<table>
<thead>
<tr>
<th>Discipline/Program</th>
<th>FINE ARTS SPEECH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>PUBLIC SPEAKING</td>
</tr>
<tr>
<td>Course Rubric and Number (e.g. HIST 1301)</td>
<td>SPEECH 1315</td>
</tr>
<tr>
<td>Semester with Course Reference Number (CRN)</td>
<td>Fall 2013 62962</td>
</tr>
<tr>
<td>Course Location/Times</td>
<td>Northwest – Katy Campus 8/26 – 12/15</td>
</tr>
<tr>
<td>Course Semester Credit Hours (SCH) (Lecture, Lab) If applicable</td>
<td>3</td>
</tr>
<tr>
<td>Course Contact Hours – specify total numbers</td>
<td>48</td>
</tr>
<tr>
<td>Course Continuing Education Units (CEU) If applicable</td>
<td>N/A</td>
</tr>
<tr>
<td>Course Length (number of weeks)</td>
<td>16</td>
</tr>
<tr>
<td>Type of Instruction:</td>
<td>Lecture</td>
</tr>
<tr>
<td>Instructor: contact information (name, phone number, and email address)</td>
<td>Angela Anderson <a href="mailto:Angela.anderson@hccs.edu">Angela.anderson@hccs.edu</a> (713) 718 - 5876</td>
</tr>
<tr>
<td>Office: location/hours</td>
<td>Northwest – Katy Campus, RM 345  11:00 – 12:30 MW  4:30 – 5:30 MW  11:00 – 12:30 TTH</td>
</tr>
<tr>
<td>Course Description</td>
<td>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.</td>
</tr>
</tbody>
</table>

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**Last updated: August 12, 2010.**
<table>
<thead>
<tr>
<th>Course Prerequisite(s)</th>
<th>Prerequisites: SPCH 1311 or ENGL 1301 or Department Approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Goal</td>
<td>To enable students to examine the principles of speechmaking and to examine the importance of public speaking as communication, so that they will be able to research, organize and deliver material effectively.</td>
</tr>
<tr>
<td>Course Student Learning Outcomes (SLO) (4 to 7)</td>
<td>The student should be able to compose and present a persuasive speech using logic and source materials to frame and support their arguments. Other appeals and the use of appropriate verbal, oral, and aural communication skills should be used to effectuate audience influence.</td>
</tr>
<tr>
<td>Learning objectives</td>
<td>To examine basic public speaking as a communication process; define the responsibilities of the public speaker; display the qualities of active listening; prepare speeches following step-by-step procedure; evaluate &amp; define content of communication; research &amp; properly document information; and, decrease anxiety in communication situations.</td>
</tr>
<tr>
<td>SCANS or Core Curriculum Statement If Applicable</td>
<td></td>
</tr>
<tr>
<td>Course Calendar</td>
<td>Attached</td>
</tr>
<tr>
<td>Instructional Methods</td>
<td>Lecture &amp; student presentations; critical essays.</td>
</tr>
<tr>
<td>Student Assignments:</td>
<td></td>
</tr>
<tr>
<td>Student Assessment(s):</td>
<td></td>
</tr>
<tr>
<td>Instructional Materials:</td>
<td>A Pocket Guide for Public Speaking, O’Hair, Rubenstein &amp; Stewart 4th Ed.</td>
</tr>
</tbody>
</table>

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**Last updated: August 12, 2010.**
| **HCC Student Services Policies** | Access to Student Service Web site:  
http://hccs.edu/student-rights |
|-------------------------------|--------------------------------------------------------------------------------------------------|
| **HCC Distance Education and  
Continuing Education Policies** | Access DE Policies on their Web site:  
http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf  
Access CE Policies on their Web site:  
http://hccs.edu/CE-student-guidelines |
| **Instructor Requirements** | Complete all out-of-class assignments; participate in class discussion; attend class regularly; attend to Journal assignments. Be open to learning and respectful to classmates. |
| **Program/Discipline  
Requirements**  
If applicable |  |
| **HCC Grading Scale** | ✓  
A = 100 – 90;…… 4 points per semester hour  
B = 89 – 80: …… 3 points per semester hour  
C = 79 – 70: …… 2 points per semester hour  
D = 69 – 60: …… 1 point per semester hour  
59 and below = F- 0 points per semester hour  
*IP (In Progress) …0 points per semester hour  
W(Withdrawn)……0 points per semester hour  
*I (Incomplete)….. 0 points per semester hour  
AUD (Audit) ….. 0 points per semester hour |

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**Last updated: August 12, 2010.**
*IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit.

COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

<table>
<thead>
<tr>
<th>Instructor Grading Criteria</th>
<th>Informative Speech ............ 25</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Special Occasion Speech .... 25</td>
</tr>
<tr>
<td></td>
<td>Persuasive Speech ........... 25</td>
</tr>
<tr>
<td></td>
<td>Midterm Exam .................. 30</td>
</tr>
<tr>
<td></td>
<td>Final Exam ..................... 30</td>
</tr>
<tr>
<td></td>
<td>Class Participation .......... 15</td>
</tr>
<tr>
<td></td>
<td><strong>Total Points ................ 150</strong></td>
</tr>
</tbody>
</table>

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**Last updated: August 12, 2010.**
8/26  First Class Meeting  
    Ice Breaker  
    Initial course information

8/28  Lecture – Part 1 – Getting Started  
    Class Discussion

9/2   LABOR DAY HOLIDAY

9/4   Class Discussion  
    Lecture Part 1 & 2 (Development)

9/9   Class Discussion  
    Organization – Part 3  
    Step 1 – The Informative Speech

9/11  Class Discussion  
    Part 4 – Starting, Finishing and Styling  
    How to develop your speech outline

9/16  Class Discussion  
    Continue Lecture of Part  
    Developing your topics – Researching your topics

9/18  Class Discussion  
    Putting it all together – Informative speech  
    Effective Outlining Techniques  
    Informative Speech Topic Selection

9/23  Class Discussion  
    Part 5 - Delivery

9/25  Class Discussion  
    Part 6 – Presentation Aids

9/26  Class Discussion  
    Overview of Parts 1- 6  
    Topic Selection Due

9/30  Preliminary full sentence outline due  
    Question and Answer  
    Overview of speech expectations

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**Last updated: August 12, 2010.**
10/2  Class Discussion
     Individual Outline Review
     Speech Sign-up
     Speech Expectations

10/7  INFORMATIVE SPEECHES

10/9  INFORMATIVE SPEECHES

10/14 Discussion of speech outcomes

10/16 MIDTERM EXAM

10/21 Class Discussion
      Introduction to Special Occasion Speaking

10/23 Class Discussion
      Preparation for Special Occasion Speech

10/28 Class Discussion
      Topic Selection

10/30 Topic Selections are due
       Preliminary Full Sentence Outlines DUE

11/4  Special Occasion Speech Sign-up
       Individual Outline Consultations
       Speech Expectations

11/6  SPECIAL OCCASION SPEECHES

11/11 SPECIAL OCCASION SPEECHES

11/13 Discussion of speech outcomes
       Prep for Persuasive Speeches

11/18 Class Discussion
      Lecture Persuasive Speaking
      Topic selection

11/20 Preliminary Full Sentence Outlines Due
       Individual Outline Consultations
       Persuasive Speech Sign-up

**Per the Office of Vice Chancellor for Instruction, DO NOT change any item in this document – including the order of items.** Last updated: August 12, 2010.
11/25  Final preparation for Persuasive Speeches
       Question and Answer/Consultations

11/27 – 11/29 THANKSGIVING HOLIDAY

12/2  PERSUASIVE SPEECHES
12/4  PERSUASIVE SPEECHES

12/9  FINAL EXAMINATION – 9:00A.M.

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