Welcome to Speech 1315

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Google Voice: 972-884-0786

Communications Office #: 972.860.4555
Communications Office: L-367

Office Hours: As an adjunct faculty member, I do not keep set office hours; however, I will be available to deal with your questions by appointment, via e-mail, or over Google Voice Number ecampus.

Welcome

Welcome to Fundamentals of Public Speaking. Online courses are interesting venues in which to get to know each other. I do encourage you to read thoroughly, but also be prepared to communicate with me through email, texts or scheduled phone calls. Many people find the content to be “organized common sense.” What generally poses a greater challenge is overcoming the anxiety of communicating with others.

There are a few things that you can do to get the most from this semester. Keep up with assignment due dates. It is important that we maintain accountability for doing assignments on time. This is not a self-paced course. Speeches need to be given on or before the day they are due—audiences are not willing to return to listen to speeches in professional or organizational settings.

You will have some interaction with your fellow students through watching speeches and critiquing each others’ work. Please treat your fellow class members and me with respect.
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 is a DCCCD Core Curriculum course.)

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).
Class Policies

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.

Late Assignments
No late assignments will be accepted unless you have contacted me PRIOR to the due date. The best way to contact me is by email amangum@dccc.edu. If an assignment is received late, then zero points are earned.

If You Require Accommodations
I want to make every effort to provide accommodations for students with diagnosed learning hurdles. However, we are required to work through appropriate channels. If you need accommodations, please begin by contacting Disability Support Services Department. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services. Students who have documentation on file with Disability Support Services should submit their paperwork to me by the first day of the class. The Disability Support Services office is located in Building S, Room 124 and may be reached by telephone at 972-860-4673 or by email bhcADAservices@dccc.edu

Communication
Monday through Thursday emails will receive response within 24 hours. Emails received on Friday, Saturday, or Sunday are answered by midnight on Monday. Please do not submit assignments through email. All assignments should be submitted on the appropriate link on eCampus. Please identify yourself with first and last name and the class you’re in.

Student-to-Student Interaction
You will have a couple opportunities to interact with your classmates: 1) You will critique each other’s speeches throughout the semester and post this feedback on the Discussion Board. 2) You will develop and post a survey on the Discussion Board to find out your classmates’ attitudes, interest, and knowledge of your persuasive topic. You will use this feedback to write an audience analysis and how you will adapt your speech to the audience.

Technology
Sample speeches are used to increase your understanding of the types of speeches, how they are organized, and to show extemporaneous delivery. You will develop a PowerPoint presentation for every speech except the tribute speech. You will have the opportunity to give the speeches in front of an audience of your peers on campus or record it using YouTube or Vimeo with an audience of five adults.

College-Level Reading, Writing, And Speaking Skills
In order to be successful in this course, you must possess college-level skills in reading, writing and speaking. If you submit writing assignments that do not meet college-level writing standards, it will not be graded, and I will return it to you so you can correct it. If you submit a writing assignment with careless grammatical or spelling errors, only partial credit will be given.
You must use standard North American English when you deliver your speech. If the content of your speech is unintelligible due to poor English pronunciation, grammar/syntax, word choice, and/or articulation, the highest grade you can make on a speech is 60%. If you are in doubt about your skills level, please see me.

**Ecampus Technical Issues**
If you are having technical issues with eCampus, then call eCampus Tech Support at 972-669-6402. If the issue cannot be resolved before the test is due, email me by the time that the test is due and explain the issue. Please note that from the hours of 3 a.m. to 6 a.m. each day, the eCampus staff performs maintenance on the system. During this time period, there is a good possibility of service interruptions as they perform their magic to keep Blackboard/eCampus running smoothly. So plan accordingly and know that even if eCampus is accessible to you during these hours, do not start a test between 3 a.m. to 6 a.m. because even a few seconds of service interruption will lock you out of the test and you will not be able to access it again.

**Speech Requirements**
**Typed Outlines and PowerPoint Presentation Submitted Before Speech**
All speeches require a typed outline and a PowerPoint submitted in advance. Outlines are due in and the PowerPoint must be submitted before the speech is recorded. On the persuasive outline, I will try to return your outlines with suggestions on how you can improve your speech and/or strengthen your persuasive argument.

**Speech Deadlines**
Speeches must be given by the scheduled date and time unless there is an extenuating circumstance. Please notify me in advance if you have an extenuating circumstance that prevented you from submitting your outline, PowerPoint, or speech by the deadline. Frequently, students who don’t complete the assignment will either drop the class or end up with a low grade when they had a valid reason for not recording their speech on time. I am extremely understanding and flexible when unforeseen events occur (major projects at work are assigned without prior notice, you lose your job, you get sick or a family member gets sick, deaths, car accidents, dental emergencies, etc.).

**YouTube or Vimeo**
Speeches must be recorded YouTube or Vimeo using a stand-alone web cam.

**Stand Alone Camera (Cell Phone Counts)**
A stand-alone web/video camera may be required for this course. Your camera needs to be able to record your speech in a format that can be uploaded to YouTube. Your speeches require showing your audience a PPT presentation. Many students choose to show their PPT presentation on their laptop computer so this is why using the internal video camera in your laptop/computer monitor will not work. However, if you have another way of showing your PPT presentation than your computer camera may work.

**Camera Placement**
The camera should be positioned behind or in the audience, so it is recording your speech from the audience’s viewpoint. This will make it easier to have good eye contact with both your live audience and your camera audience. Cameras should be set far enough away from you so that your physical delivery is recorded. You must stand during your speech since your body movements, posture, and gestures are an important part of your delivery.
**Continuous Recording**
The recording of your speech should be continuous with no starts and stops. Your speech should be recorded in one take because when you deliver a speech in front of an audience, you do not have the opportunity to start/stop or edit your speech. NOTE: Therefore, any recording that has been stopped and started or edited will earn zero points.

**Required Audience**
Speeches must be presented in front of an audience of five adults. If you do not have an audience of five adults, I can sometimes provide time to be available in Brookhaven Room T-302. I will specify dates and times allotted. If you are recording your speech at home or at your office, make sure you pan the audience before you begin your speech so I can see your five audience members. Position the camera so that behind the audience. Do not have the audience pass in front of the camera (and then leave the room and not watch the speech). Ten points will be deducted for each audience member fewer than the 5 audience members required. (i.e., a speech with four audience members will begin at 90, 3→80, 2→70, 1→60, None→50.

**Extemporaneous Delivery**
Speeches must be given using an extemporaneous style of delivery with note cards or manageable notes. Your speaker notes should be on index cards or some medium that you can control in your hands without distracting the audience. If you want to work from a printed outline, use a half sheet format so that it is easier to use. If you read your speech from a word-for-word manuscript or computer screen or rely too heavily on your notes, the highest grade you can make on a speech is 75%.

**Appearance**
Appearance counts! Even if you are recording your speech at home in front of family members, dress in business casual. Like other elements of nonverbal communication, dress and physical appearance send a variety of nonverbal messages. You will feel more confident and project more authority if you are dressed for the speaking occasion. Your classmates will also view you as more credible. Never chew gum or wear a ball cap. Ball caps shade your eyes.

**Background**
Background counts! If you are recording your speech at home, deliver your speech in a room that has the least distractions in the background, so we can focus on you. Make sure there are no competing noises like a blaring TV in the next room, barking dogs, crying babies, ringing phones (yes, this happens all of the time). Also, try to reduce amount of light behind you. Do a test recording to make sure the lighting is adequate and that the camera is placed at an angle, so we can see your physical delivery. Check the volume and move the microphone closer to you if it’s difficult to see you.

**PowerPoint Visibility**
You should arrange your technology in such a way that your audience is able to see the PowerPoint presentation. Ideally, you will connect the computer to a larger monitor or television screen and use dual display or the preview function on the laptop you can see. You may also want to connect to the television through Apple TV, Chromecast, FireTV or some other form of wireless connection. If you only have one monitor, you should ensure that:

- Your audience can see it.
- You can operate it without awkward movement—preferably with a wireless mouse or slide advancer.
**Wireless Mouse**
A wireless mouse or slide advancer must be used to advance your slides. Turning to your keyboard and advancing the slides can be distracting. The speaker must operate PowerPoint themselves. Do not put slides on a timer or have someone else advance the slides for you.

**Time Limits**
Speeches that go under or over the time limit will be penalized from 5 – 10 points. Managing your time shows you are prepared and have rehearsed your speech several times. Speeches range from 5 – 7 minutes. The length of the speech can be found in the guidelines in each unit. Generally, there is no penalty if your speech goes one minute over the time limit. However, there is an automatic deduction if your speech falls short of the required time.

**Tests and Quizzes**
The Orientation quiz covers information and policies from the syllabus. There will be two tests. The tests are multiple-choice and true-false. I encourage you to thoroughly read the assigned content. In addition to helping you accurately complete the test, the written content provides step-by-step processes on preparing and delivering speeches. It will answer many of your questions and help you construct your speech in the proper format (please refer to the Class Calendar for the date each test is due). You are encouraged to complete the tests early because if they are not completed by the due date and time, a grade of zero will be recorded.

**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>Grading Scale Based on 1,000+ Possible Points</th>
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<tbody>
<tr>
<td>900 - 1,000+ Points = A</td>
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<tr>
<td>800 - 899 Points = B</td>
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<tr>
<td>700 – 799 Points = C</td>
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<tr>
<td>600 – 699 Points = D</td>
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<tr>
<td>0 – 599 Points = F</td>
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<td>No Participation after Drop Date = N</td>
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**Assignments**

**Unit 1 (15 points)**
In this unit, you will learn about the course and how to technologically navigate your way through this online class. All orientation assignments in Unit 1 must be completed for attendance to be certified in this class. If this is your first time to take an online course, click on the “Blackboard Help” link and read all of the material in the Table of Contents for Students.

**UNIT 2: INTRODUCTORY SPEECH ASSIGNMENTS (185 points)**
In this unit, you will learn how to create a PowerPoint, an outline, and deliver a speech of introduction.

**UNIT 3: DEMONSTRATION SPEECH ASSIGNMENTS (260 points):**
In this unit, you will learn how to deliver an informative speech that teaches the audience how to do or make something. This is a “process” speech since you will be walking us through the steps or procedures. At the
conclusion of your speech, we should be more familiar with the process and be able to complete the process on our own. You will create a PowerPoint, a key-word outline, and then record and deliver your speech to a live audience.

Test 1— This test assesses students' understanding of the communication model information, the public speaking instruction concerning audience and context analysis, thesis sentences and specific purpose statements, types of supporting material, organization, vocal and non-verbal delivery, and the five questions a speaker should ask and answer in preparation for any public speech. It does not cover persuasive speech models (classical rhetorical appeal, problem/solution/benefit, or motivated sequence), source citation and research, or principles for creating effective visual aids.

Unit 4—ETHICAL PAPER (50 Points)
In this unit, you will assess your personal values. You will apply your values to personal ethical situations.

UNIT 5: PERSUASIVE SPEECH ASSIGNMENTS (365 Points)
In this unit, you will select a current social or political problem that concerns you. You will research this problem and identify solutions, create a formal sentence outline and PowerPoint presentation. The goal of this presentation is to convince your classmates to agree with you. In persuasion, you want to reinforce or change what your audience thinks or believes, or you want to move them to action.

UNIT 6: TRIBUTE SPEECH (125 Points)
In this unit, you will learn how to deliver a tribute speech that inspires the audience by lifting up the admirable qualities of another person. At the conclusion of your speech, the audience will need to have a knowledge of the person's biography (facts of their life) but also have a sense of what makes them worthy of tribute.

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<td>Unit 2—Sample Introductory Speech Critique</td>
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<td>Unit 3—Demonstration Sample Speech Critique</td>
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<td>Unit 5—Persuasive Sample Speech Critique</td>
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<td>Unit 5—Persuasive Submit topic</td>
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<td>Unit 5—Persuasive PowerPoint</td>
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<td>Unit 6—Tribute Outline</td>
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### Unit 6—Tribute Speech

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<td>U2—PowerPoint</td>
<td>U2—Introductory Speech</td>
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<td>U3—PowerPoint</td>
<td>U3—Demonstration Speech</td>
<td>U3—Peer and Self Critique</td>
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<td>U5—Sample Speech Critique</td>
<td>U5—Research Assignment</td>
<td>U5—Full Sentence Outline Assignment</td>
<td>U5—Small Group Workshop</td>
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<td>August 7</td>
<td>U6—Tribute Outline</td>
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### Important Dates

- Semester Classes Begin: **Thursday, July 8**
- Last day to drop course without a “W” (Certification): **Monday, July 11**
- Last Day to Drop Course with a "W": **Tuesday, July 30**
- Semester Ends: **Thursday, August 8**

### Brookhaven College Policies

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

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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.
- You will be notified of any changes to the Syllabus in an eCampus Announcement and email.