

PUBLIC SPEAKING SPCH 1315 3E1

INSTRUCTOR CONTACT INFORMATION

Instructor: Tonya Blivens

Email: tblivens@lit.edu

Office Phone: (409) 247-5347

Office Location: Building T5 102

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

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 as LIT email.

ATTENDANCE POLICY



**LAMAR INSTITUTE
OF TECHNOLOGY**

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. Keep in mind that no make-ups 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.

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 CALENDAR

SPCH 1315 LIT T/TH

| DATE | READINGS MODULES & CHAPTER | T | TH | ASSIGNMENTS |
|--|---|---|---|--|
| 1. Jan 20/22 | C1: Basics of PS C2: AA & Listening | Course Introduction Interviews Audience Analysis Scenarios | Basics of PS Public Speaking Activity Identifying quality topics | Topic Discussion <u>Due Jan 28</u> Person Selection DB |
| 2. Jan 27/29 | C12: Info Speaking | Activity: Virtual Tour | Debrief: Groups | <u>Due Feb 1</u> Biography Slides |
| 3. Feb 3/5 4 th Census Day | C6: Organizing | Biographical Speech | | <u>Due Feb 8</u> Informative Topic Selection DB |
| 4. Feb 10/12 | C5: Researching C7: Support | Outlining Structure Speech Preparation | Finding Quality Sources Speech Examples | <u>Due Feb 15</u> Informative Speech Annotated Bibliography |
| 5. Feb 17/19 | C8: Intro/Concl C9: Visual Aids | Intro & Conclusion examples | Visual Aids Critique | <u>Due Feb 22</u> Informative Speech Paperwork |
| 6. Feb 24/26 | | Informative Presentation | | |
| 7. Mar 3/5 | C10: Language C11: Delivery | Types of Delivery | Speech Examples Language Activity | |

| Mar 10/12 | | Spring Break | | |
|--|-------------------------|--|---|--|
| 8. Mar 17/19 | C13: Per Speaking | Types of Persuasion | Sales ads activity Examine Persuasive speeches | <u>Due Mar 22</u> Persuasive Topics DB Test 1 |
| 9. Mar 24/26 | C14: Reasoning | Toulmin Model | MMS organization activity | |
| 10. Mar 31/2 | | Types of argument Structure | Group Preparation | <u>Due Apr 6</u> MMS Paperwork due |
| 11. Apr 7/9 | | MMS Presentation | | |
| 12. Apr 14/16 <small>April 13th Drop Day</small> | C15: Special Occasion | 4 Weddings & A Funeral Activity | Tribute Speech Activity | <u>Due Apr 19</u> RA- Historical Person Selection DB |
| 13. Apr 21/23 | C4: Rhetorical Analysis | RA- Examples (In Module) | RA- Analysis Tools | <u>Due Apr 26</u> RA- Historical Person Slide/ Except |
| 14. Apr 28/30 | | Historical Presentation | | |
| 15. May 5/7 | | May 5 th Last Class Day (Late Assignments/ Presentations) | LIT Finals 7-13 Test 2 | |
| 16. May 12/14 | | | May 13 th 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.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

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

ASSIGNMENTS

- Speeches 40%
 - Historical- Group assignment
 - Informative- Demonstrative Speech
 - Biographical Speech
- MMS Presentation-20%
 - MMS Speech (Common Assignment)

- Quizzes 20%
 - 8 Chapter quizzes will be completed in class. All quizzes are completed in class.
 - No collusion on examples, short answer, or essay questions. Individual work is expected.
- Participation Activities 20%
 - 8 activities will be completed in class. 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, but make-up activities can be completed for excused absences.
 - 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 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: 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 Policies

Speech Days- Audience

- Attendance on Speech Days- All students are expected to be present on speech days. We should support

our classmates and participation points are given.

- It is expected that you support all students during their presentations and that any negative behavior or violation of the code of conduct during this time will result in your expulsion from class or activity points will not be available to you that day. This is a firm policy!
- An outline must be turned in for all speeches (i.e. no impromptu speeches). No outline... No speech.
- 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 employ several methods to decide on speaker order. We will draw randomly or sign-up for speaker order the day presentations start. You can always volunteer for the first day.
 - 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.**

Speech Days- Presenter

- Completed speech assignments contains the following components:
 - Presentation (Speech)
 - Keyword-sentence outline
 - Works Cited page
 - Slides
- All speeches in order to receive a grade must have all required components. No partial credit will be given without both paperwork and a presentation.
- The **audience** must have a minimum of 3 audience members. Failure to have all 3 audience members will result in a zero.
- Students are expected to dress appropriately for speeches. Please dress **BUSINESS CASUAL**. EX. (Polo Shirt and Khakis and not joggers).
- 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. Reading is not effective or acceptable. (Modified- Introduction & Conclusion)
- Speeches will receive a penalty if they are not in the assigned time limit. The penalty is 1 point per 5 second increment, over or under time. (Modified- Undertime only deduction)

Topic Selection

- All topics must be posted on the discussion board. There are several topics that are overused, frequently found online, or usually lack quality in argument construction.
- 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

- 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.
- *Extensions on assignments without penalty are not given via email. Please talk to the instructor during conference time or office hours.
- Student emails requesting a review of class content may be directed to come in during office hours for more instruction.

- Please utilize your LIT email address.

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.

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.

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 exception 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 satisfies 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).