



## Division of English & Communication Speech

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

### **SPCH 1315-0036-16711 Public Speaking**

**Fall 2022, 12-Week Semester (Online Anytime)**

**(09/19/22-12/11/22)**

Eastside Campus, 6815 Rustic, Houston, TX 77087, Angela Morales Bldg.

3 Credit Hours | 48 hours per semester

#### **Instructor Contact Information**

Dr. Paralee Shivers, Office Phone: 713-718-7156 Office: Mon 9:00 a.m.-11:30 a.m.

Office Hours. Felix Morales, Room 124, Email: [paralee.shivers@hccs.edu](mailto:paralee.shivers@hccs.edu)

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 9:00 a.m.-4:00 p.m. If you are unable to reach me, please contact our department Administrative Assistant at 713-718-6258. You may contact me on my mobile phone at **713-816-5052**.

#### **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.**

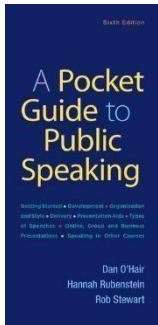
### HCC Online Information and Policies

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 **Optional** for this course.

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

The textbook it is available for purchase at the HCC Bookstore.

### 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

### 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 groups 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 online
- Completing assignments
- Participating in class activities [Special Activity #2](#) ies

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
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

### Speeches

There will be three (3) graded speeches: The Introduction, Informative & Persuasive Speeches will be graded on content, organization, language, delivery, and visuals.

### Exams

Exams will include, "multiple-choice questions, true and false, etc." You must also state how much each question counts and how much each exam counts toward students' course grades. Exams are on Eagle Online Canvas and dates will be included in course schedule.

### In-Class Activities

Some activities students should expect, such as quizzes, participation in activities during class, projects, group presentations, etc.

### Grading Formula

**Grading is as follows: Possible points that may be achieved is a maximum 1,000 total points possible.**

|                    |            |
|--------------------|------------|
| Speeches           | 400 points |
| Exams              | 200 points |
| Participation      | 200 points |
| Online Assignments | 200 points |

| Grade | Total Points |
|-------|--------------|
|-------|--------------|

|   |         |
|---|---------|
| A | 900+    |
| B | 800-899 |
| C | 700-799 |
| D | 600-699 |
| F | <600    |

**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 req6258. You may contact me on my mobile phone at 713-816-5052.

Fall 2022 Second Start Semester (12-Week Course)  
 Withdrawal Deadline: Nover 7, 2022

| Week | Dates     | Topic/What's due   |
|------|-----------|--|
| 1    | 9/19-9/23 | <ul style="list-style-type: none"> <li>- Introduction to the Course</li> <li>- Syllabus Review</li> </ul>  |
|      | 9/23      | <ul style="list-style-type: none"> <li>- Introduction Speech/video and Introduction Form, submitted.</li> </ul>  |
|      | 9/25      | <ul style="list-style-type: none"> <li>- <a href="#">Special Activity #1</a></li> </ul>  |
|      | 9/25      | <p><b>Part One Discussion-Getting Started</b></p> <ul style="list-style-type: none"> <li>- Becoming A Speaker, A to Z Overview of a Speech, Managing Anxiety</li> <li>- <a href="#">Assignment 1</a></li> </ul>                              |
|      | 10/2      | <ul style="list-style-type: none"> <li>- Ethical Public Speaking &amp; Listeners</li> <li>- Assignment 2</li> </ul>  |
|      | 10/9      | <p><b>Part Two Discussion-Development</b></p> <ul style="list-style-type: none"> <li>- Analyzing Audience, Selecting Topics, Supporting Material, Credible Sources and Citing Your Speech</li> <li>- <a href="#">Assignment 3</a></li> </ul> |



|  |       |  |
|--|-------|--|
|  | 10/16 | - <a href="#">Assignment 4</a>   |
|  | 10/23 | <p><b>Part Three Discussion-Organization</b><br/>         -Organizing Body, Selecting organizational pattern and preparing Outlines for Speeches</p> <p>- <a href="#">Assignment 5</a></p>   |
|  | 10/30 | <p><b>Part Four Discussion-Starting, Finishing, and Styling</b><br/>         Developing introduction and conclusion and using language --</p> <p>- <a href="#">Assignment 6</a></p>  |
|  | 10/30 | - <a href="#">Part 7 Assignment</a>  |
|  | 10/31 | - <a href="#">Midterm Exam (online)</a>  |
|  | 11/6  | <a href="#">Special Activity #2</a>  |
|  | 11/13 | <p><b>Part Five &amp; Six Discussion-Delivery &amp; Presentation Aids</b><br/>         Delivery Methods, Voice and Body, Using Presentation aides, designing presentation aids and presentation software.</p> <p>- <a href="#">Special Activity #3</a></p> |
|  | 11/16 | <p><b>Part Seven Discussion-Types of Speeches</b>-Informative Speaking, Persuasive Speaking and special Occasions Special</p> <p>- <a href="#">Special Activity 4</a></p>  |

|    |             |   |
|----|-------------|---|
|    |             | <b>Parts Eight &amp; Nine Discussion-Outline, group, and Business Concepts and Speaking in Other College Courses</b> -Preparing Online Presentations, Group Presentations, and Business/Professional Presentations, & Presentations Assigned Across Curriculum. |
|    | 11/9        | - Assignment 9  |
|    | 11/11       | - Informative Speech  |
|    | 11/21-11/27 | Thanksgiving Holiday Week   |
|    | 11/30       | Discussion Question #1  |
|    | 12/7        | Persuasive Speech   |
| 16 | 12/7        | Final Exam (Online)   |
|    | 12/7        | Discussion Question #2  |

### 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

#### Missed Assignments

The instructor may allow makeups on a case-by-case basis. Please also clearly state that a make-up exam is not a retake. That is, make-up exams are allowed only for missed exams. You are responsible for proctoring make-up exams if you allow them.

## **Academic Integrity**

There are consequences for cheating, plagiarism, collusion, etc. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here is 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/studentprocedures/>

## **Attendance Procedures**

Attendance is important in order to pass this course. Students are expected to attend all face-to-face sessions of the class. Online activities will be required on Wednesdays unless notified otherwise. Attendance is checked during the time specified for course both face-to-face and online. I do not drop students or withdraw students from my class. It is the student's responsibility to officially withdraw from my course by or before the "Withdrawal" deadline noted (**October 28, 2022**).

## **Student Conduct**

Student conduct is important in class. Disruptive behavior will not be tolerated. All students are expected to show respect to their instructor and peers.

## **Instructor's Course-Specific Information**

**Grading is done after the deadline for assignments expire. Students may contact the professor if he/she has questions regarding their grade.**

## **Electronic Devices**

Electronic devices are allowed.

## **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/resourcesfor/currentstudents/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

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([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. EGLS<sup>3</sup> surveys are only available for the fall and spring semesters. EGLS<sup>3</sup> surveys are not offered during the summer semester due to logistical constraints.

<http://www.hccs.edu/resourcesfor/currentstudents/egls3evaluate-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.

### **Inclusive Access Statement**

To enhance your learning experience and provide affordable access to the right course materials, this course is part of the HCC Textbook Savings program that provides inclusive access to course materials. You can easily access the required materials for this course at a discounted price, and you will benefit from single sign-on access with no codes required in Canvas.

This course will use the textbook, (name of textbook).

Your Houston Community College student account was billed for these materials at the time of registration and the price is guaranteed to be the lowest cost available for your required materials. It is not recommended that you opt-out of these materials, as they are required to complete the course. You may choose to opt-out prior to the Census Date, but will then be responsible for purchasing the course materials at the full retail price and access to your materials may be suspended.

For more information about the HCC Textbook Savings program, contact our bookstore manager, LaTonya Pate, at [sm515@bncollege.com](mailto:sm515@bncollege.com) or 713-528-0872.

*Please be advised that our course will be participating in an Inclusive Access model to support learning and to ensure that students have access to affordable materials that are available on the first day of class. Please note that you do not need to purchase a book or access code for this course. By enrolling in this course, you have already paid for your course materials through the registration process. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. If you chose to opt-out of these materials, you will not have access to the textbook through Canvas and will be responsible for purchasing the course materials at the full retail price.*

*Your course materials for this class will be accessed digitally through this Canvas site; no other purchase is necessary. If you would like a printed copy of the text, an optional print copy is available for purchase at the Houston Community College Bookstore.*

## **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/supportservices/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](mailto: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/studentrightspolicies--procedures/studentcomplaints/speak-with-the-dean-ofstudents/>

## **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](mailto:danielle.stagg@hccs.edu)

Telephone Number: 713-718-5478

Dean of English & Communication: Dr. Amy Tan

Email address: [amy.tan@hccs.edu](mailto:amy.tan@hccs.edu)

Telephone number: 713-718-7814