circulation Desk for use in the Library.
• 4 X 6 Index Cards, Notebook, Flash-drive
• A positive attitude
CLASS POLICIES

Classroom Policies and Expectations

- **Be prepared**---You are expected to be in class on time with readings and assignments completed ahead of time. Students are expected to remain focused in class and give 100% attention to the class.
- **Tardy policy**---Please do not be late to class. Tardiness may result in not being able to earn full participation points for the day. Also, please note that in-class reading quizzes begin promptly when class starts. If you are tardy, timing for the quiz will not be extended.
- **Sleeping in class**---Sleeping in class is not permitted. Please make every effort to get enough sleep the night before so you are alert for class and attentive during student presentations.
- **Cell phones and laptops**---Cell phones are not permitted in class. If your cell phone interrupts the class at any time, you will lose participation points. Laptops are only permitted for taking notes or for viewing an on-line version of the text but otherwise should be put away during class. If you are expecting an important call, notify your instructor ahead of time.
- **Attendance**---An unexcused absence on any presentation day will result in a ten-point grade deduction on your presentation.
- **Late work**---Late work is not accepted in this class. It is your responsibility to have assignments completed on time and to present on your scheduled presentation day. This is to help keep everyone on track. Students are expected to complete assignments in a timely manner and to practice time management.
- **Etiquette**---Please model professional behavior at all times. Do not be rude to other students or the instructor and keep conversation appropriate to a classroom setting.
- **Instructor disagreements**---Please bring any issues with your instructor directly to my attention. This can be regarding grades, classroom discussions, or other disagreements. Such discussion is reserved for after class or office hours.
- **E-mail**---E-mail will be responded to M-F within 24 hours and on the weekend before an important assignment/exam. Please consider the context and receiver when composing your E-mail, and if possible, refrain from E-mailing when angry. Please include your name and class time in initial correspondence. E-mails should include a subject and be sent from your Blackboard E-Mail account.
- **Classroom ethics**---All students are to be treated equally and with respect. Disrespecting another student will result in being asked to leave class for the day. Please be open minded to other people’s opinions and backgrounds.

***It is the student’s responsibility to be aware of the instructor’s classroom policies.***

SPEECH DELIVERY

Extemporaneous Speaking Style Requirement

Advance preparation is the key to effective public speaking. Therefore, a typed outline and practice sessions need to be completed prior to delivering your speech. All speeches must be given using an extemporaneous style of delivery; therefore, reading your notes and not looking at your audience is not acceptable. If you read your speech or rely too heavily on your notes, the highest grade you can earn is a 60%. 
Citing Sources Is Required In addition, some assignments require a minimum number of sources that must be cited in the essay, oral presentation, outline, and PowerPoint slides. If plagiarism is evident (i.e., credit is not given to the author(s); research is not cited orally and in written work), a grade of zero will be assigned to the entire project.

**SPEECH DAY ETIQUETTE**

As you know, giving a speech or presentation can be nerve-wracking, so on days when we have speeches I have a 0 tolerance policy for the following actions and/or behaviors: **(Committing any of these violations will result in a 10 point deduction from your participation grade.)**

- No eating.
- No technology use. Phones should be silenced (not on vibrate).
- Walking in or out while a student is presenting. Please wait outside until you hear applause.
- Making inappropriate comments.
- Not giving speakers your full attention, which includes working on other coursework.
- Being late for your speech.

**GRADING SCALE and CLASS CALENDAR**

The Final Course Grade is based on the Total Points earned according to how well the assignments are completed. Please note that if more than 300 points are lost, then this class cannot be passed with a grade higher than a “D.”

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrative/Introductory Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Informative Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive Presentation</td>
<td>125</td>
</tr>
<tr>
<td>Informative or Persuasive Presentation</td>
<td>150</td>
</tr>
<tr>
<td>Outline for Informative Speech</td>
<td>25</td>
</tr>
<tr>
<td>Outline for Persuasive Speech</td>
<td>25</td>
</tr>
<tr>
<td>Special Occasion Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Impromptu Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Participation</td>
<td>50</td>
</tr>
<tr>
<td>Small Group Presentation</td>
<td>25</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
</tbody>
</table>

Total Points Available 1000

<table>
<thead>
<tr>
<th>Grading Scale Based on 1,000+ Possible Points</th>
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</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>
### Course Calendar:

Please Note: The course calendar may be changed depending on course needs.

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Topics and Activities:</th>
<th>Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/6</td>
<td>Course Overview and Ice-Breakers; Public Speaking Interviews</td>
<td>Please note---Students are expected to have read the assigned chapter prior to coming to class.</td>
</tr>
<tr>
<td>6/7</td>
<td>Public Speaking Basics</td>
<td></td>
</tr>
<tr>
<td>6/10</td>
<td>Chapter 1; Chapters Assigned; Narrative Speech Assigned</td>
<td></td>
</tr>
<tr>
<td>6/11</td>
<td>Group Workday</td>
<td></td>
</tr>
<tr>
<td>6/12</td>
<td>Chapter 2; Chapter 3</td>
<td>Narrative Speeches Due</td>
</tr>
<tr>
<td>6/13</td>
<td>Chapter 9; Chapter 10</td>
<td>Finish Narrative Speeches</td>
</tr>
<tr>
<td>6/14</td>
<td>Informative Speaking</td>
<td></td>
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<tr>
<td>6/17</td>
<td>Informative Speaking</td>
<td></td>
</tr>
<tr>
<td>6/18</td>
<td>Informative Speaking</td>
<td></td>
</tr>
<tr>
<td>6/19</td>
<td>Exam 1</td>
<td></td>
</tr>
<tr>
<td>6/20</td>
<td>Persuasive Speaking</td>
<td></td>
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<tr>
<td>6/21</td>
<td>Persuasive Speaking</td>
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</tr>
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<td>6/24</td>
<td>Informative Speeches</td>
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<tr>
<td>6/25</td>
<td>Persuasive Speeches</td>
<td></td>
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<tr>
<td>6/26</td>
<td>Persuasive Speeches</td>
<td>Special Occasion Speech Assigned</td>
</tr>
<tr>
<td>6/27</td>
<td>Exam 2</td>
<td></td>
</tr>
</tbody>
</table>
6/28  Special Occasion Speeches
7/1  Third Speech
7/2  Third Speech
7/3  Final Exam

**Evaluation Procedures:** The final grade for the semester will be determined by your success on three exams, six presentations, participation, quizzes, and other various assignments.

**Exams:** There will be three exams. The first two exams will focus on your ability to answer open-ended questions and demonstrate an understanding of the text as it relates to different settings. Exam 3 will be an essay exam due on the last day of the course. (300 points total)

**Presentations:** As this a class that focuses primarily on public speaking, the majority of your grade will be derived from your success in delivering presentations. In this section, we will give an informative and persuasive speech (individual and group), a Special Occasion presentation, and an Impromptu speech. Students will also give a narrative/introductory presentation. Formal presentations must incorporate a visual aid using either a PowerPoint or Prezi.

**Participation:** Communication skills cannot be learned without practice; therefore, class participation/attendance is critical to success in this class. Attendance is taken each class meeting, and many classes will include discussions and activities that are graded. If you attend part of class then you will receive partial credit for the in-class work. Activity days cannot be made up because they involve participation and interaction with classmates that cannot be duplicated outside of class. Some homework assignments will serve as part of the participation grading component as well.

The majority of participation points will be taken from student’s demonstrating they are ready for class presentation by submitting a topic or question of discussion within the first five minutes of class.

Participation deals with more than just speaking up in class. It also involves conducting yourself in a professional manner and not disrupting the classroom environment. Actions that may be viewed as disruptive include asking too many questions without thinking things through first or speaking over the instructor.
SUMMER I 2019 IMPORTANT DATES

• Regular Semester Classes Begin Thursday, June 6
• Regular Semester Last day to drop course without a "W" (Certification) Monday, June 10
• Last Day to Drop Course with a "W" Tuesday, June 25
• Summer Semester Final Exams Wednesday, July 3
• Summer Semester Ends Wednesday, July 3

BROOKHAVEN COLLEGE'S POLICIES

For more information about the following institutional policies, go to Brookhaven’s Policies or https://www.BrookhavenCollege.edu/syllabusaddendum

Student Success
- Academic Advising/Degree Planning
- Tutoring
- Cheating, Plagiarism and Collusion
- Computer Use Policy
- Student Survey of Instruction
- Grade Reports
- Religious and Ethnic Holiday Observance
- Harassment, Discrimination & Sexual Misconduct
- FERPA

Students Receiving Financial Aid
- Attendance and Participation
- Withdrawing from Classes

Class Drop and Repeat Options
- Withdrawal Policy
- Repeating a Course & Third Drop Rule
- Six Drop Rule

In Case of a Campus Emergency

Concealed Carry
- Weapons

Students with Disabilities
- If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at Brookhaven College.
- If you are eligible for accommodations, please contact DSO to send your accommodation request to me by the first Friday of this class.
- Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about disability services available across the district or contact the DCCCD Office of Institutional Equity at 214-378-1633.
Syllabus Change Disclaimer (Instructor’s Right to Modify)

- Instructors reserve the right to amend a syllabus as necessary.
- I will notify you in class and via a Blackboard announcement of any changes to the syllabus. A new copy of the syllabus will be posted should there be any changes.