- # SPCH 1315 Public Speaking

Faculty Information

Name: Audrey L. Curry
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Phone: Home-432-685-1202, Cell-432-638-4784

Office Hours	
Office Hours:	9:00 am - 5:00 pm daily
Online Office Hours:	1:00 pm – 2:00 on Thursdays

About Your Instructor

I served as the Department Chair of Speech from 2006-2013. I love teaching speech!

Preferred Method of Communication:

I prefer email or text messages.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
provide my contact information at the beginning of the syllabus;
respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
provide clear information about grading policies and assignment requirements in the course syllabus, and communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
post grades for discussion postings within one week of the discussion thread closing.
provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Textbook Information and Required Hardware/Software

Textbook(s):

The Speaker's Primer © 2013 Valenzano, Braden and Broeckelman-Post
ISBN 978-159871620-7

Software:

Access to Odessa College Library Online Catalog
http://www.odessa.edu/dept/library/

Access to Blackboard: https://blackboard.odessa.edu/webapps/login/Access to

Technical Support: If you need help learning how to access the OC Portal or any of the above sites, or have issues logging into BlackBoard, WebAdvisor or your student email, please call 432-335-MORE.

Many of my activities require watching speech presentations. For the duration of this course, it will be helpful to you to have access to a streaming NetFlix account (first month is free and subsequent months are about $9 per month).   You will also need to occasionally access YouTube and Vimeo for viewng Speeches.

www.youtube.com

www.vimeo.com

www.netflix.com

Hardware:

Computer: Minimum of 64 MB of RAM, 1 G Free Space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution.

Periperhals: Speakers to be used to listen to audiofiles.

A camcorder or smartphone or flip cam to be used to record your voice, video and images. You must have access to a device that can create a digital recording up to ten minutes in length. You will also need to be able to take pictures of digital images and upload them. It must also be able to save and then transfer the file or upload the file directly into a website such as YouTube.

A thumb drive or flash drive with 4GB of memory or more to be used exclusively for this class

Internet Connection: Make sure you are using a 56K Modem or better.

Browser Settings: Microsfot IE Explorere works best with Blackboard on computers running

Software:

Email: Students enrolled in Odessa College must use an Odessa College email address. I will only contact you at your OC email account so you need to check your student email at least three times a week. Go to http://www.odessa.edu and click on Student Email to set up your email account. You should contact 335-MORE if you are not able to log on using the instructions provided or if you experience any issues with your OC email account.

Microsoft Windows. Java and cookies must be enabled.

Microsoft Word, Powerpoint and Excel.

Anti-virus Software is highly recommended for students. Online courses involve much file sharing which increases your risk of computer virus infection.

You will also need to make sure that your computer is equipped to read Adobe Acrobat files using Acrobat reader. There may be video files requiring you to sue Windows Media Player or Quick Time or Real Player.

Websites:

Access to Odessa College Library Online Catalog
http://www.odessa.edu/dept/library/

Access to Blackboard:
https://blackboard.odessa.edu/webapps/login/Access to

Technical Support: If you need help learning how to access the OC Portal or any of the above sites, or have issues logging into BlackBoard, WebAdvisor or your student email, please call 432-335-MORE.

Many of my activities require watching speech presentations. For the duration of this course, it will be helpful to you to have access to a streaming NetFlix account (first month is free and subsequent months are billed by the month. You will need about 90 days of access). You will also need to occasionally access YouTube and Vimeo for viewing Speeches.

www.youtube.com

www.vimeo.com

www.netflix.com

Information About the Course

Course Description :
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech

organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. *(From the ACGM).*

Course Prerequisites:

There are no prerequisites for this course.

Course Topics:

*Communication Theory and Self Awareness

*Overcoming Speaking Anxiety

*Principles of Ethical Communication and Teamwork

*Speaking to Inform

*Speaking to Persuade

Grading

Type of Assignment	Percentage/Points	Learning Objective
Presentations and Projects	50%	1,2,4,5,6
Class Assignments and Participation	25%	1,3,5,6
Quizzes, Tests and Exams	25%	1,3,6
#####		TOTAL

Grading Scale:

"A" = 90-100
"B" = 80-89
"C" = 70-79
"D" = 60-69
"F" = 0-59

Grading Policy:

Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can generally expect feedback on assignments within a week's time. For online classes, some major assignments such as speeches will require two weeks of time in grading.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,

- Understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
- getting "kicked off" of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Course Alignment with Industry Standards

(Insert Here)

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy

Students are expected to attend class regularly. Attendance will be recorded. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students are permitted _____ absences before _____.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

17. Attend class and participate.
18. Contribute and cooperate with civility.
19. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

20. The student has passed all completed work
21. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Core Objectives (COs)

Description of Core Objectives (CO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73)*

Odessa College's Core Objectives (COs):

22. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
23. *Communication Skills (COM)* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
24. *Empirical and Quantitative Skills (EQS)* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
25. *Teamwork (TW)* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
26. *Social Responsibility (SR)* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

27. *Personal Responsibility (PR)* - to include the ability to connect choices, actions and consequences to ethical decision-making

Discipline Core Statement

Speech Communication

This course meets the requirements set forth by Odessa College for 3 Hours of credit in the CORE Curriculum under the foundational component of Communication. For students who have already met their communication requirements, this course may also be used to satisfy the Component Area Option of the CORE curriculum. This course may only be applied to one foundational component area.

The Introduction to Public Speaking course meets the CORE required objectives in Critical Thinking, Communication, Teamwork and Personal Responsibility ICOs. Speech Communications courses require at least three formal presentations that apply skills in oral and visual literacy as well as written skills. All students in these courses are required to submit written outlines and personal assessments of presentation projects. They use communication technologies to conduct research and create visual aids using presentation software. They also are required to collaborate in team settings to create and analyze speech presentations.   The speech presentations that are required in this course require the student to use analytical skills to create contextually and ethically appropriate messages that are adapted to the audience, the occasion and the communication task.   A minimum of three oral presentations are required in this course.

= Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Communication or Component Area Option	#						
Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.							

Course Objectives

From the ACGM: Upon completing this course, students will be able to:

1. Demonstrate an understanding of the foundational models of communication.

2. Apply elements of audience analysis.

3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence

and logic

4. Research, develop and deliver extemporaneous speeches with effective verbal and

nonverbal techniques.

5. Demonstrate effective usage of technology when researching and/or presenting speeches.

6. Identify 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 or persuasive).

Learning Outcomes

Outcome	CO
1,2,3,5	*Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2,4,5,7	*Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication

	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
3,4	*Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
6	*Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
6	*Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The *"First Course is Free"* discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The *"Academic Progress Discount"* provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities http://www.odessa.edu/dept/studenthandbook/handbook.pdf*

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:
- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
(Source: *Odessa College Student Handbook 2012-2013, page 29-30)*

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them

and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at http://www.odessa.edu/dept/counseling/disabilities/index.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52)*

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36)*

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?
Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?
For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online **Click here.**
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online **Click here.**
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online **Click here.**
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online **Click here.**

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?
Go to this website and follow the directions on the page:
http://www.odessa.edu/gmail/.

I can't access my student email! I forgot my password!
Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:
The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus

Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?
Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here *(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)*

Equipment and Services Provided:
The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online

Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm

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assignments and tips to read

Course Syllabus for SPCH 1315, an 8 week course.

Sections: WIC

Department: Speech

Course Title: Public Speaking

Course Textbook: Speaker's Primer by Valenzuano, Braden, and Broeckelman-Post

Modality: ONLINE

Credits : 3

Instructor Information

Name: Audrey L. Curry

OC Email: acurry@odessa.edu

Phone #s: You may call me at home 432-685-1202 or on my cell phone 432-638-4784.

Home Office hours: Call **between 9 a.m. and 5 p.m. Monday through Friday. Call between 9:00 am and 4:30 pm on Saturdays and Sundays. I was the chair of the speech department and worked at OC full time for 9 years. I decided to stay home and teach as an adjunct so I do not have an office on campus. (When you call my number, and I am not there, please repeat your name and number twice when leaving a message).**

You are important to me. I love teaching and want to know you. If you ever consider dropping our course, you must discuss your reasons with me before you drop the course because a drop can't be reversed if you drop and then change your mind. I want to talk to you about any problem or conflict that arises. I will help you if you let me. Abiding by my advice will help you to be successful in this class. If you miss a test during the week that you are supposed to take the test, you may take it late. If a family member passes away, I understand and will allow you more time, but you need to tell me. Do not drop the course because you think you are not doing well in the course. Let me help you understand that the speeches are the big point items. I do not expect your speeches to be perfect in order for you to earn a grade of "A". I do expect you to try your best on every speech and apply what you read in the chapters. **Most importantly, I need your**

cell number so I know how to contact you. Please fill out the answers to the questions so that I will know you better. I use your as attendance markers so keep up with these assignments. Put your first and last name and 8 week or 16 week next to your name in the subject line when you email me. Let's have a great semester!

Location of class: Web course

Course Description

In this course, the student learns to apply oral communication skills toward a specified audience. Organization of ideas, the persuasion process, and audience analysis are components of the course objectives. The student will demonstrate these objectives through prepared messages using appropriate verbal and nonverbal techniques.

Prerequisites/Co requisites

Prerequisite: None.

Learning Outcomes

Students will learn core concepts of professional speech.

Students will demonstrate their knowledge of public speaking.

Students will evaluate communication skills used in speaking.

Students will learn skills to improve their ability to listen.

Learning Objectives

Upon successful completion of this course, the student will be able to:
- Organize and effectively present ideas.
- Appreciate the significance of effective oral communication skills.

- Employ listening behaviors that promote accurate message reception and critical thinking.
- Select language appropriate to the audience, purpose, and context.
- Understand and more effectively respond to communication apprehension.
- Demonstrate the ability to organize presentations to promote audience comprehension.
- Use sound reasoning and appropriate supporting materials in oral presentations.
- Use appropriate language and effective delivery techniques in oral presentations

I prefer that you use Youtube to send your speeches. You do not have to depend on a mailman delivering it correctly if you use Youtube. Instructions for using Youtube are included in the blackboard course. Please ask if you need help. If you can't use Youtube and prefer to record a speech, please record on VHS-C cassettes, 8 mm-MP or HI 8, DVD's or mini DVD cassettes. (Please indicate on your outline which program you used to record your speech on DVD.) If you do not have access to any of these ways to record the speech, please e-mail me, and we will set up an appointment for you to give your speech to me in person. You will have to arrange for at least two people to accompany you to my house. These people must listen attentively to your speech. Other students in our class may be scheduled at the same time so that we will have a few more members of an audience for you.

Please do not send your speech on a tape that contains other special moments such as a graduation or your child's first time to walk! Use a blank tape and record at the beginning of the tape. Be sure and rewind the tape so that it is ready for me to view. I do not mail speeches back to you. You must mail the tapes BY REGULAR MAIL to Audrey Curry at 1202 W. Golf Course Rd. Midland, Texas 79701. Do not send your speech by insured or certified mail and require a signature confirmation because then I have to wait in line at the post office for your homework. Just send the speech to me by regular mail. Do not mail the speeches to Odessa College because I no longer have a mailbox. Thank you for your help with this request.

Optional supplies: A writing manual and an MLA Handbook

Tips for recording your speech if you choose this method:

Be sure and watch the recorded speech to determine if you can see and hear the speech clearly. Then, rewind the speech so that it is at the beginning of the tape. You must tape it at the beginning of the tape so that it is easy for me to find. I have had speeches taped somewhere in the middle of long segments of other family events. I wish I had time to search for your speech, but I do not so if I cannot find the speech on the tape, I will contact you to redo the assignment. If there is no time left in the semester to contact you, then the grade will reflect your ability to follow these instructions. I appreciate your having the envelope weighed at the post office so that proper postage is applied. I have to pay "postage due" often, and when I am not at home, the envelope is delayed at the post office for several weeks before it is eventually returned to you.

If you record your speech on a DVD, watch the DVD on your computer before mailing it to me. If it is not "finished" in some cameras, then it will play on your camera, but it will not play on any computer. Play it in a computer to be sure that I can play it in my computer. Use a black permanent marker to put your name, phone number, and type of speech (informative or persuasive) on the DVD. If you upload the speech to youtube, then you do not have to worry about recording on a DVD or mailing the speech.

 Hardware/Software requirements:

Computer :

A minimum of 64 MB RAM, 1 G of free disk space

150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

Peripherals:

Speakers to be able to listen to audio files.

You may require Camcorders (for Speech, Photography, etc classes), headphones to be able to record your voice (for Medical Terminology, Speech, etc)

Software:

Anti-virus software is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

Other software:

 Your instructor may require you to submit assignments typed in Microsoft Word document, or ask you to view course content that is in the form of Microsoft Powerpoint. In this case you must have access to Microsoft Word (fill in the version) and Powerpoint applications. Some of the content may in be Acrobat format for which you will need Acrobat Reader to view those documents. There may be video files in the course for which you will need Windows Media Player or QuickTime or Real Player.

Please contact the instructor concerning specific software or hardware that may be required for his/her course.

Internet connection:

56 K modem or better

Browser and settings:

Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable

1.   In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".

2.   Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.

3.   To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.

4.   Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".

5.   Click "OK".

6.   You may need to close your browser and all other applications and restart your computer before this setting takes effect.

Email:

Students enrolled in Odessa College must use Odessa College email address.

Go to http://www.odessa.edu to set up your email account.

Required Readings/Materials

In this course the student learns to apply oral communication skills toward a specified audience. Organization of ideas, the persuasion process, and audience analysis are components of the course objectives. The student will demonstrate these objectives through prepared messages using appropriate verbal and nonverbal techniques.

Course Requirements

These are the general course requirements:

Student Contact Information is emailed to the instructor.

Read all the chapters in the text.

1 informative speech & outline, 1 persuasive speech and outline

1 written rhetorical criticism analyzing a You Tube Video by Randy Pausch

Mid term exam, Final Exam

Discussion Board

Grades will be weighted as follows

50% speeches

25% Participation and Assignments

25% Tests or other forms of assessments

Best of luck in your future. GO Wranglers!