

**Instructor Information**

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**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 several 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.

**Required Materials and Skills:**

**Textbook** – The Art of Public Speaking, 9<sup>th</sup> or 10<sup>th</sup> edition, Stephen E. Lucas  
The student CD that accompanies book is not required. It is optional.

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**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 regularly. 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.

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

**Help available:**

DO NOT DROP THIS CLASS BEFORE CONTACTING ME FIRST PLEASE. 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 speech or quiz, please call or email me. Please review your textbook and the course materials I have provided carefully to find the information but if you are still confused then contact me. If you are considering dropping the class, please contact me to discuss your options before doing so. I am willing to work with students within the Odessa College guidelines and help learners to achieve their goals in any way that I can.

### **Technical Support:**

Call 335-MORE if you have any issues logging into BlackBoard, WebAdvisor or your student email.

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### **Assignments:**

#### **Student Information Assignment**

##### **20 points**

Create a Word document in which you include all of the following information:

- your first and last name
- your Odessa College email address
- personal email address
- cell phone number (or number at which I can contact you)
- how many semesters of college you have completed
- your major or interests and goals
- **Post this as a Word document under the Assignments tab in BlackBoard**

#### **Quizzes**

##### **100 points each**

You will log in to BlackBoard and click on Assignments and then the appropriate quiz. There are five quizzes and you should complete these in accordance with the schedule for the class. If you experience any issues while taking a quiz in BlackBoard please email me and I will decide whether or not to reset the quiz.

#### **Informative Speech**

##### **300 points**

Learners will develop a 5 to 7 minute informative speech using the Informative Speech outline guide posted online. Topic choice is determined by the student but is subject to the approval or disapproval of the instructor. This speech should have 3 main points unless you get approval from the instructor to do any other number of main points for your topic. Using the outline guide you will develop your own ideas based on the information you gather while doing research on your topic. You will cite your sources verbally while speaking and you will cite these sources in a written format on your speech outline. You can use APA or MLA method to cite your sources on your outline but one method must be used. Help is available on the class web site on how to properly list your sources. There should be a clear introduction, transitions and conclusion in your speech. No paper is allowed on stage so you will need to write any notes for yourself on 3x5 note cards. **DO NOT READ YOUR SPEECH!** You must practice and rehearse the speech enough so that you can be conversational with the audience. Eye contact and vocal variety are very important elements to maintain during any speech and you will be evaluated on your delivery skills. **You will need to print a copy of your outline that is due BEFORE your speech.**

#### **Persuasive Speech**

##### **300 points**

Students will build on what they learned from performing the Informative Speech to develop a 5 to 7 minute persuasive speech on the topic of their choice, subject to the approval or disapproval of the instructor. Your speech goal should be to persuade your audience to do something. You will use Monroe's Motivated Sequence and the Persuasive Outline guide posted online to develop your ideas. Information from at least 3 published sources must be used within in your speech and you must properly cite these sources verbally in your presentation and on your outline. Work to choose a topic that you have a passion for because genuine enthusiasm for the issue will serve you well in your presentation. There should be a clear introduction, transitions and conclusion in your speech. No paper is allowed on stage so you will need to write any notes for yourself on 3x5 note cards. **DO NOT READ YOUR SPEECH!** You must practice and rehearse the speech enough so that you can be conversational with the audience. Eye contact and vocal variety are very important elements to maintain during any speech and you will be evaluated on your delivery skills. Persuasive delivery skills include all of those from the informative speech but your ability to be credible and create logical, effective persuasive arguments will be evaluated as well. The conclusion should include a specific request of tangible action from the audience to complete the motivated sequence. **You will need to print a copy of your outline that is due BEFORE your speech.**

## Group Sales Presentation

**200 points (100 points from Group Presentation, 100 points from Individual Evaluation)**

You will work with other members of the class to develop a unique and original product. It can be based on something that already exists but your product should be different in some way. Then you will all develop a sales presentation for the class. This project will require at least 3 minutes of speaking time from each group member and the use of 1 actual source from each member. If your group has 5 members then your sales presentation should last around 15 minutes and your group should have at least 5 sources. **A simple, one-page group outline that shows the order of speakers and the source for each speaker should be printed and turned in BEFORE the group speech.**

## Speech Analysis Paper

**80 points**

Students will be required to write a speech analysis paper over a speech of their choice. There is a list of speeches available on my web site under "Speeches to Watch". Choose one (or more ) of these speeches and write a paper (3 pages, double-spaced, 1 inch margins, Times New Roman 12-point font) that describes the speech itself, the speaker, the effective speaking techniques and any improvements that could be made to the speech itself. Students should demonstrate their knowledge of the speech process in this paper by using terms and concepts from the course. **DO NOT PRINT!! =) Post your paper as Word document under the Assignments link in BlackBoard.**

## Final Exam

**100 points**

This is a comprehensive exam over all the textbook chapters and any information covered in class. The test will consist of 50 multiple choice and true/false questions. You will take the final exam in BlackBoard just like the quizzes. Final Exams will not be reset online for any reason and must be taken by the due date for any credit. **If your final exam locks up you will need to complete the exam in class at the scheduled final exam date and time.**

### Point system and letter grades:

Student Information Assignment	20 points	<b>1350 – 1500 points A (superior)</b> <b>1200 – 1349 points B (outstanding)</b> <b>1050 – 1199 points C (average)</b> <b>900 – 1049 points D (passing)</b> <b>Below 900 points F (failing)</b>
Quizzes (5 total, 100 pts. each)	500 points	
Informative Speech & Outline	200 points	
Persuasive Speech & Outline	200 points	
Last Lecture Listening Quiz	100 points	
Group Sales Presentation	200 points	
Speech Analysis Paper	80 points	
Final Exam	200 points	

## Course Schedule

### Week 1-Aug. 24

Log in to your Odessa College email account  
Log in to BlackBoard  
Review Syllabus  
Chapters 1 & 2

### Week 2-Aug. 31

Student Information Assignment due  
Chapters 3 & 4

### Week 3-Sept. 7

Chapters 5, 6 & 7  
Complete Quiz 1 in BlackBoard  
Topics due for Informative Speech

**Week 4-Sept. 14**

Chapters 8 & 9  
Chapters 10 & 14  
Main points due for Informative Speech

**Week 5-Sept. 21**

Complete Quiz 2 in BlackBoard  
Informative Speech work

**Week 6-Sept. 28**

Present Informative Speech in class  
Post and print outline with source data as a Word document in BlackBoard before class  
*All students must attend class and must be ready to speak on TUESDAY & THURSDAY*

**Week 7-Oct. 5**

Chapters 11, 12 & 13  
Complete Quiz 3 in BlackBoard

**Week 8-Oct. 12**

Chapters 15 & 16  
Complete Quiz 4 in BlackBoard  
Topics due for Persuasive Speech

**Week 9-Oct. 19**

Persuasive Speech Work  
Main points due for Persuasive Speech  
Create a visual aid that you can use while presenting this speech in class (graph, chart, etc.)

**Week 10-Oct. 26**

Present Persuasive Speech in class  
Post and print outline with source data as a Word document in BlackBoard before class  
*All students are required to attend class and be prepared to speak on TUESDAY & THURSDAY*

**Week 11-Nov. 2**

Chapters 17 & 18  
Complete Quiz 5 in BlackBoard  
Topic for group sales presentation due

**Week 12-Nov. 9**

Group Sales Presentation work  
Individual roles for the group presentation due  
Group visual aid must be created

**Week 13-Nov. 16**

Perform Group Sales Presentations in class  
Print outline with group data to BEFORE class  
*All students are required to attend class and be prepared to speak on TUESDAY & THURSDAY*

**Week 14-Nov. 23**

*Thanksgiving Holiday*

**Week 15-Nov. 30**

Final Exam review in class  
Speech Analysis Paper due

**Week 16-Dec. 7**

Complete the Final Exam in BlackBoard by Wed. December 7

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### **Extra credit:**

There is not a guarantee that any extra credit work will be available so do your best on each assignment!

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## **Policies and Procedures**

### **Incomplete policy:**

If you are unable to complete the course, please speak to me as I will consider problems on an individual basis. You will be required to provide substantial evidence as to why you cannot complete the course and must meet all Odessa College requirements. If granted an "I" (incomplete) you will have to complete any outstanding work by the end of the following semester or your grade will automatically be converted to a "F". Withdrawing from the course must be done by the due date in order to earn a "W".

### **Instructor's response time:**

I will respond to your e-mails within 24 hours. If you do not get a reply from me within that time please give me a call as I am always available to help.

### **Attendance policy:**

You are expected to be in class for each and every class day. The students who do not attend class on a regular basis and fail to contact me in any way will be reported to the registrar's office. Some days are required (indicated on the course calendar) and your absence on these days will result in a deduction of points from your overall course grade. You will need to get contact information for a classmate to find out any information that you miss when/if you are absent.

**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.

### **Statement of special accommodations:**

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 335-6861 to request assistance and accommodations or Becky Rivera-Weiss at 432-335-6861 or at [brivera@odessa.edu](mailto:brivera@odessa.edu)

### **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 on scheduled time. You have access to several computers on campus at the LRC and WiFi Java Café. You can save your work under "Documents" in your OC email account and print anything you need for free at the LRC.

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

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***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 the instructor and students will be notified of any changes.***