

# CLASS SYLLABUS: SPEECH 1315- FALL 2023

## INSTRUCTOR CONTACT INFORMATION

*Instructor:* Desirée Pete

*Email:* mayfielddn@lamarpa.edu

*Office Phone:* (409) 984-6305

*Office Location:* EDU 114

*Office Hours:* Monday/Wednesday: noon- 2 p.m.; Tuesday: 11:00 a.m. – 2 p.m.;  
Thursday: 8:30 a.m.- 9:30 a.m.; Friday: 8:30 a.m.- 9:30 a.m., Noon- 1 p.m.; excludes holidays/weekends



## COURSE INFORMATION

Credit Hours: 3.0 hours (no labs)

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.

## TEXTBOOK & MATERIALS

For this course we will use an OER Digital Textbook (which means it is free, you don't have to buy a textbook for this class). Available on the first day within the course.

- ETextbook Title: Exploring Public Speaking: The Open Educational Resource College Public Speaking Textbook Version 4.1 (2020)

Students must have a notebook and pen daily, 1 pack of 3"x5" white index cards to use as speech aids, materials to create visual aids or access to MS PowerPoint, the ability to print documents and access to Blackboard.

## LEARNING OUTCOMES

At the end of this class, students will be able to:

- research information for inclusion in their speeches
- utilize appropriate outlining
- develop informative/how-to, persuasive, special occasion and group speeches
- employ appropriate delivery skills

## GRADING SCALE

1000 – 900	A
899 – 800	B
799 – 700	C
699 – 600	D
599 – 500	F

Note: The instructor's records will be the final determination of grades. Contact your instructor for grade discrepancies during designated office hours or by appointment within 48 hours of grades being made available.

## COURSE CALENDAR

Week/Date	Readings/Assignments/Due Dates
<b>Week 1</b> 8/28 - 9/1	<ol style="list-style-type: none"> <li>1. Orientation to the course – Read syllabus, sign &amp; return acknowledgment</li> <li>2. Discussion Board (DB) Entry 1 and two responses due by 9/1 at 8 p.m.</li> <li>3. Read Chapter 1 and Chapter 2</li> <li>4. Chapter 1 and Chapter 2 Summary due by 9/1 at 8 p.m.</li> </ol>
<b>Week 2</b> 9/4 – 9/8	<ol style="list-style-type: none"> <li>1. Read Chapter 3 and Chapter 4</li> <li>2. DB Entry 2 and two responses due by 9/8 at 8 p.m.</li> </ol>
<b>Week 3</b> 9/11 – 9/15	<ol style="list-style-type: none"> <li>1. Read Chapter 5</li> <li>2. Library Visit</li> <li>3. Chapters 3-5 Summary due 9/15 by 8 p.m.</li> </ol>
<b>Week 4</b> 9/18 – 9/22	<ol style="list-style-type: none"> <li>1. Read Chapter 6</li> <li>2. DB Entry 3 and two responses due by 9/8 at 8 p.m.</li> </ol>
<b>Week 5</b> 9/25 – 9/29	<ol style="list-style-type: none"> <li>1. Read Chapter 7</li> <li>2. Quiz on Thursday (TR class) or Friday (MWF class)</li> </ol>
<b>Week 6</b> 10/2 – 10/6	<ol style="list-style-type: none"> <li>1. Read Chapter 8</li> <li>2. Chapters 6-8 Summary due 10/6 by 8 p.m.</li> </ol>
<b>Week 7</b> 10/9 – 10/13	<ol style="list-style-type: none"> <li>1. Read Chapter 9</li> <li>2. DB Entry 4 and two responses due by 10/6 at 8 p.m.</li> <li>3. Midterm given on 10/12 or 10/13**</li> </ol>
<b>Week 8</b> 10/16 – 10/20	<ol style="list-style-type: none"> <li>1. Read Chapter 10 and Chapter 11</li> <li>2. Chapters 9-11 Summary due 10/20 by 8 p.m.</li> </ol>
<b>Week 9</b> 10/23 – 10/27	<ol style="list-style-type: none"> <li>1. Read Chapter 12</li> <li>2. Submit informative speech topic by end of class on the last class day of the week</li> <li>3. DB Entry 5 and two responses due by 10/27 at 8 p.m.</li> </ol>
<b>Week 10</b> 10/30 – 11/3	<ol style="list-style-type: none"> <li>1. Library day on 10/30 or 10/31</li> <li>2. Chapters 10-12 Summary due 11/3 by 8 p.m.</li> <li>3. Quiz on Thursday (TR class) or Friday (MWF class)</li> </ol>

<b>Week 11</b> 11/6 – 11/10	<ol style="list-style-type: none"> <li><b>1. Informative/how-to speeches this week! (Wednesday and Thursday)</b></li> <li>2. Informative/how-to speech self and peer evaluations due by 11/13 at 8 p.m.</li> </ol>
<b>Week 12</b> 11/13 – 11/17	<ol style="list-style-type: none"> <li>1. Read Chapter 13, Chapter 14 and Chapter 15</li> <li>2. Review group assignments and submit group speech topic by 11/16 or 11/17</li> <li>3. Work on commencement speeches</li> </ol>
<b>Week 13</b> 11/20 – 11/22	<ol style="list-style-type: none"> <li><b>1. Commencement speeches this week! (Monday and Tuesday)</b></li> <li>2. Work on persuasive speeches</li> <li>3. Submit group speech topic by end of class on 11/21 (TR class) or 11/22 (MWF class)</li> <li>4. Commencement speech self and peer evaluations due by 11/27 at 8 p.m.</li> </ol>
<b>Week 14</b> 11/27 – 12/1	<ol style="list-style-type: none"> <li><b>1. Persuasive speeches this week! (Wednesday and Thursday)</b></li> <li>2. Work on group speeches.</li> <li>3. Persuasive speech self and peer evaluations due by 12/4 by 8 p.m.</li> </ol>
<b>Week 15</b> 12/4 – 12/8	<ol style="list-style-type: none"> <li><b>1. Group presentations this week! (Wednesday and Thursday)</b></li> <li>2. Group evaluations due on 12/11 by 8 p.m.</li> <li>3. Prep for Final</li> </ol>
<b>Week 16</b> 12/11 – 12/14	<ol style="list-style-type: none"> <li>1. Finals on 12/13/23 (MWF classes) or 12/14/23 (TR class)</li> </ol>

(Disclaimer: Instructor reserves the right to make changes to this schedule, within reason, to ensure student success.)

Missed exams, presentations, quizzes, and class activities will result in a ZERO on the assignment. Makeup assignments will NOT be allowed unless (1) the student receives prior approval from the instructor, (2) has a documented medical emergency (3) or is at a school-sponsored event. Make-up assignments are determined at the instructor's discretion.

ASSIGNMENT TYPE	NUMBER	POINTS	TOTAL
Speeches	4	125	500
Tests	2	100	200
Discussion Boards	5	25	125
Chapter Summaries	5	15	75
Quizzes	2	25	50
Class Participation	--	50	50
<b>TOTAL</b>			<b>1000</b>

## **INSTRUCTOR POLICIES**

Communication between students and the instructor is essential for success. You are required to check your LSCPA email every 24 hours. Questions or concerns about assignments must be addressed with the instructor via email prior to the due date. Students must use their Lamar PA email account when sending emails to the instructor. Please allow 24 hours for a response to emails during the week; weekend emails will be replied to on Mondays.

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

Cell phones, headphones, AirPods, earbuds, etc. are prohibited while in class. If you have an emergency, you may step out into the hallway to take or make a call. Otherwise, phones should be put away. Recording yourself or others in class is strictly prohibited and will result in removal from the classroom.

All written work must be typed using correct grammar and spelling and submitted as specified in the assignment instructions. Student assignments are accepted solely on Blackboard. Work will not be accepted via email or in person. It is the student's responsibility to learn to use Blackboard appropriately. Blackboard training is offered to students at no cost.

Participation is a critical portion of your final grade. Participation includes participating in class activities, discussions, as well as being an active and respectful audience member during classmates' speeches.

Research has shown a cause-and-effect relationship between attendance and college success. Attendance and being on time are expected. Attendance will be taken at the start of class. Students who are 5 minutes or more late will be considered absent. You are allowed three absences. Students are responsible for all information presented in the course regardless of attendance record. Absences on scheduled presentation dates will result in a zero on the assignment. Late work is not accepted.

Plagiarism, written or oral, will result in a zero on the assignment (1st offense) and failure of the course (2nd offense). If a student plagiarizes an assignment, the instructor will regrade all previously submitted assignments.

Speech requirements are listed below. Failure to comply with all requirements on a speech assignment will result in a zero grade for that speech. You must include all four items for each speech. Students must meet all four requirements below to avoid receiving a zero.

- i. Outlines (turned in via Blackboard before speech presentation)
- ii. Works cited page (turned in with outline)
- iii. Visual aids (used during speeches)
- iv. Professional dress: Business casual dress is required on speech days.

Students are required to complete a group project which requires students to communicate and collaborate outside of class. For student safety, it is recommended that you not share your personal contact information with group members. Please use the Blackboard email function or a text app (i.e. WhatsApp, GroupMe, etc.).

## **CAMPUS POLICIES**

Academic Honesty: Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

TimelyCare: TimelyCare is a virtual health and well-being platform available 24/7 for Lamar State College Port Arthur students. Any enrolled student can use TimelyCare. There is no cost to students. Go to [timelycare.com/LSCPA](https://timelycare.com/LSCPA) or download the TimelyCare app to access care.

ADA Considerations: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the [Special Populations Coordinator](#), Room 231, in the Madison Monroe Building. The phone number is (409) 984-6241.

MyLSCPA: Be sure to check your campus email and Blackboard classes regularly using the MyLSCPA web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA.LamarPA.edu](https://MyLSCPA.LamarPA.edu).

Mandatory Reporting of Child Abuse and Neglect: As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see [LSCPA's Policy and Procedure Manual](#).

Title IX and Sexual Misconduct: LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit [LSCPA's Title IX website](#).

Clergy Act Crime Reporting: For more information about the Clergy Act and crime reporting, see the [Annual Security & Fire Safety Report](#) and the [Campus Security website](#).

Grievance/Complaint/Concern: If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.

HB 2504: This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.