

Course Syllabus for SPC 205 – Public Speaking – Fall 2007
Speech/Theatre Department – Greenville Technical College – Arts and Science Division

Course: SPC 205 (Public Speaking) **Credit Hours:** 3.0
Prerequisite: Completion of ENG 101 or ENG 165 with a grade of C or better
Sections and Time: 001 from 8:00-9:15 a.m., 005 from 9:30-10:45 a.m., 703 from 6:00-9:00 p.m.

Instructor: Lori Trumbo
Office Hours/
Location: Barton Campus - UT 215

Monday 11:00 p.m.–2:00 p.m.
Wednesday 11:00 p.m.-2:00 p.m.
Thursday 9:00 a.m.-1:00 p.m.

If these hours are not convenient, please call me so that we can work out another time to meet.

Office Phone: 250-8788 **Department:** 250-8268

E-Mail: Lori.Trumbo@gvltec.edu

Please put "Speech 205" in the subject line when sending me an e-mail.

Divisional Contacts: If a student is experiencing problems related to learning or teaching in this course, the first contact should be the instructor. If a satisfactory response is not received, the department head and then the dean is the appropriate line of communication.

Department Head: Ms. Lora Sager

Dean: Dr. Suresh Tiwari

Office: UT 240

Office: UT 105

Phone: 250-8576

Phone: 250-8187

Greenville Tech's experienced counseling staff is available to every student for advice and guidance on personal matter, academic concerns, career decisions or other situations of concern. Please contact:
Counselor for Developmental Studies: Steve Batson, UT335, phone 250-8131
Counselor for Arts and Sciences: Travis Gleaton, UT116, phone 250-8137

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

Course Purpose: This course serves as an option to fulfill the communications requirement for an Associate of Arts or Associates of Science degree. It is also a curriculum requirement for some 2 year programs and college transfer.

Materials Required:

Text – Lucas, Stephen E. *The Art of Public Speaking*, 9th Ed, Boston: McGraw-Hill, 2006.

Sony Handycam DVD+RW (mini dvd)

Pencil

Course Objectives:

To demonstrate by passing tests knowledge of the principles of listening, speech preparation, and delivery as presented in lectures and text;

To prepare in advance written outlines for each speech;

To evaluate in writing the delivery and content of a speech made by a classmate, self, and/or outside speaker;

To effectively make the following oral presentations, using brief notes or manuscript as required by the instructor:

- Demonstration/Process Speech with visual aids
- Researched Informative Speech
- Researched Persuasive Speech

- Special Occasion Speech or any additional presentations including, but not limited to impromptu, definitional, oral report, or personal narrative speeches as required by the instructor.

To demonstrate in these oral presentations the use of effective physical and vocal delivery techniques;
To review individual strengths and weaknesses as speakers and project goals for improvement (orally or in writing).

Course Policies:

Attendance and Withdrawal Policy:

Class attendance is necessary in order to receive maximum benefits from the educational program and to have successful academic performance. It is the student's responsibility to attend class and be punctual. A student **may** be administratively withdrawn if more than 10% of the contact hours in a given course are missed without notifying the instructor regarding the reasons for absences **prior** to reaching the 10% limit. Students are notified in writing, by the instructor, if the limit has been exceeded and if they are being administratively withdrawn. Not all instructors will administratively withdraw students. It is ultimately the student's responsibility to withdraw from a course he/she does not intend to complete. VA benefits and other financial aid may be affected by a student's excessive absences. (Catalog and Student Handbook.) **You must be present when the attendance roll is taken in order to be marked present.** Absences will be excused **ONLY** in cases of documented, extreme conditions. These situations will be handled on an individual basis during the instructor's office hours. **Tardy students are not allowed to enter the classroom during a speech. If you have missed class, it is YOUR responsibility to obtain handouts and class notes from a fellow classmate or myself.**

Make-Up Policy:

- Due to their participatory nature, certain class activities (i.e. short informal speeches, quizzes, group work, group presentations, oral quizzes, in-class writing, etc.) may not be made up under any circumstances. **The Introduction Speech and Brown Bag may not be made up under any circumstances.**
- Make-up exams will be given only in **extreme circumstances** (i.e., death in family or hospitalization) or with the instructor's prior consent. If a student misses an exam without prior instructor approval he/she must contact the instructor **before** the next class period to see if a make-up will be allowed. If allowed a make-up, the student will be penalized 10 pts. on the exam. Students will receive a "0" for any missed exam.
- Due to time limitations, speeches not delivered on the **assigned day** will be penalized **10 pts. for every day the assignment is late.** If an opportunity arises during the round of speeches, the student will be allowed to speak. The informal speeches may not be made up under any circumstances.
- Given an **extreme circumstance** (i.e., death in family or hospitalization) make-up will be allowed without penalty. **Documentation will need to be provided to the instructor.**
- If the student is late to class the day of their speech he/she will be penalized 5 points.
- Any speakers seen preparing or reading over their note cards or outlines during class on their speech day will have 5 points deducted from their grade for being unprepared.
- If the student is late to class the day of a quiz the student will **NOT** be allowed to take the quiz.
- "Packing up" before the class is over with is rude and disrespectful to everyone in the class. It is also a distraction for everyone involved in the learning process. If you pack up to leave the class early the entire class will be given a "packing up quiz." Your instructor will signal to you when the class is over with.
- If the student is late to class the day of a group activity, the instructor reserves the right not to place the student in a group.
- If any speech outlines are turned in late, the grade on the assignment will drop 10 points for each day the outline is late. This is true for all late speech outlines, even if you are absent.

This policy is in effect to try and discourage students from suddenly becoming “ill” the day the outline is due.

- **Papers/homework/speeches are due at the start of class otherwise they are considered late.**
- Papers/homework/speech outlines submitted through e-mail will **NOT** be accepted.
- The self-critique and outside speaker critique will NOT be accepted if they are late.
- **Because this is an oral communication class some work such as in-class activities or group presentations, may not be made up even under extreme circumstances.**

Classroom Conduct Policy: The “Student Policies and Regulations Code” as listed in the college catalog and student handbook will be upheld. It is your responsibility to be familiar with these regulations. In addition, to these basic rules keep the following in mind:

1. Students are expected to arrive on time for class and stay for the entire class period.
2. **Electronic devices (cellular phones and pagers) must be turned off during class! If your cell phone rings during class you will be dismissed and given a zero for any work that occurs after the dismissal. If it occurs a second time you will be sent to the Dean of Students for possible permanent dismissal from the class.**
3. Never walk into the classroom when a classmate is giving a speech. If you are late on a speech day and the door is closed, wait until you hear applause then come in.
4. Your classmates deserve your full attention during their speeches. Any open books or writing materials on your desk will result in deduction from your grade.
5. There will be **NO** talking while students are speaking.

NOTE: Class discussion relevant to the course is encouraged; however, students must respect the freedom of the instructor to teach and the rights of other students to learn. Disruptive behavior is unacceptable; this includes persistent tardiness, rudeness, irrelevant class interruptions, etc.

Speech Grading Policy:

Speeches are graded according to the set of criteria provided by the instructor. Your grades are in comparison to the criteria, not your fellow students. Outlines must follow the guidelines set by the instructor. Speeches must be delivered extemporaneously. Speeches that are read or memorized will not meet the requirements for the assignment and will receive a letter grade **no higher than “C”**. Appropriate dress is required for speech presentations.

Student Responsibilities:

Three broad guidelines have been established for the presentation of your speeches:

1. All speeches must be within the boundaries of **good judgment and taste**. If in doubt, check with me **BEFORE** the speech is presented.
2. You must adhere to all legal statutes governing the community and college.
3. You may not jeopardize the safety of your audience or any audience member.

Speech Times:

The speech times should be strongly observed for each speech. Speeches that are too short usually do not meet the requirements of the speech assignment and therefore will result in a **5-point deduction**. Speeches that are 15 seconds over the time limit will also result in a **5-point deduction**.

Academic Honesty: All forms of cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Any student involved in any of these activities will at a minimum receive a grade of “0” for that portion of the course. The grade will be computed in the final course grade. Any student who is suspended or expelled due to an act of academic dishonesty will have the right of due process. (See Catalog and Student Handbook)

The following is the Speech/Theatre Department’s Plagiarism Definition and Policy:

1. Plagiarism includes the literal repetition, in writing or orally, without acknowledgement the words of another author or speaker (direct quotations).
2. Plagiarism includes the borrowing without acknowledgement the ideas of another author or speaker (paraphrases).
3. Plagiarism includes inadequate or incomplete paraphrases, even though documented.
4. Plagiarism includes allowing another person or organization to prepare the paper, outline, or oral presentation and submitting it as one's own work.
5. Plagiarism includes inaccurate or confused documentation which severely curtails and impairs the reliability and the effectiveness of the paper, outline, or oral presentation.
6. Plagiarism includes failing to cite sources in an oral presentation even if documentation is provided on the outline turned into the instructor.

NOTE: Plagiarism is a serious offense and is the academic equivalent of theft. Such papers, outlines, or oral presentations will be seriously penalized. The penalty for plagiarism will merit the grade of "0" on the assignment in which it occurs; however, severe or repeated cases will result in an "0" for the entire course or other disciplinary action by the College. Students who have any questions about any of the definition and policy for plagiarism should consult the instructor before turning in the assignment.

Incompletes: According to Greenville Tech's *Catalog and Student Handbook*, an incomplete "indicates some work is incomplete in a course taught in a traditional manner. The student is responsible for making up all unfinished course work within the next semester. The student cannot re-enroll in the class until the "I" has been replaced with a letter grade. The 'I' will be changed to an 'F' if all work is not completed satisfactorily one week before the beginning of exams in the next semester."

Specifically, the Speech/Theatre's Incomplete Policy is as follows:

1. An "I" is a rarity, given to students only in extreme situations that occur at the end of the term.
2. A student must request the incomplete. An "I" will not be given automatically.
3. At the time an "I" is granted the student must be passing with a "C" or better.
4. No more than three total items can be missing from the student's work, only one of which may be an oral presentation. NOTE: Instructors may be more stringent than this stipulation.
5. Students must provide documentation verifying the reason for failing to complete the necessary work during the semester.
6. Before the "I" is given, the student and instructor must complete and sign a contract stipulating the work to be made up and the completion date.
7. Because history shows that student success tends to decrease the longer students wait to make up the missing work, the Speech/Theatre Department recommends that all missing work be completed within four weeks of the start of the next semester.

An "I" does not affect grade calculations; earns no credit hours. An "I" grade can be changed at any point during the semester subsequent to issuing the "I", but an "I" grade cannot be changed after the date established by the school for submission of final grades for students who receive an "I". Grade changes from an "I" will not appear on the student's transcript until the end of the term in which the "I" is completed. (Catalog and Student Handbook)

Students with Disabilities: All students who have a disability and need accommodation should visit, or call Student Disability Services. Any student who requests accommodation because of disability must present documentation to verify his/her disability. Documentation must be obtained from Students Disability Services. The office is located in SC 124 and can be reached by phone at 250-8208 or 250-8408 or e-mail: sharon.bellwood@gvltec.edu. Accommodation will be determined by the student and instructor, following documentation on a confidential basis and in a manner that is consistent with the objectives, outcomes, and academic quality of the course. The disability service counselor is available to meet with students on satellite campuses by appointment. (See College Catalog and Student Handbook)

Miscellaneous: Students of the college may not bring children to class or leave children unattended on campus. The college assumes no responsibility for supervision of students' children. (See College Catalog and Student Handbook)

Campus Cruiser: Students will be given the handouts/assignments only once. If the student loses the handout/assignment they are responsible for logging on to Campus Cruiser and printing a new one. Final grades will not be posted, mailed or e-mailed to the student. The student is responsible for checking their grades on Campus Cruiser.

Divisional Student Support Services:

Counseling-Counseling Center-SC 137; 250-8988

Support Services (for tutoring information)-SC 207; 250-8432

The Learning Center (English Lab, Math Lab and Sky Lab) UT-134

Inclement Weather Policy: During periods of inclement weather, Greenville Technical College will follow the schedule announced by the Greenville County School District (public schools) with regard to DAY classes that meet Monday-Friday. If the school district announces that classes are cancelled because of inclement weather, DAY classes at Greenville Tech will be cancelled. If the school district announces a delayed opening or early dismissal because of inclement weather, DAY classes at Greenville Tech will begin or be dismissed (as the case may be) at the same time.

The College will determine its own schedule with regard to NIGHT and WEEKEND classes. (Night classes are considered to be those with a start time of 5:00 p.m. or later, Monday-Friday). The cancellation or delay of day classes will not result in the automatic cancellation or delay of night or weekend classes. Prior to 3:00 p.m. on a day of inclement weather, announcements will be sent to area news media by designated College personnel if night classes are going to be cancelled or delayed on that date. Announcements concerning the cancellation or delay of weekend classes will be made as soon as possible.

Students are encouraged to listen to local radio or television stations to find out if classes will be cancelled or delayed during periods of inclement weather. (Please be aware that the news media usually will make no announcements if schools and colleges are operating on a normal schedule.) Students may call the College's switchboard (250-8000) for a recorded announcement or visit the College's website at www.greenvilletech.com.

If we miss class due to inclement weather during a round of speeches, those that missed their speeches as well as those that are scheduled for the day we return, should come prepared to present. If we miss class on a test day, come prepared to take the exam on the day we return.

Graded Assignments:

All the speeches below will be recorded. A typed outline following the assigned format will need to be given to the instructor the **first day speeches start**. Failure to submit the outline at the **beginning of class** the day speeches start constitutes a late outline.

Demonstration/Process Speech: Students will deliver a demonstration speech showing “how to do” something, “how to make” something, or “how something works.” Or the student may choose a process speech in which they explain how to do something. Visual aids are required. The speech will be graded on topic choice, organization, word choice, use of visual aids and all aspects of delivery.

Time Limit: 5-7 minutes

Worth: 100 points

Informative Speech: This assignment will be a special topics speech relating to the theme of “**Culture**.” Students will research and deliver an oral presentation for an approved topic of their choice. A speech outline including a works cited page listing at **least three sources** of researched material is required. The speech will be graded on topic choice, conciseness, organization, quality of research, word choice, and all aspects of delivery.

Time Limit: 4-6 minutes

Worth: 150 points

Persuasive Speech: The format of this speech will be problem-solution. The student will persuade the audience that a problem exists and then persuade the audience to accept a workable solution. An outline including a works cited page listing **at least four sources** of researched material is required. The speech will be graded on topic choice, conciseness, feasibility of the solution, word choice, and all aspects of delivery.

Time Limit: 5-7 minutes

Worth: 150 points

NOTE: The Informative & Persuasive Speeches will need to be researched. Credible sources must be used. Your instructor does NOT consider the following sources to be credible “**academic**” sources for speeches: Encyclopedia, Wikipedia, The Star, The Globe, The National Enquirer, the Bible and Ko’ran.

Special Occasion Speech: Students will present a special occasion speech. This speech can either be a toast, award presentation, acceptance of an award, commencement address, commemorative address, tribute, introduction, after dinner, eulogy or nomination. The speech will be graded on topic choice, use of time, language, appropriate content, and all aspects of delivery.

Time Limit: 2-4 minutes

Worth: 100 points

Other Speeches: an introduction speech and brown bag speech will be given.

Time Limit: 1-2 minutes

Worth: 25 points each

Self-Critique: There will be one self-critique after the demonstration/process speech is delivered. Late self- critiques are not accepted.

Time Limit: Due 1 week after you speak.

Worth: 50 points

Outside Speaker Critique: The student will observe a speech outside of class. This event can be on campus, television, video, work, church, or other community activity. A written speech may also be used. The student will turn in a typed written paper. Late critiques are not accepted.

Worth: 50 points

Peer Critiques: There will be 3 unannounced peer critiques during speeches.

Worth: 10 points each

Quizzes: There will be approximately 7 announced quizzes this semester.

Worth: 20 points each

Participation: This will include, but not limited to group work, homework, and impromptu speeches.

Worth: 150 points

Written Assignments: **All written assignments must be typed using a 12 point font – Times New Roman or Courier. Italic type styles will NOT be accepted!!! Hand written outlines are not accepted. Assignments should have 1 inch margins and be double-spaced.**

Recording of Speeches: It is imperative that you bring your video tape when you speak because written assignments will follow using the tape.

Tests:

1. **Midterm Exam:** Multiple choice, true/false and short answer questions will be based on lectures and reading assignments. This exam will be worth 100 points.
2. **Final Exam:** Multiple choice and true/false will be based on lecture, reading assignments and in-class activities. This exam will be worth 150 points.

Grading Scale:

A = 1220 - 1095

B = 1090 - 980

C = 975 - 855

D = 850 - 735

F = 730 - 0

Plagiarized Work = O

TOTAL POINTS

Speeches	550 points
Outside Speaker Critique	50 points
Quizzes	140 points
Peer Critiques	30 points
Self-Critique	50 points
Participation	150 points
Mid-Term	100 points
Final Exam	<u>150 points</u>
	1220

Important Dates:

Add/Drop:	January 8-12, 2007
Martin Luther King's Birthday (no classes)	January 15, 2007
Last Day to Withdraw for Full Session	March 19, 2007
Easter Holiday (no classes)	April 2-6, 2007
Last Day of Classes	April 30, 2007
Study Day (No Classes)	May 1, 2007
Final Exams	May 2-4, 7, 2007
Graduation	May 8, 2007

Changes in Class Content Policy: Greenville Technical College, the Speech/Theatre Department, and the course instructor reserve the right to change or modify the course content, the number of assignments, the number and/or type of tests when in the opinion of the instructor such action is in the best interest of the instructional process or is dictated by inclement weather or other disruptive circumstances.

Tentative Class Schedule: (Class schedule is subject to change.)

Week 1	Class Orientation/Syllabus Handout Introduction Speech Assignment Deliver Introduction Speech Assignment
Week 2	Icebreaker

	Handout Brown Bag Speech Chapter 1 Video - Nervousness
Week 3	Deliver Brown Bag Speech Outline for Demonstration/Process Speech – Read Chapters 4, 8, 9 to go along with this assignment. Topic Choices Video – Opening Interest Devices Video – Demonstration/Process
Week 4	Continue talking about demonstration/process Chapters 2 and 3 Chapter 5 Audience Analysis Exercise
Week 5	Chapter 5 – Audience Analysis Continued Chapter 13 – Visual Aids Island Exercise Demonstration/Process Speeches Start
Week 6	Demonstration/Process Speech
Week 7	Informative Criteria/Sample Outline/Topic Choices – Chapter 14 Video – Informative Speeches Chapters 12, 7 Characteristics of An Effective speaker
Week 8	Research Mid-Term – (Over Chapters 1, 2, 3, 4, 5, 8, 9, 13)
Week 9	Informative Speeches
Week 10	Informative Speeches (continued) Persuasive Speech Criteria/Sample Outline/Topics Persuasive Videos Persuasive Survey/Questionnaire
Week 11	Topic Assignment Handout - Outside Speaker Critique Persuasion Chapter 15 Present – Topic Assignment
Week 12	Research Persuasion Theory 16 Chapter 11 - Language To Tell The Truth
Week 13	Easter Holiday (April 2-6)
Week 14	Persuasive Speeches - Start
Week 15	Persuasive Speeches (continued) Outside Speaker Critique Paper Due Special Occasion Speaking – Chapter 17
Week 16	Special Occasion Continued - Videos & Example Speeches Start Special Occasion Speaking

Exam Schedule

Wednesday, May 2, 2007

10:30 am-1:00 pm

For classes that meet on MW at 9:30 am-10:45 a.m.

7:30 p.m.-10:00 pm

For classes that meet on W at 6:00 pm-9:00 p.m.

Monday, May 7, 2007

7:30 am – 10:00 am

For classes that meet on MW at 8:00 am-9:15 am

1:30 pm – 4:00 pm

For classes that meet on MW at 2:00 pm-3:15 pm (Honor's Course)

Students are expected to attend their regular scheduled exam period.

THIS NEEDS TO BE RETURNED AT THE NEXT CLASS MEETING!!!

Student's Name: _____

When necessary, may the instructor contact you (yes/no) at home? _____ at work? _____ e-mail? _____
cell phone? _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

E-mail address: _____

I have read the instructor's cover sheet, objective sheet, syllabus and policies. I understand the requirements of the above-mentioned course.

Student's Name (signed) _____ Date _____

CLASSROOM GROUND RULES

We will respect each other; no personal attacks or negative remarks. We can speak without fear of ridicule or humiliation.

We will listen to each other without interrupting.

We will focus on making our classroom an environment for positive learning.

We will focus on the purpose of the class, participating and responding as requested. "Side" discussions and conversations do not occur during class time.

We will respect the authority of the instructor and each member of the class will function positively in their role as a student.

We will speak to the instructor in a calm, rationale manner.

I agree to abide by these ground rules, and understand there are consequences, such as temporary or permanent dismissal from the class, if I do not abide by these rules.

Signature: _____ Date: _____

Policy on the Use of Computing Facilities:

This policy governs student use of College computing facilities. The terms “computing facilities” and “facilities” are used herein to include any terminal, computer, printer, network component, or other related resource belonging to or provided by the College. This policy is applicable regardless of whether use of a facility originates at the College, at a student’s residence, or at any other location.

I. General

1. Computing facilities are provided in order to support the mission of the college.
2. Student access to computing facilities is provided only for uses associated with a course of study and activities related to that course.
3. The use of computer facilities for non-College related purposes is prohibited.
4. All who use the computing facilities agree to do so in a manner that is ethical, legal, and does not interfere with others.
5. Student’s children are not allowed in computer labs or classrooms or left unattended on campus.
6. Food and drinks are prohibited in computer labs and classrooms.
7. Cellular phones, pagers, beepers, and other similar devices may not be activated in computer labs and classrooms.

II. Specific Prohibitions Regarding the Use of Computing Facilities

1. Students may only use those facilities that have been properly authorized for their use. Students may not make their password available to others, use an account set up for another person, or attempt to discover the password of another person.
2. Students must be aware of, and adhere to, the laws related to software copyrights and licensing. Software may not be copied without the expressed permission of the copyright holder.
3. Students may not copy or attempt to copy information belonging to another person without that person’s expressed permission.
4. Students may not attempt to interfere with the operation or attempt to circumvent security measures of the College’s computing facilities.
5. Students may not use the College’s computing facilities to send, receive, or access material that is deemed to be obscene, offensive, or harassing to others. The College reserves the right to determine if a particular source of information may contain such information, and to restrict or deny access to such sources at its discretion.

III. Other

1. The College makes computing facilities consisting of hardware and software available to internal and external users. The College accepts no responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities or for any consequential loss or damage.
2. The College provides no facilities which guarantee the confidentiality of files. The computer systems administrator and his/her designee may have the ability to view all messages and files of any user; however, it is not the routine policy of the administrator to view such files; however, privacy cannot be guaranteed.

3. Different computer labs may have different regulations concerning their use. (Example: signing in and out may be required in some labs.) Students who use a computer lab must learn and adhere to the regulations of that lab.

Violation of this policy constitutes a violation of the Student Code for South Carolina Technical Colleges and may result in progressive disciplinary action up to and including expulsion from the college.

Print Name: _____

Signature: _____

Date: _____