Syllabus: PUBLIC SPEAKING

Course Number: SPCH 1315
Semester & Year:

Instructor Information

 Name: PATRICIA MEYER, PH.D.
 Office: AIKIN 169

 E-mail: patricia.meyer@texarkanacollege.edu

 Office Hours:

TBD

By Appointment: in office or videochat

Textbook Information

Sandberg, Sheryl and Adam Grant. *Option B*. Alfred A. Knopf, 2017.

Tucker, Barbara and Kristin Barton. Exploring Public Speaking: 2nd Revision. Communication Open Textbooks, 2016.

Materials recommended:

* USB drive (for transporting your PowerPoint to the classroom and for general record-keeping of your work in this class)
* A current style manual (APA or MLA)

Course description from catalog: A basic course in the study of effective communications through speech. Emphasis is placed upon content, organization, and delivery of speeches for various purposes and occasions.

Student Learning Outcomes for the Course

1. Recognize and understand the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills.
4. Research, develop, and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and presenting speeches.
6. Understand 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, persuasive).

Grading Scale

The grading system in this course is fairly simple. You start out with zero points and earn points for the work that you do. That’s true of the class as a whole and for each individual assignment. It is important for you to understand that you do not begin with a maximum credit from which points are deducted for mistakes. It will be up to you to do things that warrant adding points to your score; it will not be up to me to find reasons to subtract points from the maximum points.

At the end of the semester, I’ll add up all your points and use a 10% scale.

90%A; 80%B, 70%C, 60%D.

Your grades will be available to view in the myTC page for this class.

**ABSENTEE POLICY**Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

**BIG PICTURE: IF YOU ARE ABSENT WHEN SOMETHING IS DUE – IT IS STILL DUE. TURN IT IN BEFORE IT IS DUE!**

**EXCUSED ABSENCES**A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

**ONLINE/HYBRID COURSE ABSENCES**Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

**MAXIMUM ALLOWABLE ABSENCES**After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

**Academic Classes**

|  |
| --- |
| **A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER** |
| Class or Lab Meets:Once a week (Night classes or Friday classes)Twice a week (MW or TR classes)Three times a week (MWF or TRF classes)Four times a week (MTWR classes) | An instructor **may** withdraw a student from a course if absences exceed:2468Three tardies count as one absence |
| **A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER** |
| Class or Lab Meets:Twice a week (MW or TR classes) | An instructor **may** withdraw a student from a course if absences exceed:4Three tardies count as one absence. |
| **A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)** |
| Class or Lab Meets:Four times a week (MTWR classes) | An instructor **may** withdraw a student from a course if absences exceed:4Three tardies count as one absence. |
| **A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)** |
| Class or Lab Meets:3 times a week (MTW) (evening classes)4 times a week (MTWR) (day classes) | An instructor **may** withdraw a student from a course if absences exceed:22Three tardies count as one absence. |

**For mini-mesters (2 week classes)**

 **One absence is allowed. Three tardy marks count as one absence.**

**Workforce Classes** (**This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)**

|  |  |
| --- | --- |
| Day Classes | Evening Classes |
| Class meets:5 days a week (MTWRF)The instructor **may** withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.Three tardies count as one absence.You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent. | Class Meets:4 evenings a week (MTWR)The instructor **may** withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester.Three tardies count as one absence.You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent. |

Please note that it is your responsibility to get any missed notes, handouts, or assignments given for any days you miss. Having a classmate as a contact might help, in addition to coming by my office. Not hearing about an assignment or extra credit opportunity is not a reason for failing to do it or for asking for an extension.

**Attendance Recording – Participation Grade**

Each day you arrive to class, your attendance will be taken. Your attendance/participation is a grade in this class. Be sure you are marked present!

Your attendance and participation grade reflect the work we do in the class.

We will meet roughly 16 weeks. For once-a-week class, we’ll have 16 class periods. For twice-a-week class, we’ll have 32 class periods. See chart below for your attendance/participation grade.

To get credit for the class period, you must arrive on time, be present, bring all items needed for the class period, participate in the conversation/activity, and be present for the whole class session.

 Absences/non-participations

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total Class periods** | **0** | **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **Once a week** | 16 | + 50\*\* | - 0 | - 25 | - 50\* | - 100 | - 200 |  |  |
| **Twice a week** | 32 | + 50\*\* | - 0 | - 0 | - 25 | - 50 | - 75\* | - 100 | - 150 |
| **May Mini** | 10 | +50\*\* |  |  |  |  |  |  |  |

\* If you are absent this much, be sure to discuss with instructor. You may need to drop the class. \*\*If you are never absent, you’ll earn a bonus 50 points!

Tardies:

Please make every effort to be on time. While an occasional late arrival does not pose a problem, students who frequently walk in late disrupt the class and detract from the learning environment. In addition, it is your responsibility to make sure you were marked present for the day if you walked in after the roll was taken. If a student walks in after I have started taking roll, he or she will be considered tardy up until the ten-minute mark. A student who arrives ten minutes after class or later will be considered absent, whether he or she remains for the class or not. A student who walks in late during a quiz will not be allowed to take the quiz. Leaving class early will result in the student being counted absent. Three tardies are equal to one absence.

Students who are late on their speaking days will automatically lose 10 points (if the student is not over 10 minutes late) and may lose the chance to give the speech, depending on the circumstances. Do NOT come in late to class on a day you are speaking, telling me you had computer problems printing your formal outline. You should print it several days in advance so you can practice with it and condense it to your delivery outline. Do NOT wait until the last minute to print it out.

Instructor’s Absence:

I will try to let you know if I am going to miss class for any reason. If I have an unexpected circumstance and must miss, I will either have someone else meet the class with instructions or post instructions for the next class, and send an announcement through myTC (be sure to subscribe). If a sign-in sheet is left, be sure and sign in so that you will not be counted absent.

**Drop Date:**

The official drop date for the course is **typically in the 12-14th week of the semester,** which is the last date for the student to drop this course with a W. The professor may drop the student at any time during the semester. Be sure to check the school’s calendar for the exact date.

Make-up Policy

Students will be allowed to make up one (1) speech with a 10% reduction in the overall grade of that speech. This speech will be given on a scheduled make up day at the end of the semester. All of the rules stated elsewhere must be followed. Missed quizzes and in-class events cannot be made up. All assignments given must be turned in on their due dates or arrangements must be made with me prior to the student’s absence or before the next class meeting.

If you are absent on a speech day, you will not get to make up the critiques.

**Late work: I will accept any assignment, except speeches, for 24 hours after it was due. After 24 hours, I may not accept it. Late assignments will be marked 10% off.**

Late work exception: At two timepoints in the semester (both Fridays) I will accept one non-speech item for full credit. At the midterm timepoint, I will accept any one non-speech item for full credit - any assignment that should have been turned in during the first half of the semester. At the final exam timepoint, I will accept one non-speech item that should have been turned in after midterm. This means that items in the first half of the semester will not be accepted at the end of the semester. Stay on top of your work!

Academic Integrity Statement

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Plagiarism:

One of the goals of this course is to teach students how to document sources appropriately. Any violation of the following principles in students’ completed work constitutes plagiarism:

1. All written work submitted for credit is accepted as your own work. Another person may not, therefore, have composed it, wholly or partially, without sufficient credit given.

2. The wording of written work is taken as your own, therefore, you may not submit work that has been copied, wholly or partially, from a book, article, essay, newspaper, another person’s paper or notebook, the Internet, or any other written, printed, or broadcast media source without proper citation. Another writer’s phrases, sentences, or paragraphs may only be included if presented as quotations and the source acknowledged both verbally and in the properly formatted bibliography or works cited page.

3. The ideas expressed in a paper or report are accepted as originating with you, the writer. Written work that paraphrases any written, printed, or transmitted media material without acknowledgements may not be submitted for credit. Ideas from books and essays may be incorporated into your work as starting points, governing issues, illustrations, and the like, but in each case, the source must be cited.

4. Remember that any online materials you use in your speech, both written and visual, are also governed by rules about plagiarism, so you need to learn how to cite anything taken from any electronic source, as well as all other sources.

When you use any source for information in a speech, you must give credit for the information, both visual and textual, to the author or creator, both verbally and in the typewritten bibliography.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. It is best to request these changes at the beginning if not before the start of class so there is ample time to make the accommodations.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017 human.resources@texarkanacollege.edu

**Financial Aid:**

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Course Policies

Any student who brings a manuscript in front of the class and/or reads a speech word-for-word rather than speak using a brief key-word outline, unless otherwise instructed, will receive zero points for the speech grade and all its component parts. IF YOU FOLLOW THE GUIDELINES FOR WRITING A SPEAKING OUTLINE, THIS SHOULD NOT BE A PROBLEM. Once you’re done speaking, you will hand me your notecards/outline – whatever you take to the podium.

Written Work: Although this is a Public Speaking class, there is a heavy written component. My expectation is that students will write all of the assignments in formal English – and it will be polished. It should read like the intelligent college-level student you are! Part of creating a message as a communicator is doing so in both oral & written avenues.

Be on time

Be ready to begin on time

Be respectful of others in class

Get to know your fellow students. Use them as resources for assignments, deadlines.

Turn off your cellphone. Ringing during class only embarrasses you, annoys your classmates, and affects your grade. And, it tells your instructor and classmates that you do not value their time and interactiveness.

Please do not do anything that would encourage me to ask you to turn off your phone and put it away.

Late work will not be accepted. Turn it in on time!

Speech Policies

**You will not deliver your speech without first handing me a typed outline.**

**You will not deliver your speech without first handing me a critique sheet for that particular speech. This is given to you in your syllabus - electronically.**

A typed outline is due on the first day speeches are to be delivered, even if you are the last speaker for that round. This ensures a fair time-commitment to all students.

Your outline must have your resources cited. MLA or APA.

You will be expected to deliver your speeches either extemporaneously, except for the poem which will be memorized or the children’s book, performed by manuscript. Reading a speech from your notes will earn a zero for the speech and all graded work associated with it e.g. outline, powerpoint, article summary.

**The following topics are not allowed: marijuana; diseases; blood or organ donation; well-known presidents (e.g. Washington, Lincoln, JFK, FDR); Marilyn Monroe; gun control; abortion; death penalty; drunk driving; text/driving; tobacco smoking; euthanasia; healthy living/lifestyle; working out; teen pregnancy; suicide; tobacco smoke; smoking/vaping; birthcontrol; how-to topics.**

**Don’t ask to do these topics.**

Although the internet is the greatest thing ever invented, it will not be the only source youʼll cite for your speech. Go to the library; find research articles.

**NEVER ENTER THE ROOM WHEN A FELLOW STUDENT IS PRESENTING HIS/HER SPEECH!**

If you are late getting to class:

1. STOP -- outside the classroom door! 2. ASK yourself: "Are speeches being presented in class today?" 3. ANSWER your own question: "Yes, I believe they are." 4. LISTEN: Do you HEAR someone giving a speech? If so… 5. WAIT until you HEAR our wild and enthusiastic applause. That sound will tell you the speech has concluded. 6. THEN -- and ONLY THEN -- quietly enter the classroom and take your seat before the next speech begins. If you enter the classroom while a fellow classmate is presenting a speech, your final grade for the course automatically drops one full letter. No excuses, no compromise.

WHY? Because when you walk into the room in the middle of someone's speech, you effectively destroy whatever is happening between the speaker and the audience. Attention immediately shifts to you, away from the speaker, and audience members stop listening.

Be forewarned that you will be penalized if you create that kind of disruption for one of your fellow speakers.

Class expectations:

Expectation: to be responsible communicators in this class. While the primary emphasis in this class is the oral presentation of speeches, you will also be expected to research your topics, to write coherent and grammatically correct speeches, outlines, and response papers, and to be an active member of the audience when you are not speaking.

Expectation: to succeed in this course. The best way to ensure your success in this class is to do the readings assigned, carefully follow the instructions, study for and be prepared for your speeches (including practicing them), and turn in all assignments.

Expectation: to make a speaking commitment... and keep it. Students will be assigned - or sign up for - a speaking date/order. Canceling or postponing your speech affects all members of the class. “Forgetting” to come to class, or failure to appear on the date when you are scheduled to speak, will result in a zero for that assignment. Unprepared students (e.g. no outline, only one copy of your outline) will not be allowed to speak. Be prepared!

Communicating by email:

Please! Feel free to email me at any time. However, because I value your time and my time, I request that you follow this simple format: Use your TC account. Tom.Wolf@TC.edu is more likely to get my attention than 2cute4words@random.com Have the subject line be a clear indication of the subject of the email. “Need help” is much less descriptive than, “Persuasive speech topic trouble.” Sign the email with your full name and the class you’re in. This small yet crucial bit of information will help me answer your question and identify you. Something like, “Tom Wolf, 8am MW public speaking” works perfectly.

You will be asked to sign a separate page, with acknowledging these things:

SYLLABUS RECEIPT:

I have received and read the syllabus for Speech 1315.

I am responsible for its materials and policies.

I acknowledge that there are certain requirements of this course, including:

* If I read my speech from notes, I will earn a zero for the assignment and all auxiliary parts of it.
* I must have all speech topics approved by the instructor or I will not be permitted to deliver the speech.
* I will be expected to use either MLA or APA format for all referenced materials.
* I will not deliver my speech without handing an outline to the teacher.
* Wikipedia is not allowed as a source/reference for speeches.
* I acknowledge that there are a few topics that will not be allowed in this class.