



INSTRUCTOR CONTACT INFORMATION

Instructor: Tonya Blivens
Email: tblivens@lit.edu
Office Phone: 469-407-1820
Office Location: Online- Virtual Office Hours
Office Hours: **KCA MWF 8:05-8:35, 11:15-12:15 LIT TTH 9:30-11:00, 12:15-1:30**

CREDIT

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

MODE OF INSTRUCTION

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).

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 as LIT email.
4. USB

ATTENDANCE POLICY

Fall & Spring Semester

4 absences — Incomplete or missing assignments will result in an absence for the week. You must complete the work to receive a grade. If you miss 4 consecutive weeks you will receive an F as your grade.

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 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.

COURSE CALENDAR

Date	Readings	Chapter Modules	Assignment Due Date/Time
Week 1 Jan 20-23	Syllabus Course Schedule Review: Introduction Speech	Orientation to the Course 1: Basics of PS 2: Listening & Audience Analysis	Due Jan 25 by 11:59pm Set-up recording account with YouTube DB Post 1: Introduction Assignment: Audience Analysis Scenarios
Week 2 Jan 26-30	Delivery Pointers Review Informative Speech Topics	3: Ethics 4: Topics	Due Feb 1 by 11:59pm DB Post 2: Ethics & Public Speaking
Week 3 Feb 2-6 4 th Census Day	Review: Informative Speech Assignment	12: Inform Speaking 5: Researching	Due Feb 8 by 11:59pm Introduction Speech Due DB Post 3: Informative Speech Topics
Week 4 Feb 9-13	Outlining MLA Workshop	6: Organizing & Outlining 7: Supporting Ideas	Due Feb 15 by 11:59pm Informative Speech Annotated Bibliography

Week 5 Feb 16-20	Intro/Concl Examples	8: Intros & Conclusions	<u>Due Feb 22 by 11:59pm</u> DB Post 4: Intros & Conclusions
Week 6 Feb 23-27	Class Presentations		<u>Due Mar 1 by 11:59pm</u> Informative Outline Informative Video & Slides Due
Week 7 Mar 2-6	Types of Delivery	10: Language 11: Delivery	<u>Due Mar 8 by 11:59pm</u> DB Post 5: Delivery Styles
Mar 9-13	Spring Break		
Week 8 Mar 16-20			<u>Due Mar 22 by 11:59pm</u> Test 1
Week 9 Mar 23-27		9: Presentational Aids	<u>Due Mar 29 by 11:59pm</u> Visual Aids Critique
Week 10 Mar 30-3	Review MMS Speech Assignment	13: Persuasive Speaking	Topic search
Week 11 Apr 6-10		14: Reasoning	<u>Due Apr 12 by 11:59pm</u> DB Post 6: Persuasive Topic Fact, Value, Policy Statements
Week 12 Apr 13-17 April 13 th Drop Day	Types of argument Structure		<u>Due Apr 19 by 11:59pm</u> DB Post 7: Ethos, Logos, Pathos
Week 13 Apr 20-24			<u>Due Apr 26 by 11:59 PM</u> Monroe Motivated Sequence Outline, Video & Works Cited Due
Week 14 Apr 27-1	RA Analysis RA- Examples	15: Special Occasion Speaking	<u>Due May 3 by 11:59pm</u> RA Analysis Assignment
Week 15 May 4-8		May 6 th Last Class Day	<u>Due May 10 by 11:59pm</u> Self-Evaluation
Week 16 May 11-15		LIT Finals 7-13 Test 2	Final Grades Due 13th

Tentative Class Schedule

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Speeches 40%
- MMS Speech (Common Assignment) 20%
- Exams 20%
- Homework Participation 20%

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>.

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.

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: Informative—construct and deliver an informative speech

- Slides with a cover page
- Typed keyword outline in proper format
- Typed MLA bibliography
- Delivered extemporaneously using slides and index cards.

Speech 2: Monroe's Motivated Sequence Persuasive - write and deliver a speech that identifies a societal need, a solution that satisfies that need, and the benefits from adopting that solution.

- Slides with a cover page
- Typed keyword outline in proper format
- Typed MLA bibliography
- Delivered extemporaneously using slides and index cards.

Speech 3: Historical— deliver an edited selection from a historical speech

- Slide of the historical figure
- Edited manuscript of the speech with MLA citation
- Delivered as a manuscript or memorized speech using index cards.

Course Requirements

1. Blackboard – You should check your Blackboard account 3-4 times per week.
2. LIT Email – You should check your LIT email regularly.

Additional Course Policies/Information

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.
 - **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. If Blackboard is down due to technical issues, assignments should be emailed to the instructor by the 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

- Blackboard will automatically post zeros for all late assignments.
- The 1st late assignment will not incur a penalty.
- Multiple late assignments are highly discouraged and incur a 10% deduction each class day up to a 2-letter grade deduction.
- Late work is only accepted within 6 weeks of the original due date.
- For dual credit students -All late work must be submitted 1 week prior to grading deadlines. (Dates on schedule)
- If you are going to miss an upcoming assignment, it is the student's responsibility to let the instructor know ahead of time and schedule another time 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.
- All late work should be submitted via the Late work submission assignment 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 multiple assignments 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 lose participation points for the day (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 actively take part 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).