



Arts and Humanities Division

SPCH 105

Fundamentals of Public Speaking

Lecture: Spring 2018, 01/27/2018-05/18/2018, Main Campus

3 Credit Hours

Sections

711 (1867), T-TH, 02:00pm-03:20pm, MH116 | Final Exam: May 17, 1:00 p.m. – 3:00 p.m.

712 (1868), T-TH, 03:30pm-04:50pm, MH116 | Final Exam: May 15, 3:30 p.m. – 5:30 p.m.

751 (1871), T-TH, 06:00pm-07:20pm, MH116 | Final Exam: May 17, 6:00 p.m. – 8:00 p.m.

Instructor: Dr. Gerald George AKA “Dr. G.”

Office

Your instructor does not have an office on campus but will generally be available by 1:00 p.m. or between 5:00 p.m. and 6:00 p.m. on Tuesdays and Thursdays in MH116 (or in the vicinity or if the room is not available), or by arrangement. Appointments are always encouraged but are not required.

N.B.

Nota Bene (N.B.) is Latin for “note well.” When you see N.B. in this syllabus, it contains information that will make the course easier for you. You may also see it again, sooner rather than later.

E-Mail: ggeorge@howardcc.edu

Email is the easiest and most reliable way to contact your instructor. Please be aware that college policy requires that all communication between faculty and students must utilize college-approved communications.

N.B.

All email messages must be from your college email address to my college email address:
ggeorge@howardcc.edu

Textbook Required:

O’Hair, Rubenstein, and Stewart. *A Pocket Guide to Public Speaking*, 5th ed.c

Course Description:

Students will gain skill in public speaking and overcome visible nervousness when speaking in front of an audience. Students will learn how to structure informative and persuasive messages for the maximum effect and will experience using audio-visual aids effectively. Students will practice critical listening in learning to evaluate the content, delivery and style of speeches. Prerequisite: Eligible to enroll in ENGL-121. (3 hours weekly).

Course Objectives:

- Upon completion of this course, the student will be able to:
 - Identify, analyze, and demonstrate the appropriate components and content of informative and persuasive speeches.
 - Identify, analyze, and demonstrate effective physical and vocal delivery
 - Adapt topic, content and delivery for diverse audiences
 - Understand and apply appropriate ethical standards to public speaking situations
 - Analyze individual speeches and the speaking experience based on recordings of speeches performed in class.
 - Recognize and apply effective group dynamics through collaborative analyses and presentations

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Attendance Policy

Regular attendance is expected in this course. Attendance is taken at the beginning of each class period and provided to the college. Per College policy, attendance is not part of your grade. Please be aware, however, that we will frequently have in-class activities that count as quiz scores. Those not present for activities – whether because of non-attendance or late to class – will not receive the points.

N.B.

In-class activities may not be made up.

Assignments and Evaluation:

- All major assignments will be available on Canvas. Although assignments will be reviewed and explained in class, it is a student responsibility to read and understand each assignment.

N.B.

You **must read and understand each assignment and rubric. Please do not attempt to complete an assignment without first reading it.**

- Major speech and written assignments will be evaluated based upon criteria established in a rubric disseminated with each.
- Written work is to be typed with a minimum of errors in spelling, grammar, and syntax, and formatted per the course writing guide available on Canvas.

N.B.

You **must** read and understand the course writing guide prior to turning in a written assignment. Please do not attempt to complete a writing assignment without reading the course writing guide first.

- All written work is to be submitted via the appropriate assignment in Canvas. In an emergency, assignments may be emailed from your college email account to my college email account.
- Your work should adhere to the criteria given (instructions and rubrics for each assignment will be posted on Canvas) and should be turned in on time.
- It is a student responsibility to keep up with the course schedule and due dates. The schedule is tentative and subject to change. Should the schedule change, an announcement will be posted on Canvas.

Late Work:

- Late is late. Please don't waste time by "fabricating" an excuse for late work or missing class. Your instructor neither requires nor accepts doctors', parental, spousal, or classmate excuses.
- Major assignments are accepted late with a flat 10% penalty. Late speeches may only be given at your instructor's discretion on a time-available basis.
- If necessary, we can work in advance to establish early assignment due dates or early speech presentations to work within any schedule.

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Late Work and Assignment cut-off date:

The absolute latest that any work this semester will be accepted is during (not after) the Final Exam session for your section. Work submitted incorrectly or after this deadline will not be graded. (See SECTIONS above or the College final examination schedule.)

N.B.

The Final Exam schedule and all College wide dates are subject to change by the College and it is a student responsibility to remain cognizant of changes to College calendars.

Assignment Descriptions

- **Quizzes:**
 - Deal with the material covered in the textbook, in class, or presented on Canvas.
 - Are generally offered through Canvas, although additional in-class ones will be required.
 - Canvas quizzes are typically available at the beginning of a given module and will close at the end of that module.
 - May not be made up once closed.
- **In-Class Assignments** and / or **Take Home Work** may be assigned and may be counted as part of the quiz grade.
- **Speeches:**
 - Most speeches (i.e. except the first speech and the special occasion speech) will be video-taped and immediately available for self-assessment projects.
 - Will be scheduled in advance.
 - Must be presented on the day scheduled, in the order scheduled. In case of a prior commitment, it is a student responsibility to work with the instructor and schedule a different day. Speakers not present when called to speak will be penalized 10% of the overall speech grade.
 - Forgotten presentation materials are NOT an acceptable reason to miss a speech. Nor are technology issues. Do not trust the technology. Have a backup. Do what needs to be done in order to remember materials on your speech day.
- **Speech Critique / Self-Evaluation** papers involve reviewing, comparing, and otherwise analyzing speech videos and the speech-crafting process.
- **Lecture and Discussion:**
 - Are often based on homework assignments. It is a student responsibility to arrive in class having read the chapter(s), and / or complete any writing or other preparation work assigned for that day.
 - Lectures and activities will cover materials not necessarily in the text and a quick way to get behind is to have to do work already assigned.
- **Workshopping** provides an opportunity to present speech ideas, drafts, and process tips to class members for feedback in groups ranging in size from a single partner to small groups to the entire class. Workshopping is only as effective as the material (homework!) brought into the workshop.

Civility

One of the biggest issues faced by less-experienced speakers is fear of the audience. This can happen for any number of reasons but in fact, young speech makers should not find a friendlier audience than their classmates. That does not mean that all class members will agree with each speech.

That's OK!

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The focus of this class is on the crafting process but that does not mean people will not want to respond to ideas and speeches. That's OK too. Bear in mind, though, the many opportunities to inadvertently cause harm to a classmate through the thoughtless expression of disagreement with content or methodology within a speech.

It is a student responsibility to help build an environment where all can feel comfortable with the personal exposure necessary to good speech-making. It is a student responsibility to be aware of and follow these guidelines:

- **Display respect** for the entire class, including their expression of ideas. You don't have to agree with what others say, but you have to let them say it. You may, indeed, disagree with them in an open and respectful manner that does not include *ad hominem* attacks.

N.B.

***Ad Hominem* is a Latin phrase meaning “to the man” or, in a modern sense, “to the person.” Ad Hominem attacks consist of comments that are about a person rather than a topic.**

- **Pay attention to and participate in** lectures, group activities, presentations, and other exercises. Do not leave your classmates to do all the work.
- **Avoid unnecessary disruptions** during class such as ringing cell phones (turn them off before class), text messaging, private conversations, and doing work for other classes. Do not enter or leave the classroom during a speech.
- **Avoid negative, disrespectful or derogatory language** on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, or veteran status that may unnecessarily exclude or affect members of our campus and classroom community.
- **Participate in class as fully as you can.** Listen to and consider viewpoints different from yours. We may talk about topics that are controversial or emotionally-charged. Your insights are important, but please remember to offer them with sensitivity to the emotions of others in the room who may feel differently than you do.

N.B.

Purposefully inflammatory and offensive comments or other disruptions will not be tolerated by the instructor. Think before you speak. Turn your electronics off or silence them. Don't start conversations with your neighbor unless they're appropriate to a given topic at an appropriate time. Disagree respectfully.

Grading

Grades are updated regularly in the Gradebook on Canvas. It is a student responsibility to understand the grading process and to check grades frequently. Major assignments have rubrics, which will be completed by your instructor and returned with feedback. Your instructor is available (as noted in **Office** above) to discuss grades and / or explain feedback. Final grades are assigned using the college's standard scale (i.e., 90-100% = A, 80-89% = B, etc.) based on the weights below. Grades in Canvas may be inaccurate due to assignments not yet due, late, or not yet graded, and whether or not the user has toggled “treat ungraded as 0.”

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Spring 2018 Grade Breakdown

• Four Individual Speeches	
○ First Speech	10%
○ Informative/Major Speech	15%
○ Persuasive Speech	25%
○ Special Occasion Speech	10%
• Self-Assessment Papers (2x5%)	10%
• Quizzes and Other Assignments	20%
• Final Speech Project Reflection	<u>10%</u>
	100%

Late Opening/Early Closing Policy

Students should be aware of HCC's text message alerts and social media accounts to be informed regarding openings, closings, delays, and other campus happenings. If the college announces a delayed opening or early closing, check your HCC e-mail and Canvas for any instructions from your instructor.

Drop/Withdrawal Dates

The last day to drop without a "w" or change to audit is 02/16/2018.

The last day to withdraw with a "w" is 04/06/2018.

Statement on Academic Honesty

Academic honesty, as defined in your student handbook, is expected of all Howard Community College students. Academic Honesty means the use of one's own thoughts and materials in the writing of papers, taking of tests, and other classroom related activities. Any student intentionally aiding another student in any infraction of the Academic Honesty Policy is considered equally guilty.

Students are expected to give full credit for the borrowing of other's words or ideas. Intentional or unintentional use of another's words or ideas without acknowledging this use constitutes plagiarism.

For more information, see the HCC student handbook, available online at:
http://www.howardcc.edu/students/student_handbook/handbook.html

Final Note:

I wish you a great semester. College is challenging and this course may challenge you in ways with which you are unfamiliar. Both are important and I want you to succeed as well as survive. Over the course of the semester, issues will arise. Snow days, illness, personal and family issues, work for other courses, your job, and the like will offer distractions, delays, and changes beyond anyone's control. We can work together to overcome almost anything. Please stay in touch and let me know what I can do to help you with the class. Stick your head in and say hello in between classes.

You've got this!

Dr. G.

12/30/2017