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## SPCH 1315 – Public Speaking (DE)

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**Instructor:** S. Gomez

**Email:** shalanda.gomez@hccs.edu

**Cell:** 346-202-4331

**Class/CRN:** SPCH 1315 - 12806

**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:** Online

**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

### **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.

**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
Assignments	10%
Discussions	5%
Perform	50%
Journal	5%
Final Exam	10%
Project	20%
<b>Total: A- 90%, B- 80%, C- 70%, D- 60%, F- 59%</b> ↓	<b>100%</b>

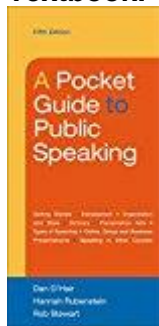
## contact me

### 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:** [Inside Higher Ed Article](#)

### Instructional Materials:

#### Textbook:



ISBN-13: 978-1457601842

ISBN-10: 1457601842

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

## 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:

* <b>System</b>	(713) 718.5165
* <b>Central</b>	(713) 718.6164
* <b>Northwest</b>	(713) 718.5422
* <b>Northeast</b>	(713) 718.8420
* <b>Southeast</b>	(713) 718.7218
* <b>Southwest</b>	(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 [oiie@hccs.edu](mailto:oiie@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/](http://www.hccs.edu/continuing-education/students/). The Student Handbook can be found at [www.hccs.edu/district/students/student-handbook/](http://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.

## **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.

# Syllabus Acknowledgement Form

## Directions:

1. Please copy and paste this [form](#) into a Word Document.
2. Print your name (computer signature) & Date the form.
3. [Submit via Canvas only.](#)

## 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.

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Printed Name

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Date

*S. Gomez*

Instructor's Signature