

Syllabus: PUBLIC SPEAKING   
Course Number: SPCH 1315   
Web Semester & Year: ongoing

Instructor Information

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Office Hours: By videochat or telephone appointment only

**Textbook Information**

Tucker, Barbara and Kristin Barton. Exploring Public Speaking: 3rd Revision. Communication Open Textbooks, 2018. Available for free download in class’ Moodle page.

Materials recommended:

* USB drive for general record-keeping of your work in this class
* A current style manual (APA or MLA)

Microsoft Office: Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at https://[www.texarkanacollege.edu/helpdesk/install-office-2013.](http://www.texarkanacollege.edu/helpdesk/install-office-2013)

Materials recommended: A current style guide (either MLA or APA) Computer requirements:

Access: This is an online course. You will need to have access to a computer. If you do not have access to a computer off campus, there are computers located in the Palmer Memorial Library that may be used by students. It is best if you have high speed internet access. If you have Dial- up, it may be difficult to upload/download videos and other materials.

Operating System:

|  |  |  |  |
| --- | --- | --- | --- |
| Windows Operating System | | Mac OS X Operating System | |
| Minimum System Requirements | | Minimum System Requirements | |
| Operating System: | Windows XP | Operating System: | OS X 10.6 (Snow Leopard) |
| Processor: | 1.7 GHz | Processor: | 1.83 GHz |
| RAM: | 1 GB | Memory: | 1 GB |
| Browser: | Firefox 4.0  Internet Explorer 8 | Browser: | Firefox 4.0  Safari 4.0 |

Computer Hardware Requirements:

* Internet Access: High speed internet connection such as cable modem or DSL
* Processor: 2GHz processor
* Memory: 1GB RAM; 4 GB free hard drive space
* Some courses and/or assignments may require the use of a webcam.
* The learning management system is optimized for desktop displays; tablet and smartphone users should use the Mobile Apps. Always use a wired desktop or laptop to take you quizzes and exams on.

Browser: Texarkana College’s Learning Management System (Jenzabar’s eLearning) suggests that students use the most current version of the Internet Explorer browser. You can download Internet Explorer by going to:

https://[www.microsoft.com/en-us/download/internet-explorer.aspx](http://www.microsoft.com/en-us/download/internet-explorer.aspx)

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, and persuasive).

Communication between Student and Instructor

All communication in the course should be conducted through the discussion forums. I have created a private forum for all students – where only I can see the information. This will help us continue a dialog and messages cannot get lost in the email system.

Through the TConlineLMS system, there’s a messaging program. Try to use this as much as possible.

Your second choice should be email. I have found that email is not the best method of communication with online students.

We may need to occasionally speak in person or by telephone.

Please note, I’m happy to discuss things by telephone, and that includes texting. Please consider calling or sending a message or email if you have more than 2 questions. Let’s use the best method of communication for each moment.

Additionally, I encourage you to make an appointment with me.

A note on online classes, in general

This is not a self-paced class. An online course covers the same material as traditional “live” sections. You have some flexibility in determining WHEN you work on the class material, but there are regular and specific deadlines for assignments and “windows” for discussions. Be sure to keep up with the timing. In this online course you may not have to be physically present at a particular place and time as in a traditional class, but it does not demand less time or effort. In fact, online classes tend to take MORE time and discipline than fact-to-face classes. I expect you to check your TC email once every 48 hours at a minimum, including weekends. This means that you will need to make sure that you have some way to be able to use the internet regularly. Have a backup plan in case your home computer/internet connection goes down. Texarkana College is not responsible for issues related to your computer or internet service. Problems with your computer or internet service is not an excuse for completing your assignments by their deadline.

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 in myTC, which is different from Moodle.  
myTC: where you register for classes  
Moodle: where the class website is hosted

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.

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:  2  4  6  8  Three 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:  4  Three 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:  4  Three 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:  2  2  Three tardies count as one absence. | | | | |

ATTENDANCE

For online/hybrid classes, to be considered as "showing up the first day" you must, on the first day, do something meaningful in the online classroom site (see below for first-day activities). For Hybrid classes, this would include attending the first day the class meets.

Once you’ve logged in for the first day, your attendance will be taken at each assignment. If you do each assignment on time, you’ll get credit for attending. Although some weeks only have a few assignments, doing the assignment before it is due marks you present. Not doing an assignment before it is due marks you absent.

There are many days of attendance/assignments. If you miss more than 4 assignments, you may be dropped from the class.

NOTE: If you do not deliver all major (non- self- introductory) speeches, you will not pass this class, regardless of your

score.

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.

IF YOU NEED TO MISS A SPEECH DEADLINE, SEND AN EMAIL TO THE INSTRUCTOR TO REQUEST MORE TIME.

If you do not submit your speeches by deadline, you will not get to make up the critiques.

Please check the Moodle course for instructions on submitting make-up work.

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 (near midterm and near final) 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.

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 the decision to drop a course.

https://[www.texarkanacollege.edu/financial-aid/](http://www.texarkanacollege.edu/financial-aid/) (903) 823-3267 (phone)

(903) 823-3451 (fax)

The Complaint Process

The complaint process can be found at https://[www.texarkanacollege.edu/wp-](http://www.texarkanacollege.edu/wp-) content/uploads/2014/11/online-classes-complaint-procedure.pdf.

Drop Date:

The official drop date for the will be communicated with you through myTC, which will be the last date for the student to drop the course with a W. The professor may drop the student at any time during the semester. This date will also be available on the school’s calendar.

Course Policies

Any student who brings a manuscript in front of the class (or video) 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. IF YOU FOLLOW THE GUIDELINES FOR WRITING A SPEAKING OUTLINE, THIS SHOULD NOT BE A PROBLEM.

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 respectful of others in class

Get to know your fellow students. Use them as resources for assignments, deadlines. Late work will not be accepted. Turn it in on time!

Speech Policies

Your speech will not be accepted without an outline or a full audience. No exceptions.

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

#### The following topics are not allowed:

Marijuana Diseases (any),

Blood or organ donation Marilyn Monroe

Gun control Abortion Death penalty Drunk driving

Texting while driving

\*\*\* Don’t ask to do these topics. \*\*\*

Tobacco smoke/smoking Euthanasia

Healthy living/lifestyle Working out

Teen pregnancy Suicide

\*\*Other topics, per instructor discretion

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.

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. Canceling or postponing your speech affects all members of the class. “Forgetting” to upload on time will result in a zero for that assignment. Speeches of unprepared students (e.g. no outline, no works cited) will not be graded. 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](mailto:Tom.Wolf@TC.edu) is more likely to get my attention than [2cute4words@random.com](mailto: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 – [SPCH1315.W2]. This small yet crucial bit of information will help me answer your question and identify you. Something like, “Tom Wolf, MW8am public speaking” works perfectly.

###### BE SURE TO CONFIRM SYLLABUS, by taking the syllabus quiz in Moodle.

Syllabus Acceptance includes these statements of agreement:

I, (name), 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:

(initial) If I read my speech from notes, I will earn a zero for the assignment.

(initial) I must have all speech topics approved by the instructor or I will not be permitted to deliver the speech.

(initial) I will be expected to have an audience of 5 live adults shown in my uploaded videos.

(initial) I will be expected to use either MLA or APA format for all referenced materials.

(initial) I will not deliver my speech without handing an outline to the teacher.

(initial) Wikipedia is not allowed as a source/reference for speeches.

(initial) I acknowledge that there are a few topics that will not be allowed in this class.

How the Course is Organized

The class site is in Moodle, or TConlineLMS.

Once in our class, you’ll find the site organized by week. In each week, you’ll see what is expected and have a place to submit your work.

Also, you will find the course calendar as a one-page file as well as the syllabus as a document. I recommend downloading and printing both documents for easy access.

Forums – You’ll have an opportunity to communicate in the forums and see/read others’ works. This is the type of submission you’ll submit your speeches. Please do watch others’ videos.

File uploads – assignments other than the speeches will be submitted as a file upload. Quizzes – you’ll complete a few quizzes in this course.

Attendance Tracker assignments – this is how I manage your attendance in this course. Be sure to submit for attendance marks.

Speech Topics: You will have a total of 4 topic speeches in this class. The first will be a self- introduction. All other speeches in this class require that you get your topic approved. You’ll do so in the forums labeled “Speech Topic Approval.” Make sure there is sufficient information in your speech topic request that I can have a good understanding of what you’ll discuss in your speech. For example, if you simply post in this forum, “Monkeys,” I might not fully understand what your

speech will be about. If you offer a few sentences and a sketching of your outline, I can better point you in the right direction and feel confident that the speech you plan to submit will be possible. The more you give me here, the better your speech will be.

Speeches: In these forums, you’ll post (in one discussion) your outline, your links from YouTube, and your self-evaluations.

For every forum that you submit a topic, please put the general topic in the subject line, then in the message section, include further description

What Should Students Do First?

*Start on the “Start Here” page of our class website. Check the calendar so you know when things are due, find the syllabus acknowledgement page start your course.*

The Online Element of this Course

1. How will this class work? Will I still need to give speeches?

Yes, you will give speeches for this class! You will prepare, deliver/record, upload a variety of speeches in this class. To turn in your speech, you must find your own audience of at least 5 adults, videorecord your speech, upload it to YouTube, submit an outline and a link to your video through our online class. The first speech, where you introduce yourself by video is somewhat of a dress-rehearsal. It is my hope that you get the kinks worked out in your method/system. Use it to your advantage! It is my expectation that everyone will be able to videorecord his/her speeches for all remaining speech assignments.

1. What are the techy- logistical requirements for this online course?

You must have regular access to the internet, a YouTube account & channel, a videocamera, knowledge of uploading documents to the internet, myTC’s online class system, and email.

Documents can be uploaded as a word file or a pdf. Unfortunately, I cannot Apple’s Pages documents.

1. What are the logistical requirements for the speech?

Before you begin delivering your speech, pan the audience to demonstrate that you have five live adult humans in the audience. The camera should be focused in on the top half of your body, making sure to continually film your face. After your speech is complete, pan the audience again, showing their applause.

You can have your dog there, too, but Scruffy does not count as a human... so Scruffy plus at least five other humans! Once you start recording, don’t stop! Even if you mess up and need to start over, we need to see that part of your learning process! Recordings should not be edited in any way.

YOU SHOULD STAND IN FRONT OF YOUR AUDIENCE.

Except for the speeches, all of our other work will be done online, through the class website, or by email. You already need to be familiar with the myTC system and email in order to successfully complete this course.

Your videorecording quality must be appropriate! Make sure the video is right-side-up!

Make sure you can be heard and seen!

1. Hey, this is an online forum! Do I have to use formal grammar in the forums?

Yes! This is practice for your professional life, not an extension of your personal fun online personalities! Please use your best grammar, your best manners, and engage your classmates’ work professionally.

1. I have questions about what’s going on in this class....

On the site for this class, I have created a Q&A forum. Please use it! I encourage everyone to submit questions and respond to each other’s questions/concerns about the class. Your classmates are an invaluable resource, even if they are scattered throughout the community and not sitting next to you on

campus.

Students are expected to login within the first 3 days of class and begin working on their assignments immediately. You are expected to log in at least 2-3 times each week to check on announcements.

Announcement can be found in the “Start Here” link in the course sidebar.

Netiquitte

“Netiquette” is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course you are addressing a group of people. The following guidelines will help you to communicate effectively.

* Don’t say things that you wouldn't say in a face-to-face environment, or in any public place.
* Don’t share confidential information.
* Use the subject line to identify the content of the message and the course you’re in.
* Stay up-to-date on forum postings by reading them regularly.
* Always comply with copyright by citing your references when posting online content.
* Use individual e-mail for messages to individuals rather than tying up the group list.
* Do not forward emails or discussion forum postings without asking permission to from the original author.
* Electronic communication does not provide visual cues, such as smiles or frowns that face-to- face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting, or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
* Avoid using all capital letters in your text. This is considered shouting in the online classroom.
* Aim for clarity and readability in your text.
* Use proper English and remember to spell check.
* If you do not understand the assignment’s directions or the posts of your classmates don’t be afraid to ask for clarification.
* The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

Technical Assistance

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Online classrooms.

General IT issues

Help Desk Link from TC's main webpage: https://[www.texarkanacollege.edu/helpdesk](http://www.texarkanacollege.edu/helpdesk) Phone: 903-823-3030

Email: [helpdesk@texarkanacollege.edu](mailto:helpdesk@texarkanacollege.edu)

One Page Syllabus Summary

**Grades**. 90-80-70-60. myTC has the gradebook I use. Please check it regularly. The gradebook in Moodle will only have the grades from the quizzes.

**Attendance**. You may be dropped on your third absence. Be in contact with instructor if you need to be absent. Note: Each week, you will be expected to participate in the “attendance tracker forum” which is how I take attendance. Plan to participate in the attendance tracker sometime between Monday & Wednesday of each week.

**Quizzes**. Grades will be added to myTC gradebook at the end of the semester.

**Speeches**: All must be video-recorded, with an audience of 5 live adults, in one take (no splicing). All must have an outline. Pan your audience before and after your speech, without splicing.

Audience: you must have 5 live adults (18+) for your audience. I will not grade without seeing them at the beginning and end of your speech. Make sure they can be seen. This is non-negotiable.

Topics: there are some prohibited topics. Figure out what they are and do not do them in my class. They are listed on the Moodle Page and in the assignment descriptions and in this document.

Delivery: Do not read your speeches! Use your outline. Your outline is not every word of the speech. Other than the children’s book, you must not read from a manuscript.

**You MUST do all of the speeches to pass, regardless of your score.**

Uploading: do not upload your speech directly to the Moodle class page. It is too large. Please upload to YouTube, then paste the link in the forum. This includes the PowerPoint you create for the informative speech, too. DO NOT SET YOUR VIDEOS TO PRIVATE. I cannot see videos set to private.

Finer points to speeches: there are only 2 speeches you should ever start with, “my name is… and I’m going to …” they are: Self-introduction speeches and when you offer your testimony in a 12 step program. ALL OTHER SPEECHES SHOULD NOT HAVE AN ANNOUNCEMENT OF YOU AND YOUR TOPIC.

Your video must be of high enough quality that you are right-side-up, can be seen, and can be heard.

**Textbook**: Available free online. Check the moodle page for the link and the download.

**Outline assignment** – this asks for 2 separate outlines. One comes from your knowledge, the other is an outline of a magazine. They do not have to be the same topic.

**Library**: Find out how to use the library correctly – especially its online databases.

**Citations**: I give you a very good reference sheet for creating citations correctly. Use them.

Make sure all your cited work has an author’s name on it!

**All work should be type-written in college-level language.**

**Sending me an email:** PLEASE put your course number on the message. It is SPCH1315.\_\_\_\_\_\_\_ Put all of that number, especially after the dot. It should be on the main page of both our Moodle class and the myTC page. ALL of my students are in Public Speaking. I need that number to find you. Please help me.

**Article Summary Essay** – This requires academic articles from the library database. Do not use whatever you can find on the internet. Be sure to include screenshots from the library website to demonstrate where the article came from.