Speech 131 – Public Speaking
Course Syllabus Summer 2 Term 2019

Richland College
World Languages, Cultures, and Communication Division
12800 Abrams Road, Dallas, TX 75243-2199
Location: Lavaca 208, Telephone: (972) 238-6943

Instructor Information
Instructor’s Name: Jennifer Gray, M.A.
Email Address: jmgray@dccc.edu
Phone Number: 972-238-3745 (I am not in the office though so email is best)
Office Number: Crockett 290
Office Hours: online; by appointment
*office hours may be subject to cancellation or change. Check announcements in Blackboard for notice.

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 title: Public Speaking
Course number: SPCH 1315
Section number: 86400
Class dates: 07/08/19 - 08/08/19
Census Date: 
Drop Date: 
Credit hours: 3
Prerequisite: College level ready in Reading and Writing.

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.

Required Course Materials
- Access to device with Internet and a webcam
- Subscription to and Purchase of TopHat textbook:
  - Top Hat 1 Semester Subscription ISBN: 978-0-9866151-0-8

What is this Class like?
This class is designed to help you become a better online communicator and public speaker. You will have a variety of assignments that challenge you to learn how to communicate with others via various mediums and adjust your public speaking skills to different audiences.
Course Work
Your assignments can be found in the left hand menu under the “Weekly # Assignments” subdivider. These links will not be available until the day the course starts.

Evaluation Procedures

Chapter Assignments and Quizzes (310 points)
- Start Here Quiz – 25 pts
- Submit Photo ID – 5 pts
- How to communicate online quiz – 10 pts
- Chapter 1, 2, 3 Reading and participation activities – 60 pts
- Chapter 4, 5, 6 Reading and participation activities – 50 pts
- Chapter 7, 8, 9 Reading and participation activities – 60 pts
- Chapter 10, 11, 12 Reading and participation activities – 50 pts
- Chapter 13, 14, 15 Reading and participation activities – 50 pts

Speech Related Assignments (95 points)
- Demo Speech topic and purpose – 20 pts
- Persuasive Speech Topic and 3 Research Sources – 25 pts
- Demonstration Speech Self-Critique – 25 pts
- Persuasive Speech Peer Critique – 25 pts

Group Speech (295 points)
- Task 1 – Introduction to Group and Response to Group – 25 pts
- Task 2 – Post potential countries and decide upon one country and individual topics – 25 pts
- Task 3 – Post Individual Outline Portion and Respond to group members – 40 pts
- Task 4 – Post Introduction and Conclusion, pick one, combine, choose speakers – 25 pts
- Task 5 – Rehearsal – 30 pts
- Task 6 – Deliver Informative Speech in Collaborate and Submit Final outline – 100 pts
- Group Project Reflection and Peer evaluation – 50 pts

Individual Speeches (300 points)
- Your Interests, Causes, and Passions Speech – 50 pts
- Demonstration Speech & Outline – 75 pts
- Persuasive Speech & Outline – 125 pts
- Award Speech – 50 pts

IMPORTANT NOTE: You must complete at least 4 verbal speeches to pass the course. Failure to do so or abide these guidelines will result in an F in the course, regardless of the points accumulated.

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

A = 900-1000 of total points and all graded assignments
B= 800-899 of total points
C= 700-799 of total points
Grades are updated frequently! To calculate your average, take the # of points you have earned, multiply by 100 and divide by the total possible # of points. For example, if we have completed up to a possible 375 points, but you only earned 304 of them,

\[ 304 \times 100 = 30400 \quad \frac{30400}{375} = 81 \text{ (B)} \]

**PLEASE NOTE: IF YOU LOSE MORE THAN 300 POINTS, YOU CANNOT PASS THE CLASS WITH ANYTHING HIGHER THAN A “D.”**

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. You can also text via Remind. Regardless of your choice, please remember to address your instructor formally, use proper spelling, grammar, and punctuation, as well as formally sign your name (if you are using 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?”
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. 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. You are allowed to choose ONE assignment per term to make up late with the exception of the group project assignments.

“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 (exception: 3 days after the end of the course) 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 (3 days after the end of the course), 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.
• You must have at least ONE live audience member of adult age for the Demonstration and Persuasive speeches. 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.

- Dress appropriately (as you would if you were giving a presentation to professionals—and always wear shoes).
- When recording, make sure, your face and body (head to toe) are clearly visible, and your vocals are clearly audible.
- 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.
- 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, 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
Review all current institutional policies here:

https://richlandcollege.edu/employees/syllabus-institutional-policy-statements/

Course Objectives/Learning Outcomes

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).
<table>
<thead>
<tr>
<th>Due Date List</th>
<th>Due Dates (@11:59 pm unless otherwise specified)</th>
</tr>
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<tbody>
<tr>
<td><strong>WEEK 1</strong></td>
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<tr>
<td>Start Here Quiz (25 pts)/Verify your Email Address/Sign up for Remind/Submit your Photo ID (5 pts)**must do to be certified in course, how to communicate online quiz (10 pts)</td>
<td>40 pts <strong>WEDNESDAY, JULY 10</strong></td>
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<tr>
<td>Group Task 1 - Introduction to Group                                          -- <strong>Friday, July 12</strong></td>
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<td>Group Task 1 – Respond to Group Introductions (both portions of each task will be graded simultaneously)</td>
<td>25 <strong>Saturday, July 13</strong></td>
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<td>Chapter 1, 2, 3 Reading and Participation activities                          60 <strong>Saturday, July 13</strong></td>
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<td>Your Interests, Causes, and Passions Speech and responses to classmates       50 <strong>Sunday, July 14</strong></td>
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<td><strong>Total Weekly Points: 175</strong></td>
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<td><strong>WEEK 2</strong></td>
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<tr>
<td>Post Demo Speech Topic and Purpose                                           20 <strong>Monday, July 15</strong></td>
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<td>Group Task 2 – Post potential countries                                      -- <strong>Tuesday, July 16</strong></td>
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<td>Group task 2 – Decide upon a country and choose individual topics            25 <strong>Wednesday, July 17</strong></td>
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<td>Chapter 4, 5, 6 Reading and Participation activities                          50 <strong>Thursday, July 18</strong></td>
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<td>Group Task 3 – Post Individual Outline Portion                                -- <strong>Friday, July 19</strong></td>
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<td>Group Task 3 – Respond to Group members                                      40 <strong>Saturday, July 20</strong></td>
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<td>Chapter 7, 8, 9 Reading and Participation activities                          60 <strong>Saturday, July 20</strong></td>
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<tr>
<td>Post Persuasive Speech Topic and 3 Research Sources                          25 <strong>Sunday, July 21</strong></td>
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<td><strong>Total Weekly Points: 220</strong></td>
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<td><strong>WEEK 3</strong></td>
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<td>Demonstration Speech and outline                                              75 <strong>Monday, July 22</strong></td>
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<td>Demonstration Speech Self-Critique                                            25 <strong>Tuesday, July 23</strong></td>
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<td>Group Task 4 – Post Introduction and Conclusion                              -- <strong>Wednesday, July 24</strong></td>
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<td>Group Task 4 – Decide Intro/Concl, combine group outline, choose speakers   25 <strong>Thursday, July 25</strong></td>
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<td>Chapter 10, 11, 12 Reading and Participation activities                       50 <strong>Friday, July 26</strong></td>
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<td>Persuasive Speech Video link and outline                                      125 <strong>Sunday, July 28</strong></td>
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<td><strong>Total Weekly Points: 300</strong></td>
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<td><strong>WEEK 4</strong></td>
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<td>Chapter 13, 14, 15 Reading and Participation activities                       50 <strong>Monday, July 29</strong></td>
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<td>Persuasive Speech Peer Critique                                               25 <strong>Tuesday, July 30</strong></td>
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<td>Group Task 5 - Rehearsal                                                      30 <strong>Thursday, August 1</strong></td>
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<td>Group Task 6 - Deliver Informative Speech in Collaborate                     100 <strong>Sunday, August 4</strong></td>
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<td><strong>Total Weekly Points: 205</strong></td>
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<td><strong>WEEK 5</strong></td>
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<td>Group Project Reflection &amp; Peer Evaluation                                    50 <strong>Tuesday, August 6</strong></td>
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<td>Award Speech                                                                 50 <strong>Wednesday, August 7</strong></td>
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<td><strong>Total Weekly Points: 100</strong></td>
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