EASTFIELD COLLEGE
SPEECH COMMUNICATION (SPCH 1315.96401) Syllabus
ARTS, LANGUAGES & LITERATURE DIVISION G-138 Summer 2 2017-Online 3 credit hours

INSTRUCTOR: Professor R. Mark Miles
EMAIL: rmiles@dcccc.edu

Required Materials
- Text: There will be no book for this course….just handouts posted online.
- Knowledge of Microsoft Word and PowerPoint. You must also be able to successfully navigate eCampus.
- “Mobile Learn” is the Blackboard App that can be used on such items, IPhones, IPad, Android Phones, Kindle fire and others

Course/Catalog 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.) (SPCH 1315 is a DCCCD core curriculum course.)

Speech Submissions
You are required to prepare and present 4 speeches in this class! In addition to the three speeches, there are corresponding assignments of creating outlines and PowerPoints.

Speech Submissions

1) Video Submission: Your video must be a YOUTUBE submissions. You can set your privacy settings, so only I can see it. Do not set to private or instructor can not grade, thus resulting in a zero. Simply paste your YOUTUBE link in the speech assignment content box after clicking the assignment icon. It is recommended you send it to a friend first to see if the link works. Technical difficulty is not reason for an extension. My recommendation is to try to send hours in advance or the day before to avoid any uploading problems. I strongly recommend you send it to a friend to test that it works as well.

2) In order to receive the same 3 credit hours for this course as do the students of face-to-face Speech classes, each recording MUST have 3 “live” audience members that are at least a junior in High School or older and made visible on the recording. The age requirement for the recordings matches the college’s requirement for dual-credit High School students attending college classes.

3) No audience of 3 “live” persons that are at least a junior in High School or older will result in a loss of 20 points for the presentation of the speech. There are absolutely no exceptions to this policy.

4) Your speech must stay within the time limits. A total of 20 Points will be deducted for being below or above the time frame. Time begins at the first moment words are spoken and end at the point when there are no more speech words. You have the opportunity to re-record your speech until you get it right. Students in a face-to-face class get only one shot; therefore, I do not want to see any videos that do not fit the time.

5) If you read your speech from your notecards or it is obvious from the video that you are reading from a poster, you will be given a F.

General Information
The Syllabus includes DCCCD/State/Eastfield Information, Class Procedures, Best Practices, Presentation Requirements, and Grading System.

The professor has the right to add, delete or revise segments of the course.
The class is set up in Modules. Each Module contains several assignments that will need to be completed before moving onto the next Module. You may move ahead to the next Module as soon as you complete the previous Module’s assignments.

Online Speech Course FAQ’s (Frequently Asked Questions)

1. Do we have to present any speeches since it is an online course? YES, you have 4 speeches. These speeches are submitted via YOUTUBE link pasted into assignment in eCampus.

2. Is this class all about giving speeches? NO, we will also learn about the best practices of PowerPoint presentations as well as forming outlines.

3. Can we complete the course at our own pace? YES to some degree….the course is set up in modules with each module having its own due date. If you complete a module, you may move onto the next assignments if you like. However, the disadvantage to getting too far ahead is you not receiving feedback from the instructor to help you improve.

4. Are there any tests? NO, the learning of course material will be assessed from the preparation and presentation of speeches and the completion of other course assignments.

5. Do we use the book? No Book.

6. Is an online class easier than a face-to-face class? NO, for many an online class is harder because you have to be able to read instructions and complete assignments without face-to-face contact with the Instructor.

7. Are late assignments accepted? With the exception of documented critical emergencies that are approved by instructor, no late assignments are not accepted. Technical difficulties do not constitute an extension.

8. How will the instructor communicate in the course? I will post announcements in the announcement section and send periodic emails. These will usually include tips to do better on your assignments, so read them. You can communicate directly to me by emailing rmiles@dcccd.edu. Give me 48 hours to respond. I check my email regularly in the morning M-F. However, I do not check my regularly on the weekend, so there will be a delay.

9. Is extra credit available? There is no extra credit available. You are expected to excel in the work given and turn in all assignments on-time. If you do this, you will not need extra credit.

Texas Higher Education Coordinating Board Student Learning Outcomes:

SPCH 1315 Public Speaking

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).12. Present public speeches using appropriate visual aids (including the use of technology), proper register, supporting material, verbal and nonverbal selection.
8. Develop speech delivery confidence through the use of a variety of technique i.e. visualization, preparation, positive self-talk, cooperative learning.

Academic Integrity

According to the Student Code of Conduct, scholastic dishonesty includes cheating on a test, plagiarism, and collusion. The Student Code defines plagiarism “as 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 defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. If plagiarism is evident (credit is not given to the author(s); research is not cited orally or in written work), a grade of “0” will be assigned.

**Religious Holidays**

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Financial Aid**

If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

**Repeating This Course**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester.

**Eastfield College Withdrawal Policy**

If you are unable to complete this course, you must withdraw from it by **August 3, 2017**. Withdrawing from a course is a formal procedure **which you must initiate**. The instructor cannot do this for you. If you stop attending and do not withdraw formally, you will receive a performance grade, usually an “F”.

**Drop Information (“6 drop rule”)**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**ADA**

If you are a student with a disability and/or special needs who requires ADA accommodations, please contact Eastfield College Disability Services Office at (972) 860-8348 (voice/TDD).

**Student E-mail**

Legal privacy issues prevent your professor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the professor permits it), or if you have a question about your grades, you must open a student e-mail account. The account is free. You may set it up by going to [www.dcccd.edu](http://www.dcccd.edu) and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

**Printing on Campus**

*The professor has the right to add, delete or revise segments of the course.*
Printing in the Computer Lab (L-108), Library, and Learning Assistance Center will cost 5 cents a page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

**Emergency and Inclement Weather Procedures**

In case of emergency* or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6:00 a.m. Students may also refer to the Eastfield College web page [www.eastfieldcollege.com](http://www.eastfieldcollege.com) for the Inclement Weather announcement under the Features area of the front page. The announcement will be posted immediately following the decision to close the college.

**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. **You are expected to do college-quality work!** Grades will be reduced for poor or unacceptable writing and speaking. If you are having any difficulties successfully completing your assignments, please visit the LAC (Learning Assistance Center), C-236, 972-860-7177.

**Computer Literacy & Paperwork Formatting**

All typed paperwork (i.e. outlines, work cited pages, etc.) as a Microsoft Word document in any Arial, 12 pt font, double spaced, 1-inch margins. Many people have trouble with formatting when copying and pasting from Word to eCampus. This can be fixed by saving your document as a .txt rather than .doc and copying from here.

Power Point presentations will be used for several assignments. The Computer Lab personnel in L-108 will assist you with Power Point if you are unfamiliar with this program. You may also use the handout provided to help guide your construction of a PPT presentation. I also have downloaded “Effective PowerPoints” presentation for you to review. Make sure your Power Point (PPT) is workable and follows the “Do’s and Don'ts” guidelines described in the PPT handout and presentation.

*Always back up and/or plan for a backup for your Word and PPT files regardless of computer malfunctions (use a different computer, email, postal service or hand in work.)*

**Participation & Questions Policy**

**Participation:** Students are expected to COMPLETE ALL WORK and PARTICIPATE IN ALL CLASS ACTIVITIES by the due dates listed in the Class Calendar. You should check the Announcements regularly. Announcements will serve as an opportunity to give tips to completing assignments.

**Questions:** First, re-read the syllabus and review the weekly Announcement. Then, contact a buddy if further clarification is needed to check your understanding. Lastly, you may email your Instructor. You can communicate directly to me by emailing rmiles@dcccd.edu. Give me 48 hours to respond. I check my email regularly in the morning M-F. However, I do not check my regularly on the weekend, so there will be a delay. I do not have an office on-campus, so I am only available by email.

**Grading Procedures**

Because all assignments are given at the very beginning of the semester, the only exceptions to late assignments are: deaths in the immediate family, court dates, and other serious emergencies must be verified immediately in writing with some form of official documentation for full credit to be given after the due date. All approved make up work must be submitted by the date assigned by the instructor. If you do not contact the instructor within the 48 hours of the assignment, you will not be allowed to make up the assignment.

**Online Class Procedures**

1. Read over the Module Due Dates and Announcements daily.
2. Review instructions given to explain Module assignments.
3. Check the Presentation Requirements for each speech.
4. Be prepared to submit assignments via assignment icon.
5. Complete all assignments on time to maximize your points.

6. Use correct spelling and grammar for all of your work (points will be deducted if not). I am very strict on proof reading your assignments.

7. Always follow the instructions, guidelines, requirements, formatting exactly.

8. Be courteous, polite and supportive in communications online with the class & Instructor. Do not use texting language when communicating with your instructor. If you do not use proper English that has been proofed, I will not respond to your email.

9. Allow the instructor up to 48 hours to respond to any email questions.

Successful College Students in an Online Speech Communication class…

Participating in positive college student behaviors will ensure your success in this class. Be mindful of those negative behaviors that work against you versus working for you.

Reads all materials carefully (Syllabus, assignment description, tips, and handouts, etc.).

Checks announcements and course materials regularly.

Manages academic, personal and professional life effectively.

Does not make excuses.

Completes assignments by the due dates.

Asks appropriate questions to check for understanding....using proper English rather than texting language.

Schedules a time with Instructor to discuss personal matters.

Prepares neat and correctly formatted work.

Practices speeches at least 5x’s before speaking day.

Finishes speech paperwork prior to the day of speech.

Effective videos

- Are filmed in quite rooms with no background or audience noises (no pets, babies, fans etc.)
- Are not filmed outside
- Show their three adult audience members
- Show the speaker’s entire body (foot to head) clearly without glare of sunlight
- Have clear/loud audio & a brightly lit room.
- Show the speaker looking directly at the camera as though it is the audience
- Are prepared and practiced and do not involve reading (reading cards does not constitute a speech)
- Use effective/creative introductions that gain the audience’s attention immediately….I grade very strict on this.
- Are easy for the instructor to download/open and are not set on private
- Allow for organized key word/phrase note cards not written out full sheet manuscripts-note cards should be for a memory jogger not for reading word for word.

The information below is a checklist for you to use and refer to in preparation for and after you have presented your speeches. This may help you to understand my expectations and explain my reasons for awarding you your speech points.

The professor has the right to add, delete or revise segments of the course.
Grade Guidelines for Speeches – Adapted from Robert T. Oliver (1960) “The Eternal (and Infernal) Problem of Grades”

For a grade of “C,” a speaker must:

1. produce a speech with a clear purpose in terms of auditor response sought, supported by main points easy to identify
2. demonstrate reasonable directness and communicativeness in delivery
3. not detract from his/her message through gross errors of grammar, pronunciation or articulation
4. conform reasonably to the assigned time limits
5. conform to the type of speech assignment
6. be prepared to speak on the day assigned
7. be intellectually sound in developing a topic of worth with adequate and dependable supporting material
8. hand in an outline in proper outline form listing the main points and support of the speech, as well as the sources consulted

For a grade of “B,” the speaker must meet the “C” requirements AND:

1. produce a speech distinguished by elements of vividness and special interest in style
2. make understandable an unusually difficult process or concept OR win some agreement from an audience initially inclined to be neutral or to disagree
3. move the audience progressively from initial uncertainty of knowledge, belief, or tendency to act toward acceptance of the speaker’s purpose, by orderly processes using appropriate transitions, toward final resolution of uncertainty in a conclusion that evolved naturally from the material used by the speaker
4. be of more than ordinary stimulative quality in challenging the audience to think or in arousing depth of response

For a grade of “A,” the speaker must meet the “B” requirements AND:

1. make a genuinely individual contribution to the thinking of the audience
2. achieve a variety and flexibility of mood and manner suited to the multiple differentiations of thinking and feeling demanded by the subject matter and by the speaker-audience relations
3. establish a high order of rapport with apt style and direct, extemporaneous delivery, achieving a genuinely communicative response

Semester Presentations

Personal Introduction and Favorite Quote (3-4 min) 100 pts
Special Occasion Speech “Wedding Toast” (3-5 min) 100 pts
Persuasive Speech “I Need A Job!” (4-6 min) 100 pts
Informative Speech “Influential Person” (4-6 min) 100 pts
PowerPoint (Persuasive Speech) 100 pts

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PowerPoint (Informative Speech) 100 pts

Outline for each Speech 25 pts x 4= 100 pts

Other Assignments: 300 pts

Added all up for a course total possible points of 1,000.

Grading Scheme

The course is based on a 1,000 point spread. As the semester goes along, you will be able to calculate your grade by dividing your total points earned by the total possible points. For example, if you have 566 points and there are 650 total points available: 566/650=87 (B).

900-1,000: A
800-899: B
700-799: C
600-699: D
599 & Below F

***Remember: There are not extra credit points***