**Houston Community College/SE**

**Course Syllabus**

**Spring 2015 (Revised)**

**Public Speaking:** 1315/CRN 45193 **Course Location:** Felix Morales Bldg. Rm.303

**Tu, Th** 5:30p -7:30p

**Instructor:** S. Gomez **E-mail:** shalanda.gomez@hccs.edu

**Office (n):** (713) 489-4836 **Office Location:** Felix Morales Rm. 303

**Office (d/h):**Thursday by appointment **Teaching Method:** Lecture

**Text:** *A Pocket Guide to Public Speaking*, 4th Edition

**Authors:** O’Hair, Rubenstein, & Stewart

**Course Student Learning Outcomes (SLO):**

**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.

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| **SCANS and/or Core Curriculum:**  | **Intellectual, c**omputer literacy, critical thinking listening, and speaking. |

**COURSE DESCRIPTION**

Public Speaking is designed as an overview course of public speaking and communication principles. Students will gain insight into how to listen and communicate more effectively in a variety of settings, including culturally diverse situations. Students will also develop skills in public speaking, including topic development, research, organization of ideas, and presenting four speeches.

**COURSE OBJECTIVES**

* To become aware of the communication process and barriers that inhibit effective communication;
* To be able to use appropriate verbal, oral, and aural communication skills to effectuate audience influence;
* To be able to organize and present four speeches;
* To learn strategies in managing curb communication anxiety;
* To learn to listen well and to critically analyze messages of other speakers.

**COURSE REQUIREMENTS AND PROTOCOL**

**ATTENDANCE (HCCS Policy)**

**You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:**

**For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.**

**Classroom Rules**

 **(Students will sign the Daily Attendance Roster at the beginning of the class).**

1. All enrolled students are required to attend class, be on time, and remain until dismissed.
2. Arrive to class ***no later than 10 minutes*** beyond the scheduled class time, unless pre-approved by the instructor. Failure to comply will prevent you from signing the **Daily Attendance Roster**, and reduce your status to *absent*.
3. Work schedules, lost keys, car trouble, parking trouble, or vacations are not excused absences. However, if you know in advance that you will be absent, please inform the instructor so that accommodations can be made **prior** to your absence.

**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 will be explained in advanced. 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. Class participation includes your contribution to class discussions and your attention as an audience member during speeches.

Students must be present at the beginning of class in order to give a presentation. All necessary audio/visual aids must be set up ahead of time, and the preparation work must be completed and turned in to the instructor at this time; this includes having your name typed on your assignment and stapling multiple pages. Professional attire and 3x5 or 5x7 note cards are required for two speeches. As a courtesy to other students, any disruption during students’ presentations will result in 5 to 20 points deducted from your grade for that particular speech. Disruptions include, but are not limited to, talking, electronic noise, eating, writing, reading, or leaving/entering the classroom during presentations.

**Speeches and Time Frames:**

Self-Introduction Speech (partners-informal)

Special Occasion **2-4 minutes** (speech)

Informative Speech **3-5 minutes** (speech)

Symposium Presentations Speech **12-25 minutes** (group formal speech-outline required)

**NOTE: NEVER ENTER OR EXIT THE CLASSROOM WHEN A PRESENTATION IS IN PROGRESS.** Wait quietly outside (inside) until you hear applause or see by the door window that the speaker is finished speaking.

**Class Work:**

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

1. Fulfill assignments as instructed.
2. Meet standards of professionalism.
3. Contains the student’s name, class, date, instructor’s name and assignment title

**Example:** Keith Johnson

 Speech 1315

 January 13, 2013

 Instructor-Gomez

 Examining Fear

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

**Classroom Deportment (not Department)**

***Deportment means the manner in which one conducts oneself.***

Students must respect the rights of the other students in the class.  The exploration of controversial ideas is an essential component of this class. Students who are not respectful will be asked to drop the class.  When presentations are in progress students arriving late are to stay outside until the presentation is complete. Interrupting a presentation for any reason other than a severe emergency is inconsiderate and will not be tolerated. Cell phones should be turned off before coming to class. If a student interrupts two speeches for any reason other than a severe emergency, his or her speech grade will be lowered one letter grade.

**All students are expected to exhibit professional, courteous behavior at all times in the classroom:**

a. All students must come prepared to class.

1. No gum, hats, caps, hoodies, or “do rags”.
2. Revealing clothing is unacceptable and not permitted in class.
3. Refrain from bringing children to class. (see me)
4. Professional attire is required for speech presentations. **(Refer to time frame)**
5. Disrespectful students will be asked to leave the classroom.

**Please make every effort to attend class on time. If you must leave class early, please notify the instructor before class begins.**

**EXAMINATIONS**

All students will complete a symposium. The symposium will consist of two parts; individual and group. Both grades aggregated will comprise 30%.

**ASSIGNMENTS**

Refer to course calendar.

**DEADLINES**

All work is due on the assigned due dates. **(NO EXCEPTIONS!) Please read Explanation of Deadlines in the announcement section (eagle online).**

**INCOMPLETE**

An incomplete will be allowed to students who 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.

**GRADING CRITERIA**

The grading criterion for Public Speaking is based on the scale below in accordance with HCCS policy.

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

\*IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit.

20% Special Occasion Speech

25% Informative Speech

25% Class Activities/Participation/Homework

15% Individual Symposium/Final Exam

15% Group Symposium/Final Exam

**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. Although communication with the instructor is encouraged, timeliness is essential for the success of the course.

**ADDITIONAL INFORMATION:**

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 [oie@hccs.edu](https://webmail.hccs.edu/owa/redir.aspx?C=UTx97hW_XEmvy322gE6EB10rjdX9k9EIQ7L_7xLYH8p4ELuNEkYCjGLrnV--4gZNOlPJaIC8kmM.&URL=mailto%3aoie%40hccs.edu).

**E-mails:** I will respond back to e-mails within 24 hours.

**Text:** The text is required.

**Teaching Strategies:** The objectives of this course will be achieved through lectures. Keep in mind, I will not cover all the chapters in the text, but it is your responsibility for keeping up with your work and reading assigned readings.

**Extra Credit:** Students will have an opportunity to earn extra points.

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

1. **SPEECH MAKE-UP: At the instructor’s discretion, you** may be **allowed to makeup** ONE **speech. This speech will be graded with a letter-grade penalty.**
2. You cannot make up the symposium. **This is a group assignment and may not be performed independent of a group.**

**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 grade “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.

**Electronics:** Cellular telephones must be put on *vibrate* when in the classroom. If you cannot survive without your phone during class time, then please drop the course. Those with camera phones may not take photographs of anyone without the individual’s permission. Tape recorders & laptops are also disallowed. Exceptions may be made at the instructor’s discretion. This rule will be strictly enforced.

**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.

**HCC Policy Statement – ADA-**Services to Students with Disabilities: Students who require reasonable accommodations for disabilities are encouraged to report to John Reno at 713-718-8397 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office.

**MENINGITIS IMMUNIZATION REQUIRED FOR SPRING REGISTRATION** 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. Beginning with Spring registration, November 7, students will have to satisfy this requirement prior to enrollment. 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.