SPCH 1315 Public Speaking
Stephen F. Austin State University

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Office Hours: Mon. & Wed. 11:00am-12pm, Tue. & Thu. 10:00am-11:00am
Department: Mass Communication
Program: Communication Studies
Class meeting time and place: Tuesday and Thursday, 11-12:15pm, Boynton 104

Course Description:

SPCH 1315 “Public Speaking” (3 credits) typically meets either three times a week (Monday/Wednesday/Friday) in 50-minute sessions or twice a week (Tuesday/Thursday) in 75-minute sessions or once a week (variable days) in a single 2.5 hours session for a 15-week semester with 2 hours designated for final examination. Online delivery of the course replaces face-to-face weekly sessions for text-based and audio-visual content developed in learning modules for students to complete including online, interactive class discussions, online interactive assignments and online speech upload and peer reviews. Students are assigned at least four speeches, readings, unit quizzes, written assignments, formal speech outlines and out-of-class listening activities. These various activities average a minimum of 6 hours of work each week to be prepared to engage in face-to-face class meetings or online activities.

Course Materials:
- Stand Up, Speak Out available as an OER at https://open.lib.umn.edu/publicspeaking/
- Index cards for speaking notes

Course Objectives/Student Learning Outcomes:
1. Demonstrate speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. Analyze audience and purpose to select appropriate, ethical communication choices.
3. Understand and apply different modes of expression.
4. Listen as an audience member and provide constructive criticism.
5. Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. Develop the ability to research, write, orally present, and visually enhance presentations.

Communication Studies Program Learning Outcomes:
1. Applied Theory in Communication: Students majoring in Communication Studies will apply the major theories in the field to demonstrate their comprehension.
2. Research Methods in Communication: Students majoring in Communication Studies will be able to use and demonstrate understanding of appropriate methodology in critical, humanistic, or social scientific paradigms in examining research questions in communication.
3. Diversity and Freedom of Expression: Students majoring in Communication Studies will be able to recognize the central role of diversity and freedom of expression in a global community.
4. **Constitutive Nature of Communication**: Students majoring in Communication Studies will be able to demonstrate knowledge of the constitutive nature of communication, which includes forces that enable and constrain communication such as technology, ethics, and organizational life.

5. **Higher Order Thinking**: Students majoring in Communication Studies will be able to demonstrate oral and written competence in logical and critical thinking.

6. **Presentational Skills**: Students majoring in Communication Studies will demonstrate the ability to present various topics in a professional manner that includes researching, planning, organizing, and presenting with visual aids and/or multi-media technology.

### University Core Curriculum Objectives

1. **Critical Thinking**: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

2. **Communication Skills**: to include effective development, interpretation and expression of ideas through written, oral and visual communication

3. **Teamwork**: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

4. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

5. **Personal Responsibility**: to include the ability to connect choices, actions and consequences to ethical decision-making

The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives. Last updated by the SFA Core Curriculum Committee April 2021

By enrolling in SPCH 1315 you are also enrolling in a Core Curriculum Course that fulfills the COMMUNICATION SKILLS requirement. The chart below indicates: (a) The core objectives that are required to be taught in this course per the Texas Higher Education Coordinating Board (THECB), (b) How the required core objectives will be addressed.

Include only the core objectives that must be addressed by this course in the first column. Examples of the things that can be included in the final column are: Specific assignments, class module(s), chapter(s), strategies, activities, and/or techniques that address the core objectives.

### Core Curriculum Objective Table

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>How the Core Objective Will be Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td>Evaluating the quality of sources; Persuasive speech outline, presentation, and visual aid</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation and expression of ideas though written, oral, and visual communication.</td>
<td>Persuasive speech outline, presentation, and visual aid</td>
</tr>
<tr>
<td>Empirical and Quantitative Skills</td>
<td>To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.</td>
<td></td>
</tr>
<tr>
<td>Teamwork</td>
<td>To include the ability to consider different points of view and to work effectively with</td>
<td>Completing the group project: contract, outline, and presentation</td>
</tr>
</tbody>
</table>
Public Speaking Syllabus

<table>
<thead>
<tr>
<th>Personal Responsibility</th>
<th>To include the ability to connect choices, actions and consequences to ethical decision-making.</th>
<th>Completing multiple deliverables related to persuasion; Persuasive speech outline, presentation, and visual aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Responsibility</td>
<td>To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.</td>
<td></td>
</tr>
</tbody>
</table>

COURSE POLICIES: The following policies will apply toward classroom decorum.

1. ACCEPTABLE STUDENT BEHAVIOR: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

2. ELECTRONIC DEVICES: Students are expected to appreciate the learning environment and to prevent unnecessary distractions. All phones, MP3 players and PDAs, including headphones, must be off and out of sight during class, unless instructed otherwise. Laptops and tablets may be used; however, it is expected these devices will only be used for taking notes. Disruptive electronic use will result in a half-letter grade deduction from the final course grade for each disruption.

3. COURSE ADAPTATIONS: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

FOR THIS COURSE, the instructor expects students who receive institutional disability services approval to manage course adaptations responsibly by meeting with the instructor to discuss the specific accommodations for this course. For all assignments that require accommodations, the instructor appreciates an email reminder at least two days before each assignment. It is your responsibility to keep up with any course adaptation. Documentation for adaptations from ODS is required before any adaptations will be discussed or considered.

4. ACADEMIC INTEGRITY: The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are
not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any
means the whole or any part of a non-administered test, test key, homework solution, or computer
program, or using a test that has been administered in prior classes or semesters without
permission of the Faculty member, (4) Substituting for another person, or permitting another person
to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or
other records or academic work offered for credit, (6) Using any sort of unauthorized resources or
technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or
the use of one’s own previous work in another context without citing that it was used previously,
without any indication of the original source, including words, ideas, illustrations, structure,
computer code, and other expression or media, and presenting that material as one’s own
academic work being offered for credit or in conjunction with a program course or degree
requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments
offered for credit or collaboration with another person to commit a violation of any provision of the
rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés: providing false or misleading information in
an effort to receive a postponement or an extension on a test, quiz, or other assignment for the
purpose of obtaining an academic or financial benefit for oneself or another individual or to injure
another student academically or financially.

5. **D2L(Brightspace) AND ONLINE COURSEWORK:** ALL students are expected to use D2L in this
course to perform and keep up with graded activities and scheduled readings. Students should
sign in at [http://d2l.sfasu.edu](http://d2l.sfasu.edu) using the same username and password as MySFA. Students are
responsible for using the platform correctly, using reliable technology, and using reliable internet
services.

6. **GRADE WITHHELD POLICY** (Semester Grades 5.5): Ordinarily, at the discretion of the
instructor of record and with the approval of the academic chair/director, a grade of WH will be
assigned only if the student cannot complete the coursework because of unavoidable
circumstances. Students must complete the work within one calendar year from the end of the
semester in which they receive a WH, or the grade automatically becomes an F. If students
register for the same course in future terms the WH will automatically become an F and will be
counted as a repeated course to compute the grade point average. For additional information,
go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

7. **STUDENT WELLNESS AND WELL-BEING:** SFA values students’ overall well-being, mental
health and the role it plays in academic and overall student success. Students may experience
stressors that can impact both their academic experience and their personal well-being. These
may include academic pressure and challenges associated with relationships, emotional well-
being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support
students’ mental health and wellness. Many of these resources are free, and all of them are
confidential.
On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education
www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

COURSE INVOLVEMENT: Attendance, Participation and Make-up Work Policy: Students are expected to attend every class meeting. Generally, the following policy will apply to absences and make-up work:

1. For evaluated activities such as exams/speeches and writing assignments, absences will NOT be allowed. You will be allowed to make up the activity only when conditions are clearly beyond your control and are convincingly documented through the “Absence Notification” system through the Dean of Students Office. The Dean of Students Office requires that documentation of the absence is submitted no later than 10 business days after the incident. That means you need an official note. If you do not have valid documentation for the absence, you will receive a ZERO for the assignment. The university recognizes illness/hospitalization, family emergency/death, administrative events, and university sponsored events as excused absences.

2. Students are allowed **2 unexcused absences** without any penalty. After your allotted excused absences, your next absence will lower your final participation score total by **5 points**. Each subsequent unexcused absence will lower your final participation score another **5 points**.
3. **Failure to attend class on a presentation day in which you are not scheduled to present** will result in a **10-point deduction** for each missed day from your total participation points at the end of the semester.

2. Students who miss 25% or more of the class are subject to automatic failure.

3. Attendance enhances course participation and, typically, learning outcomes reflected in grades. Students who miss class frequently are likely to not pass.

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**COURSE REQUIREMENTS AND GRADING POLICY**

Course grades are comprised of tests/quizzes, speech outlines, speech presentations, and assignments.

**TESTS:** Tests/quizzes comprise at least 30% of the course grade.

**SPEECHES:** During the course of the semester, you will be expected to perform at least 4 graded speeches worth at least 50% of the course grade. Three of the speeches must have a graded formal, full-sentence outline.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Time</th>
<th>Required Citations</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 1</td>
<td>Group Presentation</td>
<td>10-15 mins</td>
<td>3</td>
</tr>
<tr>
<td>Speech 2</td>
<td>Informative</td>
<td>4-5 mins</td>
<td>3</td>
</tr>
<tr>
<td>Speech 3</td>
<td>Persuasive</td>
<td>5-6 mins</td>
<td>4</td>
</tr>
<tr>
<td>Speech 4</td>
<td>Impromptu</td>
<td>1.5-2.5 mins</td>
<td>0</td>
</tr>
</tbody>
</table>

**Important things to remember for speeches:**

- Be prepared to speak on your speech day with all of your speech materials and/or submit your speech video on the due date.
- Include a **reference list for your outlines**. Researched speeches without references lists will automatically receive a grade of 0 for the outline.
- **Orally cite sources** within the speech when using information from the source to support what you are presenting. Researched speeches without oral citations of sources are subject to plagiarism penalties.
- Adhere to the delivery mode set by your instructor. For extemporaneous speeches, you must make frequent eye contact equivalent to about 80% of your speaking time.
- Rehearse and adhere to the time requirements.
ASSIGNMENTS: Assignments comprise the remainder of the course grade.

Assignments (subject to change or deletion at the discretion of the instructor)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speeches (3 @ 60 each, 1 @ 30 points)</td>
<td>210</td>
</tr>
<tr>
<td>Outlines (2 @ 60 points each, 1 @ 30 points)</td>
<td>150</td>
</tr>
<tr>
<td>Exams (1 @ 60 points each, 1 @ 100)</td>
<td>160</td>
</tr>
<tr>
<td>Self Evaluations (2 @ 10 points each)</td>
<td>20</td>
</tr>
<tr>
<td>First Day Email</td>
<td>10</td>
</tr>
<tr>
<td>Group Presentation Contract</td>
<td>30</td>
</tr>
<tr>
<td>Participation Points</td>
<td>60</td>
</tr>
<tr>
<td>Total Points</td>
<td>640</td>
</tr>
</tbody>
</table>

Final Grade Distribution
A = 573-640
B = 509-572.5
C = 445-508.5
D = 381-444.5
F = 0-380.5

Speeches (210 points total) Speeches are designed to give students experience speaking in a variety of situations with different topics. In most cases, students will be given freedom to choose their own topic. Directions for each speech will be posted to d2l ahead of time and discussed in class.

Outlines (150 points total) Outlines are due electronically via the D2L dropbox prior to speeches. Specific requirements for the outlines will be explained in class.

Exams (60 points each, 120 points total) Two exams will be given over the course of the semester. These exams will not be cumulative. Questions will be multiple choice, true false, short answer, and fill in the blank. Exams cannot be made up, however alternate exam formats may be provided if you wish to take the exam early.

Participation points (60 points) Over the course of the semester in-class assignments and activities will be assigned. Full participation in these assignments will guarantee that the student earns all of their participation points. General in class participation will also be measured by participating in discussion during lecture, attentiveness during speeches and lectures, and attendance. Additionally, I expect civility in all interactions (including email) with your classmates and me. Lack of civility includes rudeness, raised voices, name calling, threats, bullying, and engaging in other activities during student presentations (including but not limited to sleeping, talking, and listening to ear buds/headphones). If you engage in these behaviors, you will automatically lose 35 points. Bottom line, be respectful to your classmates and you will get points for just being yourself!

Self-Evaluations (10 points each, 20 points) These evaluations are designed as a way to reflect on your experiences during these speeches and gauge how to improve going forward. These 1-2 page, double-spaced, reflections will be uploaded to their designated dropbox. Prompts for what is required in these evaluations will be provided ahead of time.

First day Email (10 points) This simple form is a way to set a benchmark for your progress at the beginning of the semester. It is simply a way for the instructor to know more about you as a student and what your experience and goals are for public speaking. Students will respond to a prompt located on D2L and send a profession email to me at welshmt@sfasu.edu within one week of class beginning. I am looking for PROFESSIONAL COMMUNICATION EMAIL DECORUM here. I expect to see a detailed subject line, an opening where you appropriately address me, a clear body, a closing, and your full name. Also, you need to answer my question(s) clearly and honestly to receive full credit.
Group Presentation Contract (30) The goal of this assignment is to create a contract that establishes your team's ethical code of conduct. In this assignment, each team needs to consider its “operating system” and “rules of conduct.”