Speech 1315 – Public Speaking
Course Syllabus May Term 2019

Richland College
World Languages, Cultures, and Communication Division
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Instructor Information
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*Instructor information may be subject to change.
This course syllabus is intended as a set of guidelines for SPCH 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.

Course Information
Course number: SPCH 1315
Section number: 84489
Course title: Public Speaking
Credit hours: 3
Meeting dates & times: Online
Meeting place: Online
Course Certification/Census Date: May 16, 2019
Last day to Withdraw with a W: May 27, 2019

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.

Prerequisite Required: College level ready in Reading and Writing.

Course 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.

**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).

**Required Course Materials**


Access to computer with Internet

**Course Work**

*NOTE: This course is extremely fast paced. Work will be due almost immediately. You must read your text regularly and be prepared to do 16 weeks of work in 3 weeks’ time, including the demands of any holidays you may celebrate.*

Your assignments can be found in the left hand menu under the “Assignments” and Disc subdivider. These links will not be available until the day the course starts.

**Evaluation Procedures**

*Discussion Board Assignments (100 points)*

- Discussion Board #1 with required response to classmate – 25 points
- Discussion Board #2 (no reply to classmate necessary) – 25 points
- Discussion Board #3 (no reply to classmate necessary) – 25 points
- Discussion Board #4 (no reply to classmate necessary) – 25 points
Speeches and Speech Related Assignments (500 points)

- 1 Personal Interest Topic and Purpose - 15 pts
- 1 Informative Speech Choice and 2 Research Sources - 15 pts
- 1 Persuasive Speech Topic and 3 Research sources - 20 pts
- Informative Self and Peer Critique - 40 pts
- Speech #1 – Personal Interest Speech - 50 points and Outline – 10 points
- Speech #2 - Informative Speech - 100 points and Outline – 25 points
- Speech #3 - Persuasive Speech - 100 points and Outline – 25 points
- Speech #4 – Special Occasion Speech - 100 points

The units and assignments are not linear, meaning we may jump between Chapters in the textbook.

Grading Scale

The grade for this course is based on a point count system which is as follows:

A = 500-600 of total points and all graded assignments
B= 400-499 of total points
C= 300-399 of total points
D= 200-299 of total points
F= 199 or less of total points
Course Outline

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.

“Can I make up this work?”

Online Assignments:
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. Discussion Boards and Topic Posts, and critiques WILL NOT be accepted late. Your computer not working is not an excuse. If you put something
off until the last minute and something happens—that is a lesson learned. Learn it, and move on. Anticipate technology problems and don’t procrastinate. No exceptions.

**Speeches:**
If you miss a speech due date, you will immediately lose points, up to 30% at the discretion of your instructor. If you are even 1 minute late submitting your speech, this may deduction apply. 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 speech is 5 audience members, each worth 5 points. You have up to one week to submit a speech 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 speeches (should you choose the recording option). You should TEST this equipment prior to recording your first speech.

**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 readers 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 Speeches

• While delivered in a location of your choosing, with an audience of your choosing, the speech should still be considered a formal speech, 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 speech 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 speech.
• You cannot edit your speech video in any way at all. Editing your video may result in a zero or a re-do, potentially for a late grade, at the discretion of your instructor.
• 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 speeches. Many tutorials are provided for your benefit. Please watch them.
• If you need help on your speech, 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.

Institutional Policies
Institutional Policies relating to this course can be accessed from the following link:

www.richlandcollege.edu/syllabipolicies

Valuing diversity
The diversity students bring to this class is a valuable resource because varied backgrounds and opinions enhance discussion. Research suggests that learning is improved by exposure to diversity in the classroom. It is my intent to present materials and activities that utilize and are respectful of diversity of all kinds. This class is a place where everyone is free to learn, to express doubt, and to assert convictions. However, with freedom of speech comes responsibility and accountability for that speech. To that end, you are asked to pay attention to both the effect and the intentions of your words, and to avoid deliberately using language that is demeaning to others. When listening to other students, assess both the intent and the effect of those words before assuming an offensive motive. Use language that corresponds to how people name themselves and their identities. If students are concerned with the tenor of discussion in class, they are more than welcome to meet with me privately to discuss their concerns. I welcome and appreciate students’ suggestions about how to improve the value of diversity in this course.

Academic Honesty
In addition to the institution’s policies on academic dishonesty: the first time you are found using someone else’s work from a concurrent or past course, having someone else do your quizzes and assignments, using an online website for quiz and assignment answers, or doing anything less than 100% your own work, you will receive a 0 on the assignment and a written warning. The second time you will receive a failing grade in the course, be reported to the Vice President of Academic Affairs and your suspension from DCCCD will be requested. Do your own work, always.