



**Spring 2017 Semester**  
**16-Week Session (Regular Term)**  
**Tuesday, 9:30-11:00 AM (Face-To-Face)**  
**Thursday, 9:30-11:00 AM (Online)**

**Public Speaking:** 1315-0005-CRN-14459  
**Instructor:** Prof. P. Shivers  
**Office (n):** (713) 718-7156  
**Mobile (n):** (713) 816-5052

**Course Location:** HCC Eastside  
**E-mail:** [paralee.shivers@hccs.edu](mailto:paralee.shivers@hccs.edu)  
**Office Location:** Felix Morales 124

**Office Hours:** Mon. 3:00-5:00 PM & Tues. 8:00-9:30 AM  
**Teaching Method:** Hybrid: 50% Face-To-Face & 50% Online

**Text:** *A Pocket Guide to Public Speaking*, 5th Edition  
**Authors:** O'Hair, Rubenstein, & Stewart

**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.

**SCANS and/or Core Curriculum Competencies:**

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, oral, and online assignments

### **SPEECHES AND CLASS PARTICIPATION**

The evaluation for each speech is explained on the homepage in Canvas. 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.

#### **Speeches and Time Frames:**

***1- Informative Speech 3-5 minutes*** (professional attire/formal speech-full sentence outline required).

***1- Persuasive Speech 3-7 minutes*** (professional attire/formal speech-full sentence outline required)

#### **Class Work:**

**All work, oral, and written, must:**

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

**Example:** Holly Possible

Speech 1315  
January 17, 2017  
Prof. P. Shivers

Academic Success

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

**EXAMINATIONS**

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

**ASSIGNMENTS**

Refer to Assignments' Calendar.

**DEADLINES:**

All work is due on or before the assigned due dates **(NO EXCEPTIONS!)**

**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.

HCC 16-Week Academic Calendar: Spring 2017	
Classes Begin	Tuesday, January 17, 2017
Official Date of Record	Wednesday, February 1, 2017
Holidays and Breaks	MLK- January 16, 2017 President's Day- February 20, 2017 Spring Break: March 13, 2017 thru March 19, 2017 Spring Holiday, April 14, 2017
Last day to drop classes with a grade of "W"	Monday, April 3, 2017
Last day of class	Sunday, May 7, 2017
Regular Start Semester Ends	Sunday, May 14, 2017

## **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 Mondays/Tuesdays from 1:00pm-3:00pm 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.

## **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)	20pts
Persuasive Speech	200pts
Demonstration Speech	150pts
Exam 1-midterm	100pts
Exam 2-final	50pts
Group Assignment	40pts
Discussion Questions (2) 35 pts per part	70pts
Assignments (9) 30 pts per assignment	270pts
Activities (4) 25 pts per activity	100pts
<b>Total Points</b>	<b>1000pts</b>

## **CANVAS:**

- 1) Your course is in Canvas.
  - 2) Please log in at least twice a week to read announcements!
  - 3) Your textbook is mandatory for success in this course!
  - 4) If you do not complete your speeches for ANY reason, you fail the course.
  - 5) No exceptions will be made for deadlines!
  - 6) I hold my students to the highest level of academic integrity, please behave accordingly as plagiarism, cheating, etc.... will not be tolerated.
  - 7) **ALL WORK HAS BEEN POSTED AND IT CAN BE COMPLETED EARLY.**
  - 8) **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!**
  - 9) **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.**
  - 10) The time passes quickly so work hard from the beginning.
  - 11) 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 or Google Chrome (Eagle Online does not like Explorer)  
Using your cell phone to do the online activities may not be adequate.
  - 12) The Last Day to withdraw is April 3, 2017.
- \*\*\*Some of the information contained in this SYLLABUS is redundant on purpose!!!!\*\*\***

## **ADDITIONAL INFORMATION:**

### **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>

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

**Text:** The text is required. You **MUST** read!!!

**Teaching Strategies:** It is your responsibility to keep up with your work and assigned readings (**this is a hybrid class**).

**Make-up/Late Policy:** No makeup on quizzes, midterm exam, or final exam.

**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 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.

***NOT MEETING THESE REQUIREMENTS WILL RESULT IN SEVERAL POINTS DEDUCTED FROM YOUR SPEECH!!***

***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 your speech will result in a low speech grade**

**(3) Use proper grammar and standard English.**

**(4) Do not use technical terms or jargon.**

**(5) Use proper gestures, posture, articulation, voice and diction, and eye contact as discussed in the text.**

**(7) Dress professionally—dress for success!**

**8) Practice saying your speeches out loud at least three times.**

**Assignments' Schedule: Spring 2017 (16-Week Semester)**  
**Online work is due before or on the due date before 11:59pm.**  
**In Canvas under Assignments and Quizzes.**

**Important Notice!!!!** If you do not present both speeches, you will receive an "F"  
as your final grade.

**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 (**You have three days to e-mail your documents to me. If you do not e-mail these documents to me within the first three days of class, I will make accommodations the day I receive your documents**). 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. Contact Southeast Disability Services at 713-718-7053 for additional information.

**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>.

**EGLS<sub>3</sub> -- 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 [oiie@hccs.edu](mailto:oiie@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.

## *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.**