

Syllabus for Public Speaking 1315.3

Horace R. Griffin

Odessa College Phone 335-6616

Fall 2011

January 19 – May 10, 2012

E-mail hgriffin@odessa.edu

Office: Jack Rodgers Fine Arts, Room 126

Classroom: Fine Arts, Room 116

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 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.

Notify the instructor as soon as possible 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.

NOTE: *If you have **no absences or incomplete work** and are satisfied with your grade average, you may be excused from the final exam.*

MISSED ASSIGNMENTS: There will be no make-up speeches or exams without a legitimate, documented excuse for the absence. Students with an unexcused absence on the day of speeches or exams will receive the grade of “0” for those assignments.

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 Handbook 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 Speech. 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.

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**
- **3x 5 index cards (for speeches and critiques of classmates)**
- **MLA Handout from class**

Assignment Schedule

(All assignments should be read before class. Students are responsible for assignments that must be adjusted for time or weather. A new schedule will be posted in the room.)

- Mon. Jan. 17 **MLK Day Holiday**
 Wed. Jan. 19 Course Introduction and Student Introductions
- Mon. Jan. 23 Chapter 1 – History/ Test
 Wed. Jan. 25 Chapter 2 – Ethics/Test
- Mon. Jan. 30 Chapter 3 – Listening/Test and Two Item Speech
 Wed. Feb. 1 Chapter 4 – Giving Your First Speech/ Test
- Mon. Feb. 6 Chapter 5 – Topic Selection/Test and Narrative Speech
 Wed. Feb. 8 Chapter 6 - Audience Demographics/ Test
- Mon. Feb. 13 Chapter 7 – Materials/Test and *American Tongues*
 Wed. Feb. 15 Chapter 8 – Supports/Test
- Mon. Feb. 20 Chapter 9 – Organization/Test
 Wed. Feb. 22 Chapter 10 - Beginning and Ending/Test
- Mon. Feb. 27 Demonstration Speech (Peer Review – 3x5 index cards)
 Wed. Feb. 29 Demonstration Speech and Chapter 11 – Outlining/Test
- Mon. Mar. 5 Selected Speech Study
 Wed. Mar. 7 Chapter 12 – Language/Test and *Informative topic due.*

Spring Break! March 12 – 17

Mon. Mar. 19 Chapter 13 – Delivery/ Test

Wed. Mar. 21 Chapter 14 – Visual Aids/Test and MLA Format-Handout

Mon. Mar. 26 **Mid-Term Exam**, covers Chapters 1-14, bring Scantron (100)

Wed. Mar. 28 Chapter 15 – Speaking to Inform/Test

Mon. Apr. 2 Informative Speech – All typed work is due this day. Peer Review. Typed Preparation (sentence) Outline, Works Cited page, and Essay in MLA Format. (3-5 minutes)

Wed. Apr. 4 Informative Speech – Peer Review Continues

Mon. Apr. 9 Chapter 16 – Speaking to Persuade/Test

Wed. Apr. 11 Chapter 17 – Methods of Persuasion/Test. *Submit persuasive topic.*

Mon. Apr. 16 Chapter 18 – Special Occasion Speeches/ Test & B. Bush video

Wed. Apr. 18 Toasts and Introduce a speaker at a Banquet

Mon. Apr. 23 Persuasive Speeches (4-6minutes) Peer Review. All typed work is due today. Preparation (sentence) Outline, Works Cited page, and Essay in MLA Format.

Wed. Apr. 25 Persuasive Speeches – Peer Review Continues

Mon. Apr. 30 Chapter 19 – Speaking in Small Groups/Test and Group Exercises.

Wed. May 2 Wrap-up Class – Last Class Day

May 7 – 10 Final Examinations – Check the exam schedule for your particular class. Bring a #2 pencil and a Scantron (100)

The final exam will cover the entire book and any related materials used in the course