Odessa College
Public Speaking

Speech 1315
8-Week WEB

2WB Course Syllabus
EFFECTIVE 3-21-2011
Subject to change as needed and students will be notified via OC email of any changes.

Instructor Information
Name: Haley Draper-Bowers, M.A. **(Mrs. Bowers)**
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Course Description

SPCH 1315   **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

Required Materials:
Textbook   The Art of Public Speaking, 9th or 10th Edition, Stephen E. Lucas
        The student CD that accompanies book is <u>not</u> required. It is optional.

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.

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 335-6673 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/

Class Calendar

Week 1 March 21-25
        Log in to your Odessa College email account
        Read syllabus and all course information
        Post <u>Student Information Assignment</u> as a Word document in BlackBoard by Friday

Week 2 March 28-April 1
        Read Chapters 1 to 7 and Complete <u>Quiz 1</u> in BlackBoard by Wednesday
        Record and upload <u>Introductory Speech </u>by Friday

Week 3 April 4-8
>   Read Chapters 8 to 10 & 14 and Complete Quiz 2 in BlackBoard by Wednesday
>   Create outline and record presentation for the Informative Speech by Friday

Week 4 April 11-15
>   Read chapters 11 to 13 and Complete Quiz 3 in BlackBoard by Friday

Week 5 April 18-22
>   Read chapters 15-16 and Complete Quiz 4 in BlackBoard by Friday

Week 6 April 25-29
>   Create a visual aid (PowerPoint, poster, handout, etc.) to be used DURING your presentation
>   Create outline and record your performance for the Persuasive Speech by Friday

Week 7 May 2-6
>   Read chapters 17-18 and Complete Quiz 5 in BlackBoard by Wednesday
>   Complete Speech Analysis Paper and post as a Word document in BlackBoard by Friday

Week 8 May 9-13
>   Review all chapters and notes and complete the Final Exam in BlackBoard by Wednesday

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Course Assignments

Follow these instructions **carefully** and use all the resources available in BlackBoard, my web site, OC and the OC library to complete the assignments. Please email me if you have any questions about any of the work due in the class.

Student Information Assignment:
You will need to create a Word document with your student information that you will save and then submit under the Assignment tab in BlackBoard. Include the following:
- Your full name and hometown
- Your student email and personal email
- Home phone number and/or cell phone number
- Major course of study and any hobbies/Interests

Quizzes:
There are 5 (FIVE) 20-question multiple-choice and true/false quizzes that you will have 30 minutes to complete under the ASSIGNMENTS tab in BlackBoard. Each quiz will cover multiple chapters and notes for each chapter can be found at http://www.professorspeakeasy.com/OdessaStudentPage.htm

Introductory Speech:
Students will record a 1 to 2 minute speech introducing themselves to the class. You do not need to turn in an outline but you will need to post this video on YouTube. FOLLOW THE INSTRUCTIONS FOR POSTING YOUR VIDEO CAREFULLY. These will be made available to all of your classmates. Some information to share about yourself should be where you are from, your major or the classes you are currently taking, if you have any kids or pets, travels out of the country, favorite food and music and any hobbies or interests that you might have. The purpose of this assignment is to not only introduce each of the classmates to each other but also to make sure that all students can record and upload a speech video properly before the major speeches are due.

Informative Speech:
Students will develop a 5 to 7 minute informative speech using the Informative Speech outline guide posted online. Topic choice is determined by the student and there are suggestions posted online. 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 ***Informative Outline Guide*** (posted on the class web site) 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 post your outline in BlackBoard AFTER you have recorded your speech so that you can copy and paste the URL link to your speech video at the top of the outline.***

Persuasive Speech:
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 (with the exception of religion or abortion). Your speech goal should be to persuade your audience to change their belief or behavior. 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. 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 are required to use a visual aid (Power Point, poster, handout, etc.) during the delivery of this speech. ***You will post your outline in BlackBoard AFTER you have recorded your speech so that you can copy and paste the URL link to your speech video at the top of the outline.***

Speech Analysis Paper:
You will write a 3 page paper over one or more of the speeches listed on the class web site under Speeches to Watch The paper should have 1 inch margins all around, be in Times New Roman 12-point font and double-spaced. You will analyze the speaker and speech (or speakers and speeches) and demonstrate your knowledge of the class concepts. Use vocabulary and terminology from the chapters to develop your ideas. This paper will consist of your perspective but should reflect your overall knowledge of the speech process. You will post this paper as Word Document in BlackBoard under Assignments. Any papers posted after the due date will have 10% deducted for each day late and will not be accepted more than 3 days late for any reason.

Final Exam:
There is a final exam due at the end of the class. You will take it just like you have taken the quizzes for this class. It is based on the quiz questions and it is comprehensive over all the chapters.

Point System and Letter Grades for Evaluation:

Student Information Assignment	20 points	**My Points**		Point Totals	Letter Grade
Introductory Speech	30 points				
Five Quizzes (20 pts each)	100 points			900 – 1000 points	A (superior)
Informative Speech & Outline	300 points			800 – 899 points	B (outstanding)
Persuasive Speech, Visual Aid & Outline	350 points			700 – 799 points	C (average)
Speech Analysis Paper	100 points			600 – 699 points	D (passing)
Final Exam	100 points			Below 600 points	F (failing)

Hardware/Software Requirements
***Computer*:**
A minimum of 64 MB RAM, 1 G of free disk space
150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution
Peripherals:
Speakers must be able to listen to audio files. Speakers must be able to record, upload, save and send their recorded speeches by the due date.
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:
You will need to use *Microsoft Office*, *Open Office* or *Google Documents* to create Word documents and PowerPoint presentations for this class. There is help with using Google Documents online and it is part of your student email account. Click on 'Documents' at the top left to begin using this free software suite once you have logged in to your OC student email account.
Internet connection: *56 K modem* or better
Browser and settings: Microsoft Internet Explorer and Google Chrome work well with Blackboard on computers running the Microsoft Windows operating system.
Java and Cookies must be enabled. To enable follow these steps:
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.

Policies and Procedures

Announcements:
Read announcements each day and check student email account and BlackBoard at least every other day.

Methods of instruction:
This class is entirely online and you will use BlackBoard to view the materials and complete the assignments. Speeches must be recorded and submitted by the due date in the formats described.

Incomplete policy:
I do not grant an "incomplete" because the course is web-based and allows students to complete any time. 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 respond to your e-mails within 24 hours. If you do not get a reply from me in that time then please call me on my cell phone to get help. Thank you.

Long Term absence policy:
If you are absent from the course (unable to log in and/or complete any work) for more than 1 week, please contact me. You will be considered absent unless prior arrangements have been made.

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 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.

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 on scheduled time.

NOTE: Identify a second computer that you can use WHEN (not 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.

Lost/Corrupt/Disappeared files
Students 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, students own computer crash, loss of files in cyberspace, etc) or any contradictions/problems, the instructor may request you to resubmit the files.

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

Help 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 call or email me. Please review your textbook carefully as all the questions are found in the textbook. 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.