

Houston Community College

SPEECH

SPEECH 1315 PUBLIC SPEAKING
CRN 48118 MW 1:00 p.m.-3:00 p.m.

INSTRUCTOR: Shera D. Carter Phone: 832.723.9510 Fax: 713-718-6375
Fine Arts/Speech Department Office: Fine Arts Building

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Office Hour: By Appointment

SPCH 1315 Public Speaking is 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. **Prerequisite**: SPCH 1311 or ENGL 1301. Credit: 3 semester hours (3 hour lecture).

PURPOSE: SPCH 1315 is designed to enable students to examine the principles of speech making and to examine the importance of public speaking as communication so that they will be able to research, organize, and deliver material effectively.

GOALS AND OBJECTIVES: Students finishing the course should be able to:

1. state the importance of public speaking as a communication process.
2. define the basic responsibilities of a public speaker.
3. display the qualities of good listening.
4. prepare a speech, following a step-by-step procedure.
5. define and implement thesis statements.
6. define, describe and use research materials.
7. organize the content of a speech and choose proper diction for the content.
8. practice and deliver a speech.
9. research, organize, prepare and deliver a minimum of six speeches and one panel discussion.
10. use visual aids effectively.

TEXTBOOKS AND COURSE MATERIALS:

- *A Public Guide to Public Speaking*, 3rd edition, by O'Hair, Stewart, and Rubenstein. Bedford St. Martins.
- A supply of 8 1/2 x 11 loose-leaf notebook paper (not torn from a spiral-bound notebook).
- A supply of 3 x 5 index cards, ruled or plain.
- Ballpoint pen (blue or black), several #2 pencils (or a good mechanical pencil), and an eraser.

TESTS AND EXAMS

Midterm	Chs. 1-15	Session 12	Oct 18
Final	Chs. 15-35	Session 21	Dec 13

GRADING

Speeches	40%
Class Participation	20%
Attendance	20%
Midterm Exam	10%
Final Exam	10%

ATTENDANCE: SPCH 1315 is a performance-based class and as such REQUIRES that the student be present for EACH class meeting. Students who are absent for more than 6 hours of instruction, as stated in the catalogue, may be withdrawn or dropped. Absences are defined as non-attendance during the regularly scheduled class period for whatever reason, illness notwithstanding. (3 tardies equals 1 absence) Tests missed by the student may be made-up during the office hour of the Instructor on the next class day (or by appointment if a documentable verifiable excuse is provided i.e. doctors excuse, hospital discharge). Speeches may not be made up unless the student presents a doctor's excuse that covers both speech days. An absence, by virtue of its definition, cannot be made up. Students are responsible for next assignments as though they had been present. It must be noted that the student must file all required paperwork in order to drop this class. The instructor will NOT administratively drop the student for nonattendance. Failure of the student to officially drop this class will result in a grade of "F" for the course.

TARDIES: Punctuality in college classes is important, just as it would be in the workplace. Students are expected to be in the classroom ready to begin at or before 1:00 pm. Leaving before the end of the class will also be considered a tardy. On speech days, speeches will begin promptly at 1:15 pm. **NOTE WELL**: Any student entering or leaving the room during another student's speech will be penalized one letter grade on his/her speech for each occurrence. Leaving early is also considered to be a tardy.

ASSIGNMENTS: Assignments are due on the date that is called for by the Instructor. Assignments include selected reading materials, speeches, quizzes, research work, library work, observations, examinations, and other exercises. Assignments **are not** accepted after the date assigned. If you anticipate being absent. E-mail the assignment the date it is due before that class begins. This excludes speeches.

SYLLABUS: Each student received a copy of the class syllabus, which outlines the class assignments and activities for the semester. The syllabus becomes the official assignment instrument for the class and the student is responsible for meeting the

requirements for each class activity as those requirements are detailed in the syllabus unless ALTERED BY THE INSTRUCTOR.

GRADE VALUES

Numerical grades:

Letter Grades:

90-100 = A

A = 95

80--89 = B

B = 85

70--79 = C

C = 75

60--69 = D

D = 65

0--59 = F

F = 50

SCHOLASTIC DISHONESTY: The student's attention is called to the Student Disciplinary Rules of section of the *HCCS Student Handbook*. Plagiarism, cheating, and other forms of academic dishonesty are prohibited by college system policy and the rules of this class. Plagiarism involves using the ideas or words of another person (either in whole or in part) **without crediting the source**. Cheating involves fraud and deception for the purpose of violating legitimate testing rules. In this class, scholastic dishonesty will result in a grade of "F" for the course, and will subject the student to possible further discipline including academic probation and expulsion.

LIBRARY ASSIGNMENTS: Speech 1311 requires that the student research materials necessary for preparing and delivering some speeches taught in the course; therefore, the student is required to perform library research and specific assignments relating to library work. The student should be prepared to spend several hours out of class on these assignments.

REASONABLE ACCOMODATIONS: Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact Dr. Becky Hauri in the Disability Services Office of Southwest College at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact Dr. Becky Hauri, Disability Counselor for Southwest College, at 713-718-7909 to determine accommodations.

SEXUAL HARRASSMENT: It is a violation of HCCS policy for an employee, agent, or student of the college to engage in sexual harassment as defined in the EEOC guidelines.

HCCS POLICY: Ringing cellular phones or sounding beepers constitute a major disruption of instruction. Students must remember to turn **off** phones and beepers while they are in class.

SPEECHES: There will be five graded speeches. **Speech of Introduction** – 1 to 2 minutes – introduce an assigned classmate (see book pages 315-6). This speech is not graded. **Persuasive Speech** – 3 to 5 minutes – The goal is to influence the attitudes, beliefs, values, and acts of others. **Demonstration Speech** – 3 to 5 minutes – demonstrate

a process telling the audience how to do something, how to make something, or how something works (see book pages 232-3). **Informative Speech** – 3 to 5 minutes – inform the audience about a concept, process or event through the use and quotation of research, and use a variety of developmental techniques (see book page 245). **Speech of Occasion** (Instructor will provide specific instructions) Speeches are graded on content, organization, language use, delivery, and visuals.

SPEECH RULES: (1) The **minimum times** listed for speeches above are **absolute** minimums. Points are forfeited for insufficient length as follows: 1 to 15 seconds short – minus 5 points. 16 to 30 seconds short – minus an **additional** 10 points (total 15). 31 to 45 seconds short – minus an **additional** 15 points (total 30). 46 to 60 seconds short – minus an additional 20 points (total 50). Speeches that are 61 or more seconds short will receive no credit (in other words, you get a grade of “0” for the speech), and it may not be made up. (2) The maximum times listed for speeches above are absolute. The instructor will cut off your speech at the timed maximum, and if you have not finished a major portion of your speech, such as a main point and/or the conclusion, you will not receive credit for that portion not completed. (3) **There are absolutely no make-ups for speeches.**

CLASS CALENDAR

Tentative

Fall 2010

Session 1	Sep 27	Introduction/Speech 1, Speech of Introduction
Session 2	Sept 29	Discussion/Activity
Session 3	Oct 4	Discussion/Activity
Session 4	Oct 6	Discussion Activity
Session 5	Oct 11	Speech Workshop/Impromptu Speeches
Session 6	Oct 13	Speech Workshop/Outline Organization
Session 7	Oct 18	Mid Term Exam
Session 8	Oct 20	Speech II Informative Speeches
Session 9	Oct 25	Speech II Informative Speeches
Session 10	Oct 27	Debrief of Speeches
Session 11	Nov 1	Speech III Persuasive Speeches
Session 12	Nov 3	Speech III Persuasive Speeches
Session 13	Nov 8	Debrief of Speeches
Session 14	Nov 10	Speech IV Demonstration Speeches
Session 15	Nov 15	Speech IV Demonstration Speeches
Session 16	Nov 17	Discussion/Activity
Session 17	Nov 22	Speech of Occasion
Session 18	Nov 24	Thanksgiving Holiday
Session 19	Nov 29	Speech of Occasion
Session 20	Dec 1	Debrief of Speeches
Session 21	Dec 6	Review for Final
Session 22	Dec 13	Final Exam

QUESTIONNAIRE - PUBLIC SPEAKING
Please write or print CLEARLY

Name: _____

Student ID #: _____ E-mail: _____

Phone: Home: _____ Work: _____

List the classes you are taking at HCC:

List other responsibilities: (work, children, etc.)

What is your major: _____

List Hobbies or other special interests:

What do you hope to learn in PUBLIC SPEAKING?

What are your goals for the future? _____

Note: Students are responsible for seeing to it that this information is updated as required.