

Speech 1315: Public Speaking*

Fall 2011 – Web Course

Instructor: **Dr. Irene Grau**

Office: Jack Rodgers Fine Arts (FA) 100
201 W. University
Odessa TX 79764

Phone: 432-335-6369

E-mail: igr.au@odessa.edu (All emails should have as the subject line "Speech 1315, Sec. WB9: <Topic>")

Office Hours:

M/W 10:00am to 11am; 1:30pm to 3pm

T/Th 12:00pm to 2:00pm; 3:30pm to 5:30pm

Course Section: WB9 – Online Course

Start Date: August 22, 2011

End Date: December 9, 2011

...Apart from inquiry, apart from the praxis, individuals cannot be truly human. Knowledge emerges only through invention and re-invention, through the restless, impatient, continuing, hopeful inquiry human beings pursue in the world, with the world, and with each other.

P. Freire, *Pedagogy of the Oppressed*

An ounce of experience is better than a ton of theory simply because it is only in experience that any theory has vital and verifiable significance. An experience, a very humble experience, is capable of generating and carrying any amount of theory (or intellectual content), but a theory apart from an experience cannot be definitely grasped even as theory.

J. Dewey, *Democracy and Education*

Course Information

Course Credits: 3 hours

In this course, students learn 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: None

Scans: 5, 6, 9, 10, 11

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.

Course Objectives:

- Employ the terms and concepts used to understand the process of public speaking
- Analyze audiences in multiple settings and craft communication according to your assessments
- Critically listen to and read public communication
- Research, compose, and present clearer, more comprehensive, and more persuasive arguments that are responsive in various situations and to diverse public audiences

- Evaluate the effectiveness of different tactics used in public discourse; and
- Critically reflect on your own presentational style and content

Essentially, the primary focus of this course is developing well-reasoned arguments with good evidence and effectively communicating those arguments. In other words, a great performance is meaningless if there's no substance to the content.

Required Materials:

Course Text: *The Art of Public Speaking, 10th edition*, Stephen E. Lucas
The student CD that accompanies book is not required. It is optional.

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.

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

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

Access to Videotaping/Recording devices (preferably ones that can be connected to a computer to create a digital file)

Access to YouTube: www.youtube.com

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 335-MORE.

Videotaping/Recording Speeches:

There are several different devices available that will allow you to create a digital file of your recording: your computer's camera, Flip cameras, digital cameras, and in a pinch, most higher-end cell phones/PDAs. When recording your speeches, you audience **must** be easily seen (see link in Wk 5 for more information). It is best to position any recording device behind your audience members. Once you have recorded your speech, you will need to upload the speech to YouTube for grading. **Please see more detailed instructions for uploading digital files to YouTube on Blackboard under "Course Documents."**

If you do not have access to any such devices, you may record your speech on VHS, VHS-C cassettes, 8 mm-MP or HI 8, DVD's or mini DVD cassettes and mail those to me. (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 office. These people will also listen attentively to your speech

Note: If using a video cassette tape, please **do not send your speech on a tape that contains other special moments such as graduation or your child's first time to walk**, as you may not get the tape back! Use a **new 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. You will mail tapes/DVDs to Dr. Irene Grau, Odessa College, 201 W. University, Box 41, Odessa TX 79764. The package **must be postmarked** no later than the actual due date to avoid late penalties.

Tips for video files or tapes:

Be sure and watch the recorded speech to determine if you can **see and hear** the speech **clearly** before uploading or mailing it. If using a video cassette, 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 in case you forget to rewind it. 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 immediately, the grade will reflect your ability to follow these instructions. Please also make sure to have the envelope weighed so that proper postage is applied, otherwise the tape will be returned to you several weeks later, which may negatively affect your final grade.

Odessa College Hardware/Software requirements for Web Courses:

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. A Camcorder or other recording device and headphones to be able to record your voice

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 and Powerpoint applications. Some of the content may 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.

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.

1. You must purchase the following required readings/materials:
The Art of Public Speaking, 9th or 10th edition, Stephen E. Lucas (ISBN: 978-0-07-726223-5)
 2. You are encouraged to buy the following optional books/materials: You will need two, padded mailing envelopes for mailing recorded speeches if you plan to mail your speeches. If you decide to give your speeches on campus, then you would not need the mailing envelopes.
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Course Requirements (Assignments and Assessments)

These are the general course requirements:

- Student Contact Information is completed and uploaded to Blackboard on the first day of classes
- Chapters 1-18 reading Assignments and Journals/Worksheets
 - Journals: On those weeks as noted, you will write a journal entry responding to that week's prompt. These should be written in or uploaded to the Journal section of Blackboard (which can be found under <Tools>)
 - Worksheets: On those weeks as noted, you will download and complete the worksheet(s) that accompanies that week's chapter(s). Once completed, the worksheet must be uploaded to the Assignments board on Blackboard.
- 18 Chapter Quizzes (You will need to download Respondus Lockdown Browser – see link under <Syllabus>)
- 3 major tests
- 1 informative speeches & outline, 1 persuasive speech and outline
- Final Exam
- Listening Assessment (SCANS quiz)

Assignments: There will be two speech presentations due this semester. The first one is an informative speech. You may choose the type of Informative speech you would like to do.

The second speech is a persuasive speech. Details about these assignments are located under assignments in blackboard. Please see the document "Criteria for Evaluating Speeches" under <Course Documents> for more explanation of grading criteria.

Tests/quizzes: There is a 10 question multiple-choice quiz over each chapter. There are 3 larger tests over several chapters. The first one covers the first 7 chapters. The second one covers chapters 8-13. The last one covers chapters 14-18. These tests have 20 multiple-choice questions. All of these quizzes and tests are timed. They also require that you download the Respondus Lockdown Browser to the primary computer you will be using. Please be aware that you will not be able to take any quizzes or exams on any computer that does not have RLB. For your convenience, all computers in the Student Success Center on campus are equipped with RLB.

Final exam: There is a cumulative final exam, and you take it just like you take the quizzes and tests in blackboard. It has 20 multiple-choice questions.

Note: If you experience a problem while taking a quiz or test, please e-mail me and explain what happened. I will view the quiz to determine which questions were attempted and make a decision concerning the fairness of allowing the quiz or test to be reset for a second attempt. I will e-mail my decision to you and tell you if and when the test will be reset.

Journals: Journal entries are a part of your grade so be sure to keep up with those.

Worksheets: To help you prepare for your speeches, there are several worksheets that must be completed throughout the semester. Completing these worksheets not only count toward your final grade; they will also help you become a successful public speaker.

Grading Policy

Your score on each quiz or test is immediately available for you to see after you submit the quiz or test. I will provide e-mailed comments on speech assignments within 14 days of receiving the speech. After all speeches are graded, I will send an email announcing that all speeches are graded.

Late assignments receive a 10% deduction for each **day** they are late, including weekends. Assignments more than 7 days late are worth zero and will not be accepted. Technological issues will **not** be considered as valid grounds for late assignment submission. Make sure you have designated a secondary computer or alternative recording equipment for such circumstances.

Point system and letter grades for Evaluation of students:

Student Information Sheet	2 percent	20 points
Reading Assignments and Quizzes	13 percent	130 points
Worksheets and Journal Entries	15 percent	150 points
Tests	20 percent	200 points
Speeches & outlines	30 percent	300 points
Final Exam	10 percent	100 points
Listening Test	10 percent	100 points

900 - 1000 points	A (superior)
800 - 899 points	B (outstanding)
700 - 799 points	C (average)
600 - 699 points	D (passing)
Below 600 points	F (failing)

Please notice that if you do not give any speeches, the highest number of points possible is 700 points and that is if you have perfect scores on all assignments. **You must give your speeches to be successful in this class.**

Course Schedule: (The instructor reserves the right to revise this schedule as necessary)

Week 1

Topic/Overview: This week focuses on the communication process and speaking in public.

Summary of Week 1 Assignments & Activities

Item (Name)	Type	Description	Due
Read Syllabus	Worksheet	Complete Student Information Sheet and upload to Blackboard	8-22-11**
Read Chapter 1	Reading	Reading about Speaking in Public	8-26-11
Journal 1	Journal	Prompt: Candidly evaluate your own strengths and weaknesses as a speaker. Identify the three primary aspects of speechmaking you most want to improve.	8-26-11
Quiz 1	Quiz	Speaking in Public	8-26-11

Week 2

Topic/Overview: This week focuses on Ethics and Public Speaking

Summary of Week 2 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 2	Reading	Reading about Ethics and Public Speaking	09-02-11
Journal 2	Journal	Prompt: Answer Question #2 in Chap. 2: Exercises for Critical Thinking	09-02-11
Quiz 2	Quiz	Ethics and Public Speaking	09-02-11

Week 3

Topic/Overview: This week focuses on Listening
 Summary of Week 3 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 3	Reading	Reading about Listening skills	9-9-11
Worksheet	Homework	Download, complete, and upload Listening Worksheet located in <Assignments>	9-9-11
Quiz 3	Quiz	Listening skills	9-9-11

Week 4

Topic/Overview: This week focuses on Selecting a Topic and Purpose and Speaking to Inform
 Summary of Week 4 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chap. 4	Reading	Read about Selecting a Topic and Purpose	9-16-11
Quiz 4	Quiz	Selecting a Topic and Purpose	9-16-11
Read Chap. 14	Reading	Read about Speaking to Inform	9-16-11
Worksheet	Homework	Download, complete, and upload Informative Preparation Worksheet located in <Assignments>	9-16-11
Quiz 14	Quiz	Speaking to Inform	9-16-11

Week 5

Topic/Overview: This week focuses on Analyzing Audiences
 Summary of Week 5 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 5	Reading	Read about Analyzing the Audience. Remember that you must find at least 3 people who are willing to listen to your speech when you have it video-taped. If you do not have the recording equipment, then you may email me, and we will set up a time for you to give the speech to me and your audience members in person. You will be responsible for having 2 friends accompany you to my office to serve as audience members on Week 9 , the week that the speech is due.	9-23-11
Worksheet	Homework	Download, complete and upload Audience Analysis and Audience Adaptation worksheets located under <Assignments>	9-23-11
Quiz 5	Quiz	Analyzing the Audience	9-23-11

Watch speech example	Listening	Locate the following speech on YouTube: http://www.youtube.com/watch?v=Er3mXirL2Ms Note how to set up the camera to include your audience members so that you do this correctly when you video your speech.	9-23-11
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Week 6

Topic/Overview: This week focuses on Research and Evidence

Summary of Week 6 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 6	Reading	Reading about "Gathering Materials"	9-30-11
Quiz 6	Quiz	Gathering Materials	9-30-11
Worksheets	Homework	Download, complete and upload Doing Library Research and Doing Internet Research worksheets located under <Assignments>	9-30-11
Read Chapter 7	Reading	Reading about "Supporting your ideas"	9-30-11
Quiz 7	Quiz	Supporting your ideas	9-30-11

Week 7

Topic/Overview: This week focuses on Organizing and Outlining Your Speech

Summary of Week 7 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 8	Reading	Read about Organizing the Body of the Speech	10-7-11
Quiz 8	Quiz	Organizing the Body of the Speech	10-7-11
Outline	Application of information	Decide on your organizational plan, specific purpose, and central idea. Type each at the top of your outline that you will submit with your taped speech.	10-7-11
Read Chapter 9	Reading	Read about "Beginning and ending your speech"	10-7-11
Quiz 9	Quiz	"Beginning and ending your speech"	10-7-11
Introduction and Conclusion	Application of Information	Write and then type the introduction and conclusion on the outline. Memorize the introduction and the conclusion. If you are not able to memorize the introduction and conclusion, shorten the introduction and conclusion. Use 100% eye contact when practicing the introduction and conclusion.	10-7-11
Read Chapter 10	Reading	Read about Outlining the Speech	10-7-11
Quiz 10	Quiz	Outlining the Speech	10-7-11
Homework	Application of Information	Complete a draft of your Informative Speech outline and upload it to <Assignments>. Make sure you format the outline as laid out in the Sample Outline Template (found under Course Documents) and	10-7-11

		include citations. You may want to look at the Sample Informative Outline for an example of a completed outline with citations (found under Course Documents). I will provide feedback on these drafts before your final outline is due (with your speech performance) to ensure a successful speech. Begin practicing your speech – it should be 3 to 5 minutes long.	
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Week 8

Topic/Overview: This week focuses on Delivery
 Summary of Week 8 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 12	Reading	Read about "Delivery"	10-14-11
Journal	Journal	Prompt: What steps are you taking to ensure a successful first speech?	10-14-11
Quiz 12	Quiz	Delivery	10-14-11
Delivery techniques	Speaking	Practice the extemporaneous methods of delivery with your speech topic. Practice adding vocal variety in areas such as volume, rate, and pitch. Practice again and again until you can look at the audience 80-90% of the time. Memorize the introduction and the conclusion while practicing.	10-14-11
Test 1 over Chapters 1-7	testing	Speaking, listening, selecting a topic and purpose, analyzing the audience, gathering ideas and supporting your ideas	10-14-11

Week 9

Topic/Overview: This week focuses on Language
 Summary of Week 9 Assignments & Activities: **Informative Speech Presentation Due 10-20-11**

Item (Name)	Type	Description	Due
Informative Speech	Speech	Upload your Informative Speech presentation to YouTube (preferred) or mail it to me (postmark must be no later than Thursday, 10-20-11). Upload your final revised outline to <Assignments>.	10-20-11
Read Chapter 11	Reading	Read about Using Language	10-21-11
Journal	Journal	Prompt: Once you have uploaded/mailed your first speech, critically analyze your performance. What did you do well? What would you do differently? How will you improve for your persuasive speech?	10-21-11
Quiz 11	Quiz	Using Language	10-21-11

Research	Reading, Researching	Begin thinking about your final speech. The purpose must be persuasive. After reading about topics that interest you, please select a topic and research it. You will work on this speech for the next 4 weeks read Chaps. 11-16 so that you know all the information to consider when selecting a topic. Keep your ideas and information together because you will follow a similar preparation on the persuasive speech as you followed on the informative speech.	10-21-11
alliteration	Writing	Include one example of alliteration in your final speech. Identify this example in the outline and highlight it so that it is easily located.	10-21-11

Week 10

Topic/Overview: This week focuses on Speaking to Persuade
Summary of Week 10 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 15	Reading	Read about Speaking to Persuade	10-28-11
Worksheet	Homework	Download, complete, and upload Persuasive Speech Preparation worksheet located in <Assignments>	10-28-11
Quiz 15	Quiz	Speaking to Persuade	10-28-11
Analyzing the audience	Researching	Think about the audience who you have selected to hear your speech. For example, ask yourself "Do they wear seatbelts?" If every person in the audience already wears a seatbelt, then you would not want to persuade the audience to wear seatbelts. You may need to do research and call the audience member to ask about their behavior. Another example for a topic is smoking. If no one in your audience smokes, then do not take their time to persuade them to stop smoking. Make the time that they listen valuable to them. Select a topic that might persuade them to agree with your opinion and, more importantly, change their behavior.	10-28-11

Week 11

Topic/Overview: This week focuses on Methods of Persuasion
Summary of Week 11 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 16	Reading	Read about "Methods of Persuasion"	11-04-11
Quiz 16	Quiz	Methods of Persuasion	11-04-11
Statement of credibility	Writing	Compose a statement that you plan to include in your speech in order to enhance your credibility. You should <i>show</i> the audience you're credible by providing evidence of your expertise or the research you have done. Avoid simply <i>telling</i> them you're an expert. In other words, rather than say "I have researched this topic extensively," <i>show</i> them by giving them some information and <i>citing your source</i> .	11-04-11

Outline	Outlining	Type your name, organizational pattern (such as causal order, problem-solution order, or Monroe's motivated sequence, etc) specific purpose, and central idea at the top of the page. Type your introduction, outline, and conclusion. Once again, make sure your outline conforms to the format shown in the Sample Outline Template. Include your bibliography at the end of the outline. Upload a draft of your outline to Blackboard <Assignments>. I will provide you feedback to revise to ensure a successful persuasive speech (final revised outline will be due with your speech).	11-04-11
Recording the speech	Speaking	Practice the speech at least 5 times (a rule of thumb, however, is that you should practice the speech at least twice as many times as it is long). The speech should be 6-8 minutes in length. Time it. Remember to include the visual aid that you will prepare next week.	11-04-11
Delivering speech	Speaking	If you do not have recording equipment, email the professor the time that you want to deliver the speech in person – due Week 13 . The professor will confirm the time by email. Remember that you must bring at least 2 audience members to hear the speech.	11-04-11

Week 12

Topic/Overview: This week focuses on Using Visual Aids

Summary of Week 12 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 13	Reading	Read about "Using Visual Aids"	11-11-11
Quiz 13	Quiz	Using Visual Aids	11-11-11
Researching a visual aid	Researching	Think about your persuasive topic, keeping in mind that a visual is required when you deliver the speech. Keep in mind that statistics are persuasive. What statistic is related to your speech that would persuade the audience to your point of view. Research how to present this information to the audience.	11-11-11
Journal	Journal	Prompt: What visual aid have you chosen? Why? What work does that visual aid do to enhance the speech? Are there other visual aids that might work more effectively? Why or why not?	11-11-11
Test 2 over Chapters 8-13	Testing	Organizing, Outlining and Presenting the Speech	11-11-11

Week 13

Topic/Overview: This week focuses on Listening

Summary of Week 13 Assignments & Activities – **Persuasive Speech Presentation Due 11-17-11**

Item (Name)	Type	Description	Due
Persuasive Speech	Speech	Upload your Persuasive Speech presentation to YouTube (preferred) or mail it to me (postmark must be no later than Thursday, 11-17-11). Upload your final revised outline to <Assignments>.	11-17-11
Journal	Journal	Prompt: Once you have uploaded/mailed your last speech, critically analyze	11-18-11

		your performance. What did you do well? What would you do differently? In what ways do you feel you improved from the first speech?	
SCANS Quiz	Listening	Watch Randy Pausch's video on "Time Management": http://www.youtube.com/watch?v=oTugjssqOT0 and Take the quiz, Listening test. Note: Because this is a state mandated test, it will only be available until 11:59pm on 11-18-11, so please make every effort to take it before then.	11-18-11

Week 14

Topic/Overview: This week focuses on Speaking on Special Occasions
 Summary of Week 14 Assignments & Activities – **Happy Thanksgiving!!**

Item (Name)	Type	Description	Due
Read Chapter 17	Reading	Read about "Speaking on Special Occasions".	11-25-11
Quiz 17	Quiz	Speaking on Special Occasions	11-25-11

Week 15

Topic/Overview: This week focuses on Speaking in Small Groups
 Summary of Week 15 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 18	Reading	Read about "Speaking in Small Groups"	12-2-11
Quiz 18	Quiz	Speaking in Small Groups	12-2-11
Test over Chapters 14-18	Test	Varieties of Public Speaking	12-2-11
Check Odessa college emails	Speaking	Contact the professor if you did not receive an email from the professor with an evaluation of your final speech.	11-30-11

Week 16

Topic/Overview: Final Exam Week
 Summary of Week 16 Assignments & Activities – **Final Exam Due BY 5PM ON TUESDAY, 12-6-11**

Item (Name)	Type	Description	Due
Final Exam	Testing	Take the comprehensive Exam over Public Speaking by 5pm on due date. The exam will become unavailable at 5pm on 12-6-11.	12-6-11

Course Evaluation	Evaluation	Please take a moment to complete the Course Evaluation found in <Course Documents>. You can fill them out anonymously and mail them to Dr. Irene Grau, Odessa College, 201 W. University, Box 41, Odessa TX 79764 (If you bring them to the campus post office, they will put them in my mailbox at no charge or you can simply slide it under my door in FA 100.) Thank you!!!	12-9-11
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Policies and Procedures

Announcements: Read announcements each day. Students are responsible for checking for changes in the syllabus each week as it may be updated when needed.

Methods of instruction: Selected lectures are recorded so that you may download the lectures on an ipod or MP3 player. Selected lectures are videotaped for you to watch.

Course activities/submission and completion policy: I set up my course so that students may work ahead as they have time. Students must complete all the work on the week-by-week dated course schedule. I understand that some students have conflicts or the server goes down and that causes problems. The wise choice is to stay ahead of the assignments so that delays won't cause your work to be late. Having this opportunity allows you to schedule your time so that if conflicts arise at the end of the semester or you need to finish early, you can do that and avoid problems with finishing the course on time. Keep working ahead every chance that you get.

Incomplete policy: I do not grant an incomplete unless you meet the requirements for an incomplete. The course is set up for you to complete it by working ahead at your convenience. You have the opportunity to complete the work during any of the 24 hours a day that are available to get the work done. If you are unable to complete the course, please speak to me as I will consider problems on an individual basis.

Instructor's response time: I will do my best to respond to your e-mails within 48 hours. E-mails sent on Friday, however, may not be read until the following Monday.

Long Term absence policy: If you are absent from the course for more than 2 weeks, please contact me. You will be considered absent unless prior arrangements have been made. As I note that you are completing assignments each week, I also note that you are participating in the class.

Orientation: There is no orientation class that meets in person before the course begins. However, I would be pleased to meet with you during office hours to discuss any questions or concerns you may have.

Semester end course evaluation: Odessa College provides an evaluation process at the end of each semester so that you have an opportunity to evaluate the course.

Academic Honesty: Academic honesty is fundamental to the activities and principles of college. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. **A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an F in the course.** All persons involved in academic dishonesty will be disciplined in accordance with Odessa College's regulations and procedures. For complete information on student conduct and discipline procedures, please consult the handbook. Assignments such as speeches that are downloaded from the Internet are considered under the auspices of academic dishonesty. Academic dishonesty will not be tolerated in this course.

Special Needs: 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.

Please notify the instructor of any disabilities that require special accommodations for taking this class. This information is required on the information sheet that is completed during the first week of class. Students with disabilities may request reasonable accommodations and modifications as addressed under Section 504/ADA regulations. Students needing assistance because of a disability may contact the counseling office no later than 30 days prior to the start of the

semester.

The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or (3) is regarded as having such an impairment. Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. Odessa College is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids. If you need accommodations because of a disability, please inform the professor of the course. For example, if you must give your speech while sitting down, then I need to know before evaluating your speech. **If no disability exists, then I expect students to stand while delivering a presentation.**

Preparation for Emergency

Computer Crash: Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities. Computers are available on campus if you experience problems with your computer.

NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Server problems: When the Blackboard server needs downtime for maintenance, the BlackBoard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email. Please make sure you have access to your Odessa College email.

Complete Loss of Contact: If you lose contact with your instructor completely (i.e. you cannot contact your instructor via Blackboard or email) your instructor or you may have to contact each other via phone.

Lost/Corrupt/Disappeared files: The student must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., BlackBoard server crash or virus infection, student's own computer crash, loss of files in cyberspace, etc) or any contradictions/problems, the instructor may request you to resubmit the files.

Help is available: I want you to succeed in this class and am available to work with you online or outside of class. I am more than happy to sit down with you and discuss unfamiliar concepts or terms. If you have a question on a quiz or exam, please make an appointment to come by my office during office hours to discuss your questions. Please have your textbook with you as all the questions are found in the textbook. Type the question and the answer choices for our discussion.

*Let this syllabus serve as an outline to the objectives and materials that we will cover. This syllabus is subject to revision at the discretion of Dr. Irene Grau as necessary.

You may work ahead in this course, but do not get behind. Do not e-mail me when you are behind. Just get busy and catch up. Good luck with the course. I look forward to working with you and seeing your speeches. Get the due dates copied on your calendar -- read your syllabus for due dates. **Thank you for doing your best in this course!!** ☺

If you are considering dropping this course, please discuss your reasons with the instructor prior to dropping the class. I want to help you resolve any problem or conflict that arises. I want to help you achieve success in this class.

Learning Resource Center (Library): The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

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> All e-mail correspondence will be through your Odessa College email.

Student Portal: 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> All assignments or correspondence will be submitted using your Odessa College email.

Technical 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 at https://www.odessa.edu/dept/ssc/helpdesk_form.htm

Important School Policies: For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.