

South Plains College
Common Course Syllabus: SPCH1315

Department:	Communication Department
Discipline:	Speech Communication
Course Number:	SPCH1315
Course Title:	Public Speaking
Available Formats:	Conventional, Internet, Hybrid
Campuses:	Levelland, Downtown Center, Plainview, Lubbock Center, Dual-Credit
Prerequisite:	None
Credit:	3 Lecture: 3 Lab: 0
Instructor:	Lissa Sharp, Assistant Professor Communication Studies Office 140 Communications Building Phone – 806-716-2573
Availability:	M-W 1:30 p.m. – 3:30 p.m. T-TH 2:30 p.m. – 3:30 p.m. Friday 10:00 a.m. – noon Virtual Office Hours – by appointment

[Print this document for your reference.](#)

Technical and Required Materials:

1. Our textbook is *Exploring Public Speaking, 4.2 Edition* – Published 2023, Tucker et al
Weblink: www.exploringpublicspeaking.com

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This text is part of the OER program. The text is free. It can be found at the link above in many formats, including PDF. There is no physical version of the text, but the student can have it printed at their own expense, if so desired.

2. Access and ability to competently use an appropriate **computer** (+ printer + internet). Competent use includes the ability to send & receive Blackboard messages, attach & open **Word/PDF** documents, and post messages to discussion boards. A high-speed internet connection and the ability to view video content, and record video content. Be *certain* you have the appropriate Computer equipment by visiting the SPC Instructional Technology Department's homepage. Direct technical questions to blackboard@southplainscollege.edu or call 716-2180.
3. Notebook(s) pens/pencils and highlighters.

This course partially satisfies a Core Curriculum Requirement:

Institutional Foundational Component Area (090)

Course Description:

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, as well as ability to effectively evaluate oral presentations.

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.

- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

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).

Student Code of Conduct Policy:

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Intellectual Exchange Statement:

In this class, I will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability 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 are 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 Center 806-716-2577, Lubbock Downtown Center 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

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.

Title IX Pregnancy and Parenting Accommodations Statement:

If you are pregnant or parenting (paternal or maternal) with children under the age of 18 per [Texas Education Code 51.982](#) and Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy and parenting 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 rcanon@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:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Artificial Intelligence Statement:

- **Purpose of Artificial Intelligence (AI) Applications:** AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.
- **Academic Integrity:** Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.
- **Collaboration and Consultation:** While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.
- **Critical Thinking and Originality:** AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.
- **Ethical Use and Bias Awareness:** AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.
- **Responsible Engagement:** Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.
- **Compliance with South Plains College Policies:** Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Student Responsibilities:

1. To read the information assigned in the text; you will be tested on this material, in addition to class lecture/discussion materials.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To prepare assignments/presentations in a language understood by the instructor and students of the class (English).
4. To actively participate in class discussions and group activities.
5. To show maturity and professionalism in preparation of assignments and in classroom behavior.
6. To show respect to fellow classmates/speakers.

7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments or when class has been missed.
8. To initiate withdrawal from the course if absences become excessive.

Student Obligations:

Research recommends that students spend two hours of outside study for every one 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, in a 15-week expectation of time investment is still the same for online classes.

Attendance and Tardy Policy:

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. “Never attended” in the online environment is determined by the submission of a Getting Started Assignment. A student who does not meet the attendance requirements of a class as stated and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X”. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. ***Students will be dropped from this class when they fail to submit assignments for two consecutive weeks.***

If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

All students enrolled for this course are expected to attend class regularly, be on time, and remain until dismissed. Students are also required to complete all assignments (in class or online) by the posted deadline. Roll will be taken at each class meeting. If a student is tardy, he/she must see the instructor after class to have the absence mark removed. Two (2) tardies will constitute an absence. If a student leaves class prior to dismissal of the class, he/she may be counted absent.

Whenever absences become excessive and, in the instructor’s opinion, minimum course objectives cannot be met, the student should initiate withdrawal from the course. **The instructor may or may not administratively drop a student due to excessive absences. Please verify your instructor’s policies on absences and drops/withdrawals.** 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.

I enforce the following guidelines:

1. Being absent one day over your allotment (tardies adding together) will lower your final course total by 10 points.
2. Each subsequent absence will lower your final course total by 5 points.
3. If, in the instructor’s opinion, minimum course objectives cannot be met due to absences, the student should withdraw from the course.

Make-Up Policy:

Generally, late and/or make-up work is **NOT** accepted. All work has a deadline, and deadlines must be met even if the student is absent. When an unavoidable reason for class absence arises, such as illness, family death, emergency, an official trip authorized by the college or an official activity, I may permit the student to make up work missed **ONLY IF DOCUMENTATION IS PROVIDED**. This is especially important for presentations. The student should communicate with the instructor to learn what documentation is acceptable. Each student absence will be dealt with on an individual basis. If a student must be absent, she/he should advise the instructor beforehand if possible and if the student is representing the college, they should have a signed permit from his/her coach or sponsor. In all 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 to plan for make-up work. **Also, late work may not receive full credit.**

Cell Phone Policy:

Cell phones must be turned off or on silent and out of sight. No usage is allowed during class.

Brief Course Assignment Descriptions:

Speeches

You will deliver five major speeches. More information about speech purposes and instructions will be provided in class and Blackboard. Below is the basic information about each speech:

- a. *Self-Introduction Speech* will allow you to opportunity to get comfortable with public speaking as you share information about yourself through a speech.
- b. *Informative Speech* will be delivered to an audience in real-time and recorded for submission and grading purposes.
- c. *Special Occasion Speech* will allow you the opportunity to prepare and present this type of speech.
- d. *Persuasive Speech* will be delivered to an audience in real-time. You will be required to use researched information and sources in your speech.
- e. *Group Project Speech* will require team members to present over assigned topic. You will be assigned to a group to work on this project. The assigned project will culminate with a group speech.

Peer and Self-Evaluations

You will complete self-evaluations and peer evaluations for the introduction, informative, and persuasive speeches. These evaluations will give you the opportunity to evaluate your own speech and the speeches of fellow class members.

Weekly Quizzes

You will take quizzes that will be based on chapter readings and my weekly lectures.

Learning Activities

You will complete learning activities designed to help you solidify your understanding of course content.

****Please note that assignments are subject to change at the professor's discretion.***

Course Evaluation:

Major Presentations	40%
Exams/Major Grades	30%
Daily Work, Class Participation	30%

Course grades are determined utilizing a points system with the above-mentioned percentages. Your final grade will be determined as follows:

A= 900-1,000

B= 800-899

C= 700-799

D = 600-699

F = 599 and below

Major Presentations = 400 points

Introductory Presentation	50
Informative Presentation	100
Persuasive Presentation	100
Special Occasion Presentation	50
Group Presentation	100

Test Grades = 300 points

Quizzes	200
Final Exam	100

Daily Grades = 300 points

Assignments	180
Peer Evaluations	30
Self-Evaluations	60
Speech Rough Drafts	30

Withdrawal Policy:

It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course grades will be updated weekly, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit:

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

Public Speaking – SPCH 1315.001 & 002 – Course Calendar

Items Available in Blackboard: Start Here Module - Course Syllabus, Tentative Daily Schedule (Course Calendar), e-text, Weekly folders with quizzes
Grades will be recorded in the Gradebook

Week	Monday	Wednesday
0	8/26 Review Syllabus & Discuss Course Calendar Assigned Reading: Chapter 3	8/28 Ethics In Class: Ethics Assignment Assigned Reading: Chapters 1 & 2
1	9/2 Labor Day No Class	9/4 Lecture: Communication Process In Class: PRCA-24 Quiz: Chapters 1 & 2 Due 9/8 @ 11:55 p.m. Assigned Reading: Chapters 4 & 6
2	9/9 Lecture: Audience Analysis & Listening In Class: Listening Assignment	9/11 Lecture: Outlining – Self Introduction Speech Assigned Quiz: Chapters 4 & 6 Due 9/15 @ 11:55 p.m. Assigned Reading: Chapters 7 & 9
3	9/16 Self-Introduction Speech Speech Outline Due	9/18 Lecture: Verbal Supports Quiz: Chapters 7 & 9 Due 9/22 @ 11:55 p.m. Peer & Self-Evaluations Due Assigned Reading Chapter 12
4	9/23 - Lecture: Visual Supports Informative Presentation Assigned	9/25 Informative Workshop Quiz: Chapter 12 Due 9/29 @ 11:55 p.m.
5	9/30 Informative Speech Speech Outline Due	10/2 Informative Speech Speech Outline Due Assigned Reading: Chapter 5
6	10/7 Lecture: Researching Your Speeches Informative Peer & Self-Evaluations Due	10/9 Lecture: Speaker Credibility Quiz: Chapter 5 Due 10/13 @ 11:55 p.m. Assigned Reading: Chapters 8 & 13
7	10/14 Lecture: Persuasive Speaking – Persuasive Speech Assigned In Class: Topic Brainstorming Assignment	10/16 Lecture: Introductions & Conclusions Quiz: Chapters 8 & 13 Due 10/20 @ 11:55 p.m. Assigned Reading: Chapters 10 & 14
8	10/21 Lecture: Ethos, Pathos, & Logos of a Message In-Class: Analyzing Persuasive Messages	10/23 Persuasive Speech Workshop Quiz: Chapters 10 & 14 Due 10/27 @ 11:55 p.m.
9	10/28 Persuasive Speech Persuasive Outline Due	10/30 Persuasive Speech Persuasive Outline Due Assigned Reading: Chapters 11 & 15

10	11/4 Lecture: Special Occasion Speaking – Special Occasion Speech Assigned In Class: Special Occasion Speech Activity Persuasive Peer & Self-Evaluations Due	11/6 Lecture: Delivery Reminders Group Speech Assigned Quiz: Chapters 11 & 15 Due 11/10 @ 11:55 p.m.
11	11/11 Special Occasion Speech	11/13 Special Occasion Speech
12	11/18 Lecture: Collaboration & Working in Teams In Class: Conflict Management Styles Inventory	11/20 Group Work
13	11/25 Group Work	11/27 Thanksgiving Holiday
14	12/2 Group Speech	12/4 Group Speech Group Reflection Journal Due 12/8 @ 11:55 p.m.
15	12-9 to 12/12 Final Exam Week	Final Exam Due 12/9 by @ 11:55 p.m.