LiT

LAMAR INSTITUTE OF TECHNOLOGY

INSTRUCTOR CONTACT INFORMATION

Instructor: Tafhimur Rahman

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Office Location: Technology Center 206

Office Hours: MWF: 10:25 AM-12:25 PM; TR: 11:00 AM-01:00 PM

CREDIT
3 Credit Hours

MODE OF INSTRUCTION
Face to face/Online

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).

Core Objectives

1. Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. Communication Skills: To include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. Teamwork: To include the ability to consider different points of view and to work effectively with others.
4. Personal Responsibility: To include the ability to connect choices, actions and consequences to ethical decision-making.

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.

PARTICIPATION POLICY

There is mandatory participation in your part to be on this course.
In practical terms, that means:
- Logging in regularly (daily or several times a week).
- Understanding course instructions
- Reading course materials
- Reading ALL announcements. It is how the instructor communicates with you.
- Submitting assignments and quizzes on time.

Blackboard can log things like:
- Time spent on the course.
- Number of clicks or page views.
- Assignment submissions.

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.

Email Policy

· Email is checked in the afternoon. Allow 24 hours for a response. Weekend emails will 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 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 on this course as in the traditional, face-to-face class.

COURSE EVALUATION
Final grades will be calculated according to the following criteria:

SPEECHES 40%

- Name Speech
- Introduction Speech
- Informative Speech

PERSUASIVE SPEECH 20%

EXAMS 20%

- Tests (100 pts) each

HOMEWORK/PARTICIPATION 20%

- Library Assignment
- Listening Report
- Self & Peer Critique

GRADE SCALE
- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

LIT does not use +/- grading scales

Grade Sheet (This is for you to use to keep up with your grade in the class)

Assignment	Possible Points	Points Earned
Name Speech	50	
Introduction to Informative Speech	100	
Informative Speech	150	
Library Assignment	25	
Self/Peer Evaluation	25	

Listening Report	50	
Problem/Solution Speech	100	
Exam 1	100	
Persuasive Speech	200	
Exam 2	100	
Attendance/Participation	100	
TOTAL/Final Grade	1000	

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.

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 Wi-Fi 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.

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.

USE OF ARTIFICIAL INTELLIGENCE (AI) IN THE COURSE

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI). The use of generative AI tools, such as ChatGPT, is permitted in this course only in a limited capacity. Students may not use AI to create speeches, assignments, or any original content that is required for grading. The development of ideas, research, arguments, and speech drafts must be the student's own work.

AI may only be used as a supplemental tool to refine material that has already been written by the student. Acceptable uses include checking grammar and spelling, ensuring clarity and cohesion, and assisting with the organization of outlines. For example, it is not acceptable to ask an AI tool to "create a 5–7-minute informative speech on World War II." However, it is acceptable to paste a draft the student has written into an AI tool and request a review of grammar or flow.

Whenever an AI tool is used, students are required to disclose this use within their assignment by including the following statement:
"For this assignment's preparation, the author(s) utilized [Generative AI Tool Name], a language model created by [Generative AI Tool Provider]. Within this assignment, the tool was used only for [e.g., grammar correction, minor phrasing adjustments, or organizational support]."

Failure to properly acknowledge the use of AI tools or relying on them beyond the limits described above will be considered a violation of academic integrity and may result in penalties in accordance with the LIT policy.

ADDITIONAL COURSE POLICIES/INFORMATION

1. Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated. The first offense will result in failure of the assignment. A second offense will result in failure of the course.
2. All assignments must be submitted through Blackboard. Work submitted by email or in person will not be accepted. It is the student's responsibility to learn and use Blackboard correctly.
3. Blackboard training is available to students at no cost.
4. **Late work will not be accepted under any circumstances.**

5. Emails sent during the week will receive a response within 24 hours. Emails sent over the weekend will be answered on Monday.
6. Speech requirements are outlined below. Failure to meet all requirements will result in a grade of zero for the speech:

    ▪ Students must dress in business casual attire for speeches. Inappropriate attire (jeans, joggers, ball caps, gum chewing, lack of shoes, etc.) will result in a letter grade penalty. This is a college course, and students are expected to deliver professional presentations.
    ▪ Students are expected to review their videos before submission. Ask yourself, "Is this my best work?" Multiple recordings may be necessary. Practice thoroughly before recording with your audience.
    ▪ Reading directly from a script is not acceptable and will result in a penalty of up to two letter grades. Speeches must be delivered extemporaneously, well-researched, well-rehearsed, using note cards effectively.
    ▪ Speeches must meet the assigned time limit. A penalty of one point will be deducted every five seconds over or under the time requirement.

Fall & Spring Semester
3 absences — Monday/Wednesday/Friday classes
2 absences — Classes meeting one time every two weeks

I will not be accepting doctor excuses or excuses in my class unless it is school related.

Keep in mind that no make-up will be given for in-class assignments (assignments that are dispensed and completed during the same class period), because they are tied to a particular class session.

• If you have your cell phone on the desk, utilizing it or if it is ringing minus 20 points will be deducted from the assignment that is currently due. 2nd offense will be dismissed from class. The 3rd offense will be asked to drop the class.

Make-up Policy:

You will be given one week to present your speech, and you are required to present during that time frame

• Students absent from class on scheduled speaking dates, or assignments are due will receive a zero (0) for the assignment.

SPEECHES

• All students are required to be present for every other student's speech, and this rule goes for all speeches presented in the course. If you are absent or leave early on any of the speech days, you will receive a "0" for your personal speech grade. The instructor reserves the right to modify this at his/her discretion, see Make-up-Work. This is a speech course. If you skip, miss, or do not give any of the major speeches you will receive an "F" for the course.

Note cards: When you present your speech, you will be required to write your speech on note cards and use the note cards while presenting the speech. If you do not have note cards, I will subtract 10 points or more from your grade. (This could really hurt your grade for the speech).

Participation and Punctuality Policy
It will benefit the student to be on time for class. Thus, something may be said that is of extreme importance, but because you were late you did not get the message. The instructor is not obligated to repeat information that is missed due to lateness or absence.
1. Students must participate in all activities and class discussions.
2. Students must submit all assignments on the day scheduled.
3. Students must successfully complete all assignments related to the course.
4. Students who are late after the instructor has called the roll will be considered absent.

Reading Assignments/Class Participation Policy
Students are to read assignments prior to coming to class. There may be a pop quiz every week before or after each chapter discussion. Students will be expected to participate in discussions, ask and answer questions, and offer critical reviews of the materials. You can't make up a pop quiz if you are late or absent from class.
Written Assignments

All written assignments must be turned in on the day(s) and stapled. All written assignments must be computer generated on clean, <u>unwrinkled</u> typing paper 8 ½ X 11. This applies to out-of-class assignments. It will not be accepted in any other way. When submitting assignments, answering test questions, etc., be sure you spell correctly, use appropriate punctuation and grammar, and write paragraphs that include details that show progression of thought.

All out of class assignments should be typed in the following format:
- ***Times New Romans***
- ***12 Font***
- ***Double Space***

<u>**STUDENT NETWORK:**</u> During the first week of class, you should obtain the name and the telephone numbers of four (5) other classmates. This will be the beginning of your network.

Classmate's name_____Phone #_____

Classmate's name_____Phone #_____

Classmate's name_____Phone #_____

Classmate's name_____Phone #_____

Classmate's name_____Phone
#_____

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
Incorrect attire (Jeans, athletic wear, pajamas, joggers, etc.)	-20
Cell phone ringing during a classmate's speech	-20
Interrupting a speech by walking in or out	-20

Syllabus Agreement

I have received the SPCH 1315 syllabus. I have read and agree to the policies set forth in the syllabus and syllabus addendum. **My signature below also affirms that, by enrolling as a student in SPCH 1315 at Lamar Institute of Technology, I agree to and will abide by the course policies set forth in this syllabus.**

Printed Name: _____ **Date:** _____

Signature: _____

All out of class assignments should have a title page. The title page should look like the following below. NO EXCEPTIONS!!

You may copy, paste the document and edit the information.

Title of Paper

Submitted by:

(Your NAME)

Submitted to:

Mr. Rahman

SPCH 1315 Public Speaking

Section _____

Lamar Institute of Technology

Submission Date:

NOTE: All class assignments must be typed and have a title page.

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 at the discretion of the instructor. It is your responsibility to keep up with any such changes.

Week 1 Aug. 25-31	Orientation to the course-Read Syllabus & Addendum Note: Many documents and tasks must be read /completed thoroughly. ***NAME SPEECH DUE***
Week 2 Sept. 2-7	Module 1, 2 read and complete (Test) Go over Introduction Speech Go over Delivery & Pointers Labor Day (Sept. 01) Holiday
Week 3 Sept. 8-14	***INTRODUCTION TO INFORMATIVE SPEECH DUE***
Week 4 Sept. 15-1	Chapter 3,4,5 Test (3) Ethics in Public Speaking, (4) Developing Topics for your Speech, (5) Researching Your Speeches
Week 5 Sept. 22-28	***LIBRARY ASSIGNMENT DUE***
Week 6 Sept. 29-Oct. 05	Chapter 6,7,12 (6) Organizing & Outlining Your Speech, (7) Supporting Your Speech Ideas, (12) Informative Speaking Test, Go over Informative Speech
Week 7 Oct. 06-12	**INFORMATIVE SPEECH AND OUTLINES DUE**
Week 8 Oct. 13-19	Chapter 13,9,10 Test (9) Presentation Aids in Speaking, (10) Language, (13) Persuasive Speaking **Work on Problem/Solution Speech**
Week 9 Oct. 20-26	***PROBLEM/SOLUTION SPEECH DUE***
Week 10 Oct. 27- Nov. 02	**GO OVER PERSUASIVE SPEECH**
Week 11 Nov. 03-09	Chapter 8 Test (8) Introductions & Conclusions **WORK ON PERSUASIVE SPEECH**
Week 12 Nov. 10-16	Chapter 15 Test (15) Special Occasion Speaking
Week 13 Nov. 17-23	Chapter 11 Test (11); Delivery (14) Logical Reasoning ***PERSUASIVE SPEECH DUE***
Week 14 Nov. 24-30	Listening Report Due
Week 15 Dec. 01-07	Make sure all Chapter Tests are completed
Week 16 Dec. 08-10	Final Exam Week