

Syllabus for Public Speaking 1315.1

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Odessa College

June 9 – July 10, 2014

Monday – Thursday (with 1 Friday, June 13)

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Office Phone: 335-6616

Classroom: Fine Arts, Room 116

Class Time: 9:20 – 11:35 AM

TEXT: **The Art of Public Speaking** by Stephen Lucas (11th edition)

COURSE DESCRIPTION: SPCH 1315 is a three hour course in which students will learn to apply communication skills toward a specific 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.

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 GOALS/OBJECTIVES:

Upon successful completion of this course, the student will be able to:

- Organize and effectively present ideas.
- Appreciate the significance of effective oral communication.
- Employ listening behaviors that promote accurate message reception and critical thinking.
- Select language appropriate to the audience, purpose, and context.
- Understand and more effectively respond to communication apprehension.
- Demonstrate the ability to organize presentations to promote audience comprehension.
- Use sound reasoning and appropriate supporting materials in oral presentations.
- Use appropriate language and effective delivery techniques in oral presentations.

Prerequisites/Co-requisites – None

SCANS: 5, 6, 9, 10, 11

GRADES: Mid-term Exam 15%
 Final Exam 15%
 Speeches (ascending percentages) 40%
 Class assignments, Listening skills & Daily Tests 10%

Attendance 10%
Class Participation 10%

Mid-term and Final Exams will cover chapters from the text, class notes, and videos. *Daily Tests* – Students will be responsible for reading assignments. If the student is absent, no make-up test will be given, and a grade of “0” will be assigned for any unexcused absence. **Speeches must be made up even if points are deducted.**

ATTENDANCE: Attendance is expected and critical in PS 1315.

Points are deducted for each unexcused absence. The deductions can have a deleterious effect on the final course grade. Attendance grades begin with a 95 with ten (10) points deducted for each unexcused absence. If there are no unexcused absences the grade becomes 100.

Listening is as important as speaking. Your presence is needed!
Be on time! Three tardies will be counted as an absence. The instructor will consider legitimate absences on an individual basis. Some form of documentation may be required for certain hardships and legitimate emergencies. Wait in the hall until you hear applause after a speech if students are speaking. If the instructor is speaking, enter the classroom unobtrusively as possible. Be courteous. Turn off pagers, cell phones, and texting devices while in class.

Drops: You must drop yourself, if the need arises. Instructors may not drop you. **State law does not allow instructors to drop students.**

Notify the instructor as soon as possible by e-mail if you are unable to attend class.

A new job or change of your work schedule will not be considered as a legitimate excuse.

Students participating in O.C. athletics or other extra-curricular activities should meet privately with the instructor to arrange for making up assignments before missed classes.

MISSED ASSIGNMENTS: There will be no make-up speeches or exams without a legitimate, documented excuse for the absence.

PARTICIPATION: Class participation is important! Students are expected to take part in class discussions following lectures, videos, or speeches. Being unwilling to participate or being unprepared will result in points lowered from that area of the grade.

PLAGIARISM / CHEATING: Plagiarism, cheating, and/or any other form of academic dishonesty will not be tolerated. Refer to Odessa College Student Hand-

book for appropriate penalties.

SPEECHES: Each speech topic must be approved by the instructor. *Also, for each missing item on speech day, ten points will be deducted from the student's speech presentation grade.*

SPECIAL ACCOMMODATIONS: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the American 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 e-mail Becky Rivera Weiss at brivera@odessa.edu

LEARNING RESOURCE CENTER (LIBRARY)

The library, known as the Learning Resource Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and data bases (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.odesssa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College E-mail.

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 E-mail.

Technical Support for Blackboard username and password help and for help accessing your online course availability and student E-mail contact the Student Success Center at 432-335-6878 or online 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 student's and instructors' right to academic freedom can be found in the Odessa College Handbook.

Speech Information

Introductions: Introduce a classmate to the rest of the class. Memorize names and faces.

Value 1

Two Item Speech: Use two items in a speech that reveal something about you. Bring the items to class and describe their importance to you. Suggestions: caps, pictures, awards, trophies, tools, watches, glasses, pottery, stemware, toys, stuffed animals, dolls, sports equipment. This speech is two to four minutes long. *Please, no cell phones or keys!*

Value 1

Narrative Speech: Give a short 2-4 minute speech telling us about something that happened to you, or you may use another person's experience. In either case tell it as a story. Focus on the audience! **No reading, please.**

Value 1

Demonstration: 3-5 minute speech that demonstrates "how to do something," showing the actual process (or simulation thereof) to the audience, with visual aids. **Do not read the speech!** Timed with a stop watch. Value 3

Informative: 3-5 minute information-giving speech on topic describing an event, person, object, process, concept, or issue chosen by the student, visual aid, outline, word-for-word speech in MLA format, five (5) outside sources (research required) with an MLA formatted works cited page, a typed preparation outline along with a topic outline on cards for the student to use during speech. A visual aid is required. **Do not read the speech!** This speech will be timed with a stop watch. Value 5

Persuasive: 4-6 minute persuasive speech, topic chosen by student, use of Problem-Solution or Monroe's Motivated Sequence format, word-for-word speech in MLA format, five (5) outside sources (research required) with an MLA formatted works cited page, a typed preparation outline, and a topic outline on (3x5)note cards for student used during the speech. A visual aid is required. **Do not read the speech!** Timed with a stop watch this speech has a value of 6.

Special Occasion Speeches: Everyone will present a 2-3 minute speech of introduction a speaker at a meeting or banquet. We will also present a toast to bride and groom at a wedding reception. We will do other speeches such as commemorative speeches as time permits. Special Occasion speeches value of 2 each.

Group Presentations: You will be assigned a group which will explore some area

Problem. Each person will present a facet of that problem in a panel discussion to the class. The class will “grade” individuals and groups. The instructor will compile the grades and add comments as needed.
Value 3

Infomercial: Provide a video or give a live presentation selling an item *not* currently on the market. Include cost, availability, place of purchase, logo, sales slogan, and a visual aid (model/picture) of the product. This speech is limited to to less than two minutes. Enjoy yourself on this one. Have fun! Value 3

Special Notes:

- Grades for speeches are based on how well a student meets assignment specifications.
- Type (double-space) all submitted work using the MLA format for the Works Cited page. Please use two spaces between sentences.
- **Avoid offensive, inappropriate language, or innuendo.**

Supplies Needed:

- **Text and Handouts**

Assignment Schedule

(Except for the first day, all assignments should be read before class.)

Week One:

Mon. June 9	Course and student introductions. The history of public speaking. Materials covered in Chapters 1 and 2.
Tues. June 10	Ethics Chapter 2. Read appendix: “Giving First Speech” Two-Item Speeches.
Wed. June 11	Read Chapters 3 & 4. Listening and Giving Your First Speech Narrative Speeches.
Thurs. June 12	Read Chapter 5 & 6. Selecting a Topic and Purpose / Analyzing the Audience (Demographics)
Fri. June 13	Film: <i>American Tongues</i> a study of dialects

Week Two:

Mon. June 16	Read Chapters 7, & 8. Gathering Materials / Supporting Your Ideas
Tues. June 17	Demonstration Speeches.
Wed. June 18	Demonstration Speeches completed. Read Chapter 9. Organizing the Body of the Speech
Thurs. June 19	Read Chapter 10 & 15 Beginning and Ending the Speech / Speaking to Inform.

Week Three:

Mon. June 23	MLA Handout. Go over rule changes and correctly formatted Paper.
Tues. June 24	Mid-Term Exam Covers Chapters 1-10 and 15
Wed. June 25	Read. Chapters 11 & 12. Outlining / Using Language /
	Read Chapter 13 & 14. Delivery / Visual Aids
Thurs, June 26	Informative Speeches. Peer/instructor critiques.

Week Four:

Mon. June 30	Informative Speeches.
Tues. July 1	Complete Informative Speeches. Read Chapters 16 and 17. Speaking to Persuade/Methods of Persuasion.
Wed, July 2	Persuasive Model – Barbara Bush video. Read Chapter 18. Special Occasion Speeches. Present a toast and a speech of introduction at a banquet.
Thurs. July 3	HOLIDAY! No classes!

Week Five:

Mon. July 7	Informative papers returned. Read Chapter 19 – Speaking in Small Groups. “Man on the Moon” exercise.
Tues. July 8	Persuasive Speeches. Critiques: peer and instructor.
Wed. July 9	Persuasive Speeches.
Thurs. July 10	Complete Persuasive Speeches, Infomercials, and Final Exam

The final exam is comprehensive—all the book and the notes.

Bring a # 2 pencil and a Scantron (100)

Student Success: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.