

Course Syllabus

Department: Speech
Course Title: Public Speaking
Section Name: SPCH 1315 WB, WB9, WB5, WCN, WC9
Start Date: Jan. 17, 2012
End Date: May 11, 2012
Modality: ONLINE
Credits : 3

Instructor Information

Name: Audrey L. Curry
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OC Phone #: (432) 335-6618, You may call me at home or at the office between 9 a.m. and 9 p.m.
Office location: Fine Arts Building, 141A
Odessa College
201 W. University
Odessa, TX 79764
Office: 432-335-6618 (This number forwards to my cell if I am not in my office).
Home: 432-685-1202

Office hours: Mondays and Thursdays 1:45-4:45 pm, Tuesdays 2:45-4:45 pm, or by appointment. Please come by my office to meet me. You are important to me. I love to put a face with a name. I remember every face I see. I love teaching and want to know you. If you ever consider dropping our course, you must discuss your reasons with me before you make the mistake of dropping the course. I want to talk to you about any problem or conflict that arises. I will help you if you let me. Then you will be successful in this class. If you miss a test or fail a test, you can still make an A in the class. Do not drop the course because you think you are not doing well in the course. Let me help you understand that the speeches are the big point items. I do not expect your speeches to be perfect in order for you to earn a grade of "A". I do expect you to try your best on every speech and apply what you read in the chapters. I need your cell number so I know how to contact you. Let's have a great semester!

Location of class: Web course

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.

Prerequisites/Co requisites

Prerequisite: None.

Scans

SCANS 5, 6, 9, 10, 11

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.

Learning 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 skills.
- 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

I prefer that you use Youtube to send your speeches. You do not have to depend on a mailman delivering it correctly if you use Youtube. Instructions for using Youtube are included in the blackboard course. A training session will be held

each semester to help you if you need help. If you can't use Youtube and prefer to record a speech, please record on VHS, VHS-C cassettes, 8 mm-MP or HI 8, DVD's or mini DVD cassettes. (Please indicate on your outline which program you used to record your speech on DVD.) If you do not have access to any of these ways to record the speech, please e-mail me, and we will set up an appointment for you to give your speech to me in person. You will have to arrange for at least two people to accompany you to my office. These people must listen attentively to your speech. Other students may be scheduled at the same time so that we will have an audience for you.

Please do not send your speech on a tape that contains other special moments such as a graduation or your child's first time to walk! Use a blank tape and record at the beginning of the tape. Be sure and rewind the tape so that it is ready for me to view. You must mail the tapes BY REGULAR MAIL to Audrey Curry at 1202 W. Golf Course Rd. Midland, Texas 79701. Do not send your speech by insured or certified mail and require a signature confirmation because then I have to wait in line at the post office for your homework. Just send the speech to me by regular mail. Do not mail the speeches to Odessa College because my mailbox is too small, and I cannot retrieve it from the post office if the post office is closed. Thank you for your help with this request.

Optional supplies: A writing manual and an MLA Handbook

Tips for video tapes:

Be sure and watch the recorded speech to determine if you can see and hear the speech clearly. Then, rewind the speech so that it is at the beginning of the tape. You must tape it at the beginning of the tape so that it is easy for me to find. I have had speeches taped somewhere in the middle of long segments of other family events. I wish I had time to search for your speech, but I do not so if I cannot find the speech on the tape immediately, I will contact you to redo the assignment. If there is no time left in the semester to contact you, then the grade will reflect your ability to follow these instructions. I appreciate your having the envelope weighed so that proper postage is applied. I have to pay "postage due" often, and when I am not at home, the envelope is delayed at the post office for several weeks before it is eventually returned to you. Do not require a signature because then I have to drive to the post office to sign for your speech. The post office is closed by the time I get home each day.

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 to be able to listen to audio files.

You may require Camcorders (for Speech, Photography, etc classes), headphones to be able to record your voice (for Medical Terminology, Speech, etc)

Software:

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:

Your instructor may require you to submit assignments typed in Microsoft Word document, or ask you to view course content that is in the form of Microsoft Powerpoint. In this case you must have access to Microsoft Word (fill in the version) and Powerpoint applications. Some of the content may in be Acrobat format for which you will need Acrobat Reader to view those documents. There may be video files in the course for which you will need Windows Media Player or QuickTime or Real Player.

Please contact the instructor concerning specific software or hardware that may be required for his/her course.

Internet connection:

56 K modem or better

Browser and settings:

Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable

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.

Email:

Students enrolled in Odessa College must use Odessa College email address.

Go to <http://www.odessa.edu> to set up your email account.

Required Readings/Materials

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.

- a) You must purchase the following required readings/materials:

The Art of Public Speaking, 9th or 10th edition, Stephen E. Lucas (ISBN: 978-0-07-726223-5)

- b) You are encouraged to buy the following optional books/materials

You will need two, padded mailing envelopes for mailing recorded speeches if you plan to mail your speeches. If you decide to give your speeches on campus or upload to Youtube, then you would not need the mailing envelopes. The student CD that accompanies the book is not required. It is optional.

Course Requirements (Lectures, Assignments and Assessments)

These are the general course requirements:

Student Contact Information is emailed to the instructor.

Chapters 1-18 reading Assignments and 18 Quizzes

3 major tests

1 informative speeches & outline, 1 persuasive speech and outline

Final Exam

Listening Assessment and Discussion Board

Week 1

Topic/Overview: This week focuses on the communication process and speaking in public.

Summary of Week 1 Assignments & Activities

Item (Name)	Type	Description	Due
Read Syllabus		Email your student contact information, (cell number) and a few sentences about yourself to acurry@odessa.edu . Introduce yourself to other students in discussion board. You may want to use other students in the class as your audience members.	1-17-12
Read Chapter 1	Reading	Reading about Speaking in Public. Click on Documents in BB and see the review for Quiz 1.	1-19-12
Quiz 1	Quiz	Take the quiz on "Speaking in Public".	1-20-12

Week 2

Topic/Overview: This week focuses on Ethics and Public Speaking

Summary of Week 2 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 2	Reading	Reading about Ethics and Public Speaking. Click on Documents in BB and see the review for Quiz 2.	1-27-12

Quiz 2	Quiz	Take the quiz on "Ethics and Public Speaking".	1-27-12
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Week 3

Topic/Overview: This week focuses on Listening

Summary of Week 3 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 3	Reading	Reading about Listening skills. Click on Documents in BB and see the review for Quiz 3.	2-1-12
Quiz 3	Quiz	Take the quiz on "Listening skills"	2-2-12
Listening Test	Quiz (There is no review for this Quiz, but you may take notes while listening to the video.)	Google Randy Pausch video on "Time Management." (90 minutes) Listen to the speech. Take the quiz called Scans Listening test. This assignment MUST be done.	2-3-12

Week 4

Topic/Overview: This week focuses on Selecting a Topic and Purpose

Summary of Week 4 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 4	Reading	Read about Selecting a Topic and Purpose	2-8-12
Quiz 4	Quiz	Selecting a Topic and Purpose	2-10-12

Week 5

Topic/Overview: This week focuses on

Summary of Week 5 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 5	Reading	Read about Analyzing the Audience. Click on Documents in BB and see the review for Quiz 5. Remember that you must find at least 3 people who are willing to listen to your speech when you have it video-taped. If you do not have the recording equipment, then you may email me, and we will set up a time for you to give the speech to me and several of your classmates in person. You will be responsible for having 2 friends accompany you to my office to serve as audience members on Week 8, the week that the speech is due.	2-15-12
Quiz 5	Quiz	Take Quiz 5 on "Analyzing the Audience".	2-17-12

Watch speech example	Listening	Click on Assignments in BB & scroll to the bottom of the list. You will find "video example 1" and Video example 2 informative". Watch both videos and answer the question in discussion board. The question asks you to share one strength and one weakness of the speaker in one video. Identify which video that you evaluating. Note how to set up the camera so that you set up the camera correctly when you video your speech.	2-17-12
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Week 6

Topic/Overview: This week focuses on

Summary of Week 6 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 6	Reading	Reading about "Gathering Materials." Click on Documents in BB and see the review for Quiz 6.	2-20-12
Quiz 6	Quiz	Take the Quiz on "Gathering Materials".	2-21-12
Read Chapter 7	Reading	Reading about "Supporting your ideas". Click on Documents in BB and see the review for Quiz 7.	2-22-12
Quiz 7	Quiz	Take the Quiz on "Supporting your ideas".	2-23-12
Research	researching	Research an idea of your choosing for an informative speech	2-24-12

Week 7

Topic/Overview: This week focuses on

Summary of Week 7 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 8	Reading	Read about Organizing the Body of the Speech. Click on Documents in BB and see the review for Quiz 8.	2-27-12
Quiz 8	Quiz	Take the quiz on "Organizing the Body of the Speech".	2-28-12
Outline	Application of information	Decide on your organizational plan, specific purpose, and central idea. Type each at the top of your outline that you will submit with your taped speech.	2-29-12
Read Chapter 9	Reading	Read about "Beginning and ending your speech". Click on Documents in BB and see the review for Quiz 9.	3-1-12
Quiz 9	Quiz	Take the test on "Beginning and ending your speech".	3-2-12

Introduction and Conclusion	Writing	Write and then type the introduction and conclusion on the outline. Memorize the introduction and the conclusion. If you are not able to memorize the introduction and conclusion, shorten the introduction and conclusion. Use 100% eye contact when practicing the introduction and conclusion.	3-3-12
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Week 8

Topic/Overview: This week focuses on
Summary of Week 8 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 10	Reading	Read about Outlining the Speech. Click on Documents in BB and see the review for Quiz 10.	3-5-12
Quiz 10	Quiz	Take the quiz on "Outlining the Speech".	3-6-12
Outline	outlining, recording, reading, speaking	Outline the speech. See examples in the chapter. Refer to the sample speech at the end of the chapter. Print a hard copy of your informative outline to mail with your speech video by Thursday of this week. Practice, tape and mail the speech and the outline. Include the organizational pattern, specific purpose, and central idea at the top of the outline. Write the introduction at the top of the outline and the conclusion at the end of the outline. Include transitions statements between major points and bold these statements. The speech should be 3-5 minutes in length.	3-7-12
Test 1 over Chapters 1-7	testing	Click on Documents in BB and see the review for Test 1. Take Test 1 on "Speaking, listening, selecting a topic and purpose, analyzing the audience, gathering ideas and supporting your ideas". You may work ahead on weekends and holidays!	3-8-12

Week 9

Topic/Overview: This week focuses on
Summary of Week 9 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 11	Reading	Read about Using Language. Click on Documents in BB and see the review for Quiz 11.	3-19-12
Quiz 11	Quiz	Take the quiz on "Using Language".	3-20-12
Research	Reading, Researching	Begin thinking about your final speech. The purpose must be persuasive. After reading about topics that interest you, please select a topic and research it. You will work on this speech for the next 4 weeks. Read Weeks 10-13 so that you know all the information to consider when selecting a topic. Keep your ideas and information together because you will follow a similar preparation on the	3-21-12

		persuasive speech as you followed on the informative speech.	
alliteration	Writing	Include one example of alliteration in your final speech. Identify this example in the outline and highlight it so that it is easily located.	3-22-12

Week 10

Topic/Overview: This week focuses on

Summary of Week 10 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 12	Reading	Read about "Delivery". Take notes. There is no quiz available at this time. I want to see how you do when using your book to find the answers.	3-26-12
Quiz 12	Quiz	Take the quiz on "Delivery". Use the book to find the answers.	3-27-12
Delivery techniques	Speaking	Practice the extemporaneous methods of delivery with your final speech topic. Practice again, adding vocal variety in areas such as volume, rate, and pitch. Practice again and again until you can look at the audience 80-90% of the time. Memorize the introduction and the conclusion while practicing. Practice every day!	3-28-12 3-29-12 3-30-12

Week 11

Topic/Overview: This week focuses on

Summary of Week 11 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 13	Reading	Read about "Using Visual Aids". There is not a review for this quiz.	4-2-12
Quiz 13	Quiz	Take the quiz for "Using Visual Aids". Use the text to help you on the quiz. This quiz only counts 10 points.	4-3-12
Researching a visual	Researching	Think about your persuasive topic, keeping in mind that a visual is required when you deliver the speech. Keep in mind that statistics are persuasive. What statistic is related to your speech that would persuade the audience to your point of view? Research how to present this information to the audience.	4-4-12
Test 2 over Chapters 8-13	Testing	Take the test over "Organizing, Outlining and Presenting the Speech". There is a review for test 2. This test counts 100 points.	4-5-12

Week 12

Topic/Overview: This week focuses on

Summary of Week 12 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 14	Reading	Read about Speaking to Inform	4-9-12
Quiz 14	Quiz	Take the quiz on "Speaking to inform". There is no review for this quiz.	4-10-12
Read Chapter 15	Reading	Read about Speaking to Persuade	4-11-12
Quiz 15	Quiz	Take the quiz on "Speaking to Persuade". There is no review for this quiz.	4-12-12
Analyzing the audience	Researching	Think about the audience who you have selected to hear your speech. For example, ask yourself "Do they wear seatbelts?" If every person in the audience already wears a seatbelt, then you would not want to persuade the audience to wear seatbelts. You may need to do research and call the audience members to ask about their behavior. Another example for a topic is smoking. If no one in your audience smokes, then do not take their time to persuade them to stop smoking. Make the time that they listen valuable to them. Select a topic that might persuade them to agree with your opinion.	4-13-12

Week 13

Topic/Overview: This week focuses on

Summary of Week 12 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 16	Reading	Read about "Methods of Persuasion"	4-16-12
Quiz 16	Quiz	Methods of Persuasion	4-17-12
Statement of credibility	Writing	Compose a statement that you plan to include in your speech in order to enhance your credibility.	4-18-12

Outline	Outlining	Type your name, organizational pattern (such as causal order, problem-solution order, or Monroe's motivated sequence, etc) specific purpose, and central idea at the top of the page. Type your introduction, outline, and conclusion. Include your bibliography at the end of the outline. Print a hard copy of the outline to send with the video of the speech.	4-19-12
Recording the speech	Speaking	Practice the speech 5 times. The speech should be 5-7 minutes in length. Time it. Remember to use the visual aid that you prepared in week 11.	4-20-12
Delivering speech	Speaking	If you do not have recording equipment, email the professor the time that you want to deliver the speech in person. The professor will confirm the time by email. Remember that you must bring 2 audience members to hear the speech.	4-20-12
Mailing the speech	Turning in the assignment	Remember to include the outline if you mail the speech. If you are uploading your speech to u-tube, please put the outline in the text of the email. Help me avoid having to open an attachment that might have a virus.	4-20-12

Week 14

Topic/Overview: This week focuses on
Summary of Week 12 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 17	Reading	Read about "Speaking on Special Occasions".	4-25-12
Quiz 17	Quiz	Take quiz on "Speaking on Special Occasions". There is no review on this quiz.	4-27-12

Week 15

Topic/Overview: This week focuses on
Summary of Week 12 Assignments & Activities

Item (Name)	Type	Description	Due
Read Chapter 18	Reading	Read about "Speaking in Small Groups"	4-30-12
Quiz 18	Quiz	Take the quiz on "Speaking in Small Groups". There is no review on this	5-2-12

		quiz.	
Test over Chapters 14-18	Test	Take the test over "Varieties of Public Speaking". There is a review for this 100 point test.	5-3-12

Week 16

Topic/Overview: This week focuses on

Summary of Week 12 Assignments & Activities

Item (Name)	Type	Description	Due
Final Exam	Testing	Take the comprehensive Exam over Public Speaking by noon on due date.	5-7-12
Check Odessa college emails	Speaking	Contact the professor if you did not receive an email from the professor with an evaluation of your speech.	Any day up to 5-8-12

Policies and Procedures

Announcements:

Read announcements each day. Students are responsible for checking for changes in the syllabus each week as it may be updated when needed.

Methods of instruction:

Selected lectures are recorded so that you may download the lectures on an ipod or MP3 player. Selected lectures are videotaped for you to watch.

Course activities/submission and completion policy:

I set up my course so that students may work ahead as they have time. Students must complete all the work by the due date on the week-by-week dated course schedule. I understand that some students have conflicts or the server goes down and that causes problems. The wise choice is to stay ahead of the assignments so that delays won't cause your work to be late. Having this opportunity allows you to schedule your time so that if conflicts arise at the end of the semester or you need to finish early, you can do that and avoid problems with finishing the course on time. Keep working ahead every chance that you get.

Incomplete policy:

I do not grant an incomplete unless you meet the requirements for an incomplete. The course is set up for you to complete it by working ahead at your convenience. You have the opportunity to complete the work during any of the 24 hours a day that are available to get the work done. 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 do my best to respond to your e-mails within 2 days. E-mails sent on Friday may not be read until the following Monday.

Long Term absence policy:

If you are absent from the course for 2 weeks, please contact me. You will be considered absent unless prior arrangements have been made. As I note that you are completing assignments each week, I also note that you are participating in the class.

Orientation:

There is no required orientation class that meets in person before the course begins. I always welcome you to call or come by my office if you need help with finding items in blackboard or if you need to discuss a problem you are having.

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 A 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.

Statement of special accommodations:

Please notify the instructor of any disabilities that require special accommodations for taking this class. This information is required on the information sheet that is completed during the first week of class. Students with disabilities may request reasonable accommodations and modifications as addressed under Section 504/ADA regulations. Students needing assistance because of a disability may contact the counseling office no later than 30 days prior to the start of the semester.

The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or (3) is regarded as having such an impairment. Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. Odessa College is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids. If you need accommodations because of a disability, please inform the professor of the course. For example, if you must give your speech while sitting down, then I need to know before evaluating your speech. If no disability exists, then I expect students to stand while delivering a presentation.

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. Computers are available on campus if you experience problems with your computer.

NOTE: Identify a second computer that you can use when/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.

Complete Loss of Contact

If you lose contact with your instructor completely (i.e. you cannot contact your instructor via Blackboard or email) your instructor or you may have to contact each other via cell phone.

Lost/Corrupt/Disappeared files

The student 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.

Access to Odessa College Library Online Catalog <http://www.odessa.edu/dept/library/>

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 make an

appointment to come by my office during office hours to discuss your questions. Please have your textbook with you as all the questions are found in the textbook. Type the question and the answer choices for our discussion.

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 teacher.

You may work ahead in this course, but do not get behind. You do not need to e-mail me when you are one day behind. Just get busy and catch up. Good luck with the course. I look forward to working with you and seeing your speeches. Get the due dates copied on your calendar. I need for you to read your syllabus for due dates. Thank you for doing your best in this course.

If you are considering dropping this course, you must discuss your reasons with me prior to dropping the class. I want to talk to you about any problem or conflict that arises. I want to help you achieve success in this class.

Assignments:

There will be two speech presentations due this semester. The first one is an informative speech. One kind of informative speech is a demonstration speech.

The second speech is a persuasive speech. Details about these assignments are located under assignments in blackboard.

Tests/quizzes:

There is a 10 question multiple-choice quiz over each chapter. There are 3 tests. The first one covers the first 7 chapters. The second one covers chapters 8-13. The last one covers chapters 14-18. These tests have 20 multiple-choice questions. There is not a midterm test.

Final exam:

There is a final exam, and you take it just like you take the quizzes and tests in blackboard. It has 20 multiple-choice questions.

If you experience a problem while taking a quiz or test, please e-mail me and explain what happened. I will view the quiz to determine which questions were attempted and make a decision concerning the fairness of allowing the quiz or test to be reset for a second attempt. I will e-mail my decision to you and tell you if and when the test will be reset.

Discussion Board:

Discussion is a part of your grade so be careful to participate in discussion.

Grading Policy

Your score on each quiz or test is immediately available for you to see after you submit the quiz or test. I will provide e-mailed comments on speech assignments within 14 days of receiving the speech. After all speeches are graded, I will send an email announcing that all speeches are graded.

Late assignments receive a 10% deduction for each day they are late. Technological issues will not be considered as valid grounds for late assignment submission.

Point system and letter grades for Evaluation of students:

Student Information	2 percent	20 points
Reading Assignments and Quizzes	18 percent	180 points
Tests	30 percent	300 points
Informative Speech & outline	10 percent	100 points
Final:		
Exam	10 percent	100 points
Final Speech & outline	10 percent	100 points
Discussion Board / Listening Assessment	10 percent	100 points
Listening Test	10 percent	100 points

900 - 1000 points	A (superior)
800 - 899 points	B (outstanding)
700 - 799 points	C (average)
600 - 699 points	D (passing)
Below 600 points	F (failing)

Please notice that if you do not give any speeches, the highest number of points possible is 700 points and that is if you have perfect scores on all assignments. You must give your speeches to be successful in this class.

Special Needs

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.

Learning Resource Center (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 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> All e-mail correspondence will be through your Odessa College email.

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 email.

Technical 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 at https://www.odessa.edu/dept/ssc/helpdesk_form.htm If you need help with student issues, please contact the student help center. They are having free classes to help you get started this semester. Attend one of these to ask questions that you need answered.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.