SPCH 1315 Public Speaking

Faculty Information

Name: Jeremy Sanchez
E-Mail: jsanchez@odessa.edu
Phone: 432-335-6598
Office: Fine Arts 101

Office Hours	
Campus Office Hours:	MW 12:00-1:30 MW 3-5 Tues 1:30-3:30
Online Office Hours:	Tues 5-6pm

About Your Instructor

I have been teaching speech courses at Odessa College since 2004. I have a B.A. and M.A. in Communication Studies from Texas Tech University. I enjoy working with students and hope that you both enjoy the course and get lots of usable skill and information by the end of this course. In my free time, I enjoy travel, sports, gaming and I am huge movie buff. Please let me know throughout this semester how I can be of assistance with this course or any part of your college experience.

Preferred Method of Communication:

I prefer that you email me. It is easier for me to keep track of your messages with email. I can also respond quickly as my email delivers to my cell phone. If you would like to speak to me directly, you may stop by during my office hours or you can call me in my office or on my cell phone.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

provide my contact information at the beginning of the syllabus;

respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,

notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

provide clear information about grading policies and assignment requirements in the course syllabus, and

communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

post grades for discussion postings within one week of the discussion thread closing.

provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

⇕ Textbook Information and Required Hardware/Software

⩔ ▭

Enabled:

Statistics Tracking

Textbook(s):

The Art of Public Speaking, Stephen E. Lucas, 11th Edition. McGraw-Hill Education. This book is available for purchase at the Odessa College campus bookstore in the Student Union building.

Hardware:

Along with a computer with internet access, the student will need to be able to listen to speeches and videos while at their computer, using either speakers or headphones/earbuds. The student will be required to record themselves delivering a presentation to an audience of at least 3 people and to upload the speech video to YouTube. Some students use a digital camera, camcorder, or smartphone. The quality must be sufficient for me to see and hear the student clearly.

Software:

The student will need software to be able to open and read Microsoft Word documents, Microsoft Powerpoint, and .pdf documents. It is recommended that you download and install Mozilla Firefox for use with BlackBoard.

Websites:

We will be using Youtube frequently in this course, both to submit speeches and to view speeches for analysis.

Course Outline

Enabled:

Statistics Tracking

Course Outline	
Module 1	Quizzes
	Quiz 1 - Chapter 1
	Quiz 2 - Chapter 3, 4
	Speech Analysis Paper #1 Randy Pausch Time Management

	Speech #1 - Introductory Speech
Module 2	Quizzes
	Quiz 3 - Chapter 5, 6
	Quiz 4 - Chapter 7, 8
	Speech Analysis - NRA Manuscript Speech Presentation
	Speech 2 Planning Blog
	Speech 2 - Teaching/Training Presentation
Module 3:	Quizzes
	Quiz 5 - Chapter 9, 10
	Quiz 6 - Chapter 2
	Speech Analysis Paper #3 - Ethical Speech Considerations
	Speech 3 Planning Blog
	Speech 3 - Current Events Speech
Module 4	Quizzes
	Quiz 7 - Chapter 16, 17
	Quiz 8 - Chapter 14
	Speech Analysis Paper #4 - Barbara Bush Commencement Address
	Speech Planning Blog
	Speech 4 - Persuasive Speech with Visual Aid
Final Exam	Final Exam

↕ Information About the Course

≫ ▭

Enabled:

Statistics Tracking

Course Description

In this course the student learns to apply oral

communication skills toward a specified audience.

Organization of ideas, the persuasion process, and audience analysis are components of the course

objectives. The student will demonstrate these objectives through prepared messages using

appropriate verbal and nonverbal techniques. (ICOs

1, 2, 3, 4, 5) Prerequisite: None.

Course Prerequisites:

None.

↕ Grading

≫ ▭

Enabled:

Statistics Tracking

Type of Assignment	Percentage/Points	Learning Objective

Speeches	30 %	Demonstrate competence recording, uploading, and submitting speech assignment. Demonstrate research, organizational skills, and oral delivery skills. Demonstrate persuasive reasoning, speaking from an outline, utilizing a visual aid, and good extemporaneous delivery of the speech.
Quizzes	20 %	Demonstrate comprehension of reading and lecture materials.
Speech Analysis Papers	20 %	Demonstrate ability to listen critically, to observe and analyze a speaker, and ability to apply concepts in the textbook to a real speaking situation.
Class Blogs	10 %	Demonstrate the ability to apply a specific concept from the class by writing a short response to a question or prompt.
Attendance	10 %	Demonstrate commitment to educational goals by regular attendance at all class lectures.
Final Exam	10%	The student will demonstrate their understanding of key course concepts by successfully completing a comprehensive final examination of the textbook.
100%		TOTAL

Grading Scale:

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

Grading Policy:

Please understand that this is a required course for a variety of programs. In order to prepare
you for both future academic and career goals, which all require the ability to speak in public, this class
requires high standards. 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. Whether or not an assignment
was submitted by the due date will ALWAYS be factored into the grading. For this class, 10 percentage
points will be deducted for each day late until an assignment has been submitted. After three days, a
grade of zero will be assigned for any assignment that has not been submitted.

⬍ Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

identify alternative computer and internet access in case my primary computer crashes or my internet
service is unavailable;

recognize that the college provides free wi-fi and computer labs during regular campus hours to help me
with accessing my course; and,

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

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

getting "kicked off" of the system during tests or quizzes;

having trouble submitting assignments; and

dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

seek out help from my instructor and/or from tutors;

ask questions if I don't understand; and

access my course several times during the week to keep up with assignments and announcements.

‡ Course Policies

Disclaimer

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

Original Effort

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

Course Alignment with Industry Standards

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 your login to BlackBoard. The settings for this course report to me any student who has not logged in for more than three days. Failing to login for more than three days will result in a 10% decrease in the Attendance grade. Please loggin multiple times each week. Your phone may support a BlackBoard App that is available for download which will allow you to login very easily from your smartphone or tablet if you have such a device. If some event arises that will make logging in impossible for more than three days, please contact me as soon as possible.

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

Attend class and participate.

Contribute and cooperate with civility.

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. See grading policy above.

Incomplete Policy

An 'Incomplete' grade may be given only if:

The student has passed all completed work

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

Enabled:

Statistics Tracking

(Tentative and Subject to Change)

Week Of:	Instructional Approach (* denotes a strategy adopted	Topic	Assignment	Assignment Submission

	by AVID)			
January 20th	Chapter Reading, Class Discussion	Introduction to Public Speaking	Blog #1	Post Response to first Class Blog by Wednesday, Jan. 22nd
Jan. 27th	Chapter Reading, Speech Analysis	Randy Pausch Time Management, Chapter 1 & Chapter 3	Quiz 1 Read Chapter 3,4	Submit Quiz 1 for Grading by Wednesday, Jan. 29th
Feb. 3rd	Chapter readings, discussion	Chapter 3, 4 Listening and Deliverying the First Speech	Quiz 2	Submit Quiz 2 for Grading by Wednesday Feb. 5th
Feb. 10th	Lecture and Speech	Chapter 4 Delivering the First Speech	Speech 1	Perform Speech 1 for Grading in Class on Wednesday, Feb. 12th
Feb. 17th	Lecture and writing	Chapter 5,6 Planning the Speech and Analyzing the Speech Situation	Speech Analysis Paper #1	Submit Speech Analysis Paper #1 through Blackboard by Wednesday, Feb. 19th Module 1 complete
Feb. 24th	Lecture and class blog	Chapter 7 and 8	Speech 2 Planning Blog, Quiz 3	Submit Speech 2 Planning Blog and Quiz 3 by Wednesday, Feb. 26th
Mar. 3rd	Lecture and writing	Chapter 9 and 10	Speech Analysis Paper and Quiz 4	Speech Analysis Paper #2 and Quiz 4 Due on Wednesday, March 5th
Mar. 10th	Spring Break	Spring Break		No Work Due
Mar. 17th	Class discussion and reading	Chapter 11, 12	Quiz 4	Submit Quiz 4 by March 19th
Mar. 24th	Class discussion and speech presentations	Chapter 12	Speech 2	Deliver Speech 2 in class on Wednesday, March 26th Module 2

				complete
Mar. 31	Chapter Reading	Chapter 16, 17	Quiz 5	Sumbit Quiz 5 by Wednesday, April 2nd
April 7th	Class Discussion	Chapter 14	Speech Analysis Paper and Quiz 6	Speech Analysis Paper #3 and Quiz 6 due by Wednesday, April 9th
April 14th	Class Discussion and Speech Presentation	Chapter 14 and Speech Presentations	Speech 3	Deliver Speech 3 in class on Wednesday, April 16th Module 3 Complete
April 21st	Class Discussion	Speech Prep Discussions	Speech Analysis Paper #4	Speech Analysis Paper #4 due on Wednesday, April 23rd
April 28th	Class Discussion	Speech Prep Discussions	Quiz 7, 8	Submit Quiz 7 and 8 by Wednesday, April 30th
May 5th	Class review and Speech presentation	Final Exam review and Final Speech Presentations	Speech 4	Speech 4 presented in class on Wednesday, May 7th.
May 12th	Final Exam	Final Exam - Comprehensive	Final Exam	Complete Final Exam by no later than 6:30pm on Wednesday, May 14th.

↕ Institutional Core Objectives (ICOs)

≫ ▭

Description of Institutional Core Objectives (ICO'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 Institutional Core Objectives (ICOs):

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Objectives

(Insert specific course objectives here.)

Learning Outcomes

Outcome	ICO
In this course, students learn to apply oral communication skills through carefully researched and prepared messages, geared toward a specified audience, using appropriate presentation techniques. The organization of ideas and the persuasion process are components of the course objectives.	Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
In this course, students learn to apply oral communication skills through carefully researched and prepared messages, geared toward a specified audience, using appropriate presentation techniques. The organization of ideas and the persuasion process are components of the course objectives.	Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Students will demonstrate course objectives through researched and prepared messages.	Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
Organization of ideas, the persuasion process, and audience analysis are components of the course objectives.	Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
	Social Responsibility - to include intercultural competence,

	knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

⬍ Odessa College Policies

⌄ ▭

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)

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 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.

Wrangler Express

http://www.odessa.edu/wrangler_express/