



**SPCH 1101 Public Speaking
COURSE SYLLABUS
Online
Spring Semester 202014**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC) Blackboard

Class Meets: Via Internet for 15 weeks

- Course Reference Number: 40232
- Course Reference Number: 40362

Preferred Method of Contact: Southeastern Technical College email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dr. Samuel Holton

Office Locations:

- Vidalia Campus: Room 323, Main Building
- Swainsboro Campus: Room 2180, Building 2

Office Hours: Contact Dr. Holton

Phone: 478-289-2236

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

Fax Number: 912-538-3156

Tutoring Hours (if applicable): Contact Dr. Holton

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK

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

REQUIRED TEXT

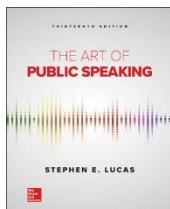


Figure 1

Lucas, Stephen E. (2020). *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. Students should not share login credentials with others and should change passwords periodically to maintain security. Students will also need the following:

1. YouTube will be used to upload and view speeches. Students must create a YouTube account.
2. Digital camera – Smart phones are acceptable. Historically, cellular telephones camera have been the best option for recording and submitting presentations.

Students should not share credentials with others and should change passwords periodically to maintain security.

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

Selection and Organization of Materials

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)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. Refer to the Lessons Plans at the end of this document for due dates for each module. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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.

4. Each module has a specific due date for the assignments. The assignments in each module are due the last day stated on the syllabus/lesson plan. If the module requires a speech, the final day for uploading the speech to YouTube and submitting the link is the date stated on the syllabus for that module. You are welcome to complete and to submit your assignments early; however, the assignment may not be evaluated until the end date of the module. You may need to revisit some assignments to complete discussion boards.
5. Before submitting an assignment to a drop box or discussion board, BE SURE you are submitting the correct assignment and submitting to the correct location. I will not evaluate assignments not properly submitted.

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 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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:

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

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 assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 by the instructor of the course, 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.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

PROCTORED EVENT DATES

The required proctored event for this class is scheduled on the following dates and times:

- **Swainsboro Campus:**
CRN 40232: Wednesday, April 22, 2020
8:00 a.m.
Room 2180

- **Vidalia Campus:**
CRN 40232: Monday, April 27, 2020
3:00 p.m.
Room 408

- **Swainsboro Campus:**
CRN 40362: Wednesday, April 29, 2020
8:00 a.m.
Room 2180

- **Vidalia Campus:**
CRN 40362: Thursday, April 30, 2020
3:00 p.m.
Room 408

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:

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 Withdrawn Failing (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.

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 (TCSG) AND ITS CONSTITUENT TECHNICAL COLLEGES DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL OR ETHNIC ORIGIN, GENDER, 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 NONDISCRIMINATION POLICY ENCOMPASSES THE OPERATION OF ALL TECHNICAL COLLEGE-ADMINISTERED PROGRAMS, FEDERALLY FINANCED PROGRAMS, EDUCATIONAL PROGRAMS AND ACTIVITIES INVOLVING ADMISSIONS, SCHOLARSHIPS AND LOANS, STUDENT LIFE, AND ATHLETICS. IT ALSO APPLIES TO THE RECRUITMENT AND EMPLOYMENT OF PERSONNEL AND CONTRACTING FOR GOODS AND SERVICES.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With

Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

| | |
|---|--|
| <p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p> | <p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p> |
| <p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p> | <p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p> |

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 Website \(www.southeasterntech.edu\)](http://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.

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GRADING POLICY

| Assessment/Assignment | Percentage |
|------------------------------|-------------------|
| Informative Speech | 10% |
| Persuasive Speech | 15% |
| Special Occasion Speech | 10% |
| Speech Outlines | 5% |
| Small Group Presentation | 10% |
| Reading Quizzes | 15% |
| Module Assignments | 15% |
| Proctored Event | 20% |

GRADING SCALE

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

SPEECH GRADING RUBRICS

Each speech has a specific grading rubric. The rubric will be available in the appropriate module or in the course content. Any student who appears to be reading his or her presentation will not be evaluated, and the student will receive a zero for the presentation.

ATTIRE FOR SPEECH PRESENTATIONS

Students are expected to dress professionally for presentations. Jeans are acceptable, however, no tank tops, shorts, or barefeet. Presentations not meeting the proper attire will not be graded.

HERE ARE SOME VIDEO PREPARATION SUGGESTIONS:

1. Is the camera shot of you a flattering shot?
2. Are you looking directly at the camera?
3. Are you dressed appropriately?
4. Do you look confident? Eye contact tells the story.
5. Are you talking too fast? Too slowly?
6. Did you actually rehearse your speech? You have the opportunity to record and review your speech multiple times until you are pleased with the product, so take advantage of technology. However, do not upload your presentation until you are completely satisfied with the video.
7. Are you organized, and have you planned what you are going to say? Have you completed a thorough preparation outline?
8. Are completely and utterly prepared, and do you appear that way? Do you sound conversational? Overly rehearsed?
9. Are you within the time limit?

SUBMITTING SPEECHES

Use the best recording device (digital) you have at your disposal. Digital cameras and the camera in your laptop work well if they are arranged properly.

- YouTube will be used to upload and view speeches. Students must create a YouTube account.
- Digital camera – Smart phones are acceptable. Historically, cellular telephones camera have been the best option for recording and submitting presentations.

DEFINITION OF PUBLIC SPEAKING

Speaking in “public” is defined as speaking before an audience of living people in a structured public venue, for a deliberate reason. Learning to speak in public requires that a speaker be audience-centered, which means that the speaker has to take audience knowledge, interests, attitudes, and beliefs into consideration when preparing a speech. Therefore, if the “public” or “audience” is minimized or even eliminated you will not have the experience of preparing and presenting for a *live* public audience. As well, you will leave the course with less than acceptable skills and experience in public speaking, tailoring your remarks to a specific audience or situation, learning to adapt to situation interference, audience feedback, and experiencing all the vagaries that often take place in public speaking events. Also speaking without an audience will jeopardize your success in the course.

Therefore, an audience of **at least ten** people is required for speeches. Finally, the audience must be seen on the video at the beginning of the speech and at the end of speech.

EMAIL

Email is the preferred method of communication/contact in this course. When sending email, you are to use correct grammar and mechanics. I reserve the right to deduct points from your Overall Average for non-compliance.

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 2020 (202014) Lesson Plan

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

| Date | Module Content | Assignments & Tests Due Dates | Competency Area |
|-------------------------------|--------------------------------------|--|--------------------|
| 1/7/20 – 1/13/20 | Getting Started (Blackboard content) | <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> <ul style="list-style-type: none"> Students who have not completed ALL the documents and assignments in Getting Stated & Orientation to SPCH 1101 by <u>8:00 a.m., Monday, January 13, 2020</u>, will be dropped from the course. | |
| Module 1 1/13/20 – 1/28/20 | Introduction to Public Speaking | <p>Login to Blackboard and access the course. Locate 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 19: Presenting Your Speech Online 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 1/28/20 – 2/25/20 | Speaking to Inform | <p>Login to Blackboard and access the course. Locate Module 2: Speaking to Inform. 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 2/25/20 – 3/17/20 | Speaking to Persuade | <p>Login to Blackboard and access the course. Locate Module 3: Speaking to Persuade. 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 3/17/20 – 3/31/20 | Speaking on Special Occasions | <p>Login to Blackboard and access the course. Locate Module 4: Speaking on Special Occasions. 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 3/31/20 – 4/21/20 | Speaking in Small Groups | <p>Login to Blackboard and access the course. Locate Module 5: Speaking in Small Groups</p> <p>Print the document, complete the assignments, and submit according to the directions for each assignment.</p> <p>Chapter 20: Speaking in Small Groups</p> | 1, 3, 4 a, b, c |
| Module 6 4/21/20 – 4/29/20 | Proctored Event Course Evaluation Course Wrap-up | <p>Login to Blackboard and access the course. Locate 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> <ul style="list-style-type: none"> • Swainsboro Campus: CRN 40232: Wednesday, April 22, 2020 8:00 a.m. Room 2180 • Vidalia Campus: CRN 40232: Monday, April 27, 2020 3:00 p.m. Room 408 • Swainsboro Campus: CRN 40362: Wednesday, April 29, 2020 8:00 a.m. Room 2180 • Vidalia Campus: CRN 40362: Thursday, April 30, 2020 3:00 p.m. Room 408 | 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.