



**Division of English and Communication
Speech Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/speech/>

SPCH 1315: Public Speaking | Lecture | #12345

Summer I 2019 | 5 Weeks (06.03.2019-07.07.2019)

In-Person | South Early College | MTWR 12:30 p.m.-3:00 p.m.
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Dr. Shera Carter Sackey
Office: Classroom
HCC Email: shera.carter@hccs.edu

Office Phone: 832-598-6674
Office Hours: By Appointment
Office Location: South ECHS

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please contact me via email. I usually respond to emails within 24 hours, Monday-Thursday. I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

Did you know that Public Speaking is listed as American's number one fear, even before death? In this course, you will be introduced to the tools you need to create and deliver effective speeches. You will also learn proven techniques to build your confidence by overcoming anxiety associated with public speaking. The course uses 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 the ability to effectively evaluate oral presentations.

My Personal Welcome

Welcome to Public Speaking—I'm delighted that you have chosen this course. One of my passions is public speaking; we actually have a love/hate relationship! In this course, I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to discuss issues is in person and I am available

during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with confidence in your public speaking skills.

Prerequisites and/or Co-Requisites

SPCH 1315 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in SPCH 1315 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section of SPCH 1315 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

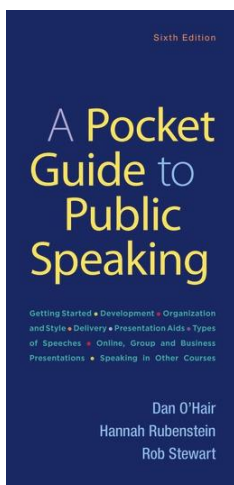
Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

The textbook listed below is required for this course.
"A Pocket Guide to Public Speaking" (6th edition) by Samuel Dan O'Hair, Hannah Rubenstein, and Rob Stewart (MacMillan Education)
 ISBN: 978-1319102784



Temporary Free Access to E-Book

Here is the link to get temporary free access to a digital version of the text for 21 days:
<https://reg.macmillanhighered.com/Account/Unauthenticated?TargetURL=http://www.macmillanhighered.com/launchpad/pocketspeak6e/9776722>

Other Instructional Resources

Publisher's Digital Workbook

MacMillan Publishing, the publisher for the textbook used in this course, offers a digital workbook. If a digital workbook is used in this course, the assignments and activities will be available in Canvas.

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

SPCH 1315 focuses on research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. The course is designed to develop proficiency in public speaking situations; emphasis on content, organization, and delivery of speeches for various occasions.

Core Curriculum Objectives (CCOs)

The HCCS Speech Discipline Committee has specified that the course address 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 department, 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.

Program Student Learning Outcomes (PSLOs)

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.

Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1315, the student will be able to:

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).

Learning Objectives

1. Analyze speeches, statements, and behaviors—orally and in writing.
2. Conduct discussions to help students evaluate diverse issues and topics.
3. Employ exercises and assignments that will train students to properly structure oral presentations for formal and informal settings.

Student Success

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Speeches

There will be four graded speeches. Speeches will be graded on content, organization, language, delivery, and visuals.

Speech of Introduction
 Informative Speech
 Persuasive Speech
 Group/Special Occasion Speech

Exams

There will be a Midterm Exam and a Final Exam

Grading Formula

Student learning outcomes will be evaluated based on:

Chapter Quizzes	10%
Exams/Projects	20%
Speeches	55%
Attendance & Participation	<u>15%</u>

100%

** Speech Breakdown (Introductory Speech 5%), Informative Presentation 15%, Persuasive Speech (Debate) 20%, Speech of Occasion/Group Speech 15%)

Grade	Total Points
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Speech Calendar

Public Speaking Course Calendar Summer 2019

Summer Session

**Tentative/Subject to Revision **

Please have all chapters **read before** you come to class. Reading quizzes announced in class.

Week 1

Monday 6/3 Class Overview and Expectations
 [Introduction Speeches](#)
 [Ch. 22](#)

Tuesday 6/4 Read these chapters before class.
 Highlights of Chapters 1-5, 10,12,14-discussed in class
 Outline Format
 Informative Speech Topic Approval

Wednesday 6/5 Speech Workshop

Thursday 6/6 Informative Speeches are Due

Week 2

Monday 6/10 Informative Speeches-Continues-Ch. 23

Tuesday 6/11 Chapter 23 and 24

Obtain Persuasive Speech Topic Approval. Please bring 3 written topics to class.

Wednesday 6/12 Persuasive Speech Workshop

Thursday 6/13 Persuasive Speeches are due

Blackboard Midterm Exam (Chapters 23-24)/Additional Assignments posted online

Week 3

Monday 6/17 Persuasive Speeches-cont.

Tuesday 6/18 Chapter 25 and 27

Wednesday 6/19 Chapter 25 and 27

Thursday 6/20 Group Speech Workshop

Week 4

Monday 6/24 Group Speech Workshop

Tuesday 6/25 Group Speech Workshop

Wednesday 6/26-Group Speech-Due

Thursday-6/27-Group Speech

Week 5

Monday 7/1 Group Speech

Tuesday 7/2-Final Exam (Ch. 25 and 27)

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Turn-in assignments on the date it is due at the beginning of class. If you are absent the day your speech is due you will receive a zero. Late assignments WILL NOT be accepted unless there is a documentable, verifiable emergency i.e. hospitalization (see San Jac's absence policy). Typed-Speech outlines are due the 1st day at the beginning of the week. If you do not turn in an outline (hard copy) on time, you will not be able to present speech.

Academic Integrity

Scholastic Dishonesty will result in a zero and referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Integral components of this class include lecture material, participation in group discussions, in-class quizzes and writing assignment, journal composition, and, occasionally, peer review. **As such, it is vital that you attend each and every class; therefore, attendance is mandatory.** I understand that emergencies and unexpected circumstances arise that may prevent you from attending a class. If this occurs, please contact me as soon as possible via email and make sure that you check with a class colleague to find out what you missed or refer to course calendar.

I will take attendance at the beginning of each class. If you arrive late, please check with me after class to make sure that I mark you as present. Please also verify that your absence has been changed via Blackboard the same day. Please email me within 48 hours for corrections. Corrections will not be made after the 48 hour period to any tardies or absences. Your attendance is available to you online 24/7.

Please be on time. Each time a student comes in late, it creates a distraction which is not fair to the students who arrive on time. Three tardies equals one absence. You are expected to stay for the duration of the class unless otherwise instructed. If you leave early, you will be counted absent. *You will be allowed three absences without penalty, period. Each subsequent absence will result in a deduction of one letter grade (10 points) from your final average or if an attendance grade is given at the end of the semester 4 or more absences will receive a zero for any attendance grades given. *There will be no deviation from this policy.* I use Eagle Online to monitor and record attendance. If you have a question/concern about your attendance, please address it as soon as possible (within 48 hours) of the absence if there are any concerns. I will NOT go back at the end of the semester to "correct" any absences unless otherwise noted. It is your responsibility to check your attendance and make sure that there are not any issues. Do not wait until the end of the semester.

Student Conduct

CLASS PARTICIPATION POLICY Classroom participation activities occur in class and cannot be “made-up”. This is a performance-based class. .

CLASSROOM ETIQUETTE

Students must show respect for themselves, their classmates, the instructor, and their studies by adhering to the following policies:

- A. Cell phones and ALL electronic devices (IPAD, notebooks, e-readers, laptops) must be **silenced** and put away during class. You will be notified when you can utilize these items.
- B. Do not talk, do homework for other classes, read, or prepare your class assignments during the instructor’s lecture or during others’ presentations.
- C. Use appropriate language. Do not speak disrespectfully to others or the instructor by using racial, cultural, sexual, or homophobic slurs. Do not mock a person’s accent, pronunciation, or native dialect. Speaking to match a person’s speech pattern in a way that you do not normally speak in is also inappropriate.
- D. Avoid coming to class late. Frequent tardiness and tardiness of 20 minutes or more will be counted as absences.
- E. Do not interrupt another student’s presentation by entering the classroom while they are speaking.
- F. Do not wear baseball caps or sunglasses, chew gum, or having anything in mouth while presenting.
- G. Follow all the student guidelines and rules of behavior in the *SJC Student Handbook*.
- H. Please do not enter or exit the class while a person is delivering their speech, points will be deducted from your speech if this occurs.

Important

Electronic Devices:

The use of Cell phones, I-pods, etc. in class is prohibited {unless otherwise indicated}. Such devices are a distraction to me and to your fellow classmates (in addition, I think that it is rude to text/type/talk while I am lecturing). Turn cell phones off or switch them to silent when you enter the classroom. **This policy is not negotiable**. If you text during class: first offense – I will ask you to put the device away; second and subsequent offenses - you will be asked to leave and you will be counted absent for the day. Students are not permitted to leave class to answer a phone call. If you do, please do not return to class and you will be counted absent for the day.

Computers:

I understand that many of you take notes on laptops/tablets/computers, etc... Unfortunately, such devices can also serve as a serious distraction. If you feel that you need to utilize a device for taking notes, accessing Blackboard, etc...please be courteous of others and do so as authorized by the instructor. Also, if you do, it should be for the purpose of taking notes and/or accessing course materials ONLY (in other words: no Facebook, etc.). During breaks, if you wish to access social media, personal email, etc... that

is fine. If anything or than the textbook is accessed and I see it, you will first receive a verbal warning. If it is accessed a second time, or you are completing an assignment during my class time other than what is assignment at the moment you will be asked to leave and receive an absence for that day and your technological privileges in the classroom will be revoked due to misuse.

Recordings

There are to be no unauthorized recordings or picture taking of any kind unless otherwise noted and allowed by the instructor.

Classroom Discussions:

We will be discussing various topics and readings throughout the semester. Some of the material is controversial and will inspire spirited discussion. Everyone is expected to participate in classroom discussions in an open exchange of thought and ideas. However, remember to be courteous and respectful in your responses. Offensive language and/or humor and aggressive personal advances are specifically forbidden.

Food and/or Drink:

Food can be a disruption. If you must eat, please do so before the scheduled start time of class with your items put away at the time class is scheduled to begin. Be sure that your food choices are not overpowering. You may drink in class. If you bring in something that disrupts the class, you will be asked to take it outside.

Instructor's Course-Specific Information (As Needed)

You will receive feedback on assignments within a week of submitting or less. Grades will be posted frequently.

Electronic Devices

Please silence cell phones and put them away unless the instructor permits the use of the cell phone during instruction. (See policy above..)

Speech Program Information

The Speech Department at HCC offers the students a variety of courses to help fulfill the Communications portion of their core requirements.

AWARD TYPES: Courses Only

AREA OF STUDY: Liberal Arts, Humanities & Education

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

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

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
 Director EEO/Compliance
 Office of Institutional Equity & Diversity
 3100 Main
 (713) 718-8271
 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Please see below for the Speech Program Department Chairs' contact information; the Dean's contact information is also provided.

Department Chair: Dr. Danielle Stagg
 Email address: danielle.stagg@hccs.edu
 Telephone Number: 713-718-5478

Dean of English & Communication: Dr. Amy Tan
Email address: amy.tan@hccs.edu
Telephone number: 713-718-7814