



**SPCH 1101 Public Speaking
COURSE SYLLABUS
Online
Spring Semester 201814**

COURSE INFORMATION

Credit Hours/Minutes: 3 / 2250

Class Location: Georgia Virtual Technical Connection (GVTC) Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40173

Preferred Method of Contact: College email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Samuel Holton

Office Location: Room 323, Main Building

Office Hours:

- Monday & Wednesday, 3:00 p.m. – 4:00 p.m. & by appointment
- Tuesday & Thursday, 1:00 p.m. – 2:00 p.m., & by appointment

Phone: 478-289-2236

Email: [Samuel Holton \(sholton@southeasterntech.edu\)](mailto:sholton@southeasterntech.edu)

Fax Number: 912-538-3156

Tutoring Hours (if applicable):

- Monday & Wednesday, 3:00 p.m. – 4:00 p.m. & by appointment
- Tuesday & Thursday, 1:00 p.m. – 2:00 p.m., & by appointment

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Lucas, Stephen E. (2015). *The Art of Public Speaking*. New York: McGraw-Hill.

REQUIRED SUPPLIES & SOFTWARE

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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)

Successful completion of ENGL 1101

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

Southeastern Technical College (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.

STUDENT REQUIREMENTS (ONLINE)

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam.

All tests and assignments due dates are discussed in the syllabus Lesson Plan. Contact the instructor early with any questions. Any assignment not submitted by the due date will receive a zero (0). Late assignments will not be accepted. Submitted course assignments that will not open, are not dropped in the appropriate location, are not submitted as directed will receive a (0) zero. NO EXCEPTIONS. I do not drop grades. I do not give extra credit assignments.

All assignments, with the exception of the Proctored event, must be submitted through Blackboard and must be created in **Microsoft Word**. Speech presentations will be submitted via 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 **American Psychological Association (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.

Refer to the Lesson Plan section of this syllabus for due dates for each module. Be sure to read all documents for each module.

IMPORTANT:

1. Lack of knowledge of Blackboard 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 Blackboard.

Instructors 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.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:00 p.m. on Monday, Tuesday, or Wednesday of each week as stated on the syllabus Lesson Plan. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

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 will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. 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 either 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 one of the-originally scheduled days. 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 after the 65% point of the 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 Technical College System of Georgia (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 is scheduled on the following dates and times:

- **Vidalia Campus:**
Monday, April 16, 2018, 4:00 p.m., Room 323: Main Building
- **Swainsboro Campus:**
Thursday, April 19, 2018, 4:00 p.m. Room 2180: Building 2

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

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

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers 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

Assessment/Assignment	Percentage
Informative Speech & Outline	10%
Persuasive Speech & Outline	15%
Special Occasion Presentation	10%
Group Presentation	10%
Reading Quizzes	15%
Discussion Board Posts	10%
Speech Projects	10%
Proctored Event	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

DISCLAIMER STATEMENTS

- The instructor reserves the right to change the syllabus and/or lesson plan as necessary.
- The official copy of the syllabus is located inside the online Blackboard course shell or will be given to the student during face to face class time the first day of the semester. The syllabus displayed in advance of the semester, in a location other than the course a student is enrolled in, is for planning purposes only.

SPCH 1101 Public Speaking Spring Semester 2018 Lesson Plan

Lesson Plans are subject to change at the discretion of the instructor. Students will be notified via Blackboard Announcements and email.

Date	Module Content	Assignments & Tests Due Dates	Competency Area
1/08/18 – 1/16/18	Getting Started Orientation to SPCH 1101 August 16, 2017, is the last day to withdraw from this course.	<p>Login to Blackboard and access the course. Locate the folder Getting Started and complete the required documents. Submit the documents as directed in Blackboard.</p> <p>Open and print Orientation to SPCH 1101 & Orientation to SPCH 1101. Read the documents and complete assignments.</p> <ul style="list-style-type: none"> • Students who have not completed ALL the documents in “Getting Stated” by 8:00 a.m., January 16, 2018, will be dropped from the roster. 	
Module 1 1/16/18 – 2/05/18	Introduction to Public Speaking	<p>Login to Blackboard and access the course. Locate the Module 1: Introduction to Public Speaking. Print the document, complete the assignments, and submit according to the directions for each assignment.</p> <p>Chapter 1: Speaking in Public Chapter 4: Giving Your First Speech Chapter 14: Using Visual Aids Chapter 2: Ethics and Public Speaking</p>	1, 3, 4 a, b, c

Date	Module Content	Assignments & Tests Due Dates	Competency Area
Module 2 2/05/18 – 3/05/18	Speaking to Inform	<p>Login to Blackboard and access the course. Locate the Module 2: Speaking to Inform.</p> <p>Print the document, complete the assignments, and submit according to the directions for each assignment.</p> <p>Chapter 15: Speaking to Inform Chapter 5: Selecting a Topic and a Purpose Chapter 6: Analyzing the Audience Chapter 9: Organizing the Body of the Speech Chapter 10: Beginning and Ending the Speech Chapter 11: Outlining the Speech Chapter 13: Delivery</p>	1, 3, 4 a, b, c
Module 3 3/05/18 – 4/02/18	Speaking to Persuade	<p>Login to Blackboard and access the course. Locate the Module 3: Speaking to Persuade.</p> <p>Print the document, complete the assignments, and submit according to the directions for each assignment</p> <p>Chapter 16: Speaking to Persuade Chapter 7: Gathering Materials Chapter 8: Using Supporting Details Chapter 17: Methods of Persuasion Chapter 3: Listening to Speeches</p>	1, 3, 4 a, b, c
Module 4 4/02/18 – 4/09/18	Speaking on Special Occasions	<p>Login to Blackboard and access the course. Locate the Module 4: Speaking on Special Occasions.</p> <p>Print the document, complete the assignments, and submit according to the directions for each assignment</p> <p>Chapter 18: Speaking on Special Occasions Chapter 12: Using Language Effectively</p>	1, 3, 4 a, b, c

Date	Module Content	Assignments & Tests Due Dates	Competency Area
Module 5 4/19/18 – 4/16/18	Speaking in Small Groups	<p>Login to Blackboard and access the course. Locate the Module 5: Speaking in Small Groups</p> <p>Print the document, complete the assignments, and submit according to the directions for each assignment Chapter 19: Speaking in Small Groups</p>	1, 3, 4 a, b, c
Module 6 4/16/18 – 4/23/18	Proctored Event Course Evaluation Course Wrap-up	<p>Login to Blackboard and access the course. Locate the Module 6: Proctored Event & End of Course</p> <p>The proctored event assignments will be completed on the campus of your choice.</p> <p>The required proctored event for this class is scheduled on the following dates and times:</p> <p>The required proctored event for this class is scheduled on the following dates and times:</p> <ul style="list-style-type: none"> • Vidalia Campus: Monday, April 16, 2018, 4:00 p.m., Room 323: Main Building • Swainsboro Campus: Thursday, April 19, 2018, 4:00 p.m. Room 2180: Building 2 	1, 3, 4 a, b, c

COMPETENCY AREAS

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.