



**SPCH 1101/Public Speaking  
COURSE SYLLABUS  
Fall Semester 201612**

**Semester:** Fall 201612  
**Course Title:** Public Speaking  
**Course Number:** 1101

**Credit Hours/ Minutes:** 3 / 2250  
**Class Location:** GVTC/Angel  
**Class Meets:** 15 wks.  
**CRN:**

**Instructor:** Sam Holton, M. Ed.  
**Office Hours:** By Appointment  
**Office Locations:**  
**Vidalia Campus:** Main Bldg., Room, 326  
**Email Address:** [sholton@southeasterntech.edu](mailto:sholton@southeasterntech.edu)  
**Phone:** 478-289-2236

**REQUIRED TEXT:**

Lucas, Stephen E. *The Art of Public Speaking*. 11<sup>th</sup> ed. New York: McGraw-Hill, 2012.



This is the textbook that you will need for this course. There are other editions available; however, I encourage you to obtain this edition. While much of the content and page numbers of the other editions are the same, there are some major changes to the 11<sup>th</sup> edition. The textbook is available in the STC Bookstore.

**REQUIRED SUPPLIES & SOFTWARE:**

1. Access to Internet – Mozilla Firefox is the preferred search engine.
2. Access to ANGEL
3. Access to STC Owl mail.  
Access to STC's Information Delivery System (IDS)
4. DVD: 12 Angry Men (1957)
5. Computer capability to access internet search engines, i.e. Netscape, Mozilla Firefox, and Google Chrome.
6. DVD: *12 Angry Men*
7. YouTube Account

8. Software to record your speech (video camera) and software to upload your speech to YouTube.



The DVD is not available in STC's bookstore. It can be purchased from Amazon. If you do not wish to purchase a copy, you may rent the DVD from any available source. The DVD is required material for assignments in Chapter 18: "Speaking in Small Groups."

**COURSE DESCRIPTION:**

This course introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, analysis of ideas presented by others, and professionalism.

**MAJOR COURSE COMPETENCIES:**

Selection and Organization of Materials, Preparation and Delivery of Individual and Group Presentations, Analysis of Ideas Presented by Others, Professionalism

**PREREQUISITE(S):**

ENGL 1101 with a C or better

**COURSE OUTLINE:**

1. *Selection and Organization of Materials*
  - A. Choose and evaluate speech materials from personal experience.
  - B. Select and evaluate written materials.
  - C. Plan and conduct research interview.
  - D. Properly cite quotations and statistics.
  - E. Organize materials into outline form.
  
2. *Preparation and Delivery of Individual and Group Presentations*
  - A. Understand and manage speech anxiety.
  - B. List techniques for controlling speech anxiety.
  - C. Select subject, remarks appropriate to actual and hypothetical audiences, settings, and occasions.
  - D. Demonstrate the ability to effectively deliver an informative speech.
  - E. Demonstrate the ability to effectively deliver a persuasive speech.

- F. Demonstrate the ability to effectively deliver a ceremonial speech.
  - G. Collaborate with others to prepare a structured group discussion and/or presentation
3. *Analysis of Ideas Presented by Others*
    - A. Summarize another speaker's ideas.
    - B. Ask questions nonjudgmentally.
    - C. Develop a reasoned judgment of the meaning of a speaker's ideas.
    - D. Discuss and analyze a speaker's point of view.
  4. *Professionalism*
    - A. Demonstrate professional dress and demeanor.
    - B. Select appropriate subject matter and language usage for professional settings.
    - C. Demonstrate effective verbal and nonverbal skills for professional settings.

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

### **STUDENT REQUIREMENTS:**

All assignments must be submitted through the ANGEL Online Learning Management System and must be created in **Microsoft Word**. Speech presentations will be submitted to YouTube. For quality work in presentations, emails, and discussion boards, use proper grammar, correct spelling, and writing practices. Points will be deducted for work that does not meet this requirement.

Students are required to use APA Guidelines to document all research material in outlines and written speeches. The public speaking class is not designed to reach APA documentation or writing skills. Students should understand this concept prior to enrolling in the course.

### **IMPORTANT:**

1. Lack of knowledge of ANGEL username and/or password or the lack of knowledge of username or password required to obtain access to the computers on the STC campus is not an instructor issue. Do not contact me about this!
2. Personal computer issues are not my concern. Be sure that you have a backup plan should you encounter technology issues. Assignment due dates will not be changed because of computer difficulties.

3. Ensure that you have knowledge of attaching files to emails and knowledge of the discussion board feature in ANGEL.

I am the instructor of the course; I do not have access to usernames, passwords, or software that you may need to add to your computer in order for you to complete assignments in this course.

### **VIDEOING AND SUBMITTING OF SPEECHES:**

You may be responsible for videoing and submitting your speeches. If you do not have a YouTube account, you will need to create one. Speech presentations will be uploaded to your YouTube account for instructor viewing and for grading. As well, at the discretion of the instructor, your presentation may be made public for your classmates to view. You will email me the link to view your presentation. This will be discussed in class.

All speech presentations and outlines which include researched materials, PowerPoint presentations, and handouts will be the individual work of each student registered for the course.

Students are required to present ONE group project with their assigned speech group. It will be necessary for speech group members to meet one or two times during the semester. They will need to meet once to plan and prepare for the group presentation and another time to video the presentation. If you do not have access to a video camera and cannot secure an audience of 10 – 15 adults, please drop this online class and take this class on-campus.

You are responsible for the ability to produce and submit your videos. Do not contact me with technology issues. This is an online speech class, and this format requires a great deal more technology knowledge than the traditional face-to-face setting.

### **PROCTORED EVENT REQUIREMENT: This course does not have a proctored event.**

In order to validate student identity for all online courses, students enrolled in online courses are required to complete one proctored event per online course. The proctored event may be a major exam, assignment, or presentation, etc. that will count a **minimum of 20% of the course grade**. Online students will be required to take the Proctored Event on the instructor's home campus; the event will be monitored by the instructor or another STC employee. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

**Note:** Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on the same day(s) it is originally

scheduled. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion.

Proctored events will be given between weeks 10 and 13 for Fall and Spring Semesters, and between weeks 6 and 8 for Summer Semester. Students who do not complete the proctored event will receive an F in the course.

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class will be during Week 11, October 28, 2014, through November 3, 2014. After I determine the physical locations of the students, I will determine the site of the proctored event. The proctored event will be your Persuasive Speech.**

The proctored event will be recorded. You are not responsible for submitting a recording of this presentation; however, other components of the presentation are required.

#### **SPECIAL NEEDS:**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact:

- Jan Brantley Room 1208 Swainsboro Campus 478-289-2274
- Helen Thomas Room 108 Vidalia Campus 912-538-3126

#### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office.

- Swainsboro Campus: Jan Brantley Room 1208 (478)289-2274
- Vidalia Campus: Helen Thomas Room 108 (912)538-3126

#### **MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc.):**

Tests for SPCH 1101 are administered via ANGEL; therefore, no make-up tests will be available for this course.

## **ACADEMIC DISHONESTY POLICY:**

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **STATEMENT OF NON-DISCRIMINATION:**

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

## **GRIEVANCE PROCEDURES:**

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

## **ACCESS TO TECHNOLOGY:**

Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING  
SCALE**  
A: 90-100

**TCSG GUARANTEE/WARRANTY  
STATEMENT:** The Technical College  
System of Georgia guarantees employers

B: 80-89  
C: 70-79  
D: 60-69  
F: 0-59

that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

**GRADING POLICY:**

Informative Speech & Outline	10%
Persuasive Speech & Outline	20%
Final Speech & Outline	25%
Small Group Presentation & Outline	15%
Quizzes & Exams	15%
Discussion Posts	15%

**SPCH 1101 / Public Speaking**  
**Fall Semester 2015 (201612)**  
**Lesson Plans**

<b>Date/ Week of:</b>	<b>Chap Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due</b>	<b>Comp Area</b>
Week 1:		Orientation to the class: A. Syllabus B. Meet the Instructor C. Contacting the Instructor D. Course Netiquette E. Post to ensure student remains registered for SPCH 1101 F. Submission of STC Policy & Procedures  Chapter 1: Introduction to Public Speaking	<ol style="list-style-type: none"> <li>1. Log-in to SPCH 1101 on Angel</li> <li>2. Locate Start Here to Reserve Your Spot in the Class. Open and read the following:</li> <li>3. Read &amp; Print the Syllabus</li> <li>4. Read Meet the Instructor</li> <li>5. Read Contacting the Instructor</li> <li>6. Read Course Netiquette that is Expected of You.</li> <li>7. Complete Post: Student Introductions – This post is due August 20, 2014, by midnight. This post ensures your seat in the course.</li> <li>8. Complete Post # 2: Discussion Board – Compose an introduction. In your introduction, share at least 5 facets of your life. Refer to Post 2 - Discussion Rubric for requirements of this post. The rubric is attached to the Discussion Board. Scroll to the bottom of the page to view all the requirements.</li> <li>9. Complete Student Information Packet. Now, click on Week 1 and do the following:</li> <li>10. Read Chapter 1, Speaking in Public.</li> <li>11. Take the Reading Quiz for Chapter 1.</li> </ol>	1, 2, 3, 4 a, b, d
Week 2:		Public Speaking Anxiety Assessment  Chapter 2: Ethics & Public Speaking	<ol style="list-style-type: none"> <li>1. Send me an email stating that you have read and understood the syllabus and the requirements of this course. If you have any questions about the course, send your questions in this email. Remember the Course Netiquette when composing your emails.</li> <li>2. Complete the PRPSA Test. Read the scoring portion of the assessment and Interpreting Your PRPSA Score.</li> <li>3. Discussion Board: Refer to the Discussion Board for this week. Respond to the prompt. The guidelines and the requirements are stated in the post.</li> <li>4. Read Chapter 2, Ethics and Public Speaking.</li> <li>5. Take the Reading Quiz for Chapter 2.</li> </ol>	1, 2, 3, 4 a, b, d



Week 3:		Discussion of Ethics as this term relates to public speaking	<ol style="list-style-type: none"> <li>1. Refer to Discussion Board for this week. Ethics &amp; Public Speaking – Read the definition of <i>ethics</i> and respond to the Discussion Board prompts. A rubric is attached.</li> </ol>	1, 2, 3, 4 a, b, d
Week 4:		Chapter 3: How to Become a Better Listener	<ol style="list-style-type: none"> <li>1. Discussion Board Post: Personal Response – Why is it important to develop strong listening skills? Respond to this writing prompt.</li> <li>2. Read Chapter 3, How to Become a Better Listener.</li> <li>3. Take the Reading Quiz for Chapter 3.</li> <li>4. Discussion Board: Listening Self-Evaluation worksheet</li> <li>5. Discussion Board: Respond to Dante’s Quote.</li> </ol>	1, 2, 3, 4 a, b, d
Week 5:		Chapter 4: Giving Your First Speech  Chapter 14: Using Visual Aids  Chapter 5: Selecting a Topic and a Purpose	<ol style="list-style-type: none"> <li>1. Read Chapter 4, Giving Your First Speech.</li> <li>2. Take the Reading Quiz for Chapter 4.</li> <li>3. Read Chapter 14, Using Visual Aids</li> <li>4. Take the Reading Quiz for Chapter 14.</li> <li>5. Read Chapter 5, Selecting a Topic and a Purpose.</li> <li>6. Take the Reading Quiz for Chapter 5.</li> </ol>	1, 2, 3, 4 a, b, d
Week 6:		Chapter 6: Analyzing the Audience  Chapter 7: Gathering Materials  Chapter 10: Beginning and Ending the Speech	<ol style="list-style-type: none"> <li>1. Read Chapter 6, Analyzing the Audience.</li> <li>2. Take the Reading Quiz for Chapter 6.</li> <li>3. Read Chapter 7, Gathering Materials</li> <li>4. Take the Reading Quiz for Chapter 7.</li> <li>5. Read Chapter 10, Beginning and Ending the Speech.</li> <li>6. Take the Reading Quiz for Chapter 10.</li> </ol>	1, 2, 3, 4 a, b, d
Week 7:		Chapter 11: Outlining the Speech	<ol style="list-style-type: none"> <li>1. Read Chapter 11, Outlining the Speech.</li> <li>2. Take the Reading Quiz for Chapter 11.</li> </ol>	1, 2, 3, 4 a, b, d
Week 8:		Chapter 15: Speaking to Inform	<ol style="list-style-type: none"> <li>1. Read Chapter 15, Speaking to Inform</li> <li>2. Take the Chapter 15 Exam</li> <li>3. Prepare and Submit your Audience Analysis</li> <li>4. Submit the Ppt. presentation for your Informative Speech.</li> </ol>	1, 2, 3, 4 a, b, d
Week 9:		Informative Speech Presentations	<ol style="list-style-type: none"> <li>1. Informative Speech Presentations</li> <li>2. Complete your analysis of your Informative Speech.</li> <li>3. Submit the required documentation for the Informative Speech as stated on the assignment.</li> </ol>	1, 2, 3, 4 a, b, d
Week 10:		Chapter 16: Speaking to Persuade Chapter 17: Methods of Persuasion	<ol style="list-style-type: none"> <li>1. Read Chapter 16, Speaking to Persuade</li> <li>2. Take the Reading Quiz for Chapter 16</li> <li>3. Read Chapter 17, Methods of Persuasion.</li> <li>4. Take the Reading Quiz for Chapter 17.</li> <li>5. Submit the Ppt. presentation for your</li> </ol>	1, 2, 3, 4 a, b, d

			Persuasive Speech.	
Week 11:		Proctor Event	<ol style="list-style-type: none"> <li>1. Complete your analysis of your Persuasive Speech.</li> <li>2. Submit the required documentation for the Persuasive Speech.</li> </ol>	1, 2, 3, 4 a, b, d
Week 12:		Chapter 19: Speaking in Small Groups	<ol style="list-style-type: none"> <li>1. Read Chapter 19, Speaking in Small Groups</li> <li>2. Take the Reading Quiz for Chapter 19.</li> <li>3. Watch the video, <i>12 Angry Men</i>.</li> </ol>	1, 2, 3, 4 a, b, d
Week 13:		Group Meetings to plan, to organize, and to prepare video	<ol style="list-style-type: none"> <li>1. Contact each member of your group for the Small Group presentation. (Planning) You will receive more information later.</li> </ol>	1, 2, 3, 4 a, b, d
Week 14:		Submission of video & Reflection on Small Group Participation	<ol style="list-style-type: none"> <li>1. Small Group Presentation – Part I</li> <li>2. Small Group Presentation – Part II</li> </ol> <p>You will submit the video and the supporting material as directed in the assignment.</p>	1, 2, 3, 4 a, b, d
Week 15:		<b>Thanksgiving Holidays:</b>	<ol style="list-style-type: none"> <li>1. No assignments will be due during this week; however, you should use this time to review and perfect your final speech presentation. This presentation is 25% of your grade.</li> </ol>	
Week 16:		Final Speech Presentation <b>Last Day of the Semester: December 3, 2015</b>	<ol style="list-style-type: none"> <li>1. Final Speech Presentations</li> <li>2. Submit required documents via the Drop Box.</li> </ol>	1, 2, 3, 4 a, b, d

\* **Competency Areas:** (will vary for each course/taken from state standards)

1. Selection and Organization of Materials
2. Preparation and Delivery of Individual and Group Presentations
3. Analysis of Ideas Presented by Others
4. Professionalism

\*\***General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.