

S. Gomez Syllabus



SPCH 1315 – Public Speaking Spring 2019 (Northline Campus)

Instructor: S. Gomez

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Cell: 346-202-4331

Class/CRN: SPCH 1315 - 11907

Office Hours: (Mon. – Thurs.) 7 a.m. – 7 p.m.

Contact Preference: 1.Email 2.Cell

Course Semester Credit Hours (SCH): (3)

Total Contact Hours per Course: 48

Course Length: 16 Weeks

Instructional Method: Lecture/Canvas

Meeting Day: By Appointment Only

Meeting Time: By Appointment Only

Course Prerequisites:

Must be placed into college-level reading and be placed into college-level writing.

HCC Catalogue Course Description:

Designed to develop proficiency in public speaking situations; emphasis upon content, organization, and delivery of speeches for various occasions. Open to all students. Required of majors in Speech.

ACGM Course Description:

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 ability to effectively evaluate oral presentations.

ACGM Learning Outcomes:

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).

Institutional Academic Discipline/CTE Program Student Learning Outcomes:

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.

Core Curriculum Competencies:

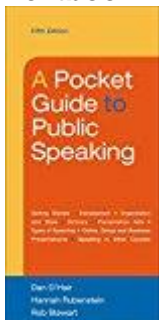
Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Students enrolled in this core curriculum course will complete a discussion topic or case study designed to cultivate 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 development, 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

Instructional Materials:

Textbook:



ISBN-13: 978-1457601842

ISBN-10: 1457601842

by **Dan O'Hair** (Author), **Hannah Rubenstein** (Author), **Rob Stewart** (Author)

Grading Policy:

HCC Grading 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
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.

COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

INCOMPLETE

An incomplete will be allowed to students who have 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.

SPEECH MAKE-UP DAY: The “speech make-up day” is available to students who cannot come to class on their due date and/or communicated with the instructor 24 hours in advance about an extenuating circumstance. Students will not be able to make up any speeches if they do not show up on the due date and fail to contact the instructor 24 hours in advance. Twenty points will be deducted from the make-up speech. If students have questions about the speech prior to the due date, your instructor welcomes your questions and concerns. Make-up Day for speeches will need to be scheduled.

Instructor Grading: Presentations, assignments and projects will be evaluated according to the following criteria:

- Adherence to all specific assignment guidelines/content requirements.
- Adherence to deadlines.
- Level of technical difficulty attempted and achieved. More sophisticated work may receive higher scores.
- Creativity and Originality: Solving the assignments in an imaginative and unique way may lead to a higher score.
- Honesty: Submit your own work.

Grade Determination:

Details	Percent of Final Average
Assignment	20%
Perform Speeches	40%
Career Project	20%
Symposium	20%
Final Exam	TBA
Total: A- 90%, B- 80%, C- 70%, D- 60%, F- 59% ↓	100%

LEARNING ASSESSMENTS

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

1. Exams
2. Written, oral, and online assignments

EXAMINATIONS

All students will complete a written midterm and final. The midterm will cover quizzes and text material. Everything is fair game for an exam question, so read chapters and study quizzes.

ASSIGNMENTS

Refer to course calendar.

DEADLINES

All work is due on the assigned due dates. **(NO EXCEPTIONS) No late work will be accepted.**

Be sure to mark your calendar for assignment due dates.

ATTENDANCE

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

All enrolled students are required to attend class, be on time, and remain until dismissed.

1. Arrive to class **no later than 10 minutes** beyond the scheduled class time, unless preapproved by the instructor. Failure to comply will prevent you from signing the **Daily Attendance Roster**, and reduce your status to *absent*.
2. 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.

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 all formal 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.

FREEDOM OF EXPRESSION: Educational institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students and student organizations will be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They will be free to support causes by orderly means which do not disrupt the regular and normal operation of the institution and which comply with the regulations that relate to student activities and conduct. At the same time, it should be made clear to the educational and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Recognized student organizations will be allowed to invite and to hear any person of their choosing when the purpose of such an invitation is consistent with the aims of the college district. Hate messaging will not be tolerated and will result in disciplinary action.

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

- a. All students must come prepared to class.
- b. No gum, hats, caps, or "do rags".
- c. Revealing clothing is unacceptable and not permitted in class.
- d. Refrain from bringing children to class.
- e. Professional attire is required for speech presentations. **(Refer to time frame)**
- f. 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.



Communication Policy

- ✓ The **most effective** way to contact me is by **emailing** me via **Canvas**.
- ✓ The **second most** effective way to reach me is text or call me at 346-202-4331. This is my cell number, therefore, do not misuse it. **I am available (Mon. – Thurs) 7am – 7pm.**
- ✓ Emails or Discussion Questions asked on Friday's – Sunday's will be answered on Monday. Please note that emails or discussion posts that are received after 7 pm during the weekday will be answered on the next business day.
- ✓ Since this is a communication class, all communication from you is fair game for teachable moments. I understand that many students approach emailing in a similar way to texting where the norms are brevity & informality. Professional emails will be essential to your future success, so when emailing me, please adhere to the guidelines below. Emails that do not meet these guidelines may be returned for a second attempt.
 - Use a clear subject line
 - Use a greeting & signature
 - Let me know what class you are in and what assignment you are referring to.
 - Use standard proper punctuation, spelling & grammar
 - Do your part in solving what you need to solve
 - Remember expectations of respect
- ✓ **Read this:** [Email Etiquette for Students](#)

HCC Course Withdrawal Policy:

The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you and Distance Education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. Contact your DE professor regarding your academic performance or a DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

The final withdrawal deadline for each term can be found under the calendar which is on the [HCC Home Page](#). If you click on [Academic Calendar](#) and select the term you are currently enrolled in, you will be able to find exactly when the withdrawal deadline is for the semester (and various other important dates as well). Classes of various durations (regular term, second start, mini-term, flex-entry, 8-weeks, etc.) may all have different final withdrawal deadlines. Please review HCC's online [Academic Calendar](#) or contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Distance Education Advising and Counseling Services:

Much DE student information can be found on the DE Student Services website: <http://de.hccs.edu/>. Advising or counseling can be accomplished by telephone at (713) 718-5275 - option # 4 or visiting the following AskDE Form Online page (you would need to fill out the form): <http://de-counseling.hccs.edu/StudentSignIn/>. Student Services Associates (SSA) and Counselors can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled, if necessary, as HCC counselors maintain a local referral base in order to provide appropriate referrals to students with personal or family issues that may require long-term solutions.

International Students:

International Students are restricted to ONLY ONE online/distance education class per semester. Please contact the International Student Office at (713) 718-8520 if you have additional questions about your visa status.

Students with Disabilities:

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office." Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance. The following are the Disability Support Services Office phone numbers:

* System	(713) 718.5165
* Central	(713) 718.6164
* Northwest	(713) 718.5422
* Northeast	(713) 718.8420
* Southeast	(713) 718.7218
* Southwest	(713) 718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

Title IX Clause:

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 oi@hccs.edu.

School of Continuing Education Guidelines; Student Rights, Policies & Procedures; and Distance Education Policies:

The following link will take you to the School of Continuing Education for links including information on email, parking, attendance, earning Continuing Education Units, policies, and more: www.hccs.edu/continuing-education/students/. The Student Handbook can be found at www.hccs.edu/district/students/student-handbook/.

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. 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/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf>.

Virtual Classroom Conduct:

As with on-campus classes, all students in HCC Distance Education courses (including Hybrid Courses) are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

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.

Academic Dishonesty:

HCC commits itself to the preparation of Mass Media professionals and scholars. Such a mission demands the highest standard of academic honesty and integrity. 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.

Use of Cameras or Recording Devices:

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. The duplication and/or reproduction of any class material(s) without the consent of the author or instructor is strictly prohibited. This also goes for the Online side of this class, you may not reproduce or duplicate any materials without the instructor's guidance as well as consent. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

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 near the end of the term, 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 department 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. For more information, you may go to the following site for these evaluations:

<http://central.hccs.edu/students/egls3/>

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

First, you should understand the difference between Open Carry, legislation effective January 1, 2016 and Campus Carry, effective August 2017 for community colleges—these are two different laws.

1. Texas House Bill 910, known as the "Open Carry" law, allows licensed handgun owners with the right to carry a handgun visibly in a waist belt holster or a shoulder holster, **but they may not openly carry on or in a college campus or building and they may not openly carry on any public or private driveway, street, sidewalk or walkway, parking lot, parking garage or other parking area of the college.**






2. Texas Senate Bill 11, known as the "Campus Carry" law, will allow individuals who have a valid Texas handgun license to carry a concealed handgun in certain areas on college campuses. Again, this legislation does not apply to HCC until August 2017.

Right now, no guns are allowed on college campuses.

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 **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.

**** Course Calendar subject to change ****

MODULE NUMBER	SPCH 1315 COURSE CALENDAR SPRING 2019	DATES
1	Syllabus Overview	Jan. 16 th
2	Take Roll & Discuss Calendar Syllabus Acknowledgment Form, Introductions, Procure student info- App Lecture: Speech Anxiety, Public Speaking	Jan. 23 ^d
3	Homework Due: ➤ Student Learning Style Survey **Bring Completed Scoring Sheet (discuss in class) Discuss – Listening Exercise	Jan 30 th
4	Organizing & Outlining Your Speech (Intro, Body, Conclusion) Prezi Presentation & Example of Outline Choose Informative Speech Topics – Get Approval Elevator Speech (less than one minute)	Feb. 6 th
5	 View - Informative Speech Examples 1) Student Evaluate Speakers 2) Audience Analysis (Political Figures)	Feb 13 th
6	Perform - Informative Speech with Full Sentence Outline (3-4 min)	Feb. 20 th
7	Discuss Career Project Expectations Discuss Persuasive Speeches & Show Examples	Feb. 27 th
8	Question and Answer session – Career Project	March 6 th
	<i>Spring Break</i>	March 11 th - March 15 th
9	Submit Hard Copy in Class: Career Project Discuss research in class. (Volunteers for Performing on Career)	March 20 th
10	Perform - Persuasive Speech (on Career) with Full Sentence Outline (3-4 min)	March 27 th
11	View – Group & Team Communication Video Clips Discuss Symposium Project & Choose Groups	April 3 rd
12	Symposium Workshop	April 10 th
13	Work in Cooperative Learning Groups - Meeting  	April 17 th
14	Work in Class & Ask Questions - Bring Laptops to work on Symposiums	April 24 th
15	Work in Cooperative Learning Groups - Meeting  	May 1 st
16	Symposium Presentations 12-25 minutes with typed outline	May 8 th

Syllabus Acknowledgement Form

1315: Public Speaking

Course Syllabus

This is to acknowledge that I have received a copy of the syllabus for the course **SPCH 1315**. I understand that it is my responsibility to read the syllabus and to abide by the guidelines presented therein.

Printed Name

Date

S. Gomez

Instructor's Signature