

# SPCH 1315-PUBLIC SPEAKING

## **Faculty Information**

**Instructor:** Hilary Nixon

**Email:** [hnixon@southplainscollege.edu](mailto:hnixon@southplainscollege.edu)

**Location:** CM 139

**Office Hours:**

- Monday Plainview Campus: 11am-1pm
- Tuesday Levelland Campus: 12:15pm-1pm & 2:15pm-3:00pm
- Wednesday Levelland Campus: 12:15pm-2:00pm
- Thursday Levelland Campus: 12:15pm-1pm & 2:15pm-3:00pm
- Friday Levelland Campus: 12:15pm-1:15pm

## **Communication Plan:**

- You can expect an email reply within 24 hours on weekdays, and within 48 hours (about 2 days) on weekends.
- Please use the SPC (South Plains College) email found at the top of the syllabus for sending e-mail messages to me.
- I DO NOT use blackboard messages. If you email within blackboard, you will not receive a response. Please email me from your SPC email address.
- I will be posting course related announcements on Blackboard every few days.

## **Course Information**

SPCH 1315 Public Speaking. This course is going to be in a hybrid format. We will meet every Wednesday and some Fridays.

This course equips students with the skills necessary for successful public speaking. Students will learn to prepare and deliver effective presentations, adapt to various audiences, and adjust to different speaking contexts.

## **Student Learning Outcomes/Competencies**

Upon successful completion of this course, students will:

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 Course Textbook**

Fox, J. & Finley, K. (2019). From Entry Level to Executive: All Communication Counts. Fountainhead Press.

This textbook is all inclusive and you will find the link in blackboard where you can access the textbook there.

### **Technical Requirements**

- Desktop or laptop computer
- High speed internet access
- SPC E-mail
- Microsoft Office

### **Technical Skill Requirements**

Be comfortable with the following

- Microsoft Word or word processor that can save Word compatible files (.doc)
- Using email for communication, attaching documents
- Internet search engines and browsers

### **Course Requirements**

1. Read the information assigned; you will take exams on this material, in addition to class lecture/discussion materials on scheduled quizzes.
2. Take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. Actively participate in class group discussions and activities.
4. Show maturity and professionalism in preparation of assignments and in online meetings.
5. Be courteous to fellow classmates/speakers by having no distractions in the background.
6. Meet with the instructor in office hours whenever assistance is needed regarding class assignments.
7. Appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
8. Initiate withdrawal from the course if absences become excessive.

### **Course Organization**

This course is organized into 15 learning weeks. You can access the weeks by clicking on the Weeks link on the Course Menu in Blackboard. Check the course schedule to see the specific assessments included in each week and specific due dates for each assessment.

### **Grading**

You can access your grades on the Blackboard Course Menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for my assessment methods.

Your final grade will be determined as follows:

- To earn an A, you need 895 points
- To earn a B, you need 795 points
- To earn a C, you need 695 points
- To earn a D, you need 595 points
- If your point total is 594 points or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, you will need to email me or visit with me during office hours to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have one week after the grade has been posted in Blackboard to approach me about your questions or concerns. After one week, I will consider the matter closed. When you approach me after viewing your grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by me.

### Attendance Policy Restated

1. All students enrolled for this course are expected to attend class regularly, be on time, and remain until dismissed.
2. Roll will be taken at each class meeting.
3. If a student is tardy, he/she should speak with the instructor after class to avoid having tardies count toward absences.
4. Two (2) tardies will constitute an absence.
5. If a student leaves class prior to dismissal of the class, he/she will be counted absent.
6. Whenever absences become excessive and minimum course objectives cannot be met, the student should initiate withdrawal from the course.
7. "Excessive absences" can be defined as more than FOUR (4) unexcused absences through the course of the semester.
8. The only absences labeled as "excused" are those absences due to participation in school functions, or documentable absences due to illness (doctor's note required in the next class period), or a death in the family requires the student to be in attendance of a funeral (proof required).
9. The instructor will administratively drop a student due to excessive absences.
10. Students are responsible for all classwork covered during absences from class even in cases in which they can satisfy the instructor that the absence was unavoidable.
11. Absences one day over your allotment may lower your final course total by 10 points.
12. Each subsequent absence may lower your final course total by 5 points.
13. If minimum objectives cannot be met, the student should withdraw from the course.

**\*\*You may be exempt from the final exam if you have perfect attendance or have 850 points at the end of the semester. (When all assignments are completed). \*\***

### Participation

I expect you to be actively participating during class. This means the following:

- Be on time
- Not on your phone the entire class
- Be awake
- Answer my discussion questions
- Participate in group/class work
- Be engaging

50 points or 5% of your grade is participation. I have allotted 12 days throughout the semester where I will take participation points. The 12 days are worth 4 points each day. I will explain how this grade will work on the first day. The dates are Jan 17, Jan 19, Jan 24, Jan 26, Jan 31, Feb 14, Feb 16, Feb 21, Mar 20, Mar 22, Apr 17, & Apr 19.

### Make-Up Policy

Make-up work is NOT guaranteed. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor **may** permit the student to make up work missed. If a student must be absent to represent the college, she/he should advise the instructor beforehand and should have a signed permit from his/her coach or sponsor. In such cases, it is the student's responsibility to complete work missed within a reasonable amount of time as determined by the instructor. Each student must make an appointment with the instructor to decide on make-up work.

**Late work may not receive full credit.** An absence on the day that you are scheduled for oral presentations or examinations will result in a grade of zero for the assignment. **If, according to the instructor's discretion, the student is allowed to make up such a presentation or exam, the student will automatically receive a grade drop for the assignment (25-point grade reduction).**

### **Late Work Policy**

Exams, learning activities, vlogs/comments, speech uploads, and peer and self-evaluations are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule. Late work will not be accepted. The only exception that will be made will be for extended illnesses or a death in the family. In such instances, you must submit verifiable and official documentation to your instructor (e.g., a doctor's note indicating an extended illness or extenuating circumstance). Technological issues are not an excuse for late work. Do your assignments, exams, and speeches early to ensure you have time for any issues that might arise.

### **Learning Assessments**

#### **Grade Distribution:**

##### **Speeches**

- Introduction Speech 50 points
- Informative Speech 100 points
- Persuasive Speech 100 points
- Special Occasion Speech 50 points
- Impromptu Speech 50 points
- Group Project 100 points

**450 points**

##### **Peer & Self Evaluations**

- Introduction Peer-Evaluation 20 points
- Introduction Self-Evaluation 20 points
- Informative Peer-Evaluation 20 points
- Informative Self-Evaluation 20 points
- Persuasive Peer-Evaluation 20 points
- Persuasive Self-Evaluation 20 points
- Group Peer-Evaluation-30

**150 points**

##### **Activities**

- PRCA – 20
- Introductory Speech Outline-20
- Informative Speech Outline-20
- Persuasive Speech Outline-20
- Special Occasion Outline-20

**100 points**

##### **Attendance**

**50 points**

##### **Exam 1**

**100 points**

##### **Exam 2**

**100 points**

##### **Final Exam**

**50 points**

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#### **Total Points**

**1000 points**

### **Course Work**

#### **1. Speeches**

- a. You will deliver four major speeches in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the weeks. Below you will find basic information about each speech.
  - i. Introductory Speech
  - ii. Informative Speech
  - iii. Persuasive Speech
  - iv. Group Speech

v. Special Occasion Speech

**2. Exams**

- a. You will take 3 major exams & 1 Final Exam based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each week.

**3. Learning Activities & Peer and Self-Evaluations**

- a. You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches. You will complete peer evaluations and self-evaluations. These evaluations will give you the chance to reflect on your own speeches and your group members'.

**4. Impromptu**

- a. You will also complete an impromptu speech one day and there is nothing you can do to prepare for it. I will give you a topic at the beginning of class and you will have a few minutes to prepare and then present the speech. You will also record a special occasion speech and upload it to blackboard.

**5. Group Project**

- a. You will be assigned a group and together you will use multimedia and create a short video file project.

**Course and Technical Help**

Do not hesitate to call or e-mail me if you have course-related questions. I am here to guide you through the course. Generally, I will try to respond to calls and e-mails within 24 hours during the week and 48 hours on the weekend.

Be aware that the Information System office and Blackboard both recommend using a browser other than Internet Explorer when using Blackboard.

Please realize that this is not a computer class, so our content is online public speaking, not Windows or Word processing. I can answer any questions about the course content or assignments, but I will be no help with technical problems.

**Blackboard Support**

For Blackboard support you make refer to the following resources:

1. When you log into Blackboard (BB), at the very top of the page, you will see a question mark icon with the word help next to it. Click on that icon.
2. You may also contact

Information Systems

Ext. 2600

Direct: 806-716-2600

[blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu)

[helpdesk@southplainscollege.edu](mailto:helpdesk@southplainscollege.edu)

**Academic Honesty**

It is my expectation and the institution's that appropriate citation and documentation be given for materials and information obtained from other sources. Cases of plagiarism will be treated as will any case of academic dishonesty, with at least a failing grade for the assignment/examination. In addition, the student may be dropped from the course with a failing grade. See the *SPC Student Handbook* for more information.

**Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student

requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

### **Nondiscrimination Policy**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Campus Concealed Carry**

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

### **Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **CARE (Campus Assessment, Response, and Evaluation) Team**

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

### **Covid-19 Policy Statement**

South Plains College is committed to maintaining a safe and healthy learning and work environment for students, faculty and staff as the SPC Texan Community returns to campus amid the COVID-19 pandemic. To accomplish this goal, it is imperative that everyone join together to do their part. SPC has developed a Return to Campus Plan that outlines how the college will operate and the measures that will be implemented to help protect you and your loved ones. We look forward to welcoming you back to campus, as we continue to emphasize the following points:

All students, faculty and staff should monitor their health and notify appropriate personnel and their health care provider if they experience any symptoms related to COVID-19.

All students, faculty and staff who have symptoms of COVID-19 should contact DeEtte Edens, BSN, RN in Health Services at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or at (806) 716-2376.

Cleaning and sanitization process will be emphasized in every area of our campus.

Take time to review the plan along with other resources found on this webpage. We want your experience at SPC to be positive and safe as we all return to campus. SPC will continue to provide the best possible educational experience.

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.