

CLARENDON COLLEGE
Liberal Arts Division
Course Name: SPCH 1315.231 Public Speaking

Credit Hours: 3

Semester: Fall 2011
Classroom Location: Room 205 Pampa Center

Instructor: Ken Wilson
Office Location: None
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Email: ken.wilson@clarendoncollege.edu.

Office Hours: 6:30 to 7:00 pm and 10:00 to 10:30 pm Tuesday

Course Description: Public speaking 1315 involves research, composition, organization, delivery, and analysis of speeches for different purposes, including diction, poise, and self-confidence in conversational, classroom, and public speech.

Statement of Purpose: Public speaking partially satisfies the requirements for the Associate Degree at Clarendon College and is designed for transfer to a university.

Required Instructional Materials:

Textbook: Grice, G.L., and Skinner, J.F. Mastering Public Speaking, Seventh Edition.

Methods of Instruction: Learning activities will include lectures, demonstrations, class discussions, oral presentations, readings, class activities, and daily grades.

Course Objectives:

Exemplary Objectives: The learner shall:

1. Understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing and presentation.
2. Understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. Understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive in written, visual, and oral communication.
4. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. Develop the ability to research and write a documented paper and/or to give an oral presentation.

Student Learning Outcomes: The learner shall:

1. Compose an effective and organized outline for public presentations.

2. Create, organize, support, and present public and/or group presentations.
3. Prepare appropriate topics for public and/or group presentations.
4. Predict and select motivation factors in the communication process.
5. Select the appropriate verbal and nonverbal delivery skills for public and/or group presentations.
6. Assess, compare and support individual views of communication processes and conflicts.
7. Assess, and choose appropriate responses to public and/or group communication situations.
8. Effectively argue and support points of view on a variety of subjects.
9. Assemble and support appropriate public presentation selections.

Grading Policies

The final semester grades will be figured as set in the current catalog: 90 to 100 = A; 80 to 89 = B; 70 to 79 = C; 60 to 69 = D; and 59 or below = F.

Students will present five speeches that will count 10% each. They will take three tests of 100 true and false questions that count 10% each, and they will turn in between 10 and 30 Daily Grades that will count 20%.

Classroom Policies:

Classroom Conduct: Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion, (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given, (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office of building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

Americans with Disabilities Act: Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services, and we will work with you to make whatever accommodations we need to make.

Dropping a Course: A student may drop any other course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request

for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services.

Withdrawal from College: The student should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W".