PUBLIC SPEAKING SPCH 1315

INSTRUCTOR CONTACT INFORMATION

Instructor:	Tonya Blivens
Email:	tblivens@lit.edu
Office Phone:	(409) 247-5347
Office Location:	Building T5 102
Office Hours:	MWF 11:15-12:15 KCA, T 2:30-5:30, TH 2:30-5:00

CREDIT
3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/CO-REQUISITE:
None

COURSE DESCRIPTION
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity, and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

REQUIRED TEXTBOOK AND MATERIALS

- Our textbook for SPCH 1315 is Exploring Public Speaking, 4th Edition. This is a free e-book available online at https://oer.galileo.usg.edu/communication-textbooks/1/ in Word, PDF and EPUB (earlier editions) formats. You can also view and download the PDF attachment on Blackboard.

1. 1 package of 3x5 or 5x8 index cards
2. Must have the ability to upload/print documents for class
3. We will be using Blackboard for this course, as well at LIT email.

ATTENDANCE POLICY

Regular attendance in class or online is expected at Lamar Institute of Technology. Student absences will be regularly recorded in Starfish, so that you can log in and check it throughout the semester. Students are allotted three excused absences for the semester. For anything above three the instructor will consider allowing make-up work on a case-by-case basis. The key is to communicate with the instructor if you must miss more than three days. For online and hybrid courses incomplete or missing assignments will result in an absence for the week.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

Blackboard – You should check your Blackboard account 2-3 times per week.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:
- Speeches 40%
- MMS Speech (Common Assignment) 20%
- Tests 20%
- Homework Participation 20%

ASSIGNMENTS
- Speeches 600
  - Introduction- 100
  - Informative-200
  - Informative Library Assessment-100
  - MMS Speech (Common Assignment) 200
- Tests 200
  - Test 1 100 pts
  - Test 2 100 pts
- Participation Activities 200
  - Each day we will do an activity to demonstrate or apply content from the text.
  - **You cannot get credit for activities that are done on days you are absent, tardy, or leave early.**
  - Late activities will not be accepted.
  - Instructions will be given in class only.
  - Activities (unless otherwise stated) must be submitted by the end of class.
    - Introduction Surveys
    - Impromptu Speeches
    - Library Assessment
    - Audience Analysis Scenarios
    - Audience Feedback

GRADING SCALE

90-100   A
80-89   B

70-79   C
60-69   D
0-59   F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at
http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty.

- Academic Dishonesty (Collusion, plagiarism, & AI usage etc.) will not be tolerated. You will receive a 50% reduction on any assignment that's not original student work. This includes shared examples on assignments.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students may not use AI to create speeches, assignments, or any original content that is required for grading. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION
Speech 1: Introduction— Introduction speech
- 2-3 minutes
- Interview Questions
- Notecards
- Deliver speech from prepared presentation on index cards.

Speech 2: Informative—construct and deliver an informative speech
- 3-5 minutes
- 6-8 Slides with a cover page
- Typed outline in proper format
- Typed MLA bibliography with a minimum of three qualified sources. Attach to outline.
- Deliver speech from prepared index cards.

Speech 3: Monroe's Motivated Sequence - write and deliver a speech that identifies a societal need, a solution that satisfies that need, and the benefits from adopting that solution.
- 3-5 minutes
- 6-8 Slides with a cover page
- Typed outline in proper format
- Typed MLA bibliography with a minimum of three qualified sources. Attach to outline.
- Deliver speech from prepared index cards.

COURSE POLICIES

- Respectful participation in class discussions and speeches is expected. At times, students may have differing viewpoints from those of their classmates. Disagreements lead to critical thinking, scholarly debates, and learning, however, disrespect for the opinions of others will not be tolerated. Refrain from using profanity, name calling, tangents, and/or diatribes.

Speech Days- Face to Face Courses
- Attendance on Speech Days- All students are expected to be present on speech days. We should support our classmates and participation points are given.
- A formal outline must be turned in for all speeches (i.e. no impromptu speeches). No outline, works cited… No speech grade. No partial credit for speeches will be given without both paperwork and a presentation.
- On speech days please be attentive to the speaker. No reading, working on homework, playing on your laptop or talking etc… Computers should be closed during speeches.
- Speaking order- We will draw randomly.
    - If you are absent for draw you should assume you are going on the first day.

- o **It is your responsibility to find out when you will present! Speaker order will be posted on Blackboard.**
- Students are expected to dress appropriately for speeches. Please dress **BUSINESS CASUAL.**
- Speeches that are read will be penalized up to 2 letter grades per speech. The goal of this class is to speak **extemporaneously**; well-researched, well-rehearsed, effective use of notecards, and overall well-prepared speeches are the expectation.

Speech Days- Online

- Speech videos should be set-up like a formal classroom presentation. The presenter is speaking to an audience. Refrain from "reading speeches" to your computer without an audience. For example, reading while seated at a computer desk or from your bed. Set-up a formal public speaking environment by having an audience, note cards, strong posture, and eye contact.
- Student speech videos must clearly show the front of the student throughout the entire speech.
- The audience must be a minimum of 3 adults this can be older students, family, friends and/or staff.
- Videos must be unedited.
- Videos must be correctly uploaded to YouTube with an "unlisted" or "public" privacy setting. If you set it to "private," I will not be able to view it and therefore it is as if you didn't turn it in.
- Videos must be focused (not blurry, fuzzy, etc.) and preferably no background noise.
- Students are expected to dress appropriately for speeches. Please dress **BUSINESS CASUAL.**
- Watch your video before posting to YouTube. Do not let the first 'take' be the only time you do your speech. You should practice many times before you ever bring in the audience and the camera.
- Speeches that are read will be penalized up to 2 letter grades per speech. The goal of this class is to speak extemporaneously; well-researched, well-rehearsed, effective use of notecards, and overall well-prepared speeches are the expectation.
- Not following these guidelines will result in a 2-letter grade deduction.

Topic Selection

- All topics must be posted on the discussion board. This course utilizes a topic list. Your topic must be selected from the posted list.
- All topics should be appropriate for class and should refrain from using derogatory or inflammatory language of any kind. The instructor reserves the right to make the final decision on what's an appropriate speech topic.

Email Policy

- LIT email only
- Email is checked in the afternoon. Allow 24 hours for a response. Weekend emails may be answered on Monday.
- Please include your class time and an accurate subject.
- Assignments should only be emailed if Blackboard is having technical issues.
- Student emails requesting a review of class content may be directed to come in during office hours for more instruction.

Class time Conferences

- Individual questions concerning grades, scheduling, & absences etc… will be discussed at the end of class. The last 10 minutes are reserved for individual concerns. Additionally for extended conferences consider coming in during office hours. This will allow for a smooth start to class and a specific space to address any concerns.

Assignment Submission

- Assignments are accepted solely on Blackboard. The only exception is when Blackboard is having technical issues. <u>If Blackboard is down due to technical issues, assignments should be emailed to the instructor by the</u> **due date** (tblivens@lit.edu).
- **Blackboard Error-** I make every attempt to check and re-check Blackboard dates at the beginning and during the semester. However, I'm human and might occasionally enter an incorrect assignment date/time on Blackboard. If this happens, please know you have my apologies and I've created an **"open assignment link"** for this reason. Use this link if you have any trouble submitting assignments on time. Blackboard will record your submission time and no late points will be deducted.

Late Work

- Late work is highly discouraged and incurs a 2-letter grade deduction after the 2nd late assignment.
- Late work is only accepted within 6 weeks of the original due date.
- If you are going to miss an upcoming assignment, it is the student's responsibility to let the instructor know <u>ahead of time and schedule another time</u> to complete the assignment within 6 weeks of the original due date.
- Extensions on assignments without penalty are not given via email. Please talk to the instructor during conference time or office hours. You are more likely to receive an extension if you ask before the due date.
- Please email me to notify me that late work was submitted on Blackboard.

Grading Policy

- Late work will be graded within 2 weeks unless a major assignment is currently in the process of being graded. Current assignments take precedence over late work. Late work grades will post after current assignments.
- The instructor will make every attempt to update all late assignment grades before grading reports are due. However, there are no guarantees if <u>multiple assignments</u> are submitted late the same week grading reports are due.
- Speech grades will be posted after the paperwork is submitted and the class completes the verbal presentations.

Participation and Punctuality Policy

- It will benefit the student to be on time for class. The instructor is not obligated to repeat information that is missed due to lateness or absence.
- Students should participate in all activities and class discussions.
- Students must submit all assignments on the day scheduled.
- Students who are late after the instructor has called the roll will be considered absent.
- Sleeping is not permitted in class. There will be an in class warning the 1st time. If it happens multiple times the student will <u>lose participation points for the day</u> (even if the assignment is submitted). Please communicate with the instructor if you have extenuating circumstances that may impact your engagement.

- Cellphone usage during class instruction or class work is discouraged.
  Participation is worth 100 points. It's based on the activities we complete in class. To receive points, you must <u>actively take part</u> in the discussions, games, quizzes, and written assignments. These assignments cannot be made-up, but you can complete an alternative assignment if your absence is excused.

Extra Credit

Students can receive 10 points of extra credit for rehearsing their speech prior to presentations starting. You can submit a video or practice with the instructor. Please follow the video instructions for online students. 1 audience member is required.

Standard Speech Deductions

Students are provided with detailed instructions for all speeches, and expectations are discussed in class and practiced before completing for a grade. For fairness, there is a list below of the standard deductions for common errors on speeches.

Error	Penalty
No Outline and/or Works Cited	Zero on the speech
Over/under time	-1 point per 5 seconds
Missing source(s) on Works Cited	-10 per source
Sources not verbally cited	-5 per source

Food & Drink Policy

- All food and drinks (except water) should be put away during class time.
- The only except to this would be on workdays or classroom celebrations.

Student Grievances

As an instructor, I am committed to maintaining a respectful, fair, and inclusive classroom environment. If you encounter an issue or have a concern regarding myself or the course, please know that I have an open-door policy and will consider any grievance brought to my attention with an open mind. If we are unable to find a solution that satisfy you, then you would want to follow the steps below to seek further resolution.

Please follow the chain of command outlined below to ensure your issue is addressed promptly and appropriately:

1. **Instructor:** Your first point of contact should be your course instructor. They are available to discuss any issues related to the course content, assignments, or classroom environment. (If you are not able to resolve the issue with your instructor please proceed to the next level.)
2. **Program Director/Lead Faculty:** Contact the Program Director or Lead Faculty. They can provide additional support and mediation. Sarah Wallace (sewallace@lit.edu).
3. **Department Chair**: Should the issue remain unresolved, your complaint will be escalated to the Department Chair. The Chair's office is equipped to handle more serious or persistent issues. Chair of the Department Dr. Maegan Collins (mcollins3@lit.edu).

COURSE CALENDAR

SPCH 1315 T Hybrid			
Date	Readings		**ASSIGNMENTS (Due on this Date by 11:59 PM)**

Aug 26	C1: Basics of PS Introduction Speech Description	Course Introduction	
Aug 28 (o)	C2: AA & Listening	Analysis Scenarios	Sept 2 Analysis Scenarios
Sept 2	Personality Worksheets Assignment Overviews		
Sept 4 (o)	C4: Topics		Sept 7 Introduction Slides Due
Sept 9	Introduction Speeches		
Sept 11 (o)			Sept 14 Audience Analysis Group 1
Sept 16	Introduction Speeches		
Sept 18 (o)			Sept 21 Audience Analysis Group 2
Sept 23	C5: Researching C6: Organizing	Informative Speaking examples	
Sept 25 (o)	C7: Support C12: Info Spk		Sept 28 Sign up for Topics. Library Assignment
Sept 30	C8: Intro/Concl C9: Visual Aids C10: Language	Watch sample videos	
Oct 2 (o)	Informative Speech Critique		Oct 5 Submit Informative Speech Paperwork
Oct 7	Informative Presentations		
Oct 9 (o)			Oct 12 Audience Analysis Group 1
Oct 14	Informative Presentations		
Oct 16 (o)			Oct 19 Audience Analysis Group 2
Oct 21	C11: Delivery C13: Per Spk		
Oct 23 (o)			Oct 26 Sign up for Topics.
Oct 28	C14: Reasoning		
Oct 30 (o)			Oct 31 MMS Paperwork due
Nov 4	MMS Presentations		

Nov 6 (o)			Nov 9 Audience Analysis Group 1
Nov 11	MMS Presentations		
Nov 13 (o)			Nov 16 Audience Analysis Group 2
Nov 18	C15: Special Occasion	4 Weddings & A Funeral Activity	
Nov 20 (o)			Nov 23 Discussion Board Post
Nov 25	What is Rhetorical Analysis?		
Nov 27 (o)	HOLIDAY		
Dec 2	Rhetorical Analysis Activity		
Dec 4 Final Activity (o)			Dec 6 Rhetorical Analysis Activity Post
Dec 9 Final Grades Posted			
Dec 11 Grades Due			

Note: Our syllabus schedule is not a contract in stone; I will attempt to maintain our schedule but there may be times when it is subject to change. It is your responsibility to keep up with any such changes.
Please download your syllabus and refer to the class policies.