

FUNDAMENTALS OF PUBLIC SPEAKING
Fall 2012 (8/27 – 12/16)
Tues./Thurs.

SPCH 1315.15537.036

(NRG – Rm. 2155 9:00 am – 10:20 am)

SPCH 1315.15527.022

(NRG – Rm. 2155 10:30 am – 11:50 am)



“The only reason to give a speech is to change the world.”

~Nick Morgan, Author: Give Your Speech, Change the World: How to Move Your Audience to Action

Instructor: Theresa E. Glenn

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Office Hours:

Mon/Wed South Austin Campus, Rm. 1321: 12:00 pm - 1:00 pm
SAC Phone 512-223-9224

Tues/Thurs NRG Campus, Rm. 4128B: 12:30 pm – 3:00 pm
And by appointment

*****E-mails will be replied to during office hours. Please allow for time delays regarding assignment questions.**

Please log into Blackboard for course grade status, handouts, and assignments in MyCommunicationlab. .

Greetings and Welcome to Speech 1315!! Although this course is usually taken as a requirement for most students it is my personal goal as an instructor that you leave this semester with information that is valuable to you in your personal and professional lives. Overall, it is my wish that you find the course much more useful than just getting the “required grade”. Public Speaking is a skill that will enable you to reach your goals, whether they are social or professional. I believe you’ll find the course challenging, interesting and rewarding. Please feel free to contact me during office hours, via e-mail or telephone with any questions, comments, ideas or concerns you have. I look forward to forging ahead together into the world of speech communication.

Required Text and Materials: Grice, G. & Skinner, J. (2013). Master Public Speaking, with MySpeech Lab/Communication Lab, 8th Edition. Pearson. (ISBN: 0-205-829554).

<ul style="list-style-type: none"> • 1 - 3-ring binder (optional) • 2 - Green scantrons 	<ul style="list-style-type: none"> • Computer access with internet for Blackboard and My Speech Lab/Communication Lab access, typed assignments, and e-mail exchanges.
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Course Description:

Fundamentals of Public Speaking is the study of the basic principles and techniques in research, composition, organization and delivery of speeches for various purposes. The course concentrates on practical experience in developing speaking and listening abilities to enable the student to communicate orally in clear, coherent language appropriate to the purpose, occasion, and audience.

Course Objectives:

- To introduce students to fundamental & advanced theories of public speaking.
- To show students how to incorporate these theories to their own speaking experiences.
- To improve students’ communication skills in a variety of public speaking contexts.

Student Objectives:

After completing this course you should be able to:

- Explain the process-oriented nature of communication as it relates to public speaking through invention, organization, drafting, revision, editing, and presentation.
- Demonstrate an understanding of the basic principles and techniques for the research, composition, organization and delivery of speeches for various purposes.
- Effectively manage communication apprehension.
- Conduct an audience analysis and select appropriate communication choices.
- Research and give an oral presentation with appropriate documentation.
- Use computer-based technology in communicating and acquiring information.
- Appropriately apply various modes of delivery in oral communication, e.g. manuscript, extemporaneous, impromptu, and memorized.
- Apply basic principles of critical thinking and problem solving, and technical proficiency in the development of oral presentations and argument.
- Foster a better understanding of cultural and ethnic diversity.
- Recognize how public speaking contributes to you becoming a responsible member of society.

As a student, you can expect to acquire these abilities only if you honor all course policies, attend class, participate in class exercises and complete assignments in good faith and on time. Students may vary on their achieved competency levels regarding these abilities.

Mastering Public Speaking – The Secret C.O.D. E.®

Content

Organization

Delivery

Evaluation

- *Chap 2: The Ethics of Public Speaking*
- *Chap 5: Analyzing Your Audience*
- *Chap 6: Selecting Your Speech Topic*
- *Chap 7: Researching Your Topic*
- *Chap 8: Supporting Your Speech*
- *Chap 10: Introducing & Concluding Your Speech*
- *Chap 15: Speaking to Inform*
- *Chap 16: The Strategy of Persuasion*

- *Chap 5: Analyzing Your Audience*
- *Chap 9: Organizing the Body of Your Speech*
- *Chap 10: Introducing & Concluding Your Speech*
- *Chap 11: Outlining Your Speech*
- *Chap 17: The Structure of Persuasion*

- *Chap 3: Speaking Confidently*
- *Chap 12: Wording Your Speech*
- *Chap 13: Delivering Your Speech*
- *Chap 14: Using Presentational Aids*

- *Chap 2: The Ethics of Public Speaking*
- *Chap 4: Listening (Appendix – Giving and Receiving Criticism)*
- *Chap 5: Analyzing Your Audience*

Course Skill Levels.

In accordance with H.B. 2183, students who enroll for ACC Speech courses are expected to demonstrate competent English speaking and listening skills:

- “Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion and audience.”
- “Listening at the college level means the ability to analyze and interpret various forms of spoken communication.”

Participation:

You are strongly encouraged to listen, observe, and participate actively in each class meeting. Because our subject – speech communication – requires you to live and breathe each experience, each class session is treated like a communication laboratory where you will practice applying theory to your presentation skills.

Attendance:

ACC’s General Policy Statement:

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Instructor Policy:

This course emphasizes theoretical and practical aspects of communication, thus, it is important that you attend all class sessions. Attendance will be taken daily. If absent for an in-class activity in which a grade is taken, you will receive a zero. **Two points will be added to your overall final grade if you have no more than one absence for the semester. I do not distinguish between excused or unexcused absences for this purpose. Students who are absent more than five classes (excused or unexcused) will fail the course.** You are expected to arrive to class on time and remain for the entire period. Arriving 15 minutes late or leaving 15 minutes early will constitute one absence. If you arrive late to class on a scheduled speech day, do not enter the room while another student is delivering his/her speech. Wait outside until you hear the applause signaling the end of that speech. In general, try to leave the desk closest to the door empty for “late arrivals.”

Withdrawal:

ACC’s General Policy Statement:

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Instructor Policy:

It is the student’s responsibility to withdraw from the course by the official withdrawal date (11/26/12) if personal circumstances prevent progress. Thus, if you stop attending class and do not officially withdrawal through the registrar’s office you will receive an “F” as your final grade. I reserve the right to withdrawal any student from the course for lack of attendance or lack of progress.

Incompletes

ACC General Policy Statement:

An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Instructor Policy:

Incompletes are given on rare occasions only in the event of extreme circumstances. A student must have a "C" average or higher for me to consider an "incomplete." Please visit with me if the situation arises.

Late Work/Missed Exams:

No homework will be accepted late without penalty, even if you were absent the day it was assigned. You are responsible for announcements made and homework assigned during a missed class! No excuses. Thus, homework is due on the assigned date at the beginning of class. You do not get an extra day because you missed the class in which it was assigned. *Be sure to check with a classmate or on Black Board or contact me via e-mail. Homework turned in late will be penalized twenty points each day it is late, not each class period. You may put it in my mailbox in the duplication room in Bldg 1000 on the first floor to avoid severe late penalties. I will not accept it passed four (4) days after it was assigned, even if you were absent the day it was assigned.*

Students may make up one missed exam with no penalty as long as it is taken within three days of the original exam date (including weekends) and before class on the third day. Make-up exams may be taken at the NRG testing center (Bldg 3000) with the instructor's permission and notification. You are expected to contact me regarding a missed exam/presentation prior to or on the exam day otherwise no make-up work will be allowed. A make-up may not be taken after the 3 days. Any additional make-up exams or late work will only be allowed due to an excused absence or an extreme circumstance, and even under those circumstances a penalty of 10 points will be assessed.

Excused absences require documentation verifying one of the following: a) required military service; b) you are hospitalized/doctor's note; c) funeral attendance for a member of your family; or d) your first enrollment in the course occurred after it began. Being absent for work related or other school activities or planned vacations, etc. will count toward your allotted five absences and do not count as "excused" absences. You must plan accordingly to be successful!

Testing Center Policy

Students using the Academic Testing Center must govern themselves according to the "Student Guide for Use of ACC Testing Centers" and should read the entire guide before going to take the exam. To request an exam, one must have:

ACC Photo ID	Course Synonym (e.g., 10123)
Course Abbreviation (e.g., ENGL)	Course Section (e.g., 005)
Course Number (e.g., 1301)	Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, regardless of whether it is on or off, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at <http://www.austincc.edu/testctr>.

Missed Presentations:

Speaking slots are assigned prior to major speech assignments beginning. You may not pass on your speaking slot. You may be allowed to deliver a make up speech only if the following conditions are met:

1. An *unforeseen, unavoidable, extenuating emergency circumstance* occurs and you can verify that it happened through written documentation. A cold, allergies, work schedule, traffic, or oversleeping do not qualify as extenuating emergency circumstances.
2. You make a conscientious effort to contact me through email, face-to-face, and/or telephone communication PRIOR to your scheduled speaking slot to report your absence.
3. There is time during another class period dedicated to oral presentations, and only *after* the scheduled speakers for that day have completed their speeches.

Make up presentations will be penalized 10 points each day past their assigned slot. The window of opportunity for a make up speech ceases after the last day of assigned speakers.

You are expected to attend all classes in which speeches are being given, even if you have already presented your speech. A 5 point penalty will be deducted from your speech grade if you have an unexcused absence on any of those days.

Note: Make-ups are **not** allowed for any group presentations or the final speech unless you have an excused absence as defined above.

Written assignments:

All written assignments, including outlines, must be *typewritten* and *proofread!* Please put your first and last name, date, and class with section number on every paper. I expect proper grammar and English rules to be followed. No texting lingo! Write outlines and manuscripts in complete sentences and turn them in on the appropriate due date. Outlines are a critical part of the speech preparation process.

Cell Phones, Lap tops and Electronic Media:

All cell phones, pagers, ipods, and any other electronic devices are not to be used during class. You are responsible for making sure that they are turned off or on silence. Text messaging or playing electronic games during class will not be tolerated. I may confiscate your gadget and/or ask you to leave the class for the remainder of the period. **One point will be deducted from your final overall grade each time your phone or other use of electronic devices is a distraction to me or the class.** The penalty will be tracked in your BB grade book. Laptops are not allowed in class unless you personally receive permission from the instructor or OSD staff (signed form required).

Scholastic Dishonesty:

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

Students with Disabilities:

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the 'Notice of Approved Accommodations' from OSD before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Additional information about the Office for Students with Disabilities is available at <http://www.austincc.edu/support/osd/>.

Student Rights and Responsibilities:

ACC General Policy Statement:

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Instructor Policy:

Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Student Standards of Conduct and Disciplinary Process:

By enrolling at ACC, you agree to abide by the college's Student Standards of Conduct. These standards also establish disciplinary procedures for students accused of violating those standards. Acceptable standards of conduct include behavior that:

- Reflects the highest level of honesty and integrity
- Is civil, courteous, and respectful of all members of the campus community, their property, and the property of the college
- Encourages responsibility and prohibits the unlawful use of alcohol, illicit drugs, other substances, and weapons, and
- Promotes mutual respect, equality, and safety of its members and opposes those acts that harass, intimidate, or haze its members.

Violation of these standards can result in penalties ranging from 1-5 points off your homework average.

**ACC Student Need to Know Policies and Procedures - Administrative Rule 1.04.006, 2012.*

Safety:

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>. Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally

jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

In the event of an emergency contact campus police by dialing 222 from any campus phone or 223-7999 from any cell phone or off-campus phone.

Student Support & Success Systems:

ACC is committed to your success while enrolled. Please visit www.austincc.edu/support/index.php to learn how your college can help you be successful. ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: <http://www.austincc.edu/s4/>. ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.austincc.edu/tutor/students/tutoring.php> For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Use of ACC Email

All College e-mail communication to students will be sent solely to the student's ACC Gmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

Course Assignments and Grading:

Your grade in SPCH 1315 will be based upon four oral presentations/assignments, two exams, developmental skill building speeches and additional homework assignments. The distribution of each assignment is listed below:

Speeches

- **Any Old Bag presentation – including outline** _____ X .05 = _____ pts
(Speech of introduction using four visual aids.)
- **Special Occasion Presentation** _____ X .10 = _____ pts
(Assignment offers a variety of context including an acceptance speech, speech of tribute, speech of introduction or an impromptu speech.)
- **Informative Speech – including outline** _____ X .20 = _____ pts
(This speech is a researched speech given with the general purpose of imparting information. Specifics about topic selection are provided later in the semester.)
- **Persuasive Speech including outline** _____ X .20 = _____ pts
(This speech is a researched speech given with the general purpose of changing attitudes or actions.)

**Smaller skill building speeches are given in class and are counted as part of your homework grade.*

Exams

- Exam 1 _____ X .10 = _____ pts
- Exam 2 _____ X .10 = _____ pts

Homework/Class activities/Participation/Skill builder speeches

(Examples include quizzes, peer critiques, self evaluations, audience analyses, topic selections, developmental speeches, etc. These assignments may be completed through MyCommLab.) _____ X .25 = _____ pts

TOTAL Points = _____

Grades are calculated based on the weight of assignments and exams shown above. At semester's end, your average will be converted to your letter grade for the course as follows:

- A** 89.5 – 100 pts.
- B** 79.5 – 89.4 pts.
- C** 69.5 – 79.4 pts.
- D** 59.5 – 69.4 pts
- F** 59.4 and below
- I** Incompletes are only awarded in special extenuating circumstances

Please track your points/grade throughout the semester. If you have concerns regarding your final class average, please talk to me during the semester. Waiting till your final grade has been posted will not help you. ☺ Remember if your average is an 89.4 on the day I calculate grades, you've earned a "B" in the class as such with other averages. If you wait till the last day of class to show concern about your grade you are too late.

Select speeches in the course will be videotaped for educational and self-evaluation purposes. On occasion, the video may be used for review in upcoming semesters.

Contractual Agreement: Your acceptance of the conditions and policies outlined in this document is implied by your continued enrollment in this course.

FUNDAMENTALS OF PUBLIC SPEAKING
TENTATIVE FALL 2012 - COURSE SCHEDULE
NRG 2155 Tues/Thurs

Spch 1315.15537.036 (9:00 am – 10:20 am)

Spch 1315.15527.022 (10:30 – 11:50 am)

Date	Assignment	Notes
T 8/28	Course Overview Assign "Any Old Bag" speech	
H 8/30	Chap 1: Introduction to Public Speaking Chap 2: Ethics of Public Speaking	
T 9/4	"Any Old Bag" speeches	G-mail & BB Hmwk Due
H 9/6	Chap 3: Speaking Confidently Hmwk: Complete on-line PRPSA through MyCommunication Lab or at http://www.wadsworth.com/communication_d/templates/student_resources/053455170X_sellnow/psa/main_frame.htm	Self-Evaluations Due from Any Old Bag spch
T 9/11	Chap 4: Listening AND Appendix A (Giving & Receiving Criticism) Handout audience demographic survey instructions. Chap 5: Analyzing Your Audience	PRPSA due
H 9/13	Chap 6: Selecting Your Speech Topic	Demographic survey due
T 9/18	Exam 1 – Chapters 1 – 6,	
H 9/20	Chap 8: Supporting Your Speech	
T 9/25	Chap 9: Organizing the Body of Your Speech	Skill builder spch
H 9/27	Chap 18 – Special Occasions <i>Assign Special Occasion speech</i>	Skill builder spch
T 10/2	Chap 13: Delivering Your Speech	
H 10/4	Chap 13 cont.	
T 10/9	Special Occasion Speeches	Self-evaluations are due the class period after you speak.
H 10/11	Special Occasion Speeches	"
T 10/16	Chap 10: Introducing and Concluding Your Speech	Skill builder spch
H 10/18	Chap 11: Outlining Your Speech	Skill builder spch
T 10/23	Informative Speech	Self-evaluations are due the class period after you speak.
H 10/25	Informative Speech	"
T 10/30	Informative Speech	"
H 11/1	Informative Speech	"

T	11/6	Chap 16: The Strategy of Persuasion	
H	11/8	Chap 16 cont.	
T	11/13	Chap 17: The Structure of Persuasion	
H	11/15	Chap 17 cont.	
T	11/20	Exam 2 (Chapters 8-11, 13, 16 & 17)	
H	11/22	<i>Thanksgiving Holiday – College closed</i>	Rough draft due for persuasive speech
T	11/27	Chap 14: Using Presentational Aids	
H	11/29	Chap 14 cont. Using Powerpoint	
T	12/4	Persuasive Speeches	Self-evaluations are due the class period after you speak.
H	12/6	Persuasive Speeches	“
T	12/11	Persuasive Speeches	“
H	12/13	Persuasive Speeches	“

Note: The course syllabus is subject to change depending upon completion of objectives and number of students on the final roll.

Northridge Campus Testing Center (NRG)

Rm. 3237

Phone: 223-4735

nrgtest@austincc.edu

Monday - Friday - 8:00am - 8:00pm

Saturday - 9:00am - 4:00pm

Sunday - 12:00pm - 5:00pm

Northridge Campus Learning Lab

Rm 4119

512-223-4813

Monday - Thursday: 8am - 9pm

Friday: 9am- 3pm

Saturday: 10am- 7pm

Sunday: 12pm - 6pm



Please keep this syllabus throughout the semester. Track your grades and attendance on it. When the semester is over you can then recycle it. ☺ Please remember to recycle whenever possible on campus.