RICHLAND COLLEGE SYLLABUS
SPCH 1315
Section 85401
PUBLIC SPEAKING
12800 Abrams Road, Dallas, TX 75243-2199
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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: jkyrish@dcccd.edu
World Languages, Cultures, and Communications Dean: Susan Barkley
Administrative Team: Erin Boltrushek, Shirley Brown, Janice Fallin,
Instructor’s Office hours:
Please contact me to schedule an appointment if my office hours do not fit your schedule.

REQUIRED MATERIALS:
  *Textbook ISBN- 978-1-319-10278-4*
• 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 5 adults who can serve as your audience for the speeches (with the exception of the first speech, only one needed for this one)
• You will need to be able to record your speeches and send them in through one of the following methods: [www.youtube.com](http://www.youtube.com), or connect on the free app ZOOM 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

IMPORTANT NOTE: You must complete at least 2 oral speeches both in front of a physically present audience visually seen by the instructor via recording with no edits made to the video to pass the course or present on our live chat/blackboard collaborate platform with classmates and instructor logged in. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

**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).

**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. If you email me Friday afternoon I may not receive it until Monday morning so please consider your needs/times/ and due dates when emailing me. 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?”**
Deadlines in the professional world, of course, are a serious business. Missed deadlines mean lost contracts, delayed product releases and increased expenses. Missed deadlines can also compromise one’s professional reputation and careers. Having technology problems is not a valid excuse for late work, so do what professionals do: plan ahead and have a contingency (back-up) plan. **There will be NO make-up assignments or Exams. The only exception to this is that if you miss the due date/time for a speech, even by a minute, you may submit it until up to one week from due date for a 30% deduction. The exception would be if speeches are due within/under a week of the course ending, the last day would be to turn it in the last day of class.**

**IMPORTANT NOTE:** I want you to discuss your work and your class performance with me. If there is an error in grading/points, please politely bring it to my attention and I will fix the error immediately. However, conversations about **raising** your grade are off-limits. Please do not argue with me about grades. If you need a good grade to keep a scholarship, transfer to another school or for another reason, then it is your responsibility to make sure that you study well, ask good questions, get extra help on assignments, and keep up with the class. I will facilitate your attempts to learn and improve in this class, but I will not award a grade you did not earn.

For these reasons, late or incomplete work is not acceptable in this course **EXCEPT** in the most extreme and unlikely of circumstances (death of immediate family member, hospitalization) that must be documented no later than the following week of the date of absence. **Please be prepared to provide documentation for your missed assignment when you contact me to ask for an extension.** All work is due on the date noted in this syllabus.

**“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. nDue dates can be found in the syllabus. 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. 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 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. 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. Challenges with YouTube and uploading are the main reason for late submissions so please check it well in advance of the due date.

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

- There are 2 options for delivering speeches.
- (1) recruit an audience, record speech with the live audience present, and upload the speech to youtube or another source, post the public link on ecampus. You are welcome to delete the speech after grades are completed.
- (2) Meet online live at the designated times on the calendar and syllabus. Zoom webinars or blackboard collaborate will be used to host the live meeting for any student who wants to deliver their speeches live to the professor and serve as an audience for classmates. You will log in through your web browser and stay online until everyone has finished his/her speech. The dates and times listed on the syllabus are the only times available. The live meeting is not ON DEMAND as I would be impossible to meet every student individually online and secondly, you need audience members to meet the requirements.

- 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). Remember that I have never met you, make a good first impression with your professional dress.
- If you are recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible. Make sure you stand for all your speeches.
  - 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. You need to submit videos that are un-edited. Any videos that have been edited where you stop the camera and piece more than one video together will not be graded.
  - Videos where the speaker is reading from a script will not be graded. It is very obvious when a speaker is reading from a laptop behind the camera and it makes for a very boring, impersonal delivery. This is a speech class so deliver your
speech, don’t read it. Practice, practice, practice. I would much rather listen to a conversational style, personal speech, than an automated read aloud. Use small note cards to refresh your memory if you have concerns about your speech.

- The first presentation requires only one audience member. The Informative, special occasion, and Persuasive presentations require a larger audience (minimum of 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 under ‘Assignments’ for how to write, record, and deliver your presentations
- If you need help on your presentation, let your instructor know!

**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](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.

**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
- 800 - 899 points = B
- 700 – 799 points = C (needed to pass course/earn credit)
- 600 – 699 points = D
- 500 – 599 points = F

Grades are updated frequently and can always be found in “My Grades” in our course in BlackBoard! To calculate your highest grade possible, add up the total amount of points that you have missed, deduct that from 1000 and you will know what you can possibly earn. If you have missed 85 points total then the highest you could earn would be 915, which is an A. If you have missed over 300 points then there is no way you can pass the course at that point.

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
*Please see calendar/due dates at the end of the syllabus*
*Specific instructions for each assignment will be found on ecampus under “Assignments”

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Points Earned</th>
<th>Assignment</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
<td>Introduction Speech</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td>Special Occasion Speech and reflection of speech</td>
<td></td>
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<tr>
<td>100</td>
<td></td>
<td>Research and Topic Post for Informative Speech</td>
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<tr>
<td>100</td>
<td></td>
<td>Informative Presentation, outline, reference page, visual aid</td>
<td></td>
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<tr>
<td>125</td>
<td></td>
<td>DJ Essays on Discussion Board (Total of 4, 25-50 points each)</td>
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<tr>
<td>25</td>
<td></td>
<td>Reflection and evaluation of Informative Presentation</td>
<td></td>
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<tr>
<td>25</td>
<td></td>
<td>Reflection and evaluation of Artifact Speech</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td>Persuasive presentation, outline, reference page, presentation aid</td>
<td></td>
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<tr>
<td>125</td>
<td></td>
<td>Group Project (4 group projects)</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td>Ethics Exam (50 points, from Chapter 4) you will take this one first</td>
<td></td>
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<tr>
<td>200</td>
<td></td>
<td>Exams (Total of 4, 50 points each)</td>
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<tr>
<td>1000 points</td>
<td></td>
<td>Total</td>
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10 Syllabus Quiz Bonus points

You may earn up to 30 points extra credit by writing a Strengths Finder Paper (see assignment section)

Institutional Policies

SPCH 1315 Online Summer I
4 Module/4 Week Schedule
Due Dates *11:59pm is cut-off time
Section: _____ Dates: __________

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Weekly Points</th>
<th>Running Total</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Begin reading chapters 1-8, DJ#1</td>
<td>Thur, June 6</td>
<td>25</td>
<td>25</td>
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<tr>
<td></td>
<td></td>
<td>*Optional live meeting on Blackboard Collaborate – Professor will introduce course and answer questions</td>
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<tr>
<td>1</td>
<td>1</td>
<td>Exam 1, Ch 1-8</td>
<td>Friday, June 7</td>
<td>50</td>
<td>75</td>
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<td>1</td>
<td>1</td>
<td>Group project #1</td>
<td>Mon, June 10</td>
<td>50</td>
<td>125</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Introduction Presentation</td>
<td>Tues, June 11</td>
<td>100</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reflection of Artifact Speech</td>
<td></td>
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<td></td>
<td></td>
<td>*Optional live meeting on Blackboard Collaborate, see times listed below</td>
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<tr>
<td>1</td>
<td>1</td>
<td>Ethics Exam from Chapter 4</td>
<td>Wed, June 12</td>
<td>50</td>
<td>300</td>
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<tr>
<td></td>
<td></td>
<td>Read chapters 9-15</td>
<td></td>
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<tr>
<td>2</td>
<td>2</td>
<td>DJH2</td>
<td>Thur, June 13</td>
<td>25</td>
<td>325</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Research Source &amp; Topic Post for Informative/Demonstration Speech</td>
<td>Fri, June 14</td>
<td>25</td>
<td>350</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activity</td>
<td>Date</td>
<td>Points</td>
<td>Extra Credit</td>
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<tr>
<td>2</td>
<td>2</td>
<td>Group Project #2</td>
<td>Mon, June 17</td>
<td>25</td>
<td>375</td>
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<td>2</td>
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<td><strong>Exam 2 Ch 9-15</strong></td>
<td>Tues, June 18</td>
<td>50</td>
<td>425</td>
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<tr>
<td>2</td>
<td>2</td>
<td>Informative/Demonstration Presentation Reflection for Informative Presentation*</td>
<td>Wed, June 19</td>
<td>100</td>
<td>550</td>
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<tr>
<td>3</td>
<td>3</td>
<td>Read chapters 16-22</td>
<td>Thur, June 20</td>
<td></td>
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<tr>
<td>3</td>
<td>3</td>
<td>Group Project # 3</td>
<td>Fri, June 21</td>
<td>25</td>
<td>575</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td><strong>Exam 3 Ch 16-22 * Begin posting speeches for DJ #3</strong></td>
<td>Mon, June 24</td>
<td>50</td>
<td>625</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>*<em>DJ # 3 <em>please note that this requires you to have recorded your persuasive speech (no audience required for DJ#3)</em></em></td>
<td>Tues, June 25</td>
<td>50</td>
<td>675</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Persuasive Presentation Reflection for Persuasive Speech</td>
<td>Thur, June 27</td>
<td>100</td>
<td>800</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Read chapters 23-29</td>
<td>Fri, June 28</td>
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<tr>
<td>4</td>
<td>4</td>
<td><strong>DJ#4</strong></td>
<td>Fri, June 28</td>
<td>25</td>
<td>825</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Group project # 4</td>
<td>Mon, July 1</td>
<td>25</td>
<td>850</td>
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<tr>
<td>4</td>
<td>4</td>
<td><strong>Exam 4 Ch 23-29</strong></td>
<td>Tues, July 2</td>
<td>50</td>
<td>900</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Special Occasion Speech</td>
<td>Wed, July 3</td>
<td>100</td>
<td>1000</td>
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<tr>
<td></td>
<td></td>
<td>*Extra Credit/Strengths Finder is due Thursday. This is restricted for students who have completed a minimum of 3 speeches. Extra credit is not intended to replace a speech grade.</td>
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</tbody>
</table>

Blackboard collaborate webinars will be hosted for any students who want to deliver their speeches to the professor and serve as an audience for classmates. You will log in through your web browser and stay online until everyone has finished his/her speech. The dates and times below are the only times available. Your other option is to record your speech on your own and upload the link to youtube and post the public link on ecampus.

**Introduction Speech** – Tuesday, June 11

**Informative Speech**- Wednesday, June 19

**Persuasive Speech** – Thursday, June 27

**Special Occasion Speech** – Wednesday, July 3