



HOUSTON COMMUNITY COLLEGE

Eastside Campus
6815 Rustic, Houston, TX 77087
Course Syllabus

Public Speaking: SPCH 1315/CRN-14004
Instructor: P. Shivers
Office (n): (713) 718-7156
Cell# (713) 816-5052
Teaching Method: 100% Online

Course Location: Online(Eastside/Campus)
E-mail: paralee.shivers@hccs.edu
Office Location: Felix Morales 124
Online Off. Hrs: M/W 11:00 AM-1:00 PM

Text: *The Speaker's Handbook*, 11th Edition
Authors: Sprague, Stuart, & Bodary

Earn Your Communications Degree at HCC!!!
For more information, visit <http://www.hccs.edu/programs/programs-a-z/speech/>

Course Student Learning Outcomes (SLOs): 1. Analyze speeches, statements, and behaviors orally and in writing; 2. *Prepare and present speeches and other presentations, using the appropriate verbal, oral, aural, and nonverbal communication skills; 3. *Compose and present a persuasive speech using logic and source materials to frame and support arguments. Other appeals and the use of appropriate verbal, oral, and aural communication skills should be used to effectuate audience influence. 4. Listen actively, critically and empathetically; 5. Identify various kinds of listeners; and 6. Distinguish types of speech delivery methods, and use them effectively.

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)
Analyze speeches, statements, and behaviors; orally and in writing. Conduct discussions to help students evaluate diverse issues and topics. *Employ exercises and assignments that will train students to properly structure oral presentations for formal and informal settings.

Core Curriculum Competencies: Intellectual, computer literacy, critical thinking listening, and speaking.

COURSE REQUIREMENTS AND PROTOCOL

LEARNING ASSESSMENTS

Measurement devices used to determine student mastery of learning outcomes may include:

1. Exams
2. Written and oral online assignments

SPEECHES AND CLASS PARTICIPATION

The evaluation for each speech is explained on the homepage in Eagle Online. Your speech grade includes not only the delivery of each speech, but also the format, support, *typed* full-sentence outline and indications of acceptable research using the American Psychological Association (APA) format, and other specifications provided by the instructor.

Speeches (2) and Time Frames:

(1) Demonstrative (Demonstration) Speech.

- 3-5 minutes (professional attire/formal speech-outline required)

(1) Persuasive Speech

- 3-5 minutes (professional attire/formal speech-outline required)

Each student will complete a peer review for both speeches (partners will be assigned)

Class Work:

All work, oral, and written, must:

- Fulfill assignments as instructed.
- Meet standards of professionalism.
- Contains the student's name, class, date, instructor's name and assignment title (the information above is for online assignments and speech outlines).

Example: Keith Johnson
Speech 1315
September 19, 2016
Instructor- P. Shivers

Examining Fear

- Be free of typos and errors.
- Be of scholarly nature.
- Save submitted work to a USB flash drive.

EXAMINATIONS

All students will complete a online midterm exam and final exam. The midterm and final will cover quizzes and text material. Please read chapters and study quizzes.

ASSIGNMENTS

Refer to Course Calendar.

DEADLINES:

All work is due on the assigned due dates (**NO EXCEPTIONS!**) Please read **Explanation of Deadlines** down below.

EXPLANATION OF DEADLINES:

All deadlines are firm, fixed, and non-negotiable, NO MATTER WHAT YOUR PERSONAL CIRCUMSTANCES that may cause you to miss one.

The concept behind DE is relevant material and standardized instructional delivery to a group, in a consistent and fair manner, and at the lowest tuition price possible. To achieve these ends, deadlines must be adhered to strictly. This is a standard for all DE institutions, HCC college policy, and that of every instructor; not just mine. Tests and Assignments **MUST** be submitted by the due date! If it is locked out, you missed it!

Example #1: Why there are no extensions.

Test 1 locked out at 8am. A student who had not saved any of his answers before he submitted received a grade of zero, so he sends me an email at 12:00am asking to re-take. I agreed to accommodate him and extended the test to 9:30am. In doing this, two other students who had no permission *also* submitted late, and wrongly benefited from the longer timeline. Another student who was locked out at 8am, did not benefit from the extension as did the other three, so now I have to find yet another way to be fair to him and give him extra time. This is absolutely crazy!!

Example #2: Why there are no extensions.

Three people missed the deadline for the Part 4. One was nine minutes late and the others by three hours. All whined and asked for mercy, saying “it was only 3 hours”. So you tell me, what is the sweet spot for this 2nd deadline? How late is too late and who determines it? The point is: **“when is late, not so late; and when is late considered too late??”** Of course these are all subjective; and anything after the deadline is inconsistent for the rest of the group (especially when there are multiple offenders) who did comply no matter what the excuse. Turns out, some who missed the Part 4 deadline **ALSO** missed the deadline for the Midterm. Thus, these students have a chronic history of missing deadlines.

Example #3: Computer malfunctions

You are responsible for a reliable Internet connection, computer, and software standards set by the college. If there is a problem or inconsistency, it is your own issue. HCC provides excellent

PCs and software at no cost in the libraries and Learning Labs located at 30+ sites all over town. If you have a problem, this is your solution. Most of us drive to campus every day, *and so can you!*

Conclusion

Deadlines *and penalties* are a part of the business world. When your rent is late, landlords charge a \$5.00 penalty each day late. If you are late picking up children from daycare, the fine is \$1. /minute late. IRS charges penalties AND interest on a daily basis. Both utility and credit card companies have late fees, penalties, and ultimately higher interest rates for missed deadlines. These are not my ideas, they are the ways of the world!! You must learn them now. In rare circumstances, special arrangements could possibly be made in advance if there is some rare reason you need preferential treatment, but do not count on it. DE instruction is for **MATURE, disciplined** students who are college-ready and prepared to work independently. You **MUST** have the reading/writing/typing skills *and* the discipline to accomplish this on your own within the allotted timelines; otherwise you should **NOT** be enrolled in a DE class.

INCOMPLETE

An incomplete will be allowed to students who have a minimum of **600 points** and become seriously ill or suffer tragedies that will prevent them from otherwise completing the course. To receive an incomplete, the illness or tragedy must be documented in a written memo. The memo must clearly show that the emergency prevented the student from completing the remainder of the course work.

ACADEMIC HONESTY

Violations of academic honesty, including but not limited to plagiarism, collusion, deception, conflict of interest and theft are not tolerated and can lead to severe penalties. Disciplinary actions are outlined in the Student Handbook. Don't take any chances with this; it's simply not worth it. For more information, go to: <http://hccs.edu/student-rights>.

DISCUSSION OF GRADED ASSIGNMENTS

If there is a discrepancy with a grade, it is the student's responsibility to discuss in person or over the phone (not through the e-mail) the matter with the instructor. Not only is this important for creating open communication between the instructor and student, but it also ensures that all grade disputes are handled in the same way for all students. After an assignment is graded, students may call the instructor on Monday/Wednesday from 11:00am-1:00pm to discuss (over the phone) any grading discrepancies with the instructor. Although communication with the instructor is encouraged, timeliness is essential for the success of the course.

DE STUDENT SERVICES

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. The handbook contains valuable information, answers, and resources,

such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>.

HCC Policy Statement – Students with Disabilities:

According to federal and college guidelines, any student with special needs bears responsibility of notifying faculty accordingly. Official notification from Disabled Student Services must be received to provide special consideration and accommodations Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services.

GRADING CRITERIA

The grading criterion for Public Speaking is based on points.

900-1000 points=A 800-899 points=B 700-799 points=C
600-699 points=D Below 600 points=F

Self-Introduction (Attendance Speech)	25pts
Persuasive Speech	225pts
Demonstration Speech	100pts
Exam 1-midterm	50pts
Exam 2-final	50pts
Discussion Questions (2) 35 pts per part	70pts
Assignments (8) 35 pts per assignment	280pts
Activities (4) 25 pts per activity	100pts
Peer Reviews (2) 50 pts per review	<u>100pts</u>
Total Points	1000pts

Canvas Online:

- 1) Your course is in Canvas.**
- 2) Please log in at once a week to read announcements!**

- 3) Your textbook is mandatory for success in this course! Purchase your textbook from the HCC's bookstore or the Publisher at Cengage.com (there is a code that comes with the textbook).
 - 4) My Speech 1315 DE courses are 100% online including presentations!
 - 5) All presentations must be uploaded to YouTube.
 - 6) You must have 4 audience members (13 years old or older) visible and present for your presentation. There are more specific instructions to follow in Eagle Online.
 - 7) If you do not complete your speeches for ANY reason, you fail the course. Do not wait until the speech is due to read the requirements. If you read your speech you fail, the speech. If you cannot fulfill the requirements for the speech, then drop the course immediately to avoid failure. Please do not wait until the due date to upload your speech as it may take some time or you might have a glitch. **PLAN FOR PROBLEMS**
 - 8) No exceptions will be made for deadlines!
 - 9) I hold my students to the highest level of academic integrity, please behave accordingly as plagiarism, cheating, etc.... will not be tolerated.
 - 10) ALL WORK HAS BEEN POSTED AND IT CAN BE COMPLETED EARLY.**
 - 11) ALL DEADLINES ARE FINAL AND WILL NOT BE EXTENDED FOR ANYONE FOR ANY REASON...SO PLAN ACCORDINGLY! FAILURE TO COMPLETE YOUR SPEECH MEANS THAT YOU FAIL THE COURSE REGARDLESS OF YOUR POINT ACCUMULATION.**
 - 12) Things ALWAYS happen...a death in the family, stolen computers, broken computers, sickness, drama etc.... all work is available to you now...so plan ahead for any problems that may arise. **NO DUE DATES WILL BE EXTENDED FOR ANYONE FOR ANY REASON.**
 - 13) I DO NOT DROP STUDENTS FROM THE COURSE...IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR GRADE AND DROP BY THE DROP DATE IF NEED BE!**
 - 14) PLEASE DO NOT EXPECT GRADES FOR ASSIGNMENTS UNTIL AFTER THE DUE DATE HAS EXPIRED. STUDENTS CAN EDIT ASSIGNMENTS UNTIL THE DUE DATE AND I DO NOT WANT TO GRADE THE SAME ASSIGNMENT MULTIPLE TIMES. TIP----I GRADE ON QUALITY NOT QUANTITY.**
 - 15) The time passes quickly so work hard from the beginning.
 - 16) I am unable to help you with technical problems; however, I am happy to help with any speech related issues. You must have regular access to a computer with Foxfire (Eagle Online does not like Explorer)
 - 17) The Last Day to Withdraw is November 7, 2016.**
- *****Some of the information contained in this SYLLABUS is redundant on purpose!!!!

ADDITIONAL INFORMATION:

E-mails: I will respond back to e-mails within 48 hours from M-R only.

Text: The text is required.

Teaching Strategies: It is your responsibility for keeping up with your work and reading assigned readings (this is an online class).

Make-up/Late Policy: No makeup midterm exam or final exam. Quizzes are not graded. Quizzes are available for study notes and review for the midterm and final exams.

Withdrawal Procedure: By attending one or more class periods, you *must officially* withdraw from class should you decide to stop attending class. Otherwise, receive the grades “FX” as your final semester grade. Whether or not the instructor withdraws you, you are fully responsible for withdrawing yourself if you no longer desire to remain in this class. The letter grade “W” is no longer given by instructors.

How to Videotape?

- (1) Videotape your speeches by using a camcorder camera or better quality camera!
- (2) You must have an audience of at least four (4) adults or teenagers 13 years old or older to view your speeches. The audience will participate in the question and answer (Q & A) session. One audience member can run the camera. If an audience of at least four (4) people are not present and not shown on tape as directed below, you will receive a zero for the speech.
- (3) Place the camera in front of you. I need to see you from the FRONT. Use a tripod so the camera does not shake.
- (4) Start recording for a few seconds, and then show the audience (See # 5) and the cameraperson. Then start your speech. Have the camera zoom in on you after 30 seconds, so I can see you clearly. If your camera phone doesn't have a zoom “function”, then have the camera person to walk close to you, and then walk away from you in order for me to see your entire professional attire. **I NEED TO BE ABLE TO SEE YOU FROM THE WAIST UP NOT JUST YOUR FACE!** I have to see you to grade your delivery. Zoom back out for the Q & A period to show the audience.
- (5) **How to show the audience:** Start recording for a few seconds, then have the cameraperson walk in front of the camera, then, have the audience stand up and face the camera. I need to **CLEARLY** see all four (4) members. **I MUST SEE THEM!** Then, they can sit down and you should begin. There should be no breaks in recording. As stated above, I should see you from the front, not the side. It is okay if I see the audience from the side or back **DURING** the speech because I have already identified them before you began. Nevertheless, it is important for it to be one recording with no breaks! (See # 9)
- (6) If you use a visual aid, I must be able to see the visual aid on camera as well as you. If you give the audience a handout, you must send one for me as an attached file otherwise scan it and send it.
- (7) At the end of each speech ask the audience if they have any questions. You will have an additional one-three minutes for Q & A with your audience. You do not ask for questions until

the speech is concluded! This is not part of your speaking time! This is an additional one-three minutes (panel discussion). I need to see you and the audience during this time, so have the camera to zoom out. If you skip the Q & A session, points will be deducted from the speech. If the **Q&A** session is less than one (1) minute you will be penalized points. Do not ask for questions until the speech is concluded! You should not start and stop the tape to do the **Q&A**. It should be a continuous recording. The Q&A session is part of your grade. Q&A is required for both speeches. After the **Q&A** session thank the audience and **SHOW** everyone again before you turn the camera off. Remember at the end of your **Q&A**; thank the audience.

(8) I do not want to hear barking dogs, crying babies, or phones ringing. There should be **NO** distractions. **DO NOT** videotape outside or in front of curtains or blinds during the day (you will be a dark shadow). Please do not turn down the lights for an overhead or PowerPoint; you will become a dark shadow! Turn off cell phones and televisions! This is a speech and a formal event, so it should be treated as such (read page 33 about dressing appropriately in your textbook) **View your Video before you send your audience home!** You may still need them!

(9) Your speech should be one continuous recording. If you mess up, do it again from the beginning. (This is when you will discover who your true friends are!) Do not start and stop the tape during the speech! This will result in a deduction of 20 points.

(10) If you record in an auditorium or large classroom, place the camera close. The microphone is usually not very good and is attached to the camera. If it is too far away, i.e., at the back of a classroom, I will not be able to hear you! Do not stand too far away from your audience.

(11) Check your YouTube video before you send it to me! If I cannot hear your speech clearly or see you clearly, or see your visual, and the **Q&A** session, or see all four (4) adult/teenager members of the audience, you have not met the requirements and **YOU WILL RECEIVE A ZERO FOR THAT SPEECH! All requirements must be met...**this speech **MUST** be professional!

(12) Instructions for where to send your speech information is posted in Canvas under Demonstration/Persuasive Speech Information.

****NOT MEETING THESE REQUIREMENTS WILL RESULT IN A ZERO!!****

Speaking Guidelines:

(1) Speeches will be delivered with a minimum of note cards. No more than seven note cards should be used. Do not use cue cards, paper, or any other means to deliver the speech! (2) Reading a speech will result in a low speech grade. Do not read your speech period! (3) Use proper grammar and no offensive language. (4) Don't use technical terms or jargon. (5) Use proper gestures, posture, and eye contact as discussed in the text.

(6) Follow speech presentation instructions posted on the homepage in the tab sections. (7) Dress professionally—dress for success! (8) Use proper appearance. (9) Going over or under the time limit will result in a points deducted grade for this speech. Timing your presentation is a form of learning process! Practice your speeches two or three times. Practice makes perfect so to speak! (10) Don't stare at the camera while speaking. Act like the camera is another person in the room. The camera should not be a distraction.

MENINGITIS IMMUNIZATION REQUIRED: Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. For more information and a list of exemptions please go to <http://www.hccs.edu/hccs/admissions-registration>.

EGLS₃ -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator, available at 713-718-8271 or email at ois@hccs.edu.

NOTICE: Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. 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 or other assistance that might be available.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to www.edurisksolutions.org Go to the button at the top right that says Login and click. Enter your student number.

About Open Carry

Since 1995, handgun license holders in Texas have been able to carry a handgun as long as the handgun is concealed. Effective January 1, 2016, handgun license holders may lawfully carry their handguns in an open manner throughout the state of Texas as long as the handgun is secured in a shoulder or belt holster. A license holder also has the option of carrying a handgun in a concealed manner; however, **the law does not permit concealed handgun carry on college campuses like HCC until August 2017.**

Notwithstanding the ability to openly carry, the law on this subject remains relatively the same; specifically, **it is still prohibited under the law to openly carry a handgun on any college campus and on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college.**

Course Calendar: Fall 2016

(Online work is due before or on the due date before 11:00pm.)

09/19-09/26: Read Syllabus and Course Calendar/Complete Self-Introduction Speech. Speech is due before 8:00am on September 26th.
09/19-10/02: Part 1: All work is due before or by October 2nd before 11:00pm.
09/19-10/23: Parts 2-4: All work is due before or by October 23rd before 11:00pm.
09/19-10/30: Demonstration (Demonstrative) Speech is due before or by October 23rd before 11:00pm.
November 6th: Peer Review is due on or a few days before November 6th. November 7th is the last day to drop the class.***
09/19-11/20: Persuasive Speech is due before or by November 20 before 11:00pm.
December 4th: Peer Review is due on or a few days before December 4th.
09/19-12/11: Parts 5-7: All work is due before or by December 11th before 11:00pm.
NOTE: This is a performance and skills course; therefore, no student is eligible to “test out”. Any student who does not <u>actively</u> and <u>successfully</u> present two speeches (regardless of all other assignments completed) will repeat the course.

Important Notice!!!!

If you **do not present both speeches**, you will receive an “F” as your final grade.