

SPCH 1315-PUBLIC SPEAKING

Faculty Information

Instructor: Hilary Nixon

Email: hnixon@southplainscollege.edu

Virtual Office Hours in Blackboard Collaborate: By appointment

Communication Plan:

- You can expect an email reply within 24 hours on weekdays, and within 48 hours on weekends.
- I will be posting course related announcements in Blackboard every few days.
- 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.

Course Information

SPCH 1315 Public Speaking. This course is delivered 100% online. It is my sincere hope that you will learn to enjoy the process of public speaking, while gaining confidence, improving your skills, and making new friends.

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
- Audio and video capabilities (for watching and listening to course content)
 - All videos need to be in .mov or .mp4 file
- Web camera and microphone (for video conferencing and recording vlogs)

- A USB headset with microphone or headphones (for video conferencing)
- All software needs to be updated on computer or laptop

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
- Recording and uploading video files. Not having a way to record speeches or vlogs will not be tolerated as an excuse for failure to submit assignments.
- The ability to download video files, or to stream files.

Optional Course Materials

- Digital video recording equipment capable of recording up to 10 minutes of video footage
- A tripod

Course Requirements

1. Read the information assigned; you will be quizzed 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 online 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 virtual 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. Weeks will contain a combination of reading assignments, lecture videos or screencasts, links to additional readings and/or video material, and other content that will help you understand the focus of that particular week. Additionally, there will be various assessments included in each week, such as quizzes, learning activities, major assignments discussion boards and comments, video conferences, speeches, and peer and self-evaluations. 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 me in virtual 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.

Assignment Submissions

You will submit all assignments through their designated submission link in Blackboard. You are required to title your assignment files in the following format: "lastname_firstname_assignmentname.doc".

Late Work Policy

Weekly quizzes, 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, quizzes and speeches early to ensure you have time for any issues that might arise.

Video Conferences where you will deliver synchronous speeches are mandatory. Because our meeting times are strictly scheduled, you are allowed to make-up ONE speech only. The instructor determines the date/time of the makeup and it will result in a deduction of points of 20 pts.

Computer Crash

Not having a working computer or a crashed computer during the semester will not be considered as an acceptable reason for not completing course activities at a scheduled time. Note: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Server Problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date. If the server experiences unforeseen problems your course instructor will send an email.

Lost/Corrupt/Disappeared Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I do not receive it (lost in cyberspace) or it is corrupted when I open it, you need to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

Learning Assessments

Grade Distribution:

Introduction Speech	50 points
Informative Speech	100 points
Persuasive Speech	100 points
Special Occasion Speech	50 points
Group Project	100 points
Quizzes	200 points
Vlogs (Video Blogs) & Activities	400 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. The Introductory Speech will be delivered to your audience in real-time at the Introductory Speech Video Conference.
 - ii. The Informative Speech will be delivered to your audience in real-time at the Persuasive Speech Video Conference. Additionally, this speech will require you to use a PowerPoint Presentation.
 - iii. The Persuasive Speech will be submitted as a video file or web link (YouTube or Google Drive) and viewed asynchronously by your audience.
 - iv. The Special Occasion Speech will be submitted as a video file or web link (YouTube or Google Drive) and viewed asynchronously by your audience.

2. Peer and Self-Evaluations

- a. You will complete peer evaluations and self-evaluations. These evaluations will give you the opportunity to reflect on your own speeches and the speeches of your group members.

3. Week Quizzes

- a. You will take week quizzes based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each week.

4. Learning Activities

- a. You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches.

5. Vlog Entries and Vlog Group Comments

- a. You will create 1-2 minute vlogs (Video Blogs) related to course and week material. These vlog entries will require you to summarize content, apply content to your personal life, reflect on your experiences in the course, practice skills taught in the course, and ask questions of your group members. Additionally, you will respond to the questions posed in the vlog entries of your group members.

6. Group Project

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

Instructors Expectations of the Student

- You will be expected to log into the Blackboard course **daily** to be aware of possible announcements/reminders and to pace your progress in the course.
- Higher institutions recommend that students plan to spend 2 hours of outside study for every 1 hour of in class time. For a 3 credit-hour, face-to-face course that means a total time investment of nine hours per week, or 135 hours per semester, in a 15-week course. Expectations for time investment are no less rigorous for online courses at SPC. According to this guideline, you should expect to invest 9 hours per week in this course, during a spring or fall semester; more in a summer course.
- Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.
- Students are expected to maintain an online environment conducive to learning, which includes “netiquette” (Internet etiquette). More importantly ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. We will welcome diverse opinions in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others.
- Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the SPC Student Handbook.

- Note that students from other institutions are still bound by SPC policies in the course.

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
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 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 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.

Instructions for Submitting Speeches

You will use the Blackboard Discussion Board to submit your speeches in this class. First, you will post your speech on YouTube—make sure that it is either posted as **“Public”** or **“Unlisted”** (if you post it as “Private,” others will not be able to view your speech. Then, you will post the link to your speech on the corresponding discussion post on Blackboard Discussion Board.

You, alone, are responsible for submitting your speech. If I cannot find your speech, or the video you submitted is invalid, you will not receive credit for the assignment. Follow the steps below to make sure you have completely submitted the speech and it is visible to me:

- 1. Record your video and post it (upload) to YouTube.**
- 2. Go to your profile and select your speech video that you would like to submit to Blackboard.**
- 3. Click “Edit Video.”**
- 4. Select the drop-down arrow under “Visibility.”**
- 5. Either choose “Public” or “Unlisted.” DO NOT MAKE YOUR VIDEO “PRIVATE.”**
- 6. Copy the link to your speech on YouTube.**
- 7. Post your speech link to the corresponding discussion post on Blackboard Discussion Board. Make sure that you click the hyperlink button before you submit it—the link should be listed in the “URL” line, then click “Save.” Make sure that one can simply click on the link in your post (without having to highlight and paste it in the Google search bar) to get to your speech.**
- 8. Attach your completed outline to the same discussion post. Simply hit “enter” a couple times, then click the plus sign button and click “Insert local files.” Then, select your outline and submit the discussion post.**

Important Things to Remember This Semester

- You will have weekly modules to complete for this class. Every module will open on Monday morning and close the following Sunday evening (at 11:59 P.M. CST).
- Everything should be **turned in through Blackboard (unless designated otherwise)**.
- Turning in Speeches:
 - You will **post your speeches and outlines on Blackboard**.
 - If a **visual aid** is required for your speech, you will also submit that when you submit your speech and outline on Blackboard.
 - Prior to your speech, you will submit your speech topic for approval through Blackboard. Dates for submission are provided in the syllabus.
 - You will record yourself giving the speech. Because you are recording yourself, **you are responsible for making sure the sound of your video is clear and audible**. I also need to be able to see you clearly (I need to be able to see your hand gestures and movements during the speeches).
 - If a visual aid is required for the speech, **make sure that you and the visual aid are visible in your video**.
 - Some suggestions for doing this are (1) display your PowerPoint on your laptop and record the video with your phone, (2) use Screencast-O-Matic (where both you and your presentation are visible at the same time) to record your speech, (3) use Prezi Video (compatible with Prezi presentations) to display yourself and your presentation at the same time, or (4) airplay your presentation on a TV screen and record yourself presenting beside the TV (if you have the capability to airplay your presentation).
- Contacting Me and Your Classmates:
 - **The best way to reach me is email!** My email is hnixon@southplainscollege.edu. If you would like to meet with me during office hours, you must email me and request a meeting. I will then set up a Zoom meeting (all office hours will be held virtually unless specified otherwise).
 - I have enabled your Blackboard Messages so you can contact your classmates through Blackboard. **DO NOT EMAIL ME THROUGH BLACKBOARD**. This feature has been made available to you so you can more easily communicate with your classmates (especially when you are working on your group speech).