 **SPC 205 – Public Speaking**

Humanities Department

**Semester [To be added]**

**Catalog Course Description:** This course is an introduction to the principles of public speaking with application of speaking skills.

**Prerequisite(s):** RDG 100 or ESL 100 and ENG 100 or ESL 110

**Credit Hours:** 3

**Departmental Website:** <http://www.midlandstech.edu/humanities/>

**D2L Login Page:** <https://elearn.midlandstech.edu/>

**Instructor:**

**Office:** [Adjuncts may delete this]

**Telephone:** [Adjuncts should put departmental telephone number here]

**FAX:** [May be deleted]

**E-mail:**

**Campus Mailbox:**

**Personal Website:** [Delete if none]

**Departmental Assistant:** Ms. Lisa Cheeks (cheeksl@midlandstech.edu)

**Department Chair:** Ms. Elena Martínez-Vidal (vidale@midlandstech.edu)

**Class Schedule[s]:** [Section number, Day, Time, Place]

**Office Hours:** [Adjuncts may delete this]

**Textbook(s):** Public Speaking Handbook, Beebe and Beebe, 4th, 2011, Pearson Education, 9780205029402

**Additional Textbooks/Readings:** [Delete if none]

**Equipment:** [Delete if none]

**General Education Core Competency Statement:**  SPC 205 addresses the Communication Skills statement of the General Education Core, which reads: “Graduates should be able to generate and comprehend written and oral communication appropriate for a variety of audiences, purposes, and subjects.” This course does NOT satisfy the Humanities component of the college’s General Education Core.

**Course Objectives:** Upon completion of this course the student will be able to:

1. Present a thoroughly researched informative speech with appropriate documentation, as well as effective delivery skills.

2. Present a thoroughly researched persuasive speech with appropriate documentation, as well as effective delivery skills.

 *Revised 07/14*

3. Demonstrate an understanding of the principles of public speaking.

4. Demonstrate awareness of the ethical consequences of public speaking, including respect for audience diversity.

Upon successful completion of this particular course, all students should also be able to:

1. Demonstrate an understanding of the need for effective communication in the workplace and in society as a whole.

2. Demonstrate ability to plan effective speeches by: identifying appropriate topics, deciding on a purpose, identifying

audience characteristics, researching and documenting information, organizing information, identifying audio-visual supplements, identifying methods to increase audience interest, writing introductions to speeches, writing bodies of speeches, writing conclusions to speeches, and using creativity in speech writing.

3. Demonstrate effective delivery techniques by: using notes appropriately, maintaining eye contact with the audience, using nonverbal communication, using appropriate grammar, using clear and vivid language, maintaining vocal quality and tone, demonstrating poise and rapport with the audience, displaying appropriate mood and enthusiasm, and using appropriate audio-visuals.

4. Critically analyze oral presentations by attending and critiquing speeches outside of the classroom and critiquing peer performances.

Program and course assessment activities are deployed and results collected in accordance with the College’s assessment schedule. Please refer to the information in the syllabus regarding the applicability of the assessment activity for the current semester

**Course Outcomes and Competencies:**

**Intended Course Outcome #1:** Students will be able to generate and comprehend oral communication appropriate for a variety of audiences, purposes and subjects through the study of public speaking.

**Course Competency (Performance Measure):** Students will demonstrate their ability to use source material in the volume required and appropriate for a variety of audiences, purposes and subjects using their knowledge gained through the learning objectives of the course.

**Measurement Instrument:**  Students will complete a persuasive speech and be evaluated on the use of source material using a standardized assessment rubric developed by faculty.

**Course Attendance:** In the event of circumstances beyond one's control, such as illness, the student is allowed to miss **no more than 3 weekly class meetings.** Exceeding the maximum allowed absences in this course means that the student can receive NO CREDIT for the course, and the instructor will assign the student a grade of W or WF.

**On Campus Course Attendance:** [Delete if you do not teach on campus.]

Each student is expected to attend ALL classes and is responsible for class work, homework, lecture notes, and reading assignments, whether present or absent.

**ABSENCE - Failure to be present for a scheduled meeting of the class**

**ABSENCE - Arriving for the class MORE than ten (10) minutes after the scheduled time for the class to begin**

**ABSENCE – Leaving class More than ten (10) minutes before the scheduled time for class to end**

**ABSENCE – Leaving class for More than ten (10) minutes during class time for any reason**

**ABSENCE – Three Tardies**

**TARDY – Arriving for the class after the instructor has called the roll and before ten minutes past the time scheduled for the class to begin.**

**TARDY – Leaving class within the last ten (10 minutes) of the scheduled time for class to end**

**Absences are counted from the first day of classes whether you are enrolled in the course or not on the first day of class.**

**There are NO "excused" absences; ALL absences are counted, regardless of the reason.**

**Students are expected to remain in class for the entire period. If you are not in the class for the entire period, for whatever reason, you will be counted ABSENT.**

**Online Course Attendance:** [Delete if you do not teach online. Online course instructors follow instructions below.]

[Online instructors will establish and communicate to students the guidelines for determining attendance in their online courses. Attendance should be established along the same guidelines as on campus courses (see above). Attendance can be counted in a variety of ways such as identifying how many missing assignments constitute an absence or identifying a certain percentage of assignments that must be turned in for the student to be in attendance the required amount of time. Instructors should withdraw any students who exceed the total number of allowed absences.]

**Hybrid Course Attendance:** [Delete if you do not teach a hybrid course. Hybrid course instructors follow instructions below.]

[Hybrid instructors will count both on ground and online absences (as defined in the course syllabus and policies) in determining total absences in a hybrid course (see above). Instructor should establish and communicate to students what constitutes in class attendance and what constitutes online attendance. Instructor must be specific in what the online activities are and how they are graded. Students should be counted absent when they fail to participate in or submit specified online activities and/or assignments that equate to a class meeting. Tardies apply for on campus portion of course. Instructors should withdraw any students who exceed the total number of allowed absences, whether in class, online, or in combination.]

**Courteous, Attentive Behavior:** Courteous, attentive behavior is expected at all times. Tardiness to class, speaking out of turn (or when instructor is speaking), sleeping in class, receiving calls/texts on cell phones/pagers, etc. are behaviors that are disrespectful and disruptive to everyone in the class and will not be tolerated. Students are expected to read the *MTC Student Handbook* and abide by its policies. You can find the handbook online at <http://www.midlandstech.edu/handbook/>. Copies are also available at various locations on campus.

**Students are expected to behave professionally and to treat classmates and instructors with courtesy and respect.** Instructors have the right to ask disruptive students to leave class upon the first offense of such behaviors.  Subsequent offenses will require the student to meet with Mr. Hart Hayden (822-3441), Campus Life, or Mary Holloway (822-3529), Assistant Vice President of SDS, and may lead to disciplinary actions including dismissal from the course.

Students are expected to read and understand the following college and department policies:

 The MTC *Student Handbook*., <http://www.midlandstech.edu/handbook>

 The MTC *Academic Affairs Student Guidelines and Expectations*

 The Humanities Department *Student Behavior Expectations*

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript.  Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

**Disabilities Statement:** The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

**Academic Dishonesty:** If you choose to cheat or plagiarize, here is what will happen. Instructor will let you know that cheating or plagiarizing is suspected. Student may explain or refute the allegation. If instructor still thinks the charges are founded, student is referred to the Office of the AVP, SDS. Documentation is submitted to the Office of the AVP, SDS, by the instructor. Student will then meet with either Dr. Holloway or Mr. Hayden. After the meeting, student will receive a letter with the sanction grade of zero (0) and any other sanctions deemed appropriate. Student has a right to file an appeal. Once the hearing and the notice of the right to appeal have been completed, instructor will be notified to apply the sanction grade of zero (0).

**Course Requirements:** [Insert course specifics: projects, papers, quizzes, tests, etc. as well as any instructions needed]

[Include provisions for make up work]

**Course Grading:** [Include how course requirements are graded] [Include penalties for late work if applicable]

**Grading Scale:** 90-100 A Superior Work

 80-89 B Good Work

 70-79 C Average Work

 60-69 D Below Average Work

 0-59 F Unsatisfactory Work

**Special Procedures:** [Delete if none]

**Field Trips:** [Delete if none]

**Classroom Rules/Other:** [Delete if none or expand as needed]

**Course Topic Outline/Course Calendar with Assignments: [This is required]**

**PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.**