



Speech 1315 Public Speaking

Course Syllabus: Fall 2024 (8 WEEK) ONLINE

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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This syllabus is an agreement between the instructor and the student.

Information relative to the delivery of the content contained in this syllabus is subject to change.

Should that happen, the student will be notified by the instructor.

Course Description: 3 credit hours.

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, to effectively evaluate oral presentations.

Prerequisite(s): Eligibility to enroll in [INRW 0302](#)

Student Learning Outcomes:

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).

Evaluation/Grading Policy:

GRADING: (4) Speech Average = 35%
(3) Exam Average = 25%
(4) Outline Average = 20%
(CONNECT) Chapter Activities Average = 15%
(4) Discussion Question Average = 5%
FINAL GRADE = 100%

Grades will be returned to the student as follows:

- Chapter learning activities/exercise grades: *immediately*
- 3 major exam grades: *after the due date has passed*

- Speech and outline grades with feedback: *within 1 week*
- Discussion forum grades: *within 72 hours*
- All emailed: *within 24 hours*

The CURRENT AVERAGE posted on the Blackboard course site is not your final grade! It is a calculated grade that represents your current course grade average based on the work you have turned in. It does not represent the final course grade. Your final course grade will be calculated at the end of term and will include all required graded work as well as penalties (zero (0) grades) for un-submitted work.

Required Instructional Materials:

Public Speaking for College & Career 12th ed. by Hamilton Gregory Connect Plus Access Card.

You have exclusive access to the e-book and assignments which was included in your tuition and fees. You will register inside the course once it begins. There is no need to purchase anything else for this course. If you decide to drop this course before the 12th class day, you can click the e-book code link in the course and select opt out to get a refund for the e-book. THIS DOES NOT DROP YOU FROM THE COURSE OR REFUND YOU FOR THE COURSE.

Publisher: McGraw Hill

ISBN Number: 978-1-26086213-3 GREGORY / PUBLIC SPEAKING DIGITAL TEXT W/CONNECT

Optional Instructional Materials: None

Minimum Technology Requirements:

- Daily high-speed internet
- Microsoft Word
- Power point
- Portable storage device such as a Jump drive/Thumb drive

Required Computer Literacy Skills

- Rename, delete, organize, and save files.
- Create, edit, and format word processing and presentation documents.
- Copy, paste, and use a URL or web address.
- Download and install programs and plug-ins.
- Send and receive an email with attachments.
- Locate and access information using a web search engine.
- Use a learning management system.
- Knowledge of video compression and uploading

Course Structure and Overview:

- This is a completely online class which means there will be no classroom instruction. This course is taught through NTCC's Blackboard Learn Ultra learning management system.
- **All assignments should always be access through the links provided in Blackboard.** Be aware that there are assignments that may show up in McGraw Hill CONNECT that are not required, so only access your assignments in the chapter folders in Blackboard. Some assignments found in Bb in this course will automatically take you to McGraw Hill CONNECT which is an online component of the textbook for this course. The assignment will be completed there in CONNECT and then once submitted, you will be taken automatically back to Blackboard.

Below is a detailed explanation of how the course works:

CONTENT PAGE: On the CONTENT page, you will see that the course is divided into 8 weeks. Each week you will be expected to complete certain assignments for that week found in that week's folder. Make sure you are doing the assignments in those folders in the order they are found. You should expect to spend no less than 3-6 hours a week in this course. Pay close attention to deadlines for graded assignments. **Assignments will not be accepted late!** There is a due date schedule in the start here area of the course that lets you know from day 1 when all the assignments are due. *Technical difficulties are no excuse for late assignments.*

Exams:

- There will be three major exams for this course.
- These are timed exams. You will have 4 hours to complete the exam once you begin...you cannot pause the exams. They must be taken in one sitting.
- Each exam is approximately 30-50 questions and covers roughly 5 to 7 chapters depending on the exam.
- You may use the e book during the exam.
- **I will not let you retake an exam.**
- **I will not let you make up an exam if it is past the due date and we did not make approved arrangements prior to the due date.**

Chapter Assignments:

- *READ* the assigned E-book chapters in Public Speaking for College & Career by Hamilton Gregory in each week's folder.
- The first link in each chapter folder in Blackboard will be the e-book link for that chapter. **The readings are not for a grade.** The recharge during the readings is not for a grade. The Bb gradebook will say 5 points, but they are not calculated into you average.
- Do the assignments in order. Most chapter assignments require you to watch video clips, read supplementary articles and complete assignments found in the chapter folders.
- Only access your assignment from the chapter folders in Bb. As you click on the folder for any certain week's assignments, you may be taken to the

McGraw Hill CONNECT website to view supplemental resources or complete assignments. After you have completed them, you will automatically be taken back to NTCC Blackboard. There are some assignments found in MH Connect that I do not require.

- You have unlimited attempts at all chapter activities.
- You are provided with printable transcripts for all CONNECT video clips.

Discussions:

- Discussion questions are assigned in four different weeks in this course. This is how you get to know your classmates and how I get to know you.
- These are broad, detailed, opinion type discussion questions that you must post an original answer to.
- You will then need to respond to 2 of your classmate's posts for each discussion question.
- Each discussion assignment is worth 100 points and will only be graded if *ALL 3* posts have been completed.
- Each original post must be at minimum 100 words.
- Each response to a classmate must be a minimum of 50 words.
- Failure to turn in all the 3 posts required for each discussion question will result in a 0... there is no partial credit.
- College level grammar, capitalization and punctuation are required... penalties will be applied the first time a student fails to use college level grammar. After that it will be a zero.
- I would suggest typing your answers and replies into Microsoft Word so that you can use grammar check and then paste them into the submission box for the assignment.

Speeches:

- You will have 1 Introduction speech, 2 Informative speeches, 1 Persuasive speech and 1 Commemorative speech in this course. The introduction speech is weighted into the daily chapter assignments, the other 4 speeches are averaged and weighted heavier into your final grade. (See above weights)
- **YOU MUST HAVE A STATIONARY VIDEO RECORDING DEVICE** to record your speeches. You can use your smart phone to record as long it is not being held and is on a stationary surface.
- You must have a secure high speed internet connection to function in this course and a knowledge of video file compression.
- Technical difficulties are no excuse for late submissions!
- Each speech will require an audience of at least **four (4) adults** over the age of 12.
- The speaker and audience must be seen in the video at all times. The best way to do this is to have the camera pointed on you where the back of the audience's heads is seen in the video.

- The audience must be **live and in person** and cannot be virtual. They will need to wave to the camera before you begin speaking.
- The speech video can't have any edits or splices. It must be one complete take with no starts and stops.
- **You will lose 5 points per audience member that is not present.** No children under 12 for audience members as they can cause distractions. Your speech presentation area must be child and animal free. **NO EXCEPTIONS!**
- When you click on the specific Speech assignment, you will be automatically taken to McGraw Hill CONNECT where you can then upload your speech. You will need to record using your own webcam, smart phone or video camera before you access the assignment link. By doing this you can save the video to your computer before you upload and submit the assignment. Watch the GO REACT video provided in the course so you will know how to upload your video. Again, handheld camera allowed.
- If you have trouble uploading your speech video from your device straight into Go React, you can upload your video to **YOUTUBE** and choose the YOUTUBE option when prompted by Go React.
- You are required in this course to show a PHOTO ID before you begin each speech video. You will be asked to upload a copy of an official PHOTO ID to establish proof that the person registered for this course is the person completing all course work throughout the semester. You can, either scan in your PHOTO ID to your computer and then attach it to this assignment, or you can snap a picture of your PHOTO ID, email it to yourself and then attach it to this assignment. You can use a state issued driver's license or school issued ID.
- **Please cover up any private information on this ID for your protection.** All I need to see is your photo and name. **(YouTube may take down your video if you do not cover your private information.)**
- ***If you do not upload your speech video presentation by the due date and time shown on the due date document/syllabus, you will receive a zero on your speech and the corresponding outline.***
- ***You must contact me BEFORE your speech is due if you have an issue or conflict and we will plan for a later date IF APPROVED. This exception is only allowed once.***
- ***I will not grade a video without an outline or an outline without a video. You must have uploaded both assignments by the due date to get credit.***

Peer Reviews:

- You will also be required to listen to two of your classmate's speeches and submit an online peer review for each of the in this course.
- This peer review is part of your overall speech grade for that specific speech assignment. Please fill out the rubric and then provide constructive comments and positive feedback in the "general comments" section below the rubric.

Outlines:

- Each speech will require a **COMPLETE SENTENCE OUTLINE** which you will submit using the provided assignment link when the speech is due.
- This outline is what you use to write your speech and organize your ideas.
- You will never write a speech in an essay format in this course.
- We use a Complete Sentence Outline format **ONLY** which is a very specific format that you will learn by reading the E-book Chapter 12 on **OUTLINING THE SPEECH** and watching the lecture video. Chapters 10, 11 and 5 will also reinforce your understanding of the outlines. An outline will not be accepted without a corresponding speech video.
- You will see a folder called **OUTLINE TOOLS** found in the Chapter 12 folder that has a blank formatted outline for you to use each time.

Student Responsibilities/Expectations:

This course requires daily computer and internet access and a minimum of 3 to 6 hours per week. Any assignment submitted that contains plagiarism or AI will earn an automatic zero and further action may be taken. Again, **late speeches will not be accepted, and technical difficulties are no exception.** The Speech VIDEO and OUTLINE must both be submitted on time in order to be graded. **One will not be accepted or graded without the other.**

Communications:

- **MICROSOFT TEAMS:** You are required in this course to download and use Microsoft TEAMS. I prefer that you reach out to me in TEAMS. We can text chat or video chat in TEAMS. Please, follow the instructions exactly as printed on the instructions in the **START HERE** folder in Blackboard. This is a way to get information out to students quickly. This will enable you to receive important class notifications and reminders from me other than through email so that you will not miss out on any assignment changes or important updates. Please continue to check your NTCC email daily. Please download TEAMS to your smartphone and to your laptop.
 - *Turn on notifications for TEAMS so you don't miss anything. Check the chat tab and the TEAMS tab daily. You are responsible for all information or contact through TEAMS.*

- **EMAIL:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible. I will normally respond to you at least acknowledging that I received your inquiry and will answer as soon as possible.
- **ANNOUNCEMENTS:** These can be found in Blackboard under the course link on your Bb homepage. Please make sure you are reading any announcements thoroughly when they are posted there.
- **I DO NOT USE BLACKBOARD MESSAGES! DO NOT SEND ME MESSAGES UNLESS IT IS IN TEAMS OR EMAIL.**

Institutional/Course Policies:

If you do not upload your presentation by the due date and time, you will receive a zero on your speech and the corresponding outline. You must contact me BEFORE your speech is due if you have an issue or conflict and we will plan for a later date if approved. You are only allowed one late submission speech for the semester.

You will find an NTCC Student Support link on the Blackboard Homepage. Please take time to look through what support and help is offered for Academic and Student services.

NTCC Academic Honesty/Ethics Statement:

Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook.

Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more

information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#).

Eagle Assist

At Northeast Texas Community College, we understand that students often need support that extends beyond the classroom. “Eagle Assist” is the place to start when looking for that type of assistance. Our support system is here to help you succeed in both your academic and personal growth. www.ntcc.edu/eagleassist

Services provided:

- Mental Health Counseling
- Classroom Accommodations
- NTCC Care Center Food Pantry
- NTCC Care Center Hygiene Closet
- NTCC Care Center Cook Nook
- Financial Literacy
- Child Care Assistance
- Emergency Aid

Can't find what you are looking for? Send us a message at eagleassist@ntcc.edu
Mental Health Counseling Services are available to all NTCC students.

- **Visit the following page to get your account activated:**
www.thevirtualcaregroup.com/ntcc

*Dual credit students please email jsummrow@ntcc.edu if interested.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely,

Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Tentative Course Timeline (*note* instructor reserves the right to adjust this timeline at any point in the term):

WEEK 1:

SUN 9/1

- Discussion #1
- Introduction Speech
- **All online assignments for the following chapters:**
 - Ch. 1 Introduction to Public Speaking
 - Ch. 2 Managing Nervousness
 - Ch. 3 Listening
 - Ch. 5 Selecting Topic, Purpose and Central Idea

WEEK 2:

SUN 9/8

- **All online assignments for the following chapters:**
 - Ch. 10 The Body of the Speech
 - Ch. 11 Introductions and Conclusions
 - Ch. 12 Outlining the Speech
- Discussion #2

WEEK 3:

FRI 9/13

- “How To” speech video presentation and outline

SUN 9/15

- Peer Reviews for HOW TO speech
- EXAM #1 over Chapters 1, 2, 3, 5, 10, 11, 12
- Discussion #3

WEEK 4:

SUN 9/22

- **ALL online assignments for the following chapters:**
Ch. 4 Reaching the Audience
Ch.6 Locating Information
Ch. 7 Evaluating Information and Avoiding Plagiarism
Ch. 8 Supporting your Ideas

FRI 9/27

- “Past Event” speech video presentation and outline

WEEK5:

SUN 9/29

- **ALL online assignments for the following chapters:**
Ch. 9 Presentation Aids
Ch. 14 Delivering the Speech
Ch. 15 Speaking to Inform
- Peer Reviews for Past Event speech
- Discussion #4
- EXAM #2 over Chapters 4, 6, 7, 8, 9, 14, 15

WEEK 6:

SUN 10/6

- **ALL online assignments for the following chapters:**
Ch. 13 Wording the speech
Ch. 16 Speaking to Persuade
Ch. 17 Persuasive Strategies
Ch. 18 Speaking for Special Occasion
Ch. 19 Speaking in Groups

FRI 10/11

- “Persuasive” speech video over a Moral or Policy issue and Outline

WEEK 7:

Sun 10/13

- Peer Reviews for Persuasive speech
- EXAM #3 over Chapters 13, 16, 17, 18, 19

Wed 10/16

- “Commemorative” speech video and Outline – NO PEER REVIEWS REQUIRED!