

SPCH 1315 Public Speaking Fall 2015
Jeremy Sanchez

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<i>Office Hours WILK 204</i>	
Campus Office Hours:	Monday 1-5pm Tuesday 1-5pm Thursday 1-3pm
Online Office Hours:	Online office hours use BlackBoard Collaborate. There is a link under Communication. Email me and let me know if you would like to chat with me over BlackBoard Collaborate during any regularly scheduled office hours.
<div style="background-color: #00aaff; height: 20px; width: 100%;"></div> <div style="background-color: #cccccc; width: 25%; height: 20px; display: inline-block;"></div> <input style="width: 75%; height: 20px;" type="text"/>	

Preferred Method of Communication:

Email. Please email me. jsanchez@odessa.edu. It delivers to my phone so my response is fastest through email.

Please note: Any email to me must be sent from your OC email account that ends in myoc.odessa.edu. Gmail accounts are used only for uploading speeches. OC's server will likely consider email from any account other than your student account as spam. Please contact technical support at 432-335-MORE if you do not know how to access your OC email account or if your passwords are not working.

Gmail accounts are used only for Youtube video uploads. DO NOT EMAIL ME on GMAIL or using a private email account. Use my OC email. I will not see your email otherwise.

When I send out important information and updates, it will be via your OC Email account. Please make sure you know how to access this account right away and can log in. You will not necessarily get an email from me every day but I want you to check your email at least once a day. Otherwise you may miss very timely and important information. If your phone is capable of receiving email, I would setup your OC email to deliver to your phone. Also consider downloading the BlackBoard app for your phone if available.



↓ Textbook Information and Required Hardware/Software



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Textbook Information and Required Hardware/Software

Textbook:

The Speaker's Primer (c) 2013 by Valenzano, Braden and Broeckelman-Post. Fountainhead Press. ISBN 978-1-59871-620-7

The Communication department is determined not to make textbooks a reason for you to have trouble accessing your education. Therefore, please be aware of the following:
*The text is NOT required for every student. We use the textbook for optional quizzes that count for extra credit only. There will be other opportunities for extra credit if you wish to do something different.

***At least one copy of your textbook is held on reserve at the library (Dual Credit students we will place one with either your proctor or your librarian as well so it is at your high school).**

You may not check it out but you may go in and use it any time you want and there are computer kiosks available at the library also.

***If you do purchase the text, you do NOT need any kind of access code.**

***You may use a used text or rent in addition to buying the text new.**

***If you decide to purchase from the OC Bookstore, you may be able to sell it back to them at book buy dates. Make sure when you purchase your book that you ask the bookstore to For this reason, you may want to talk to them about whether it is in your best interest to buy used or rent.**

***There are other sources for acquiring textbooks you may want to know about as well. Some students have found competitive prices at www.amazon.com or www.halfpricebooks.com . I recommend expedited shipping in these cases if you are not purchasing your book well ahead of the semester. Scholarship students will need to use the bookstore.**

Any time you buy books:

DO NOT OPEN shrink wrapped textbooks from the OC bookstore (or any other bookstore) unless you KNOW for a fact you will be using that book.

Tape your cash register receipt to your book as you soon as you buy it in the event you have to take it back.

The OC Bookstore (and most other bookstores) will not accept returns without a receipt and if the shrink wrap is open. There may also be deadlines for when returns can be made. Be a VERY aware consumer when it comes to buying texts.

MS Office (PowerPoint and Word) (REQUIRED)

***Microsoft Office...YOU MUST HAVE ACCESS TO POWERPOINT AND WORD. I realize that other programs have similar functionalities but they do NOT load properly into blackboard. There are free trial subscriptions for up to 90 days for students who are taking just one online course at OC. However, if you plan to take other courses I strongly recommend you acquire a current copy of the software. You do not need every program in office for this course but you do need the real MS Word and the real PowerPoint.**

If you elect to purchase this software for this class, please contact me directly. OC often has special arrangements to get it to you for educational purposes at a substantial discount. Please email your professor if you want to look into this option.

There are some converters online if you are using open source or alternate products. If you plan to take this approach it is YOUR responsibility to test these converters before assignments are due and make sure that they will properly work with OC's blackboard. You may not submit things by email or text because you do not have the proper software and it will not load. Make sure you are equipped for success from day one in this course.

Netflix/Amazon Instant Video (Highly Recommended/Not Required)

Many of my activities require watching speech presentations. We also will do some applied media analyses on films and public speeches. Therefore access to the following sites is highly recommended for the duration of this course.

Netflix account with streaming service (first month is free and subsequent months are about \$7 - \$9 per month). Netflix is also available as an App on most smart phones and tablet PC's. Some media samples are not going to be available via Netflix. If not available on Netflix the films are usually available streaming at a very low cost on Amazon Instant Video. The titles used will be common so with advanced planning you can also use redbox by request or purchase or rent them. When possible I will make DVD's available to you on reserve at the OC library as well. For dual credit students check with your school library and English department for titles.

Check your announcements at the beginning of the semester for a list of specific movie titles you need to acquire. While you are not required to specifically use Netflix or Amazon, you are required to plan ahead and be responsible. I will post the titles of the required films that we watch as well as the dates they are due and any locations I know where they are available within the first week of class. **It is your responsibility to plan ahead and acquire them by whatever means works best for you. Telling me that you could not get the movie or video will NOT count as an excuse for failing to complete your assignments.**

Netflix also offers TED Talks videos in collections by theme. While these are also available on YouTube they are organized much better on NetFlix. You will have the opportunity to review these TEDtalks for extra credit.

WEBSITE ACCESS:

You will also need to occasionally access the following sites in order to complete assignments. Please use your OC email account where possible to create login credentials. You Tube may not allow interaction with OC's email. Most other sites will let you register through there. Please create log ins and make sure you browser will properly load these sites and work with them within the first three days of your course opening.

Additional websites:

www.youtube.com

www.vimeo.com

www.storify.com

www.twitter.com

OC Network Access:

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.

Hardware:

Digital Camera and Digital Video Recorder (Most smart phones will suffice). You need to be able to upload your photos into email and blackboard. Your videos will need to be uploaded into YouTube.

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.

Peripherhals: 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 use Windows Media Player or Quick Time or Real Player.

I realize that there is a temptation to skip over hardware and software requirements but it is ESSENTIAL for online students to know that their computer will run the websites and programs that are required for this class. Please make sure all websites are functioning for you and that you have the hardware and software requirements you need. You do not want to be in the middle of an assignment only to realize your browser won't load the website you need or that you do not have the software that blackboard requires to read your information. I do not make exceptions on these requirements my response to you will be to find the resource or borrow from someone who has them available. So if you have skipped over the above list because it looks too technical please go back through it and make sure your equipment lines up. Ipads and Mac Products in particular may use alternate software. Make sure what you have will work and if it does not that you line up a plan of action that works for you when these assignments come due.



↓ Information About the Course



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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). There are no prerequisites for this course.*

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):

1. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills (COM)* - to include effective development, interpretation and expression of ideas through written, oral and visual communication

3. *Empirical and Quantitative Skills (EQS)* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *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
5. *Social Responsibility (SR)* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. *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		X	X		X		X
<p>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.</p> <p>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.</p>							

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	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2,4,5,7	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

3,4	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
6	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
6	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Topics:

This course is organized into 8 Modules of Instruction. Each Module contains between 9 and 13 assignments. Most assignments take about 45-90 minutes to complete, some are longer many are shorter). Modules will be paced evenly throughout the course. 16 week classes will usually allow 2 weeks for each module to be completed, 8 week classes complete 1-2 Modules per week, 4 Week (Summer Sessions) Complete 2 Modules per week, Wintermester/Maymester Classes complete 3 Modules per week. Each Module takes between 9 and 15 hours to complete depending on how long it is and depending upon each student's abilities. Modules will become available to you on specific dates and/or as you complete preparatory assignments. As each module opens to you read over the assignments in it, note how they fit together, and plan your time accordingly some modules have assignments in them that may take several days to complete or require a media artifact like a film or field trip to the library. Plan ahead.

A list of the modules follows as well as assignments that may require advanced preparation and planning:

Module A: Course Orientation and Self Awareness (Impromptu Speech)

Module B: Communication Theory and Ethics (Exam One—Includes a Film Analysis)

Module C: Overcoming Fear (Project)

Module D: Informative Speaking (Library Visit Required Schedule this Ahead)

Module E: Researching and Developing Informative Speeches (Research Portfolio)

Module F: Delivering Your Informative Speech (Practice Log, Informative Speech)

Module G: Persuasive Communication (Persuasive Speech Upload)

Module H: Wrapping it Up (Final Exam and Rhetorical Criticism Film Analysis)

NOTE: This is a Public Speaking Class. Speech assignments will require an audience. If you are in a Hybrid Class or if I come to your dual credit campus, we will complete your speeches and peer reviews in class. If you miss your speech day you may be required to upload your speech. If you are an online student only you will need to upload your speeches. You will need 5 audience members who are over the age of 12 in order to have the audience you need for your speech. If you do not have the required audience your speech will not be graded do not film this by yourself at home. You must have an audience. Plan ahead please and do not film this on the last day it is due. You will need time to upload and work with your speech after it is recorded.

*Do NOT read your speech. It will get sent back to you to be redone. I will teach you how to write a speaker's outline. You may use that or a few notes but you may NOT read it or memorize it word for word. It is not an essay it is an extemporaneous speech.

IF you are recording your speech, even if you are doing so at home, dress for the occasion. You do not need formal business attire but you should dress the same way you would if you were speaking to classmates at school or attending a meeting. Do not wear pajamas and please be modest. Wear shoes. Pretend like it is at least a semi formal occasion. YES there are reasons why I am saying this. It has happened many times before 😊

ASSIGNMENTS:

This chart gives you a breakdown of the assignments in this class as well as what parts of the class each one measures. Everything you are asked to do in this class is asked of you for a specific reason. I am not interested in giving you busy work. *Assessment based assignment you can receive credit for this class unless all assignments marked with an asterick (*) are turned in regardless of how many points you have earned overall in the class.

SPEECHES 500 Pts.	PARTICIPATION 250 Pts.	ASSESSMENT 250 Pts.
(CO's Communication Critical Thinking) Learning Outcomes (2,4,5 and 7)	(CO's Communication, Teamwork) Learning Outcomes (1,2,3,6)	CO's (Critical Thinking, Personal Responsibility, Teamwork) Learning Outcomes (1,3, 4, 6, 7)
All About Me Video (25 Points)	Class Discussion Blog or in class participation (50 Points)	*PRCA-25 Pre Test/Post Test and Self Reflection (25 Points)
Impromptu (25 Points)	Quick Writes/Reflections/AVID Activities (100 Points)	*Mid Term Exam and Applied Media Analysis (75 Points)
*Informative Speech Unit (250 Points)	Peer Feedback/Speech Reviews (50 Points)	*Final Exam: End of Course Assessment and Rhetorical Criticism (75 Points)
*Persuasive Speech Unit (200 Points)	TED Talk/Professional Speaker Reflections (50 Points)	*Research Portfolio (Detailed Research Outline, Annotated Bibliography and Academic Article Review) 75 Points



↑ Grading Policies and Late Work



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Grading

Grading Policy:

Type of Assignment	Percentage/Points	Objectives
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
100% Points		TOTAL

Grading Scale: A 90% or better.

B 80-89%

C 70-79%

D: 60-69% (note OC assigns D's. At OC a D will be given credit but it may not count towards program requirements or completion. Check with your advisor.-- Dual credit students would receive a D at OC and a percentage grade at their high school. At most school districts any score below 70% is not passing.

F: 599 points or less.

ALL SPEECHES and Assessment based assignments are required to be completed before you will be issued credit in this class. You can not pass this class without turning in ALL Speeches, EXAM ONE , Your FINAL EXAM and the Pre-Post PRCA assessment scores.

Instructor Requirements and Course Policies:

As a college student, you are expected to assume personal responsibility for managing your priorities. This class is a 3 hour course and so you should plan on spending 9 hours per week on the class including seat time if you are a seated student. This should be true for any course you take that is a 3 credit hour course regardless of the subject. Online courses require just as much of a time investment as seated courses require. Please plan and prepare accordingly. Make family members and employers aware of your responsibilities and take proactive action to make sure you stay on top of your assignments. I suggest creating a work schedule for the class that allows for 9 hours per week of time and tell your loved ones, friends and employers that you are not available at the times you select.

Part of what we all have to work on in college and in life is how to balance our many responsibilities. I well understand the frustration of balancing school activities, work, family responsibilities and other obligations. I have been a very active traditional student at times in my life and I have also experienced life as a returning adult student. I know what it is like to be both a performer and an athlete. I speak from experience and I do have compassion on the frustrations that will come as you add this responsibility into your schedule.

ALL of my students have many things to balance including other courses. I do understand how hard this is. I also understand that when life gets overwhelming it is very easy to procrastinate it is simply human nature. Please understand that regardless of the sometimes very good reasons that procrastination or late assignments occur, your choices impact other people. I am impacted by having late assignments to grade which makes it harder for me to my job well, your classmates are impacted by delays in grading that result when assignments come in late and from the reality that many of our assignments are set up with a requirement that you view peer assignments for feedback purposes. If your work is not in, your group members will suffer because they are being graded on reviewing your speeches and presentations. Most of all, you suffer because you will not get timely feedback from me or your peers and that will impact your learning outcomes in the class and the quality of your final presentations. Furthermore, I do not usually have as much time to work with late work and there may be significant delays in my grading and less attention given to assignments that are late.

Another factor that is specific to this class is the reality that my lessons build upon one another very much like a math class. Therefore, it is very important that you progress through each assignment in the order that is given. There are several assignments in each module. Most of them are very short but some are longer. They are designed to help you process how to build a speech in a certain way and in a specific order. You will often need the information in one assignment to use in the next one. So if you are late on one assignment you will be confused in the ones that follow unless you do the work in the order that it comes. For that reason, please plan ahead and arrange to stay on top of your work. Please do your best to even work ahead of time so that WHEN something happens (and it will)...you have a buffer of time in which to deal with it.

Do NOT allow procrastination to put you in a position where you are tempted to cut corners, plagiarize or get a lower grade than you desire!

That said, I do understand well that we all have issues and circumstances to deal with and that “Life Happens.” The following Late Work policy is in place to prevent the urge to procrastinate unnecessarily but to give you a way to save your grade if you make a mistake or life catches you by surprise.

Late Work:

If you foresee circumstances that will prevent you from meeting a deadline contact me **BEFORE THE DEADLINE** by email via your OC student account and make sure you get a written response from me. In cases of true emergency I may consider giving you an extension but this will generally only happen if I am contacted 24 hours or more **BEFORE** the deadline. Emergencies are events that you absolutely could not foresee or avoid and I may require documentation of what happened in order to grant an extension especially if I am contacted after the fact. Emergencies also should be rare occurrences. **Vacations, camps, planned events like weddings, regular work responsibilities, and school competitions or activities are not emergencies.** I expect you to work ahead of schedule and plan around these events even if it means turning work in early. Genuine emergencies that prevented you from contacting me ahead of time and can be verified (i.e. doctor’s notes, death notices etc.) will be taken into consideration.

When you contact me please include the following information:

1. What happened or you foresee happening to prevent you from meeting the deadline?
2. What is your suggested plan of action for accommodating this issue?
3. What, if anything, can you do to prevent this from happening again in the class (some situations are unavoidable and I will recognize and understand that this applies more to issues related to procrastination and planning ahead).

If a prior arrangement is not made then late assignments will be subject to the following deductions. If you miss a deadline contact me immediately. The students who wind up failing this class almost always do so because they go out of communication. I am not going to judge you if you miss a deadline but I need to know what is going on with you so that we can work together to resolve the situation. I will accept late assignments in order to help you redeem the class they will be subject to the following deductions:

1-Day Late-10% Reduction

2-Days Late-20% Reduction

3-Days Late-30% Reduction

4-Days Late-40% Reduction

5-Days Late and beyond-50% Reduction –Assignments may be rejected if they are more than five days late. In order to turn assignments in past five days you will be required to turn in a late

work incident report so that I can fully understand your situation. I will email this form out to you when you contact me.

If you do not understand an assignment contact me immediately on the student hotline. I am happy to answer any questions that you have as you are working. However, telling me that you “do not understand” something at the moment it is due or after the fact is not an excuse for handing something in late. If you need help ask for it immediately. I reserve the right to refuse late assignments or assess a penalty on assignments that are handed in past the deadline.

This class is process oriented. That means you get credit for completing the steps to each module as you work through it along with the module itself. One assignment builds upon another. Therefore it is ESSENTIAL that you work each assignment in the order that it is given. If you are more than 3 assignments behind contact me immediately so that we can set up an independent plan and contract to get you back on track. The terms of this will vary based on where we are at in the class and based on the reasons for you being off track.

Personal tip: I am much more amenable to working with students who own their own challenges rather than trying to generate excuses or pass blame for issues such as procrastination, lack of planning or setting proper priorities. If you mess up, own it. Likewise, if life just throws you a curve ball and truly hands you circumstances that you could not change own that as well. Be honest and straightforward with me and contact me as soon as you fall behind so that we can get you back on track.

Tech Issues: Have a plan B for tech issues. Know where you can go (McDonalds, OC-Library, Starbucks, Your community library, a friends house etc. to make sure you have a back up plan if you lose internet access. Plan ahead for this. It often happens and will not be considered a valid reason for an exception outside of extenuating circumstances).

Speeches for ONLINE students: Many students enroll in online speech classes because they have a lot of anxiety about public speaking. If this is you, please reach out to me right away so we can talk about your anxiety levels. It may not be best for you to take an online speech class for this reason. Here are some things to consider:

1. All of our online speech classes still require public speaking. You will be responsible to film your speech yourself and upload it to you tube and you will be required to find five adults to listen to your major speeches (there are 3 speeches that require this).
2. You will be responsible for recording and uploading your speech and recruiting 5 people to speak in front of. You will have the option of coming to speak at one of my seated classes if you prefer to do so instead but this must be arranged ahead of time and it will only be an option if you are able to come during one of my class sessions.
3. You are responsible for scheduling with 5 other people ages 12 and older to hear your speech. I do not set up your audience for you.
4. Live classes sometimes are useful for students with speech anxiety because it gives you the chance to overcome these fears and to deal work and practice with me live. I do a number of activities in seated/live contexts to help reduce fear that can not be replicated online.

Please evaluate whether this is the best modality of instruction for you. Do this by taking a sample youtube video and making sure you have the technology to record and upload it online. Also, think ahead at the beginning of the class and consider whether or not you can either come to one of my classes to speak (check the schedule of classes for my name at www.odessa.edu or recruit an audience of 5 adults. If you do not feel like you can manage these responsibilities then you need to look at transferring to a seated or hybrid class. Seated classes cover everything in class hybrid sections meet less often (perhaps only once or twice per week) and allow you to work online at your own pace the rest of the time. I am happy to help you find a better class if you need to but we need to do it within the first day or two of the semester or they will process it as a drop for you and you will receive a withdrawal on your transcript. I want you to do well and will work hard to make sure you find the best class that meets your needs. If you get into this and realize you need a seated class you may always begin attending one of my classes and we will work together on how to keep up with the online components however I will be unable to transfer you to another teacher if you need to accommodate that in your schedule after the first day of class.

Respectful Participation: This course will ask you to upload artifacts of public speaking and review them for one another. It is my expectation that at all times your communication with one another and myself be professional and respectful. Occasionally we will deal with sensitive issues such as race, sexual orientation, religion, economics, politics and other difficult topics. You are not expected to agree with me or with other students. However you are expected to voice any opinions you have whether in the form of feedback for an assignment or a topic of discussion with tact and respect.

Attendance and Planning Your Time: As this is an online course you will be expected to log in 3 times per week for online students or as schedule for seated/hybrid classes. Midmester and Summer students should plan to log in five days per week minimum. Blackboard keeps records of your log ins and how much time you spend on each section of the site. I use this information to determine attendance. You are not expected or required to log in on the following dates: Labor Day, Memorial Day, Good Friday-Easter, July 4th, December 24th/December 25th, January 1st. If you have more than 3 absences in this class you may lose points on your participation grade so please make certain that you log in regularly.

In addition to what is made available online, we will schedule class conference calls and I will set up meetings in Odessa and/or Midland for those of you who prefer to give your speeches live rather than record them on YouTube. Attendance at live meetings is optional and not required. You do not have to be present on conference calls either however you will be required to listen to the recordings at a time that works in your schedule if you can not attend.

Please keep in mind that OC now operates on an accelerated schedule. Unless you are a dual credit student, you are most likely enrolled in a course that was originally designed to be covered in 16 weeks but is now being offered in a faster format. This will require advance planning and working ahead in case emergencies happen. It also means that you can not carry the same amount of classes at the same time that you would carry in a regular 16 week semester. Please plan ahead.

In order to help you plan your time ahead for this class and /or any others you may be taking, the following chart illustrates how much time you should expect to plan to complete a typical course per week in any 3 hour college class. Please note that in Wintermester or Maymester you will be covering about the same amount of material in one day that we normally cover in one week. There will likely be deadlines and assignments to complete every day. These times are approximate and some subjects may be easier for you than others so you may fly through one class really fast and other classes more slowly. However, in general and on average this is what you should plan for time wise when taking on any college class. Look at the amount of hours you will need to invest per week and per day in order to be successful and make sure and plan ahead. This includes time spent in class (if you are in a seated section) as well as outside reading, homework and all time spent online.

Dual Credit/College Now Students: Your coursework is timed out to fit fairly evenly across each six weeks. Your school will request a numeric average from me for the work completed up through each six weeks. I will report the work from that six weeks to your school. You will be given notice as to when my reporting deadlines are. They will on average be anywhere from 10-14 days before your high school classes end their six weeks. Please pay attention to these deadlines. Your six weeks grades will not be changed after the deadline I give you so make sure you have your work turned in. Eligibility and credit for graduation can be influenced by this. Please check with your school district to determine how your final grades will be reported. In most cases, you will be given a numeric average at the end of the course that will replace all of your six weeks grades at the end of the semester. This will vary somewhat by school district. It is your responsibility to find out how your school district reports your grades both during each six weeks as well as at the end of term. In many cases it is possible to fully redeem your final grade for the semester at your school district even if your grade was lower than you would like at any given six weeks. The grade that I will report will be your cumulative average at the time your grades are requested. These dates are determined by your school district not by me. There may be students from other districts in your section who have different reporting dates so please be aware of this and take responsibility for knowing when your own reporting dates occur.

In many cases, Dual Credit classes carry the same weighted credit that honors classes carry. If that is the case then you may be receiving extra grade weight for completing this class. That means that a good grade in this class can have a significant positive impact on your GPA. Again, please confirm what your district policy is when it comes to your grade point average and weighted credits with this course.

Your OC grade (the one that goes on your transcript at the end of the course for College Credit will not reflect six weeks averages. If you make up an assignment from earlier in the course it may count towards your OC grade even if you missed the high school's six weeks deadline. Likewise, your OC grade reflects the summation and category average of everything you have turned into this class throughout the semester. Therefore, your final grade at OC may well be higher or lower than the average of the six weeks grades that will appear on your high school transcript. Please plan ahead, stay on task and strategize accordingly. BOTH grades are significantly important to your academic progress. Also, please bear in mind that in some cases high school students receive weighted credit for college classes. Make sure you know this ahead of time and double check on this with your high school counselor. Depending

on how your scores are weighted at your school your class rank could be influenced by how well you perform in this class.

NOTE TO ALL STUDENTS: This a required course for many college programs and it may also be considered part of your CORE curriculum. In order to prepare you for further courses or careers requiring Oral Communication, 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 expect feedback on assignments within a week's time. You Tube uploads may require up to two weeks to evaluate. (I respond more quickly in Wintermester/Maymester and shortened courses).

PLAGARISM:

The college's plagiarism policy is described in your syllabus under the college policies section. A copy of it also appears in the student handbook.

For the purposes of this class specifically understand that Plagarism is taken VERY seriously. Do NOT download or copy someone else's speech. If your work is suspected for plagiarism the following course policies apply in addition to any sanctions given by Odessa College or your local high school if you are a dual credit student:

- 1) 1st Offense: Warning and zero on the assignment in question.
- 2) 2nd Offense: Plagarism will be reported to the Dean's office at Odessa College. You will be given an F in the course.

In some cases, if a true misunderstanding of what plagiarism is has indeed occurred you may be given an opportunity for a lesser penalty at a greatly reduced grade. However, do not count on this. By this point in your education it is expected that you understand academic integrity and that it is taken seriously. Exemptions or reduced penalties are evaluated in consultation with department chair and / or dean and are not at all guaranteed to be applied. They can and will be determined on a case by case basis. Most often the standard penalties listed above will apply.

Plan ahead. Do not get in a rush. Do not copy, download, or cut corners that is usually how this happens. Do not take risks. It is not worth it.



↑ Course Attendance and Participation



Respectful Participation: This course will ask you to upload artifacts of public speaking and review them for one another. It is my expectation that at all times your communication with one

another and myself be professional and respectful. Occasionally we will deal with sensitive issues such as race, sexual orientation, religion, economics, politics and other difficult topics. You are not expected to agree with me or with other students. However you are expected to voice any opinions you have whether in the form of feedback for an assignment or a topic of discussion with tact and respect.

Attendance: As this is an online course you will be expected to log in daily. Blackboard keeps records of your log ins and how much time you spend on each section of the site. I use this information to determine attendance. You are not expected or required to log in on the following dates: December 24th/December 25th, January 1st. if you have more than 3 absences in this class you may lose points on your participation grade so please make certain that you log in regularly.

In addition to what is made available online, we will schedule class conference calls and I will set up meetings in Odessa and/or Midland for those of you who prefer to give your speeches live rather than record them on YouTube. Attendance at live meetings is optional and not required. You do not have to be present on conference calls either however you will be required to listen to the recordings at a time that works in your schedule if you can not attend.

Please keep in mind that you are about to be finishing a 16 week course in three. That means you will be covering about the same amount of material in one day that we normally cover in one week. There will likely be deadlines and assignments to complete every day.

This will be an intense process (but a rewarding one). I also expect that given holiday traditions many of you will be traveling. Please plan ahead to remain connected and involved.

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.



↓ Blackboard and Assignment Submission Procedures



Blackboard Issues

As this is an online course you need to be prepared to function well and consistently online. That said there are times that Blackboard will go down. This happens frequently enough that it is important to be prepared.

TURNING WORK IN ON BLACKBOARD:

For some students Blackboard is more intuitive than others. Please take time at the beginning of the course and make sure you watch my tutorial videos on BlackBoard that are specific to this class. Please play with the site until you become familiar with it. I have done my best to create consistent procedures with Blackboard so that you will be able to learn exactly what to do and repeat that in each module. Don't let BlackBoard run you off. I will help you if you need help. While some students find the software challenging at first, they quickly adapt to it's features and most are using it effectively without much thought by the end fo the course. So please remember if it is hard at first it does get better. I have built your early assignments to help get you used to Blackboard and how it fuctions before major grades come do.

TURNING IN YOUR WORK:

ALL Assignments must be properly uploaded into blackboard before I will be able to enter a grade for them. I will be very specific about where and how you are to upload assignments. This is for grading purposes. Assignment drop boxes are directly linked to the blackboard gradebook. This allows me to

open one window and see your assignment on one side of my screen and input your grade and offer you feedback on the other side of your screen. Additionally, I must preserve a number of assignments for future data storage. Odessa college uses Blackboard exclusively for this. Therefore, before you receive a final grade for an assignment it must be turned in to blackboard in the proper place.

SERVICE OUTAGES AND PROCEDURES FOR HANDLING THEM:

You should expect occasional service outages. Blackboard will shut down to tech issues or maintenance from time to time. There may well be other times that you experience a technical difficulty in this class. Please take the following routine precautions and procedures. Some are proactive others are reactive.

- 1) Keep an electronic copy of **everything** that you turn in. I recommend you email it to yourself. Gmail /google docs is an excellent resource for storing files and documenting your work and it is free of charge.
- 2) Make your copy of your assignment (or essay question) BEFORE submitting it to blackboard.
- 3) Print out or make an electronic download of any assignments that you need to access before you begin working on them. Download your materials and print them well ahead of when they are due that way you can continue working in the event of an outage.
- 4) If you find that Blackboard is out, wait an hour and try to log in again. You do not need to email me to inform me UNLESS you are going to miss a deadline and you do not want work to be counted late.
- 5) If Blackboard goes out right when something is due, email me a copy of the assignment as proof you got it done. Use my OC email address for this. I will not grade your assignments from email but this will serve as proof you had your work done on time.
- 6) When blackboard goes back up, upload your assignment as directed put a note at the beginning of the assignment explaining what happened and when you emailed your backup copy to me.
- 7) Tech issues on your end will be taken into consideration if you follow the same procedures so if your computer or internet service has an issue, email the assignment and tell me exactly what happened and when. I will take this into consideration when grading.
- 8) ABOVE ALL: Plan for tech issues. They can and will happen it is just the nature of the way things go when we have multiple people dealing with technology. Your BEST strategy is to plan ahead. **DO NOT PROCRASTINATE. WORK AHEAD.** Tech issues almost always seem to happen when it is at the last minute. Consider it Murphy's law.

Finally please keep in mind, I am not a techie. I can answer basic questions about our assignments (how to do them, where they are located in blackboard etc) or how to log into an external website like YouTube. However, I have no idea why your system might

need an update or what blackboard is doing. If you need help with Blackboard please make use of the resources below.

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.

Additional resources for understanding and managing BlackBoard are available in the last section of the Course Information Document posted on Blackboard. The title of the section is : Student Support and Technical Services.



↑ 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.

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 using a “sign-in” sheet or by tracking the amount of time and/or occasions in which you log in to blackboard for online or hybrid courses. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. For seated students, if you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Seated Students are permitted 3 absences before a loss of points.

PLEASE NOTE: If you know that you are going to be absent for a school event (game or performance etc.) or for a pre-arranged circumstance please contact me as soon as you are aware of the absence. You will likely need to make up work in advance of your event. This is a speech course. You will be assigned dates in which speeches are due. Treat these dates like examinations. You MUST be present for speeches and exams whether online or in class depending upon the assignment. You will be notified of these dates well in advance. I do understand that emergencies occur and I will make allowances for genuine emergencies on a case by case basis. However, you need to be prepared to document such emergencies. Illnesses that prevent you from attending class or emergencies such as deaths in the family will require documentation from medical professionals or other related professionals if you are going to be excused from a Speech or an examination. I have a family and I understand that emergency situations will arise. I do expect emergencies to be rare and well documented. Whenever possible communicate with me in advance of your situation and keep

documentation. Keep in mind that Speeches count for 50% of your grade in this course and it is virtually impossible to pass this course without completing all of your major speeches.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

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

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **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:

1. The student has passed all completed work

2. 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.



↑ Course Schedule and Workload



Course Schedule, Workload and Due Dates

GENERAL WORKLOAD: Some students mistakenly think that online classes offer reduced content. This is not the case for this class or any class at Odessa College. Furthermore, the same amount of work is required for a WinterMester class that is required for a 16 week course you simply are compressing that same workload into a 21 day period instead of a sixteen week period. The general rule of thumb for planning college content is that you should expect to complete about 48 hours of work from start to finish. Some days you may work longer than others and you can determine much of when you plan to work on this course based upon your schedule. However, I strongly advise you to take out your calendar and actually plan times to attend class just as if there were set class period for you to come to. Spread out evenly, assuming you take off three days for holidays and one day per week (which I recommend if you want to stay sane)...you need to accommodate at least 48 hours of time into about 15 days. That means you need to plan on average to spend about 4-5 hours per day, 6 days per week on this course. Make sure your family, friends and employer are aware of the time that you need to set aside. This may not be the holiday in which you are able to carry out the normal responsibilities you carry out for your family celebrations if you have events that you plan to participate in. Others will respond to you much better and perhaps even be more supportive of your expectations if you are able to communicate in advance that you have an unusual responsibility this holiday season. Also, if you work in retail the pressure from employers can be intense this time of year. It is important that you carefully evaluate your time and make sure that you can commit to the requirements of this course. Make sure you confirm work schedules in advance and let your employer know that you have this responsibility. If you need any kind of support or documentation from me that something is due please know that I am here to support you.

Also, online speech class is just kind of weird when it comes to public speaking presentations. Plan ahead for the reality that you are going to need computer access especially if you are traveling and also keep in mind that you will be needing to record some speeches in front of a live audience of at least five adult members. This means having a good set up with some recording ability. Family gatherings are the perfect opportunity to handle some of this so the season may work well to your advantage.

DEADLINES AND DATES, COURSE SCHEDULE

Assignment deadlines are always posted at the top of the Coursework section of Blackboard. Each module will have one or two due dates posted for you depending on the length of time scheduled for your course. If you are in a live speech class, are meeting with me on campus or are enrolled in a hybrid course, please note that I will customize deadlines and due dates for speeches based upon the number of students enrolled in the course and the amount of small groups I need to set up for discussion points. I reserve the right to extend time if it is needed to ensure that the class has the best opportunity to complete the course in excellence.

Planning Your Time: As this is primarily an online course you will be expected to log in 3 times per week for online students or as scheduled for seated/hybrid classes. Midmester and Summer students should plan to log in five days per week minimum. Blackboard keeps records of your log ins and how much time you spend on each section of the site. I use this information to determine attendance. You are not expected or required to log in on the following dates: Labor Day, Memorial Day, Good Friday-Easter, July 4th, December 24th/December 25th, January 1st. If you have more than 3 absences in this class you may lose points on your participation grade so please make certain that you log in regularly.

In addition to what is made available online, we will schedule class conference calls and I will set up meetings in Odessa and/or Midland for those of you who prefer to give your speeches live rather than record them on YouTube. Attendance at live meetings is optional and not required. You do not have to be present on conference calls either however you will be required to listen to the recordings at a time that works in your schedule if you can not attend.

Please keep in mind that OC now operates on an accelerated schedule. Unless you are a dual credit student, you are most likely enrolled in a course that was originally designed to be covered in 16 weeks but is now being offered in a faster format. This will require advance planning and working ahead in case emergencies happen. It also means that you can not carry the same amount of classes at the same time that you would carry in a regular 16 week semester. Please plan ahead.

In order to help you plan your time ahead for this class and /or any others you may be taking, the following chart illustrates how much time you should expect to plan to complete a typical course per week in any 3 hour college class. Please note that in Wintermester or Maymester you will be covering about the same amount of material in one day that we normally cover in one week. There will likely be deadlines and assignments to complete every day. These times are approximate and some subjects may be easier for you than others so you may fly through one class really fast and other classes more slowly. However, in general and on average this is what you should plan for time wise when taking on any college class. Look at the amount of hours you will need to invest per week and per day in order to be successful and make sure and plan ahead. This includes time spent in class (if you are in a seated section) as well as outside reading, homework and all time spent online.

3 Hour College Credit Course ANY kind of class. Hours include seat time and homework.	Time Required on Average (144 hours per semester per 3 hour class)	Average Hours per Day (6 Days a week) to plan to invest in the class (including attendance and homework)
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16 Week Class	9 Hours per week.	1.5 Hours
10 Week Class	14.5 HoursPer Week	2.5 Hours
8 Week Class	18 Hours Per week	3 Hours
5 Week Class	29 Hours	5 Hours
3 Week Class	48 Hours Per week	6 Hours

This will be an intense process (but a rewarding one). If you are enrolled over the later half of the Fall Semester, Wintermester, or during the summer I also expect that many of you will be traveling. Please plan ahead to remain connected and involved.



↓ Instructional Philosophy



Instructional Philosophy

In order to fully understand what is required of you in this class and how you will be graded, it is very important that you understand a few things about my philosophy of instruction. There are some key things you should know up front.

This is not a class where you just read the book and take quizzes and tests and then do a project or paper. Almost all of your assignments involve you actively doing something like making a model, watching and responding a video, creating a visual aid or writing a speech. It is not meant to all be done once a week. Break your time up and do these assignments several times a week . If you do not do this you will become overwhelmed.

Although it may not seem like it, EVERY ASSIGNMENT is in here for a specific reason. This is not busy work each assignment is giving you a thought or skill that you need to complete the next one.

Here are some of the reasons why this course may look and operate differently from you may have come to expect. Our department and institutional research has demonstrated that the following approaches to learning increase success and retention rates. Here is some of the philosophy that guides what you are being asked to do in this class:

AVID Based Instructional Strategies:

I use AVID Strategies: AVID (Achievement Via Individual Determination) is a comprehensive program of instruction that prepares students to excel in college. It reaches from early childhood education through College. Part of the program focuses on student study skills and preparation, part of it focuses on instructional strategies and effectiveness. Every one of the lessons in my course is based on a research driven strategy most of these strategies are also AVID based strategies. Our Student Success Center is equipped with tutors and coaches who are familiar with these strategies and can help you with your learning experience in my class. When I am using a specific AVID strategy this may be indicated on an assignment. For more more information about AVID please refer to their website: <http://www.avid.org/>

Process Based Learning:

“The Journey is the Reward”~This old adage very much applies to this course and my philosophy of instruction. When your assignment modules begin to open to you, you will discover that there are a number of assignments in every module. For this class there are a total of 8 Modules each with between 9 and 13 assignments. This will at first appear to be a lot more labor intensive than other courses in which you may only see a few tests and a project or a paper. The reality is that this class, while rigorous, does not have any more work involved with it than any other speech course.

However, instead of giving you one long list of things to complete and hand in all at once (i.e., A speech with an outline, bibliography and visual aid), I will be interacting with you and grading you step by step as you put your projects together. The reason for this is because it is far more important to me that you really understand how to properly research a topic and fully prepare yourself to deliver a speech than it is for you to put together a final product quickly and at the last minute. In other words, I value the PROCESS of learning far more than the PRODUCT you produce.

Many students come to this class with a lot of fear about public speaking. They also often think they know how to properly conduct academic research and put it together but in many cases they struggle because they have developed improper research habits or they do not really know how to rehearse properly to reduce communication anxiety. My goal is to not just check off the boxes and have you run through a speech but to really give you some useful skills that you can use in advanced collegiate education and even in your career.

By engaging the process, in depth, you will actually wind up producing a better final product than you would have produced without this kind of in depth instruction. So, while you will see many more assignments than you might expect in this course, keep in mind that most of what you are doing is part of one larger assignment it has just been broken down into several steps so that I can engage you throughout the process of learning.

This will not be as effective as it would be if you allow yourself to get behind in the class. In order to account for busy schedules and workloads I will make whole modules or chunks of modules due at the same time. However, you will get much more out of the class if you turn your assignments in as you go so that I can give you timely feedback as you move through each module.

Scaffolding:

Scaffolding is an educational term that means exactly what it sounds like. Think of scaffolding on a ladder or the temporary scaffolds that you see in place on construction sites. These structures are arranged to take you to higher places but you need to take each step in order to get to the final height. In this class, your speeches are like the final height of learning, however to get to them you must take step one before you get to step two. You must take step two before step three. If you try to skip steps, you are very likely going to create unnecessary work for yourself. Furthermore, each assignment builds upon the one(s) before it. So if you skip around, you are going to find yourself confused about what to do or redoing assignments as busy work later on that you could have received credit for as you move along. Very much like a math class, my assignments will build upon one another.

Therefore, it is absolutely critical that you work in order!!!

DO NOT SKIP ASSIGNMENTS unless the assignment specifically indicates that you can move forward or you email me and ask permission. If you start to get behind, refer to the late work policy. Do not avoid me...contact me immediately so that we can work together on getting you back on track.

Mastery Learning:

Because this class is process oriented and because the scaffolding of assignments means that each lesson must prepare you for the next one, I will generally give one of two grades on most minor assignments. You will either receive full credit for me, or occasionally you may receive a “1”. A “1” is NOT a final grade. A “1” is an opportunity for you to correct something so that you can receive full credit on that assignment. Most of my students will receive a 1 here and there in the course. I will always give you feedback telling you what needs to be corrected so that you can turn the assignment back in for full credit. If you receive a “1” please make the corrections given within 3 days and resubmit the assignment to me. If your assignment was originally turned in on time and if it is returned to me with corrections within those first three days you will be given full credit. If you take longer than 3 days then it may be subject to late credit. Mastery learning rewards students who want to take the time to really master the concepts of the class and take something out of it by giving them time to relearn material and correct mistakes. It puts the process of learning ahead of simply rushing through an assignment and checking off a box. It also encourages a greater depth of learning. I often give bonus points to students who go above and beyond what is called for in an assignment. It is not uncommon for a student to resubmit an assignment that they would have otherwise failed and wind up with extra credit and bonus points for correcting the assignment and diving in deeper to the concepts presented.

Please note: You absolutely may not skip over the prep work and just do your speech. Regardless of how experienced you are as a speaker or how confident you feel. Part of what you are learning is how to research at the college level with academic referencing. You are also learning how to speak at a professional level which means that you will be equipped to look good in a business setting or high engagement setting. Things may work differently from what you are used to in that case. For example your visual aids may be different or your approach to a topic may vary. The instructors in this speech department have come together to create an experience that will give you professional level skills. We have trained corporate trainers, motivational speakers, and competitive speakers who have won awards at state and national levels.

FOR THIS REASON: The preparation work you are being asked to do including outlines and rehearsal logs and all research requirements is essential to delivering a high quality professional speech.

YOU MAY NOT BE ALLOWED TO SUBMIT YOUR SPEECH IF YOU HAVE NOT COMPLETED YOUR PREP WORK AHED OF TIME. I RESERVE THE RIGHT TO REFUSE ANY SPEECH IF YOU HAVE SKIPPED OVER THE ASSIGNMENTS LEADING UP TO IT UNTIL THOSE ASSIGNMENTS HAVE BEEN COMPLETED PROPERLY. LATE CREDIT POLICIES WILL APPLY IF SKIPPING ASSIGNMENTS

ON YOUR END CREATES A DELAY. IF YOU SUBMIT YOUR PREP WORK LATE OR AT THE SAME TIME AS YOUR SPEECH YOU MAY FAIL THE SPEECH DUE TO THE LACK OF FEEDBACK THE PREP WORK IS DESIGNED TO GENERATE. DO YOUR WORK ON TIME PLEASE SO THAT I CAN GUIDE YOU.



• [↑ Odessa College Policies](#)



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 www.odessa.edu/dept/counseling/disabilities.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

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Learning Resource Center (LRC; Library)

MURRY H. FLY LIBRARY

Main Number	432-335-6640
Email	library@odessa.edu
Campus Location	1 st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/library Ask A

Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community.

Super Search, the library's centralized search engine, offers easy access locating materials in the library's collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings
- **Ebooks** – 50,000+
- **Specialized databases** for current students – 60+
*Remote access requires OC login
- **Magazines, newspapers, & scholarly journals**
- **Interlibrary loan services** of material from participating Texas libraries
- **Online Tutorials**
*Tips for research strategies
- **Computers for online research, homework, and printing**
- **Selected textbooks** for short-term use in the library only
- **Photocopier and FAX service** – There is a charge associated with these services
- **VHS/DVDs** – in library use only
- **Quiet study rooms** for individual and group study
*Must check in at the main desk
- **Larger meeting rooms** – for events, educational workshops, and group computer use. Reservations required

TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

Main Number	432-335-6878
Email	studentsuccesscenter@odessa.edu
Campus Location	1st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Chat Assistance	Click Here Subject to availability. <i>(If no one is currently available, call or email)</i>

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

Math Lab Main Number	432-335-6537
Email	mymathlab@odessa.edu
Campus Location	Wood Math and Science building, Room 201
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/math_lab.htm Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

Synapse Lab Main Number	Coming soon
Email	SynapseLab@odessa.edu
Campus Location	Wood Math and Science building, Room 308
Website with Additional Help and Information	http://www.odessa.edu/dept/biology/tutoring.htm Provides support for all science related tutoring

- **Writing Center**, located on the first floor of Wilkerson Hall, provides support for all writing-related tutoring

Writing Center Main Number	Coming soon
Email	writingcenter@odessa.edu
Campus Location	Wilkerson Hall, 106
Website with Additional Help and Information	Coming soon Provides support for writing related tutoring

- **Offsite tutoring services** are available in the Rodeo and Agriculture Graham Center located in Gardendale
- **Online tutoring** is available 24/7 through Upswing, which will start Fall II, a web-based, student-friendly service

Student Success Center (SCC)

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: *Odessa College Catalog of Courses 2012-2013, page 54*)

Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.**