Lamar State College Port Arthur

Online

COURSE SYLLABUS

**Public Speaking**

**SPCH 1315**

**3 credit hours**

**INSTRUCTOR:**

**Mary Rachael Dubois**

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**EMAIL: duboismr@lamarpa.edu**

1. **Course Information**

**Description**: Application to 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 student speaking abilities, as well as ability to effectively evaluate oral presentations.

**Prerequisites**: None

**Learning Outcomes**: Upon completion of this course, the student will be able to:

* Demonstrate an understanding of the foundational models of communication.
* Apply elements of Audience Analysis.
* Demonstrate ethical speaking and listening skills by analyzing presentations for evidence of logic.
* Research, develop and deliver extemporaneous speeches with effective verbal and non verbal techniques.
* Demonstrate effective usage of technology when researching and presenting speeches.
* Identify how culture, ethnicity and gender influence communication.
* Develop proficiency in presenting a variety of speeches as an individual or group.

**Core Objectives:** Communication Skills, Critical Thinking Skills, Teamwork & Personal Responsibility

* Communication Skills: Students will demonstrate effective written, oral and visual communication
* Critical Thinking Skills: Students will engage in creative and/or innovative thinking, inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions.
* Teamwork: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.
* Personal Responsibility: Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.

**Textbook** :

Exploring Public Speaking Version 4.1 i Exploring Public Speaking: The Open Educational Resource College Public Speaking Textbook Version 4.1 (2020)

\*This Textbook is provided within the Blackboard Course and is available in an Electronic/Online Format and easy PDF Download for all students.

**Lecture Topics:**

1. **The Basics of Public Speaking & Speech Communication**
2. **Audience Analysis & Listening**
3. **Ethics in Public Speaking & Cultural Diversity**
4. **Developing Topics**
5. **Researching Speech Topics, APA Citations, Bibliography formats**
6. **Organizing and Outlining the Speech**
7. **Supporting the Speech**
8. **Introductions & Conclusions**
9. **Presentation Aids in Speaking**
10. **Language**
11. **Delivery**
12. **Informative Speaking**
13. **Persuasive Speaking**
14. **Logical Reasoning**
15. **Group Speech Communication**
16. **Special Occasion Speaking**

**Methods of Assessment**

Speeches 50%  
Exams 20%  
Written Assignments 30%

This Course will be graded on a point scale:

1000-900= A

899-800=B

799-700=C

699-600=D

599-Below=F

**LSCPA Public Speaking Grade Sheet (For Reference):**

Discussions 1-5 (10 points each) 50

Speech Topics 1-4 (5 points each)  20

WDY Think Video Responses 1-5 (10 points each) 50

Speech #1:  Informative Speech 100

Info Speech Self Eval  20

Info Speech Peer Eval 20

Exam #1 100

Speech #2:  How To Speech 100

How To Speech Self Eval 20

How To Speech Peer Eval 20

Great Speeches/Rhetorical Criticism Paper 100

Speech #3:  Persuasive Speech 100

Speech #4:  Group Project Speech 200

Exam #2 (Final Exam)  100

**Expectations for Assignments:**

Please refer to the Lecture Topics, Weekly Schedule and Assignment Due Dates. A detailed calendar is provided in class, assignments are listed by week within Blackboard. Each week is very clearly marked with all assignments, readings & work due within each week. Check each week: the “To Do This Week” List.

Speeches:  
You will deliver 4 Speeches. The speeches require an outline, bibliography and delivery of the speech. Detailed instructions for all speeches are below with additional information in Blackboard. All speeches will have a completed formal outline and works cited/bibliography page. The outline, bibliography and video of speech(with audience) are part of the speech grade.

Exams:  
You will have two online exams. One Midterm and One Final exam. These exams will have 50 questions based on the textbook and readings. The exams are timed and you take them online. You only have one attempt for your midterm and final exams!  
  
Written Assignments:  
All written assignments (papers, evaluations, discussions, what do you think) must be submitted electronically. Detailed instructions are given 1-2 weeks before assignments are due. All Assignments and Work will be uploaded into Blackboard.

Do Not Email work, documents or assignments. They will not be accepted. All work will be submitted and graded in Blackboard.

References that are turned in must be done in accordance with the most recent APA style guide see www.purdue.edu (https://owl.english.purdue.edu/owl/) for excellent information.

All work should be free of spelling and grammar errors and include content appropriate for an academic discussion.

All assignments & submissions will be checked for plagiarism using SafeAssign. THIS INCLUDES SPEECHES.  
Plagarism will not be tolerated. Failure of the assignment (grade of F) for the first offense. Future offenses result in a grade of F for the Course and reporting to Department Chair.

Late work is not accepted. Plan ahead. Read the assignments ahead of time. Do not wait until the last minute. Do not email late assignments. Work will not be accepted via email.  
  
  
Work not following directions provided for each assignment will not be graded and will receive a zero.

**Communication with Instructor:**

Communicating with Professor Dubois:  
My preferred method of contact is email.  
Please email me at duboismr@lamarpa.edu I check email regularly.

When you email, please **include your first and last name and the class and section in which you are enrolled.** If you do not receive an email reply from me within 24 hours please email again. Occasionally emails do not come through or they are put in a clutter file and I want to be certain I get your message!  
**DO NOT MESSAGE ME THROUGH BLACKBOARD! SEND ALL EMAILS TO THE EMAIL ADDRESS LISTED ABOVE.**

Please keep in mind, I have 24 hours to respond to your sent email. If you choose to send an email after 9:00 PM, please do not expect a response until the next day. If you choose to start an assignment after this time (9:00 PM), and need to send me an email to get directions to complete your work, you will not receive a response to the email that is sent after 9:00 PM until the following day. You are also still responsible for assignments that are due on that day. I will not accept late work for poor planning on your part.

**Course/Classroom Policies**

**Please Read all Policies & Guidelines for this course.**

* **Deadlines:** All deadlines for this course are non-negotiable and fixed. The due dates listed on our Blackboard site serve as your guide. If you fail to turn in an assignment or speech (via the appropriate channels) by 11:59:00 PM CST (Central Standard Time) of the due date, you will receive zero points for the assignment, regardless of extenuating circumstances. Because life happens, I strongly encourage you to turn in all work early. There will be absolutely no deviation from this late work policy. I will not respond to emails requesting extra time on ANY assignment.
* **Participation:** Course Check in and participation is strongly encouraged. Your active participation in all class discussions and activities is very important to the success of this course and is expected. It is expected that students will display mature behavior in the course. Be responsible for your words, responses and online behavior. Treat your classmates, instructor and yourself with mutual respect at all times. Failure to do so may result in your removal from the course.

**Methods of Instruction**

This is an online class. It may include assigned readings, discussions, presentations, videos, electronic documents, PowerPoints, and more. A secure and reliable wifi connection and ability to access Blackboard is necessary for your successful competition of this course. You will need to know how to video, upload, download and submit work via Blackboard. It is recommended that you use a desktop or laptop to submit work. Also, Google Chrome and Firefox work better than Microsoft edge for downloads.

For help with accessing Blackboard or for Technical Support:  
Need assistance, email HelpDesk@lamarpa.edu or call (409) 984-6150

**Other Course & Instructional Policies:**

Tips for Success in an Online Course:  
When taking online and hybrid courses, your self-motivation and self-pacing are absolutely critical. For this course, plan to check in and work at least 3 days a week for 1-2 hours. Be sure to plan your time accordingly. Make yourself a calendar with all of your due dates across ALL of your courses. Plan for when you will work on each one for completion in advance of the due dates. Avoid the common assumption that online courses are easier or should be easier. That is a MYTH!! Plan Ahead!! Study as you go instead of at the last minute!  
  
Late Work Policy:  
Students are specifically warned that all assignments must be turned in on or before the due date.  
Absolutely no late written assignments or exams will be accepted.   
You cannot make up the Group Speech.  
  
Attendance:  
For evaluated activities such as tests or presentations no absences will be allowed. Excuses will be considered only where conditions are clearly beyond the student's control and must be documented.  
  
Participation:

Class participation in an online class involves: turning in work on time, doing peer evaluations and participating in discussions were appropriate.   
  
It is expected that students will display mature behavior in the classroom. Be responsible for your actions and treat your classmates, instructor, and yourself with mutual respect at all times. Failure to do so may result in your removal from the classroom.  
  
  
The instructor will deal with non-compliance of above issues and other situations which may arise on a case-by- case basis.   
  
Civility  
In Professor Dubois Course we:  
Respect the dignity and essential worth of all individuals , promote a culture of respect within the course and throughout the college community, respect the privacy, property, and freedom of others, reject bigotry, discrimination, violence, or intimidation of any kind, practice personal and academic integrity and expect it from others, promote the diversity of opinions, ideas, and backgrounds of each individual.  
  
Netiquette  
Practice all forms of Netiquette, as outlined below:  
Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community. The following netiquette tips will enhance the learning experience for everyone in the course: Do not dominate any discussion. Give other students the opportunity to join in the discussion. Do not use offensive language. Present ideas appropriately. Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting. Popular emoticons can be helpful to convey your tone but do not overdo or overuse them. Never make fun of a person’s ability to read or write. Keep an open-mind and be willing to express even your academically informed opinion. Think and edit before you push the Send button. Do not hesitate to ask for feedback. Using humor is acceptable.  
  
Detailed Speech Expectations/Requirements for Public Speaking online

Turning in Speeches:  
All speeches will be turned in by submitting a link to a YouTube page under the appropriate assignment on Blackboard. You are responsible for obtaining the necessary equipment/technology to create an easily viewable and audible recording of your speeches, which can be uploaded to a YouTube channel. I will not provide any assistance with this process, access to this equipment and the requisite knowledge to properly use it are prerequisites for this course. If you are not familiar with the technology and tasks described above, you should not take the online version of SPCH 1315. Also, I will not accept ANY emailed speeches for any reason! They must be turned in under the appropriate assignment by the appropriate time.  
  
 Criteria for Filming Speeches:  
  
To submit your speeches and upload them to Blackboard, you will submit a YouTube URL in the Assignment in Blackboard. Your video must meet the following requirements:  
  
  
1) Videotape yourself doing your speech in front of a live audience (min. 3 -5 People. Pets don't count but are welcome! Please make sure that you listen to your speech to make sure that I will be able to see everything and hear your speech! If I can't see you or if I can't hear your speech, your grade will result in an automatic zero!  
  
\* Be sure to dress in business casual attire!  
\* Remember that for each audience member not present, you will suffer a 15 point deduction. If there are no audience members present, you will receive an automatic zero.  
\* Be sure to stay within the time limit for each particular speech. You will suffer point deductions for having your video run longer or shorter than that time frame.  
\* Present yourself in a professional manner! There should be no giggling or acting childish. THIS IS YOUR GRADE!  
  
  
2) Do a video close up of your AUDIENCE (audience should be seated) at the beginning of your video, if you forget to show your audience members, your grade will result in an automatic zero. ALSO, show your audience members after you finish your speech! If I get the impression that you show your audience at the beginning and the audience members leave while you are speaking, your grade will result in a zero.  
  
  
3) When videotaping your speech make sure to tape a full-length body shot so I can see your whole body. No close-ups! Your speech must be videotaped in one take and no editing or modifying of your video is allowed. If I suspect that you edited or modified your video in any way, your grade will result in an automatic zero. Remember, your video needs to be stable (I don't want to get motion sick) and not pixelated (I need to know who you are). I will not grade a speech if the quality is poor.  
  
  
4) Your speech and all accompanying file(s) are due by 11:59 pm on the due date. You will submit your outline by browsing your computer and attaching the outline file and in the comments of the assignment, copy and paste your YouTube link to your video.  
  
NO EMAILED ASSIGNMENTS WILL BE ACCEPTED!  
  
YOU MUST SUBMIT YOUR OUTLINE AND YOUR LINK IN THE ASSIGNMENT TO EARN CREDIT! IF YOU JUST SUBMIT YOUR LINK AND NO OUTLINE, YOU WILL EARN A ZERO FOR THAT ENTIRE SPEECH GRADE!

# Additional Important Information

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| **MyLamarPA:** | Be sure to check your campus E-mail and Course Homepage using My.LamarPA.edu. When you've logged in, click the email icon in the upper right- hand corner to check email, or click on the "My Courses" tab to get to your Course Homepage. Click the link to your course and review the information presented. It is important that you check your email and Course Homepage regularly. You can also access your grades, transcripts, and determine who your academic advisor is by using My.LamarPA.edu |
| **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 Coordinator, Office for Disability Services, Room 231, in the Madison Monroe Building. The phone number is (409) 984-6241. |
| **Copyright Violations:** | Some materials in this course may be copyrighted. They may be used only for instructional purposes this semester, by students enrolled in this course. These materials are being used fairly and legally. No one may distribute or share these copyrighted materials in any medium or format with anyone outside this class, including publishing essays with copyrighted material, uploading copyrighted material to Facebook or YouTube, or painting or performing copyrighted material for public display. For further information about copyright violations, please refer to your online syllabus. |

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| **Privacy Notice:** | Federal privacy laws apply to college students. This means that college employees, including instructors, cannot divulge information to third parties, including parents and legal guardians of students. Even if the students are minors, information about their college work cannot be shared with anyone except in very limited circumstances. For further information about copyright violations, please refer to your online syllabus. |
| **College-Level Perspectives:** | This course helps add to the students' overall collegiate experience by emphasizing college-level perspectives. You may review these perspectives by referring to your online syllabus. |
| **Degree Plan Evaluation:** | Completing a Degree Plan Evaluation will help you determine which classes you need to complete your program. You may review the steps in the degree plan evaluation procedure by referring to your online syllabus. |
| **Emergency Procedures:** | Many types of emergencies can occur on campus. The following instructions are for severe weather:  Follow the directions of the instructor or emergency personnel.  Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside  If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building  Stay in the center of the room, away from exterior walls, windows, and doors. |