

PUBLIC SPEAKING
Fall 2014 (8/25 – 12/14)
Tues./Thurs.

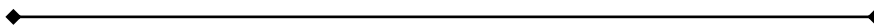
SPCH 1315.19159.036
(NRG – Rm. 2155 9:00 am – 10:20 am)

SPCH 1315.19151.022
(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

e-mail: Tglenn2@austincc.edu

******E-mails will be replied to during office hours.***

NRG Phone 512-223-4897

Office Hours:

NRG Campus, Rm. 4128-B

Mon/Wed 12:30 – 1:30 pm

Tues/Thurs 12:00 – 2:00 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.

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, 8th Edition.* Pearson. (• ISBN: 9780205029396).

<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, typed assignments, and e-mail exchanges.
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Course Description:

Public Speaking is the application of communication theory and practice within the public speaking context. Emphasis is placed on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities. Skills: E

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.”

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:

- Demonstrate skills in researching, planning, organizing, rehearsing, and delivering material using presentational aids.
- Formulate appropriate and ethical communication choices based on audience and situation.
- Illustrate and appropriately employ various modes of delivery in oral communication (e.g. manuscript, extemporaneous, impromptu, memorized).
- Recognize and use principles of critical thinking, problem solving, and technical proficiency in gathering information for the development of oral presentations and argument.
- Employ appropriate research and provide speeches with appropriate documentation.
- Practice effective use of computer-based technology in communicating and acquiring information.
- Recognize the roles that public speaking plays in civic awareness.
- Identify the influence of cultural diversity on communication competence in public speaking situations.
- Utilize listening skills for analysis and evaluation of a speaker's message.
- Participate in teamwork to foster interpersonal and collaboration skills.

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 12: Wording 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*

Instructional Methodology:

The class is designed around group discussions, case studies, multi-media clip analysis, public presentations; and interactive classroom activities.

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. Although not a “separate” part of the semester grade, students who participate on a consistent basis will be given consideration if in need of a tenth of point to raise their grade one letter grade.

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 (5) 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 decides 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 (3rd) 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 (6) 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, <http://www.austincc.edu/current/needtoknow>.

Instructor Policy:

It is the student's responsibility to withdraw from the course by **the official withdrawal date (11/20/14)** 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, lack of progress, disrespectful behavior in the classroom or via e-mail, unauthorized use of technology in the classroom, or disruptive behavior or use of vulgar language as defined by the instructor.

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 complete a minimum of 75% of the semester's work and maintained 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 (20 pts) 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 only accept late work up until two class periods after the original due date.

Each student will be allowed to make up one missed exam with a 10 pt 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 an additional penalty of 10 points will be assessed (20 pts total penalty).

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!

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.

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>.

Cell Phones, Lap Tops, Electronic Gadgets & Classroom Distractions:

No cell phones, tablets, lap tops, vapor cigarettes or any other electronic devices are allowed during class unless permission is granted by the instructor. You are responsible for making sure that they are turned off and headphones are off your head. Text messaging or playing electronic games during class will not be tolerated. Working on or reading material from another class is not acceptable. One point will be deducted from your final grade each time your phone, use of electronic devices or behavior is a distraction to me or the class. I may also confiscate your gadget and/or ask you to leave the class for the remainder of the period. The penalty will be tracked in your BB gradebook. Laptop computers are NOT allowed during class time unless permission is granted by the professor to you personally (there is a form to sign) or required by the SAS staff. I reserve the right to withdraw students from the class for more than 3 offenses.

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 by a minimum of 30 points to an “F” in the course and/or expulsion from the college. Proper citations must be used when using any work in a paper or speech that is not the student’s original thought or design, otherwise it is considered plagiarism and penalties will be applied. 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 of Student Accessibility Services (SAS). 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 SAS for this course must provide the instructor with the 'Notice of Approved Accommodations' from SAS 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/sas/>. (NRG: 512-223-4725)

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. No disrespectful, insulting, demeaning or threatening language will be tolerated during class discussion, while presenting a speech or during any on-line activity. Students will be dropped from the class for use of such language or actions.

Speeches: All students are expected to uphold the ethical standards of public speaking as established by the National Communication Association which include:

- Speaker must approach the topic in a tactful manner, making certain not to alienate, offend, belittle, demean, or insult the audience.
- Cultural diversity of all types must be valued and tolerated by the speaker. (See page 331 in textbook as well regarding demographics.)
- Must not use emotional appeals to hinder truth, withhold information, or relay false information (See page 407 for further explanation of each of these items.)

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 or dismissal from the course.

^{*}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 and Instructional Services:

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/support/> Links to many student services and other information can be found at: <http://www.austincc.edu/>. 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>. 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/>.

Course Assignments and Grading Policy

Specific grading criteria will be provided for every assignment. If you have any questions regarding the expectations of an assignment, please do not hesitate to seek clarification. Use of proper grammar and punctuation is a requirement for all assignments. If you have concerns regarding a grade given on an assignment, please wait 24 hours before contacting me. During that time, please review the assignment and grading criteria, contemplate the feedback given on the work, and then contact me if you still have questions about the grade given on the assignment. Don't wait too long however. Grades are only open for discussion for a period of eight (8) days after they have been handed back to the class, whether you were present that day or not.

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

- **Introductory presentation** _____ X .05 = _____ pts
(Presentation designed to let the class learn about you.)
- **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 .15 = _____ 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 influencing or changing values, attitudes or behaviors.)

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

Exams

Exam 1 _____ X .15 = _____ pts
Exam 2 _____ X .15 = _____ pts

Homework/Class activities/Participation/Skill builder speeches

(Examples include quizzes, peer critiques, self evaluations, audience analyses, topic selections, skill builder speeches, etc. _____ X .20 = _____ pts)

TOTAL Points = _____

Grading Policy

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 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.

PUBLIC SPEAKING
TENTATIVE FALL 2014 - COURSE SCHEDULE
NRG 2155 Tues/Thurs

Spch 1315.19159.036 (9:00 am – 10:20 am)

Spch 1315.19151.022 (10:30 – 11:50 am)

Date	Assignment	Notes
T 8/26	Course Overview Assign "Introductory" speech	
H 8/28	Chap 1: Introduction to Public Speaking	
T 9/2	"Any Old Bag" speeches	G-mail & BB Hmwk Due
H 9/4	"Any Old Bag" speeches cont. Finish Chapter 1 Hmwk: Complete on-line PRPSA 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 9/9	Chap 2: Ethics of Public Speaking Chap 3: Speaking Confidently	PRPSA due
H 9/11	Chap 4: Listening AND Appendix A (Giving & Receiving Criticism)	Current event due
T 9/16	Exam 1 – Chapters 1 – 4 Chap 18 – Special Occasions Assign Special Occasion speech	
H 9/18	Chap 13: Delivering Your Speech	Skill builder
T 9/23	Chap 13 cont.	"
H 9/25	Chap 12: Wording Your Speech <i>Chapter 13 Quiz</i>	
T 9/30	Special Occasion Speeches	Self-evaluations are due the class period after you speak.
H 10/2	Special Occasion Speeches (finish) Chap 5: Analyzing Your Audience	
T 10/7	Chap 6: Selecting Your Speech Topic Chap 8: Supporting Your Speech	Skill builder spch
H 10/9	Chap 9: Organizing the Body of Your Speech	"
T 10/14	Chap 10: Introducing and Concluding Your Speech	
H 10/16	Chap 11: Outlining Your Speech	

T	10/21	Informative Speech	Self-evaluations are due the class period after you speak.
H	10/23	Informative Speech	“
T	10/28	Informative Speech	“
H	10/30	Informative Speech	“
T	11/4	Exam 2 (Chapters 5, 6, 8-11)	
H	11/6	Chap 16: The Strategy of Persuasion	
T	11/11	Chap 16 cont.	
H	11/13	Chap 17: The Structure of Persuasion	
T	11/18	Chap 17 cont.	
H	11/20	Chap 14: Using Presentational Aids	Rough draft due for persuasive speech
T	11/25	Chap 14 cont. Using Powerpoint Chapters 16-17 Quiz	
H	11/27	<i>Thanksgiving Holiday – College closed</i>	
T	12/2	Persuasive Speeches	Self-evaluations are due the class period after you speak.
H	12/4	Persuasive Speeches	“
T	12/9	Persuasive Speeches	“
H	12/11	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.