



SPCH 1315 – Public Speaking Spring 2024

Course Syllabus Class Addendum

Instructor Contact Information

Instructor Donna Burnside, M.A. (I answer to Ms. Burnside)

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Office Location TC – Room 225

**Office Hours
Spring 2024** M&W 8:00 – 12:20 , T&R 8:00-12:30 noon

Course Syllabus - Public Speaking (SPCH 1315)

Credit: 3 semester credit hours (3 hours lecture)

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.

Course outline

Chapter 1: The Basics of Public Speaking

- 1.1 – What is Public Speaking?
- 1.2 – Anxiety and Public Speaking
- 1.3 – Understanding the Process of Public Speaking
- 1.4 – The Value of Public Speaking in Your Life
- 1.5 – Getting Started in Public Speaking

- 4.3 – Formulating a Central Idea Statement
- 4.4 – Problems to Avoid with Specific Purpose and Central Idea Statements

Chapter 5: Researching Your Speeches

- 5.1 – Research
- 5.2 – Accessing Information Through a Library

Chapter 2: Audience Analysis and Listening

- 2.1 – The Importance of Audience Analysis
- 2.2 – Demographic Characteristics
- 2.3 – Psychographic Characteristics
- 2.4 – Contextual Factors of Audience Analysis
- 2.5 – Listening in Public Speaking Settings

Chapter 3: Ethics in Public Speaking

- 3.1 – Sources of Ethical Stances on Communication and Public Speaking
- 3.2 – Credibility and Ethics
- 3.3 – Plagiarism

Chapter 4: Developing Topics for Your Speech

- 4.1 – Getting Started with Your Topic
- 4.2 – Formulating a Specific Purpose Statement

- 5.3 - Research on the Internet
- 5.4 - Conducting Your Own Research

Chapter 6: Organizing and Outlining Your Speech

- 6.1 – Why We Need Organization in Speeches
- 6.2 – Patterns of Organization
- 6.3 – Connective Statements
- 6.4 – Outlining

Chapter 7: Supporting Your Speech Ideas

- 7.1 – Why Supporting Materials are Needed
- 7.2 – Types of Supporting Materials
- 7.3 – Attention Factors and Supporting Materials

Chapter 8: Introductions and Conclusions

- 8.1 – General Guidelines for Introductions and Conclusions
- 8.2 – Structuring the Introduction
- 8.3 - Examples of Introductions
- 8.4 – Structuring the Conclusion
- 8.5 – Examples of Conclusions

Chapter 9: Presentation Aids in Speaking

- 9.1 – What are Presentation Aids?
- 9.2 – Functions of Presentation Aids
- 9.3 – Types of Presentation Aids
- 9.4 – Using Presentation Slides
- 9.5 – Low-Tech Presentation Aids

Chapter 10: Language

- 10.1 – What Language Is and Does
- 10.2 – Standards for Language in Public Speaking
- 10.3 – Developing Your Ability to Use Effective Language in Public Speaking

Chapter 11: Delivery

- 11.1 – The Importance of Delivery
- 11.2 – Methods of Speech Delivery
- 11.3 – Preparing For Your Delivery
- 11.4 – Practicing Your Delivery

11.5 – What to do When Delivering Your Speech

11.6 - Expert Advice on the Voice from an Acting Instructor

Chapter 12: Informative Speaking

12.1 – What is an Informative Speech?

12.2 – Types of Informative Speeches

12.3 – Guidelines for Selecting an Informative Speech Topic

12.4 – Guidelines for Preparing an Informative Speech

12.5 – Giving Informative Speeches in Groups

Chapter 13: Persuasive Speaking

13.1 – Why Persuade?

13.2 – A Definition of Persuasion

13.3 – Why is Persuasion Hard?

13.4 – Traditional Views of Persuasion

13.5 – Constructing a Persuasive Speech

Chapter 14: Logical Reasoning

14.1 – What is Correct Reasoning?

14.2 – Inductive Reasoning

14.3 – Deductive Reasoning

14.4 – Logical Fallacies

Chapter 15: Special Occasion Speaking

15.1 – Understanding Special Occasion Speeches

15.2 – Types of Special Occasion Speeches

15.3 – Special Occasion Language

15.4 – Special Occasion Delivery

Required Textbook and Materials

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

Course Requirements

1. Blackboard – You all have a LIT Blackboard account you should check weekly, at minimum. In addition to finding assignment directions, PowerPoint files, grades, etc., you will also turn in some of your assignments on Blackboard.
2. LIT Email – You should check your LIT email daily, Monday-Friday.
3. Starfish – Your attendance is recorded in Starfish as we go. You can check this as the semester progresses to be aware of your recorded attendance.

Course Grading

Speeches: 40%

- Introductory Speech (100 pts)
- Informative Speech (100 pts)
- Vision Board (50 pts)

MMS Speech (Common Assignment)20%

Exams: 20%

- Tests (100 pts) each

Homework/Participation: 20%

- Library Assignment (50 pts)
- Listening Report (100 pts)
- Self & Peer Critique (50 pts)

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

Assignment	Possible Points	Points Earned
Introductory Speech	100	
Commemorative Speech	100	
Informative Speech	100	
Problem/Solution Speech	100	
MMS Speech	150	
Library Assignment	50	
Listening Report	100	
Self/Peer Evaluation	50	
Tests	100	
Vision Board Speech	100	
Attendance/Participation	100	
TOTAL/Final Grade	1000	

Speech 1: Introductory—Self Introduction -

- 2-3 minutes
- Typed manuscript of the speech
- No outline required

Speech 2: Informative—construct and deliver an informative speech

- 4-6 minutes
- **PowerPoint required; turn in a handout version of your PowerPoint in black and white**
- **Typed outline in proper format**
- **Typed APA bibliography with a minimum of three qualified sources. Attach to outline.**
- **Deliver speech from prepared presentation on index cards.**

Speech 3: Persuasive—construct and deliver a persuasive speech on a topic that is relevant to your audience and about which you feel strongly.

- 4-6 minutes
- **PowerPoint required; turn in a handout version of your PowerPoint in black and white**
- **Typed outline in proper format**

- **Typed APA bibliography with a minimum of three qualified sources. Attach to outline.**
- **Deliver speech from prepared presentation on index cards.**

Speech 4: Commemorative—write and deliver a speech honoring someone, something, or some event that has impacted or changed your viewpoint or attitude.

- 4-7 minutes
- **PowerPoint required**
- **A typed double-spaced manuscript of the speech with a title page is to be turned in the first day of speeches.**
- **No outline required to be turned in.**
- **Deliver speech from prepared presentation on index cards.**

Speech 5: Problem & Solution --This speech is designed to provide an opportunity for the student to convince their audience of the existence of a problem and to accept their solution.

- 4-7 minutes
- **PowerPoint Required**
- **A typed double-spaced manuscript of the speech with a title page is to be turned in the first day of speeches.**
- **No outline required to be turned in**
- **Deliver speech from prepared presentation on index cards.**

Course Policies

1. No use of tobacco products in class.
2. Computers, telephones, headphones, and any other electronic devices must be turned off while in class or used only with permission of the instructor.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
6. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
7. If you email the instructor during the week, the instructor has 24 hours to respond and on the weekend will be the following Monday.
8. Additional class policies as defined by the individual course instructor.

Note: Majority of the students in class work a full or part time job. All of the classroom rules apply to you with no exceptions! Attending school is your full time job...and I want to see you succeed,

Fall & Spring Semester

4 absences — Tuesday/Thursday or Monday/Wednesday classes

2 absences — Classes meeting one time per week

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

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.

- **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. 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, days in which exams are given or assignments are due will receive a zero (0) for the assignment or exam.

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 under 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) posted and stapled. All written assignments must be computer generated on clean, unwrinkled typing paper 8 ½ X 11. This applies to out of class assignments. It will not be accepted 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

STUDENT NETWORK: 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:
Mrs. Burnside

SPCH 1315 Public Speaking
Section _____

Lamar Institute of Technology

Date the assignment is due on

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

Tentative Class Schedule (subject to change at the instructor's discretion)

Week 1 Jan. 14-20	Orientation to the course-Read Syllabus & Addendum Note: Many documents and tasks must be read /completed thoroughly.
Week 2 Jan 21-27	Module 1, 2 read and complete (Test) Go over Introduction Speech Go over Delivery & Pointers
Week 3 Jan 28- Feb 03	<u>SPEECH 1</u> <u>Introduction Speech Due</u>
Week 4 Feb. 04-10	Chapter 3,4,5 Test <u>Outlining MLA Workshop</u>
Week 5 Feb. 11-17	<u>Library Assignment Due</u> , Chapter 6,7,12 Test, Go over Informative Speech Last day to drop WITHOUT academic penalty.
Week 6 Feb. 18-24	<u>Informative Speech and Outlines Due</u>
Week 7 Feb. 25- Mar. 02	Chapter 13,9,10 Test Go over MMS Speech
Week 8 March 3-9	<u>Listening Report Activity Distribute</u> Work on in class MMS Speech (F2F) <u>(Online) Monroe Motivated Sequence Speech Due</u>
Week 9 March 10-16	<u>Spring Break</u> <u>MMS Due</u>
Week 10 Mar. 17-23	Chapter 8 Test

Week 11 Mar. 24-Mar. 30	MMS Mar. 29 Good Friday Holiday
Week 12 Mar. 31-Apr. 06	Chapter 15 Test Last day to drop WITH academic penalty.
Week 13 Apr. 07-13	Chapter 11 Test
Week 14 Apr. 14-20	Listening Report Due
Week 15 Apr. 21-27	Make sure all Chapter Tests are completed.
Week 16 Apr. 28- May 01	<u>May 1 Last Class Day</u>

May 2-8

Final Exam