Speech 1315
Spring Branch Campus

SPCH 1315
CRN 46072 - Spring 2010
SPRING BRANCH - Room 211 | 5:30-7:00 pm | Mon/Wed
3 hour lecture course / 48 hours per semester/ 16 weeks
First Start Semester

Instructor:  Michelle Robinson

Instructor Contact Information:  michelle.robinson@hccs.edu, 281-910-4047

Office location and hours
Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Course Description
SPCH 1315 is designed to develop proficiency in public speaking situations; emphasis on content, organization, and delivery of speeches for various occasions. Open to all students. Required for speech majors.

Prerequisites
SPCH 1311 or ENGL 1301 or Departmental Approval.

Course Goal
To help student develop techniques for communication and speech techniques to be used in the classroom as well as the workplace and real-life situations. This will be accomplished by having the student think, write and dialogue (through carefully crafted speeches and assignments) about life and the personal viewpoints of the student.
Student Learning Outcomes
Students will:
1. Examine the reasons/techniques of how to use speeches as a tool for communications.
2. Define and use current events to develop and prepare speeches.
3. Consider the principles, practices and benefits of current events and how they will be used for study and research of speeches.
4. Understand the importance of a professional code of ethics and how and why it would be important for speechmakers.
5. Examine diversity and demographics and how that could impact aspects of speechmaking.

Learning objectives
Students will:
1. Examine the reasons/techniques of how to use speeches as a tool for communications.
2. Define and use current events to develop and prepare speeches.
3. Consider the principles, practices and benefits of current events and how they will be used for study and research of speeches.
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5. Examine diversity and demographics and how that could impact aspects of speechmaking.

SCANS or Core Curriculum Statement and Other Standards
Credit: 3 (3 lecture)
This course is designed to help individuals learn and prepare for communication in the workplace as well as an informal, everyday lifestyle. Information concerning the role of the speechmaker in the workplace and how it will affect employability, and rewards and challenges of presenting speeches and the communication process is presented.
16 WEEK CALENDAR

WEEK ONE
Introduction
Instructions/Overview of Semester
**Read Chapter 1** Becoming a Public Speaker, discuss
Prepare for First speech, Speech of Introduction
Prepare /deliver Outline for first speech

WEEK TWO
Present first speech, Speech of Introduction
**Read Chapter 2** Giving it a Try, discuss

WEEK THREE
Homework assignment, Self Inventory
Homework assignment, Compare/Contrast
Lecture/discussion

WEEK FOUR
**Read Chapter 14-16**, Developing the Intro, Developing the Conclusion and Using Language to Style the Speech, discuss
Homework assignment

WEEK FIVE
Outline due for speech 2, Speech of Information
**Read Chapter 17-19**, Methods of Delivery, Using the Voice in the Delivery, The Body in Delivery, discuss

WEEK SIX
Present Speech 2, Speech of Information

WEEK SEVEN
Complete speech 2, if needed
Homework Assignment: My Favorite/First A-Ha Moment

WEEK EIGHT
Review for midterm
MIDTERM EXAM

WEEK NINE
Prepare Speech 3, Speech of Persuasion
Outline due for speech 3
Lecture

WEEK TEN
Read chapter 8-10, Developing supporting materials, Locating supporting materials, Using the internet.

WEEK ELEVEN
Audience Analysis must be turned in by now on one of the three major speeches presented.
Lecture

WEEK TWELVE
Prepare speeches 4/5: toasts and eulogies
Outline due for above
Instructional Methods
As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the area of speeches and speechmaking, modeling good teaching strategies, and organizing and monitoring the field experience that allows you to connect the information that you learn in this course to the real world.

As a student wanting to learn about speechmaking and communication, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exam(s), participate in classroom activities, attend class, and enjoy yourself while experiencing the real world.

Student Assignments
Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success. Students will be required to successfully complete the following:

In the real world, it is imperative that you submit reports or required paperwork on time, thus I require you to submit your papers on the due dates. Late papers will not be accepted.

Journals:
Students will be required to complete multiple journal entries in a personal journal. This will include: critiques of all the class speakers and the students personal review of each student and also a bi-weekly entry denoting conversations and observational situations the student can use for speeches.

Critique paper:
This will consist of a two page paper reviewing: a: A live speaking event, or b: a live acting/musical event, or c: one of the many live events/performances at any of the HCC campus locations (if student chooses something other than a live speaking performance, approval must be made by the instructor.)
Midterm Exam
This will include: multiple choice, written answers, true/false, etc…Will cover the info in the book as well as during lectures, so taking notes is VERY IMPORTANT. Approximately 20-25 questions over the lectures and textbook assignments/materials.

Final Project/Exam
This will consist of a 5 minute Final Speech. Everyone will have the same topic and will present to the class and instructor. Grade will be determined on content, delivery and presentation of subject.

Grading Percentages
Speeches 20% of your final grade
Critique Paper 20% of your final grade
Midterm Exam 20% of your final grade
Final Project 20% of your final grade
Assignments/Class Attendance 20% of your final grade

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

Instructional Materials
TEXT: A Speaker’s Guidebook, Dan O’Hair, Rob Stewart, Hannah Rubenstein, isbn#13: 780-0-312-44318-4 and 10:0-312-44318-8

HCC Policy Statement - ADA
Services to Students with Disabilities
Students who require reasonable accommodations for disabilities are encouraged to report to Mahnaz Kolaini at 713-718-5422 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office

HCC Policy Statement: Academic Honesty
A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You
are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Policy Statements

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.
Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Class attendance equals class success.

**HCC Course Withdrawal Policy**
If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines.**

**Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

**Repeat Course Fee**
The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study
habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Classroom Behavior**
As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

**Use of Camera and/or Recording Devices**
As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Instructor Requirements**
As your Instructor, it is my responsibility to:
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make ups.
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:
- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
Grading
Your instructor will conduct quizzes, exams, and assessments that you can use to
determine how successful you are at achieving the course learning outcomes (mastery
of course content and skills) outlined in the syllabus. If you find you are not mastering
the material and skills, you are encouraged to reflect on how you study and prepare for
each class. Your instructor welcomes a dialogue on what you discover and may be able
to assist you in finding resources on campus that will improve your performance.

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

Grading Percentages
Speeches 20% of your final grade
Critique Paper 20% of your final grade
Midterm Exam 20% of your final grade
Final Project 20% of your final grade
Assignments/Class Attendance 20% of your final grade
Please be respectful of your topic choices during this class.

ADDENDUM PAGE:

Student will be required to read and print the syllabus for themselves and sign and date this form, signifying that they have read, understood and will complete said assignments, speeches and attendance requirements.

*In addition, assignments listed may be changed, added or deleted as time permits.

I have read, printed and understand the syllabus for SPEECH 1315.

_____________________________________________________
Printed name

_____________________________________________________
Signature

_____________________________________________________
Date