SPCH 1101 Public Speaking
COURSE SYLLABUS
Traditional In Class
Spring Semester 201814

COURSE INFORMATION
Credit Hours/Minutes: 3 / 2250
Class Meets:
- Tuesday and Thursday
- 1:00 p.m. – 2:15 p.m.

Class Location: Room 156, Main Building
Course Reference Number (CRN): 40276
Preferred Method of Contact: College email

INSTRUCTOR CONTACT INFORMATION
Instructor Name: Samuel Holton, M. Ed.
Office Location: Room 323, Main Building
Office Hours: Monday – Thursday, 1:30 p.m. – 4:30 p.m.
Email Address: Samuel Holton (sholton@southeasterntech.edu)
Phone: 478-289-2236
Fax Number: 912-538-3156
Tutoring Hours (if applicable): Monday – Wednesday, 3:00 p.m. – 4:00 p.m. & by appointment

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 Georgia Virtual Technical Connection (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 mange 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.

STUDENT REQUIREMENTS

To be discussed in class.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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

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.

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.

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), 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), 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' 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.

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 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st 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 (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	15%
Persuasive Speech & Outline	20%
Special Occasion Presentation	10%
Group Presentation	10%
Reading Quizzes	15%
Discussion Board Posts	10%
Speech Projects	10%
Final	10%

GRADING SCALE

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

SPCH 1101 Public Speaking

Spring Semester 2018 Lesson Plan

Date	Module Content	Assignments & Tests Due Dates	Competency Area
	Getting Started Orientation to SPCH 1101 August 16, 2017, is the last day to withdraw from this course.	Login to Blackboard and access the course. Locate the folder Getting Started and complete the required documents. Submit the documents as directed in Blackboad. Open and print Orientation to SPCH 1101 & Orientation to SPCH 1101. Read the documents and complete assignments. • Students who have not completed ALL the documents in "Getting Stated" by 8:00 a.m., **August 17, 2017,** will be dropped from the roster.	
Module 1	Introduction to Public Speaking	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. Chapter 1: Speaking in Public Chapter 4: Giving Your First Speech Chapter 14: Using Visual Aids Chapter 2: Ethics and Public Speaking	1, 3, 4 a, b, c

Date	Module Content	Assignments & Tests Due Dates	Competency Area
Module 2	Speaking to Inform	Login to Blackboard and access the course. Locate the Module 2: Speaking to Inform. Print the document, complete the assignments, and submit according to the directions for each assignment. 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	1, 3, 4 a, b, c
Module 3	Speaking to Persuade	Login to Blackboard and access the course. Locate the Module 3: Speaking to Persuade. Print the document, complete the assignments, and submit according to the directions for each assignment Chapter 16: Speaking to Persuade Chapter 7: Gathering Materials Chapter 8: Using Supporting Details Chapter 17: Methods of Persuasion Chapter 3: Listening to Speeches	1, 3, 4 a, b, c
Module 4	Speaking on Special Occasions	Login to Blackboard and access the course. Locate the Module 4: Speaking on Special Occasions. Print the document, complete the assignments, and submit according to the directions for each assignment Chapter 18: Speaking on Special Occasions Chapter 12: Using Language Effectively	1, 3, 4 a, b, c

Date	Module Content	Assignments & Tests Due Dates	Competency Area
Module 5	Speaking in Small Groups	Login to Blackboard and access the course. Locate the Module 5: Speaking in Small Groups Print the document, complete the assignments, and submit according to the directions for each assignment Chapter 19: Speaking in Small Groups	1, 3, 4 a, b, c
Module 6	Course Evaluation Course Wrap-up	Login to Blackboard and access the course. Locate the Module 6: Proctored Event & End of Course The proctored event assignments will be completed on the campus of your choice. The required proctored event for this class is scheduled on the following dates and times:	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.