COURSE SYLLABUS

COURSE NUMBER AND TITLE:
SPCH 1315 - Public Speaking Online
Fall 2010 Section: 20ZA

COURSE (CATALOG) DESCRIPTION:
This course provides for research, composition, organization, delivery, and analysis of speeches for various purposes and occasions.

INSTRUCTOR: Valerie Terry, Ph.D. CAMPUS OFFICE: Building W-#355

OFFICE HOURS: M-F 10 a.m.-11 a.m. (face to face)
Online: I will respond to questions within 24-48 hours of their posting on our course Moodle site or via my campus email.
OFFICE TELEPHONE: 364-4971
INSTRUCTOR EMAIL ADDRESS: valerie.terry@harlingen.tstc.edu

MAJOR COURSE REQUIREMENTS:
Course delivery: This course will be delivered completely online. We will use two Web sites for course delivery: TSTC's Moodle (mycourses.tstc.edu) and www.connectlucas.com.

1) Moodle will serve as a gateway into the "connectlucas" site. We will conduct interactive forum discussions and chats in Moodle. Course announcements will be posted in Moodle's "News Forum" and you'll be able to track your grade status via Moodle's gradebook.

2) The connectlucas site will host your vocabulary exercises, chapter study questions and chapter quizzes. You'll also upload your speech rehearsal video and final version for grading via www.connectlucas.com.

3) An orientation letter provided by connectlucas will be posted on our course Moodle site, to help you get started on the connectlucas site. Step-by-step assignment instructions also will be given on Moodle to help you navigate into and around the connectlucas site.

4) Detailed specifications about speech uploads—technology and content—will be provided.

Computer equipment requirements/recommendations
Software (available via free Internet download)

<table>
<thead>
<tr>
<th>PC</th>
<th>Macintosh</th>
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<tbody>
<tr>
<td>Adobe Flash Player 10</td>
<td>Adobe Flash Player 10</td>
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<tr>
<td>Adobe Acrobat Reader 9</td>
<td>Adobe Acrobat Reader 9</td>
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<tr>
<td>Apple Quicktime</td>
<td>Apple Quicktime (usually preinstalled)</td>
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<tr>
<td>Microsoft Internet Explorer</td>
<td>Safari (preinstalled) or Mozilla Firefox (usually preinstalled)</td>
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Hardware

<table>
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<tr>
<th>PC</th>
<th>Macintosh</th>
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</thead>
<tbody>
<tr>
<td>CPU</td>
<td>Pentium 300 MHz or better</td>
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<tr>
<td>Memory</td>
<td>128 MB RAM or more</td>
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<tr>
<td>Sound</td>
<td>SoundBlaster compatible</td>
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<tr>
<td>CD-ROM</td>
<td>16X or better</td>
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<tr>
<td>OS</td>
<td>Windows XP, Vista or better</td>
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<tr>
<td>Modem</td>
<td>High-speed Internet access</td>
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Other
Camcorder or other basic videotaping equipment or video software (e.g., Camtasia)

Assignments

✓ Informative Speech 15%
✓ Demonstration Speech 15%
✓ Persuasive Speech 20%
✓ Quizzes 25%
  (varying formats, based on homework exercises)
✓ Participation (varying activities) 10%
  and Attendance
✓ Final exam 15%

TOTAL 100%

(All percentages indicate the weighting of each assignment toward your final course grade.)

A separate assignment guideline sheet detailing the requirements and grading criteria for each speech, including suggested topics, research sources, use of notecards, required time limits and visual aid expectations, will be provided.

Assignment late policy

- 1 day late: automatic 5-point deduction - No exceptions.
- 2 days late: automatic 10-point deduction - No exceptions.
- 3 days late: automatic 15-point deduction - No exceptions.
- If more than 3 days late, the assignment will not be accepted.
- Weekends count!

Extra credit

Some opportunities may be provided during the semester; however, in the past, this courtesy has been abused to the detriment of completing required assignments with quality and on time. I will reserve the right to assign extra credit, or not, as I deem appropriate as the semester progresses.
LEARNING OUTCOMES:
(By Units)
By the end of this course this semester, the student should have acquired knowledge and practice about the following as well as able to do the following:
A. Class administration and orientation
B. Public Speaking as Communication
   1. Discuss the importance of developing public speaking skills for the classroom and for professional and community life.
   2. Define public speaking and explain the methods for managing communication apprehension.
   3. Discuss the nature and importance of effective listening.
   4. Develop critical thinking and listening skills.
   5. Deliver a speech of self-introduction.
C. Adapting to Audience and Communication Situation.
   1. Explain the factors that need to be considered in audience analysis.
   2. Discuss how to meet the challenge of audience diversity.
D. Preparing the Speech
   1. Explain the nature of suitable speaking topics and purposes and how to select and narrow them.
   2. Explain how a thesis may be developed.
   3. Discuss the major patterns for organizing a speech.
   4. Explain the strategies and sources for researching speech topics and how to document them.
   5. Use library resources and electronic research facilities.
   6. Explain the functions and methods for introducing and concluding the speech.
   7. Explain the principles of outlining, style, and rehearsal and delivery.
   8. Compose different types of speeches using appropriate organizational patterns.
E. Presenting the Speech
   1. Plan, design and prepare presentation aids.
   2. Enumerate the features of spoken language.
   3. Explain how style can promote understanding.
   4. Deliver different types of speeches using verbal and nonverbal communication.

LEARNING OUTCOMES FOR CRITICAL THINKING:
By the end of the course this semester, students are expected to be able to do the following:
   A. Identify the issue or problems with its various components.
   B. Research, organize and prioritize information.
   C. Express ideas in writing clearly and effectively
### MAJOR COURSE LECTURE, TOPICS DESCRIPTION/REQUIRED/RECOMMENDED READINGS/ELECTRONIC RESOURCES TO VIEW:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Lecture/Event</th>
<th>Required/Recommended Readings/Electronic Resources to View</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Course introduction</td>
<td>Course Site on Moodle&lt;sup&gt;1&lt;/sup&gt;</td>
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<tr>
<td></td>
<td>Speaking in public</td>
<td>Chapter 1 (textbook)</td>
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<td>2</td>
<td>Ethics and public speaking</td>
<td>Chapter 2 (textbook)</td>
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<td></td>
<td>Listening</td>
<td>Chapter 3 (textbook)</td>
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<tr>
<td>3</td>
<td>Speech topics and purpose</td>
<td>Chapter 4 (textbook)</td>
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<td></td>
<td>Audience analysis</td>
<td>Chapter 5 (textbook)</td>
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<td>4</td>
<td>Research and evidence</td>
<td>Chapters 6-7</td>
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<td>Speech organization</td>
<td>Chapter 8 (textbook)</td>
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<td>5</td>
<td>Beginning, ending &amp; outlining</td>
<td>Chapters 9-10 (textbook)</td>
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<td>Language use</td>
<td>Chapter 11 (textbook)</td>
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<td>6</td>
<td>Delivery and visual aids</td>
<td>Chapters 12-13 (textbook)</td>
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<td>7</td>
<td>Speaking to inform</td>
<td>Chapter 14 (textbook)</td>
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<tr>
<td>8</td>
<td>Students upload a videotaped informative speech</td>
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<tr>
<td>9</td>
<td>Speaking to demonstrate</td>
<td>Television infomercials</td>
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<tr>
<td>10</td>
<td>Students upload a videotaped demonstration speech</td>
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<tr>
<td>11</td>
<td>Speaking to persuade</td>
<td>Chapter 15</td>
</tr>
<tr>
<td>12</td>
<td>Students upload a videotaped persuasive speech</td>
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<td></td>
<td>Final exam</td>
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### REQUIRED TEXT AND MATERIALS:

Bought new, the textbook will include the online course registration code you will need to access www.connectlucas.com. You may opt to buy Connect Lucas Plus. The "Plus" provides the textbook in online form. Purchasing the "Plus" version is optional. If you're using a used textbook, you can purchase just the online registration code you'll need directly from www.connectlucas.com for about $20.

### GRADING CRITERIA:
I use a variety of criteria when I grade assignments. I evaluate demonstration of good-faith effort, attention to details, such as following specific directions/instruction, original/creative thought and relevant application/real-life examples you use, taken from your own experiences, to

<sup>1</sup> Our course Moodle site should be monitored daily but a minimum of four times per week.
help illustrate your overall understanding of the concepts/theories we're engaging in the course.

**GRADING SCALE:**
I grade everything on a 100-point scale. I use this standard breakdown:
- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below

Typically, an “A” for the course is 90-100; “B” is 80-89; “C” is 70-79; “D” is 60-69; and, “F” is 59 and below.

**DEPARTMENT PARTICIPATION POLICY:**
Only absences of an extreme or catastrophic emergency may be excused and must be corroborated in writing by an appropriate authority (hospital, doctor); merely phoning in does not excuse an absence.

**ACCOMMODATION STATEMENT:** If you have a documented disability which will make it difficult for you to carry out class work as outlined and/or if you need special accommodations due to a disability, please contact (956) 364-4520 or visit the Support Services Office in the Auxiliary Services Building as soon as possible to make appropriate arrangements.

**CLASS POLICIES:**

**Copyright Statement**

The materials used in the course (textbooks, handouts, media files, podcast, MP3, Videos, RSS Feeds) and all instructional resources on the College’s Learning Management System (Moodle) are intended for use only by students registered and enrolled in this course and are only for instructional use, and activities associated with instructional use, and only for the duration of the course. "Handouts" refers to materials generated for this course, including but not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets and any additional such materials.

These materials may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Teach Act. These materials may not be reproduced, displayed, modified or distributed without the express prior written permission of the copyright holder or TSTC. For further information, contact your instructor.

**Communicating with your instructor (MyMail Email System)**

All official college email to students is sent through MyMail, the official student email system at TSTC Harlingen. When communicating with instructors and/or employees of the College you are required to use your TSTC MyMail student
email address. If you choose to forward your email to another account, please be advised that you must respond from the MyMail account.

TSTC Harlingen faculty, staff, and students are asked to report all threats, perceived or real, immediately to College Police located in the Auxiliary Building. If the threat is imminent, the College Police emergency phone line at 364-4234 or 9-911 should be called. College Police will then coordinate the proper response in accordance with State and federal laws and TSTC System/College rules and regulations.”

**NOTE:** Any changes to this syllabus will be provided in writing to the student and updated on all posted locations (HB 2504, course Moodle sites, building offices, etc.).