



## Division of Liberal Arts

### SPCH1315 – Public Speaking

3 Credit Hours

Semester: Spring 8-Week 2023 (Section 195) Online

Instructional Center – Room 105

Instructor: Corey S. Blais, M.A.

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Office Hours: Available as needed

#### **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.

#### **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.

#### **Required Instructional Materials:**

**Textbook:** This course will be using *Stand up, Speak out: The Practice and Ethics of Public Speaking* as the textbook. This textbook comes at no charge to the students, and the instructor will provide the textbook as an electronic PDF file in the course OpenLMS.

#### **Core Objectives**

This course meets four of six core objectives as established by the State of Texas:

- Critical Thinking Skills (CT) – creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills (COM) – effective development, interpretation, and expression of ideas through written, oral and visual communication.

- Teamwork (TW) – ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- Personal Responsibility (PR) – ability to connect choices, actions, and consequences to ethical decision-making.

### **Learning Outcomes**

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational models of communication (assesses CT and PR through discussions, journal assignments, and speech presentations).
2. Apply elements of audience analysis (assesses CT and COM through discussion boards, journal assignments, and the final exam).
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic (assesses CT, COM, TW and PR through discussion boards and journal assignments).
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques (assesses CT, COM and PR through speech presentations).
5. Demonstrate effective usage of technology when researching and/or presenting speeches (assesses COM and PR through assigned speeches).
6. Identify how culture, ethnicity and gender influence communication (assesses CT, COM, and TW through discussion boards and journal assignments).
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive), (assesses COM, PR, and TW through discussions and speeches).

### **Methods of Instruction**

Methods of instruction in this course will include assigned readings, lectures, videos, demonstrations, and class discussions.

### **Student Requirements**

Most assignments for this course will be submitted through Moodle, so you will need computer access to submit most of your assignments. Also, be sure to check your Clarendon College email regularly.

### **Methods of Assessment**

You will be assessed in four ways:

1. Discussion Boards
2. Assignments
3. Final Exam
4. Your speeches (this is the heaviest weight of your assessments and includes speech outlines and self-critiques).

### **Assessment Chart**

Assignment	Percentage of Grade
Discussion Board Participation (TW, PR, CT)	15%
Weekly Assignments (PR, CT, COM)	25%
Final Exam (CT, PR)	10%
Speeches: two minor, three major (COM, CT)	--
Speech 1 (minor)	5%
Speech 2 (major)	15%
Speech 3 (major)	20%
Speech 4 (minor)	10%
Combined Total of Speech Assignments	50%
<b>Total possible points throughout the course</b>	<b>100%</b>

## Grading Scale

The final semester grades will be figured as set in the current catalog:

Grade	Percentage
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Your assignment grades and official final grade will be made available through your Student Portal at Clarendon College's website.

## Assessment Details

1. **Discussion Board Participation:** This portion of your grade is your participation on the discussion boards for weeks 1, 3, and 5. A minimum of 1 post and 1 reply is expected. Your discussion board participation will make 15% of your final grade (5% for each discussion).
2. **Weekly Assignments:** Each week has assignments to help students solidify what they are learning. The weekly assignments will be graded according to the quality of content. These assignments combine to count as 25% of the final grade in the course.
3. **Final Exam:** The final exam will consist of approximately 50 objective questions (subject to change). Your final exam is worth 10% of your course grade.
4. **Speeches:** You will have a total of four (4) formal speeches in this class. For each speech there are two graded components: (a) a formal outline, (b) your speech presentation. Here are the details on your formal speeches.
  - A. **Speech 1 – (Self-Introduction Speech):** This speech will last 2-3 minutes. A speech of self-introduction is a type of informative speech that allows you to share something important about yourself with an audience. While a certain amount of self-disclosure is appropriate and required, you should not share anything that makes you uncomfortable.  
*The speech of self-introduction can be one of two types:*
    - i. **A commemorative speech** (a speech which talks about a person you know who has had a great influence on the person you have become) – OR –
    - ii. **A cultural artifact speech** (a speech which highlights a cultural practice or object related to your own personal heritage, and which has affected the kind of person you have become).This speech will be graded as follows:
    - **Outline:** 20%; **Speech Presentation:** 80%
    - **Total:** Counts for 5% of your final grade
  - B. **Speech 2 – Informative Speech (using a visual aid):** This speech will last 3-4 minutes and should inform your audience. **A visual aid is required** for this speech (failure to include this will cost you 30 points). You will also need **at least three (3) academic sources** for this speech. Speech 2 will be graded as follows:
    - **Outline:** 25%; **Speech Presentation:** 75%
    - **Total:** Counts for 10% of your final grade
  - C. **Speech 3 – Persuasive Speech:** This speech will last 5-6 minutes and should persuade your audience. You will need **at least three (3) academic sources** for this speech. Speech 3 will be graded as follows:
    - **Outline:** 25% **Speech Presentation:** 75%
    - **Total:** Counts for 20% of your final grade
  - D. **Speech 4 – Special Occasion Speech:** This speech will be between 3-6 minutes long. You can choose between a speech of introduction, a speech of presentation, an acceptance speech, a speech of tribute, or a speech to entertain. Your outline for this speech will also need to include the guidelines for your chosen topic. Failure to include this will cost 30 points off your overall score. You will also need **at least two (2) academic sources** for this speech. Speech 4 counts for 15% of your final grade.

5. **Extra Credit:** Should you need extra credit, you may do a descriptive speech, where you choose a personal photo, describe it, and explain its significance.

### **Required Enrollment Verification Activity (EVA)**

Students must complete the Syllabus Agreement EVA (located in the "Class Orientation" section of our online OpenLMS) before the official census date (March 27, 2023) in order to continue in the course. Failure to do this could result in you being dropped from the course or receiving a failing grade for the course, **so please make sure to do this by Sunday March 26, 2023**. The sooner you complete this, the better.

### **Course Policies**

Please pay close attention to the following course policies:

1. This is a performance course, so regular participation is essential. Attendance is measured by activity in the class (participation in weekly discussions and submitting assignments).
2. Approved participation in Clarendon College sponsored activities is excused and will not count against you. Remember, though, it is your responsibility to inform the instructor **prior** to a school sponsored activity and turn in assignments and/or take scheduled exams **prior** to an absence.
3. It is expected that you read the chapters in our textbook by the due dates listed in the Course Schedule. Failure to do this can result in extra homework.
4. **All assignments are due on their assigned day.** If you fail to submit your assignment by the due date, your assignment will receive a **zero** unless **prior** approval is granted the instructor. The key to success with your instructor is to **communicate**! It is ultimately your responsibility to communicate with your instructor.
5. **As a rule, late work is not accepted.** Extreme circumstances will be evaluated on a case-by-case basis, as determined by the instructor.

### **Online Attendance Policy**

Regular weekly attendance is mandatory in all online courses. Specific activities will be identified on the course schedule that must be completed in order for students to be considered in attendance." Attendance will be posted to the Student Portal. Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

### **Prof. Blais' Personal Attendance Policy**

For this course, attendance is measured through discussion boards, and speeches. I will submit an attendance report the day after the assignments are due **and** on the census date. Students who are following the online attendance policy are marked "present," those that are not are marked "absent."

### **College Policies**

#### **Academic Integrity Policy**

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty 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) 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 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 exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another

person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate dean, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Dean of Students. The Dean of Students will maintain a file on all violations. If a faculty member prefers to report the case directly to the Dean of Students, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Dean of Students. If the Dean of Students observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Dean is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Dean of Students is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

### **Withdrawing from (Dropping) the Course**

If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located at the Student link on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6<sup>th</sup> dropped class, he/she will no longer be able to withdraw from any classes.

### **Accommodations Statement**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Dean of Student Services. We will work with you to make whatever accommodations we need to make.

## **Student Rights and Responsibilities**

Student Rights and Responsibilities are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

## **Clarendon College COVID-19 Updates**

Please click the following link to become informed about our campus responses to COVID-19:

<https://www.clarendoncollege.edu/CoronavirusUpdate>

**Note – Depending on the needs of Clarendon College, and/or unforeseen circumstances, this syllabus and course schedule are subject to change.**

## **Course Schedule**

<b>Content</b>	<b>Assignments</b>
<b>Week 1</b>	<b>March 20-26, 2023</b>
<ul style="list-style-type: none"><li>• Course &amp; Class Introduction</li><li>• Intro to Public Speaking</li><li>• Speaking With Confidence</li></ul>	<ol style="list-style-type: none"><li>1. <b>Read the syllabus &amp; complete the Syllabus EVA (<u>Do this FIRST! This must be done by noon on 3/28/22</u>)</b></li><li>2. <b>Skim through chapters 1 and 3 of the course textbook</b></li><li>3. <b>Watch lecture videos and review PowerPoints</b></li><li>4. <b>Discussion 1 (minimum of 1 post and 1 reply)</b></li><li>5. <b>Assignment 1</b></li></ol> <p><b>Graded work for this week is due by <u>Sunday, 3/26/23 at 9:00pm.</u></b></p>
<b>Week 2</b>	<b>March 27 – April 2, 2023</b>
<ul style="list-style-type: none"><li>• Listening Effectively</li><li>• Speech 1 (Career Speech)</li></ul>	<ol style="list-style-type: none"><li>1. <b>Read Chapters 4 and 12 of our course textbook</b></li><li>2. <b>Watch the lecture videos and review PowerPoint</b></li><li>3. <b>Speech 1 - Career Speech (outline and video presentation)</b></li><li>4. <b>Assignment 2</b></li></ol> <p><b>Graded work for this week is due by <u>Sunday, 4/2/23 at 9:00pm</u></b></p>
<b>Week 3</b>	<b>April 3-9, 2023</b>
<ul style="list-style-type: none"><li>• Informative Speaking</li><li>• Outlining and Organizing Speeches</li></ul>	<ol style="list-style-type: none"><li>1. <b>Read chapters 9, 11, and 16 of our course textbook</b></li><li>2. <b>Watch lecture videos and review PowerPoints</b></li><li>3. <b>Discussion 2 (minimum of 1 post and 1 reply)</b></li><li>4. <b>Assignment 3</b></li></ol> <p><b>Graded work for this week is due by <u>Sunday, 4/9/23 at 9:00pm</u></b></p>
<b>Week 4</b>	<b>April 10-16, 2023</b>
<ul style="list-style-type: none"><li>• Audience analysis</li><li>• Introductions and conclusions</li><li>• Speech 2 (Informative Speech)</li></ul>	<ol style="list-style-type: none"><li>1. <b>Read chapters 5 and 8 in our course textbook</b></li><li>2. <b>Watch lecture videos and review PowerPoints</b></li><li>3. <b>Speech 2 – Informative Speech (outline &amp; video presentation)</b></li><li>4. <b>Assignment 4</b></li></ol> <p><b>Graded work for this week is due by <u>Sunday, 4/16/23 at 9:00pm</u></b></p>

Content	Assignments
<b>Week 5</b>	<b>April 17-23, 2023</b>
<ul style="list-style-type: none"> <li>Ethics and public speaking</li> <li>Supporting ideas and building arguments</li> </ul>	<ol style="list-style-type: none"> <li>Read chapters 2 and 14 in our course textbook</li> <li>Watch video lectures and review PowerPoints</li> <li>Discussion 3 (1 post and 1 reply required)</li> <li>Assignment 5</li> </ol> <p><b>Graded work for this week is due by <u>Sunday, 4/23/23 at 9:00pm</u></b></p>
<b>Week 6</b>	<b>April 24-30, 2023</b>
<ul style="list-style-type: none"> <li>Speaking to Persuade</li> <li>Monroe's Motivated Sequence</li> <li>Speech 3 (Persuasive Speech)</li> </ul>	<ol style="list-style-type: none"> <li>Read Chapter 17 of our course textbook</li> <li>Watch the video lectures and review PowerPoints</li> <li>Speech 3 – Persuasive Speech (outline &amp; video presentation)</li> <li>Assignment 6</li> </ol> <p><b>Graded work for this week is due by <u>Sunday, 4/30/23 at 9:00pm</u></b></p>
<b>Week 7</b>	<b>May 1-7, 2023</b>
<ul style="list-style-type: none"> <li>Speaking on Special Occasions</li> <li>Speech 4 (Special Occasion Speech)</li> </ul>	<ol style="list-style-type: none"> <li>Read Chapter 18 in our course textbook</li> <li>Watch video lecture and review the PowerPoint</li> <li>Speech 4 - Special Occasion Speech (written – OR – video presentation, choose <u>one</u> of the two options)</li> <li>Begin reviewing for the final exam</li> <li>Begin working on your extra credit assignment (if needed)</li> </ol> <p><b>Graded work for this week is due by <u>Sunday, 5/7/23 at 9:00pm</u></b></p>
<b>Week 8</b>	<b>May 8-9, 2023</b>
<ul style="list-style-type: none"> <li>Final Exam Review</li> <li>Extra Credit (if needed)</li> <li>Final Exam</li> </ul>	<ol style="list-style-type: none"> <li>Review any material you need to review</li> <li>Watch the final exam review video</li> <li>Review for the final exam (a thorough study guide is provided)</li> <li>Take the Final Exam</li> <li>Submit your extra credit assignment (OPTIONAL – Only if needed))</li> </ol> <p><b>This week's work is due by <u>**TUESDAY May 9, 2023** at 9:00pm</u></b>  <i>(Final grades are tallied and sent to the registrar on May 10<sup>th</sup>, so it's important to <u>complete the exam by TUESDAY May 9<sup>th</sup></u>)</i></p>