

CLARENDON COLLEGE
LIBERAL ARTS DIVISION/SPEECH
COURSE SYLLABUS
SPRING 2011
9:30 TTH
ROOM 105
SPCH 1315 PUBLIC SPEAKING
(3 credit hours)

INSTRUCTOR: Charla A. Crump

OFFICE LOCATION: Office 108

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OFFICE HOURS: Monday 8:00-10:00
Tuesday 8:00-9:30, 1:30-2:00
Wednesday 8:00-10:00
Thursday 8:00-9:30, 1:30-2:00
Friday 8:00-10:00

I will gladly meet with you any other time by appointment.

TEXT: Grice, George L., & Skinner, John F. (2010). Mastering Public Speaking (7TH ed.). Boston, MA: Pearson Education, Inc.

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 senior college or university.

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.
6. Assess, and choose appropriate responses to public and/or group communication situations.
7. Effectively argue and support points of view on a variety of subjects.
8. Assemble and support appropriate public presentation selections.

METHODS OF INSTRUCTION:

Learning activities will include lecture; power point; videotapes; demonstrations; class discussions; oral presentations; readings; and class activities.

CLASS POLICIES:

Please carefully read the following class policies:

1. Because this is a performance course, regular attendance and punctuality are essential. More than 3 absences (Tuesday, Thursday), (Monday, Wednesday), more than 4 absences (Monday, Wednesday, Friday), and more than 1 absence (one day a week classes) will result in a loss of 10 points from the class participation portion of your

- grade for each absence. Three tardies will be counted as one absence. (If you are tardy, it is your responsibility to make sure the instructor counts you present.) Please show respect for everyone and arrive on time. If another student is giving a presentation, wait in the hallway until he/she finishes. Never interrupt a speech in progress!!!
2. Approved participation in school sponsored activities is not considered an absence. But, it is your responsibility to inform the instructor **prior** to a school sponsored activity and turn in assignments and/or take scheduled tests **prior** to an absence. Those students participating in school sponsored activities on performance days have one week to review the video and make up their journal entries. **I will not remind you; it is your responsibility.**
 3. You are expected to have read the chapters on the dates they are listed in the Daily Course Schedule. Failure to read the chapters can result in chapter tests and/or daily homework. I strongly suggest you take notes during class.
 4. Speeches are to be delivered and tests are to be taken on the assigned day. Students who are absent on the assigned speaking or test day will receive a zero unless **prior** arrangements are made with the instructor.
 5. Only under extreme circumstances will you be able to make up a speech or exam. All make-up speeches and exams will receive a 10 point penalty.
 6. Speeches must have a formal typed outline to be turned in before giving a speech. All speeches must be given extemporaneously from a 3X5 note card containing 50 words or less or memorized--not written out. The note card will be turned in after the speech. **The podium will not be used during a speech and you will not chew gum or wear a cap while speaking. Speeches that are too long or too short will lose points.**
 7. Students will not be assigned topics for speeches. Each student can choose any topic as long as a different topic is chosen for each speech. (This means that if you give your first speech in the area of sports, rodeo, or agriculture, you cannot give another speech on that topic.)
 8. No substance or equipment in violation of Clarendon College's rules and regulations will be permitted in speech communication courses.
 9. Students are expected to conduct themselves in the classroom in a manner that is conducive to academic progress. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed will be referred to the Dean of Students for disciplinary

action, up to and including disciplinary suspension. Cheating violations include, but are not limited to: (1) obtaining an examination by stealing or collusion; (2) discovering the content of an examination before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain an unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or (10) plagiarism. (Plagiarism is the using, stating, offering or reporting as one's own, an idea, expression, or production of another person without proper credit.) Plagiarism is considered serious academic misconduct. All speeches and critiques presented should be the work of the student enrolled in the course. Proper documentation should be made of materials cited from all sources. Instructors determining that a student has plagiarized a speech or paper or cheated on a test will assign a failing grade for that course and may elect to pursue disciplinary proceedings against the student.

10. Students are responsible for all college regulations as stated in the Clarendon College catalog available in the administration office.
11. Clarendon College seeks to provide reasonable accommodations for all qualified persons with disabilities. Clarendon College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the faculty member in a timely fashion to arrange for suitable accommodations.
12. If you stop attending class, but do not officially withdraw or drop, your name remains on the roll. You will be issued a grade on the work completed. Last day to withdraw/drop with a W is April 15, 2011.
13. **NO CELL PHONES, CD PLAYERS, IPODS OR ANY OTHER ELECTRICAL GADGETS ALLOWED IN CLASS. I WILL DEDUCT TEN POINTS FROM THE CLASS PARTICIPATION PORTION OF YOUR GRADE FOR EVERY TIME I SEE OR HEAR ANY OF THESE ITEMS. DO NOT BRING THEM TO CLASS!! IF YOU ABUSE THIS POLICY, I WILL ASK YOU TO LEAVE.**

GRADING POLICIES:

Your final grade will be calculated as follows:

- 10%--Career speech
- 15%--Informative speech using a visual aid
- 15%--Persuasive speech
- 10%--Special occasion speech
- 15%--Journal
- 10%--Mid-term exam
- 10%--Final exam
- 15%--Class attendance, class participation, assignments, and quizzes

Letter grades will be assigned on the following basis:

- A= 90 to 100
- B= 80 to 89
- C= 70 to 79
- D= 60 to 69
- F= Below 60

GRADE ASSIGNMENT SHEET

Your final grade will be calculated as follows:

Career speech grade	_____	X .10 =	_____
Informative with visual aid grade	_____	X .15 =	_____
Persuasive speech grade	_____	X .15 =	_____
Special occasion speech grade	_____	X .10 =	_____
Mid-term exam grade	_____	X .10 =	_____
Final exam grade	_____	X .10 =	_____
Journal grade	_____	X .15 =	_____
Attendance, quizzes, and class participation	_____	X .15 =	_____
Add all grades			_____
Extra Credit			_____
SEMESTER GRADE			_____

REQUIRED ASSIGNMENTS:

1. **Career speech:** This speech will be **3-5 minutes** long and should describe and explain what career you choose to embark upon (in other words, What do you want to be when you grow up?). A formal typed outline and pre-speech evaluation will be turned in before the speech and your note card will be turned in after the speech. At least **3 sources** should be cited in your speech. A photocopy of your sources will be attached to your outline.
2. **Informative speech using a visual aid:** This speech will be **5-7 minutes** long and should inform the audience. A **visual aid** must be incorporated into the speech or you will lose 30 points. If you plan on using power point, you need to e-mail it to me 24 hours before your speech is due. A formal typed outline and pre-speech evaluation will be turned in before the speech and your note card will be turned in after the speech. At least **3 sources** should be cited in your speech. A photocopy of your sources will be attached to your outline.
3. **Persuasive speech:** This speech will be **5-7 minutes** long and should persuade the audience. A formal typed outline and pre-speech evaluation will be turned in before the speech and your note card will be turned in after the speech. At least **5 sources** should be cited in your speech. A photocopy of your sources will be attached to your outline.
4. **Special occasion speech:** This speech will be **3-7 minutes** long and will be a speech of introduction, a speech of presentation, an acceptance speech, a speech of tribute, or a speech to entertain. A formal typed outline with the guidelines for your speech and pre-speech evaluation will be turned in before the speech and your note card will be turned in after the speech. If your guidelines are not typed on your outline you will lose 30 points. At least **2 sources** should be cited in your speech.
5. **Exams:** The format of both exams will include multiple-choice, short answer, and/or essay.
6. **Journal:** Each student will be required to keep a journal of critiques and comments on the speeches of the entire class. I will check them after each day of speeches. Journals should include well developed ideas and thoughts dealing with techniques talked about in class. **Each entry should include: 1. the speaker's key ideas, 2. the speaker's sources, 3. at least one positive statement, 4. at least one negative statement, and 5. general comments.** These journals are private and I will be the only one reading them. If you miss a journal entry, **5 points** will be deducted from the journal portion of your grade. Journal

entries **CANNOT** be made up except for school sponsored absences.

7. **Personal Critiques:** Each student will be required to fill out a pre-speech evaluation to be turned in before each speech. If you do not turn in your pre-speech evaluation, **10 points** will be deducted from the assignment portion of your grade. Each student will be required to watch the video of their speech and fill out a critique immediately after their speech. The critique should include detailed constructive criticism listing your strengths, weaknesses, and areas in which you need to improve. The videotape will become the property of Clarendon College.

Daily Course Schedule:

Note: **This Syllabus Is Subject To Change.**

T--JAN 18	Course Introduction
TH-JAN 20	Class Introduction--Brown Bag Speech
T--JAN 25	Ch 1, 3--Intro To Public Speaking--Speaking Confidently
TH-JAN 27	Ch 5, 6--Analyzing Your Audience--Selecting Your Speech Topic
T--FEB 1	Ch 2, 11--Ethics--Outlining Your Speech
TH-FEB 3	Ch 9, 10--Organizing The Body Of Your Speech--Introducing And Concluding Your Speech
T--FEB 8	Ch 4--Responding To Speeches--Sign Up For Speaker Order and Topic--Due At The Beginning Of Class
TH-FEB 10	<u>Career Speech, Group #1</u>
T--FEB 15	<u>Career Speech, Group #2</u>
TH-FEB 17	<u>Career Speech, Group #3</u>
T--FEB 22	<u>Career Speech, Group #4</u>
TH-FEB 24	Ch 14, 15--Using Presentational Aids--Speaking To Inform
T--MAR 1	Ch 12, 13--Wording Your Speech--Delivering Your Speech--Sign Up For Speaker Order and Topic--Due At The Beginning Of Class
TH-MAR 3	<u>Informative Speech W/Visual Aid, Group #2</u>
T--MAR 8	<u>Informative Speech W/Visual Aid, Group #3</u>
TH-MAR 10	<u>Informative Speech W/Visual Aid, Group #4</u>
MAR 14-18	<u>NO CLASS--SPRING BREAK</u>
T--MAR 22	<u>Informative Speech W/Visual Aid, Group #1</u>
TH-MAR 24	<u>Mid-Term Exam (Chapters 1,2,4,5,6,9,10,11,14,15 & Notes)</u>
T--MAR 29	Ch 16, 17--The Strategy Of Persuasion--The Structure Of Persuasion

TH-MAR 31 Ch 7, 8—Researching Your Topic—Supporting Your
Speech—Sign Up For Speaker Order and Topic—Due At The
Beginning Of Class

T--APR 5 **Persuasive Speech, Group #3**

TH-APR 7 **Persuasive Speech, Group #4**

T--APR 12 **Persuasive Speech, Group #1**

TH-APR 14 **Persuasive Speech, Group #2**

T--APR 19 Ch 18,—Speaking On Special Occasions

TH-APR 21 Ch 19—Speaking In And As A Small Group—Sign Up For
Speaker Order and Topic—Due At The Beginning Of Class

T--APR 26 **Special Occasion Speech, Group #4 & 1**

TH-APR 28 **Special Occasion Speech, Group #2 & 3**

T--MAY 3 Review for final

TH-MAY 5 Review for final

MAY 10—8:00AM **Final Exam—(Chapters 3,7,8,12,13,16,17,18,19
& Notes)**

ALL WORK MUST BE COMPLETED BY THE BEGINNING OF THE FINAL EXAM
PERIOD.