



**Division of English & Communication
Speech Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/>

SPCH 1315: Public Speaking | Lecture | #20979 & 16369

Fall 2020 | 16 Weeks (08.24.2020-12.14.2020)

ONLINE ANYTIME | Spring Branch | Virtual Class Meetings via Webex in Canvas
3 Credit Hours | 48 hours per semester

Instructor Contact Information

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|---|------------------------------|
| Instructor: Autumn Raynor, M.A. | Office Phone: 713-718-5672 |
| Office: Spring Branch Ste. AD5 | Office Hours: By Appointment |
| HCC Email: autumn.raynor@hccs.edu | Office Location: Main Bldg. |

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please contact me via email. I will respond to emails within 24 hours, Monday through Friday; I will reply to weekend messages on Monday mornings. If you need to reach me by phone, please call me Monday-Friday, between the hours of 8:00 a.m.-4:00 p.m. If you are unable to reach me, please contact our department Administrative Assistant at 713-718-6258.

What's Exciting About This Course

Did you know that Public Speaking is listed as American's number one fear, even before death? In this course, you will be introduced to the tools you need to create and deliver effective speeches. You will also learn proven techniques to build your confidence by overcoming anxiety associated with public speaking. The course uses 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 the ability to effectively evaluate oral presentations.

My Personal Welcome

Welcome to Public Speaking—I'm delighted that you have chosen this course. One of my passions is public speaking; we actually have a love/hate relationship! In this course, I will present the information in the most exciting way I know, so that you can grasp the concepts

and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to discuss issues is in person and I am available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with confidence in your public speaking skills.

Prerequisites and/or Co-Requisites

SPCH 1315 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in SPCH 1315 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of SPCH 1315 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. << **Insert more specific information about how you expect students to use Eagle Online Canvas here. Include information about scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.** >>

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

HCC Online Information and Policies

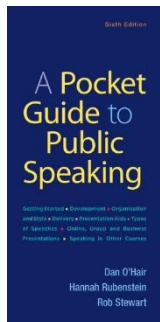
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course.

"A Pocket Guide to Public Speaking" (6th edition) by Dan O'hair, Hannah Rubenstein, and Rob Stewart (MacMillan Education). ISBN: 978-319102784

The book is included in a package that contains the text as well as an access code and are found at the HCC Bookstore. You may either use a hard copy of the book, or an e-book from MacMillan Education.

Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for 21 days:

<https://reg.macmillanhighered.com/Account/Unauthenticated?TargetURL=http://www.macmillanhighered.com/launchpad/pocketspeak6e/9776722>

Other Instructional Resources

Publisher's Digital Workbook

<< Insert information about how you will be using the Publisher's digital workbook in your course. If you do not require a digital workbook, you can delete this section. >>

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

SPCH 1315 focuses on research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. The course is designed to develop proficiency in public speaking situations; emphasis on content, organization, and delivery of speeches for various occasions.

Core Curriculum Objectives (CCOs)

The HCCS Speech Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective department, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Program Student Learning Outcomes (PSLOs)

1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models.
2. Research and select appropriate source materials to develop ideas and support claims for oral presentations.
3. Recognize how to communicate within diverse environments in a socially and personally responsible manner.
4. Demonstrate critical thinking in both written and oral communication.

Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1315, the student will be able to:

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

Learning Objectives

1. Conduct discussions and exercises to help students evaluate diverse issues, human interactions, and topics while using the tool critical thinking.

2. Employ exercises and assignments that will train students to properly structure oral presentations for formal and informal settings.
3. Identify the primary speech categories, explain how to organize different kinds of speeches, write goals and claims, write a thesis and points for discussion, and learn to reason as well as to entertain.
4. Introduce various types of listening and assist students with fostering their skill set.
5. Provide opportunities for students to learn about various types of group and team work, and to collaborate in presenting useable events.

Student Success

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- 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
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

You have enrolled in an Online Anytime section of SPCH 1315. Webex Virtual Class Meetings will be held one day per week as published in your Activities Schedule in the files section of Canvas. Your participation in virtual meeting is **STRONGLY ENCOURGED** but not mandatory. Quizzes, Exams, and Discussions will be facilitated in Canvas.

In-Class Activities

| | |
|------|-------------------------|
| 15% | Informative Speech |
| 15% | Special Occasion Speech |
| 20% | Persuasive Speech |
| 25% | Quizzes |
| 10% | Midterm Examination |
| 5% | Discussions |
| 10% | Final Examination |
| 100% | |

Grading Formula

HCC GRADE 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

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Course Calendar

Please find your course schedule on the Learning Web and in Canvas.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

NOTES FOR SPEECHES

- * It is the student's responsibility to read the text and assignment requirements. All speeches are critiqued with the Speech Evaluation Form available on the learning web.
 - Speeches will be delivered while standing. **Online Anytime Classes:** Speeches will be recorded with audio and video components. Speech Outline must be submitted to assignment portal by the due date; speech recording must be submitted to the designated discussion section by the due date. Online on a Schedule Classes: Speeches will be performed live in Webex on due date. Speech Outline must be submitted to assignment portal by class start time on the due date.
- * Speeches will be delivered with a minimum of notes. **Students may only use 3x5 index cards while delivering speeches. Students may NOT read speeches off of phones, or pieces of paper- only index cards are allowed. Part of speech preparation and presentation is having your notes ready the day speeches are to be given.**
- * A full sentence speech outline and prepared index cards will be submitted before you begin speaking on the day you speak. If you are missing the cards and/or the outline, your grade will be recorded as zero and you will need to arrange a make up speech.

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SYLLABUS

- Each student will access **the syllabus and schedule of activities** from the class learning web page, which outlines the class assignments and policies for the semester. The syllabus becomes the official assignment instrument for the class and the student is responsible for meeting the requirements for class behavior as those requirements are detailed in the syllabus.

Online Activities

Online quizzes, assignments, and discussions will be open for the window prescribed and will only be re-opened or adjusted due to technical error on the HCCS side. Your success in this class depends on your ability to participate in many online assignments.

Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details. Verified incidents of scholastic dishonesty, cheating, and plagiarism will result in automatic failure of the course.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

You have enrolled in a hybrid section of SPCH 1315. You are required to attend this class, in person, on Tuesdays. On Thursdays, you will complete assignments and discussion online using MyEagle, Canvas. Students will sign an attendance record each physical class meeting. Attendance is imperative, both for you as a speaker and you as a listener. **You are allowed three unexcused, classroom absences. Failure to interact in the discussions/quizzes on the assigned day counts as a classroom absence.** This attendance policy will be enforced. Extenuating Circumstances will be handled on an individual basis.

At the instructor's discretion, you may be allowed to makeup ONE speech. This speech will be graded with a letter-grade penalty and be performed during office hours.

Tardiness is distracting to the speakers. If you do arrive late and a speech is in progress, please wait in the hall until the speaker is finished. It is your responsibility to check with the instructor to be sure you are marked late instead of absent. Missing more than 15 minutes of a class will be considered an absence.

If you are unable to complete the course, YOU must withdraw from it. Withdrawal from a course is a formal procedure, which YOU must initiate. If you do not choose to drop then you will receive a grade of "F" for the course. It is your responsibility to drop if the need arises.

Students often drop a course when help is available that will enable them to continue and this proves to be unfortunate. Please discuss your plans with me if you feel the need to withdraw, and I will do all I can to work with you so you can successfully complete the course.

Student Conduct

This is a safe space to learn. Classroom incivility will not be tolerated. Language used to slur, malign, misgender, harm or alienate is not appropriate for class. Please put phones and electronics on silent and close laptops during your classmates' speeches. Please do not enter or exit the room during a classmates' speech.

Speech Program Information

The Speech Department at HCC offers the students a variety of courses to help fulfill the Communications portion of their core requirements.

AWARD TYPES: Courses Only

AREA OF STUDY: Liberal Arts, Humanities & Education

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/>. In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search

- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the fall and spring semesters. EGLS³ surveys are not offered during the summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Please see below for the Speech Program Department Chairs' contact information; the Dean's contact information is also provided.

Department Chair: Dr. Danielle Stagg
Email address: danielle.stagg@hccs.edu
Telephone Number: 713-718-5478

Dean of English & Communication: Dr. Amy Tan
Email address: amy.tan@hccs.edu
Telephone number: 713-718-7814