

## TENTATIVE ONLINE PUBLIC SPEAKING SYLLABUS - FALL 2009

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### Required Text

Essentials of Public Speaking, Fourth Edition, by Cheryl Hamilton  
Student Copy ISBN: 978-0-495-50424-5

### Course Description

The process of oral communication and its relation to communication in general. Emphasis is placed on developing the student's abilities in organization and presentation of ideas. Suggested activities include group discussion, oral interpretation of literature and extemporaneous speaking. There is evaluation of both listening and speaking experiences.

### Course Objectives

Student Learning Outcomes

1. Recognize the principles of interaction.
2. Participate in class discussion via ANGEL.
3. Present information and opinion in formal fashion to an audience.
4. Demonstrate the ability to research, organize and support ideas.
5. Demonstrate the ability to make a coherent outline of ideas.
6. Support and defend controversial ideas.
7. Utilize criticism effectively.
8. Listen critically and analytically.
9. Demonstrate the ability to make effective contributions to a small group presentation.
10. Demonstrate ethical speaking practices.

### Tentative Schedule

See Calendar under Lessons Tab.

### Course Requirements

1. You **must** have or be willing to do the following:
  - Students must have access to recording equipment (video camera, digital camera, web camera, etc.). Students in this course are responsible for obtaining their own video recording equipment and an audience of at least six adult members (age 16 or over). Students are encouraged to join recording groups which will be explained below under Guidelines for Recording Speeches.
  - Students must submit their speeches on YouTube. In order to do this, you must establish a YouTube account. Please see the YouTube Instructions folder under the Lessons Tab.
  - You must have a valid email address in order to enroll in this course.

- You must have access to a computer with internet and email capabilities. You also must have average-level computer skills and familiarity with the internet, email, and word processing programs such as Microsoft Word.
  - You must have or be willing to install Windows Media Player on your computer. **A [free download](#) is available.**
  - **If you do not meet all of the above stipulations, you may not take this course.**
2. Students will be required to make four recorded presentations.
  3. Lectures have been pre-recorded on a DVD. That DVD is available for you to pick up at the Bowie, Corinth, or Gainesville libraries. It is your responsibility to do so as soon as the term begins.
  4. Online instruction requires students who are self-disciplined and can work independently. Students are required to complete the ANGEL orientation before they can access this course. The instructor has the right to drop any student who does not complete the orientation the first week of class. It is, therefore, critical for students to begin working on the course the first day of class.
  5. Exams, announcements, and other communications will be administered through ANGEL. There is a link to ANGEL on the NCTC homepage, [www.nctc.edu](http://www.nctc.edu). Or you can access ANGEL by going directly to [www.angel.nctc.edu](http://www.angel.nctc.edu). For assistance with ANGEL problems, email [nctcangel@nctc.edu](mailto:nctcangel@nctc.edu), call the NCTC ANGEL technical support staff at 940-668-3335, or call the NCTC help desk at 940-668-4284.

### **Guidelines for Recording Speeches**

1. You must have access to a video camera and must upload your speeches on YouTube.
2. Students in this course are responsible for obtaining their own video recording equipment and as audience of at least six adult members (aged 16 or over). The camera operator counts as an audience member. You can ask family, friends, classmates, etc. You can present at a family gathering, after another class, at a party—anywhere at least six adults are gathered. I strongly advise that you email classmates to form recording groups. You would get together to record your speeches and serve as one another's audience. These groups have proved to be extremely beneficial for students in the past.
3. When you record your speech, the audience should be shown in the video (without pauses) before and after the speech. If you do not show six adults at the beginning and end of your recorded speech, you will lose points. Ten points will be deducted for each audience member fewer than six. For example, if you have five audience members, you will lose 10 points; four – 20 points; three – 30 points, etc. If you do not show an audience at all, you will not receive credit for the course.
4. The recording you submit **may not be edited**. If it is edited, you will receive a zero for the assignment. An advantage of an online speech class is that you can re-record your speech, but you cannot submit an edited speech. Do not stop the camera to re-record a portion of the speech. You can re-record the entire speech as often as needed and upload the complete, unedited presentation on YouTube.

5. The order of the recording should be: view of speaker, view of each note card, view of audience of six adults (including the camera operator), view of speaker giving the speech, and view of audience of six adults (including the camera operator).
6. The speaker should be standing and visible from the waist up. If the speaker is not physically able to stand, email your instructor. Do **not** have the camera operator zoom in other than to show the speaker from the waist up. If the audience/viewer is unable to see something, it is too small.
7. You are to speak from a podium (similar to ones seen in classrooms) where you can place your notes and rest your hands. If you do not have a podium, you may stand behind a table where you will lay your notes and then keep your hands at waist level, gesturing if this is natural for you. You may also unobtrusively hold note cards in one hand and gesture appropriately with the other.
8. You may use a chair as an easel for posters.
9. You must submit your speech to YouTube and send me an active link to the speech itself. This instructor does not accept late, make-up, or extra-credit work. Students must diligently monitor their syllabus and class announcements to ensure on-time submission of their completed work.
10. Record a copy of your speech as a back-up.

### **Grading Policy**

If you disagree with any posted grade, you have 48 hours from the time of the grade's being posted to dispute the grade. Take the following steps:

- Request that I double-check that I did not make a recording error. If no recording error has been made, you may dispute the grade. To do this, you must prepare a written defense of your position by explaining how your submitted work meets ALL of the requirements for the assignment as stipulated in the assignment materials, the syllabus, and other instructions that may have been posted on ANGEL.
- When you have completed your written defense, send it to me in an email attachment with a cover letter that announces what you are sending me. Use ANGEL's internal email.
- I will confirm receipt, review your defense, and justify in writing my decision to keep or change the grade.

This instructor does not accept late, make-up, or extra-credit work. Students must diligently monitor their syllabus and class announcements to ensure on-time submission of their completed work.

All work and communication submitted--from an outline to an email--must be written using all aspects of Standard English--capitalization, spelling, punctuation, grammar, syntax, etc. This means you may not use emoticons. You will lose points on your assignment if you do not use Standard English.

In this class we engage in extemporaneous speaking. You may not deliver your speech from memory and you may not read it. If you read, you will lose a minimum of **20 points**. If, in my opinion, you read from cue cards, you will lose a minimum of 20 points, so be sure you

make eye contact with the camera, not the floor or walls. If you read from cue cards a second time, you will make a **zero** on the speech.

Grading is based on a total-points system. At the end of the semester, the student's grade will be determined by dividing the total points possible into the total points earned.

90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; 0-59% = F

The following tentative assignments will be completed.

<b>Assignments</b>	<b>Points</b>	
<i>Speeches and Outlines</i>		
Artifact Speech	20	
Outline	<u>10</u>	30
Informative speech	85	
Outline	<u>75</u>	155
Persuasive Speech	100	
Outline	<u>50</u>	150
Group Speech	70	
Outline	<u>60</u>	130
<i>Tests</i>		
7 chapter tests @15 points		105
<i>Quizzes</i>		
Syllabus	5	
Visual Aids	5	
Introductions and Conclusions	5	
Supporting Materials	<u>5</u>	20
<i>Discussion Forums</i>		
Batting Demo Speech	2	
Persuasive Speeches	2	
Group DF	4	
Introduction DF	<u>2</u>	10
<i>Drop Boxes</i>		
Inf topic	2	
Library MLA	2	
Artifact Essay	2	
Persuasive Topic	2	
Verbally Citing Sources Question	3	
Group sub-topic	<u>2</u>	<u>13</u>
<i>Tentative Total Possible Points</i>		613

## Attendance Policy

Students must stay current in the course by logging onto ANGEL **three times a week** for course information and communication with the instructor. Do not contact this instructor to say that you have been unable to log-in due to computer problems. ANGEL can be accessed from any computer. If your computer is broken, use a friend or family member's computer or go to your local library or the campus library.

This instructor reserves the right to block from this course any student who fails to **complete assignments** for more than two weeks. Students who are blocked from the course **must** contact the registrar's office and withdraw from the course or they will receive a semester grade of F.

The last day to drop this or any course with a 'W' is **November 13, 2009**.

## Online Instruction

Each student will be given an ANGEL account for course information and communication.

Students are responsible for contacting the NCTC ANGEL technical staff (phone number and email address given earlier in this syllabus) and for notifying the instructor immediately if they experience difficulty using ANGEL.

## Academic Integrity

Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See Student Handbook "Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]" #18.

18. Scholastic Dishonesty: Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Plagiarism" is further defined as any of the following:

- a. Turning in someone else's ideas, opinions, theories, or work as your own.
- b. Copying words, ideas, or images from someone else without giving credit.
- c. Failing to put a quotation in quotation marks.
- d. Giving incorrect information about the source of a quotation or image.
- e. Changing words but copying the sentence structure of a source without giving credit.
- f. Copying so many words, ideas, or images from a source that it makes up the majority of your work, whether you give credit or not.

**Note:** This definition was taken from plagiarism.org with some modification.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

*Disciplinary Actions* [Student Handbook, p. 164, #5] "When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an "F" on a particular assignment or in the course. [See Scholastic Dishonesty FLB (Local)] The instructor shall make a written report of the incident and of the planned action to his Department Chair. The Department Chair shall report the incident and action to the appropriate instructional dean who shall review the case, notify the student and, if necessary, take further action. This may involve either probation or suspension of the student or students in question. If such disciplinary action is deemed necessary, the Dean of Student Services shall be notified, and the action shall be taken through that office."

## **Miscellaneous**

### Communication with Instructor

Please post any questions for your instructor on the *Ask Your Instructor* Discussion Forum. That way, all students can benefit from answers you receive. More personal issues may be sent via ANGEL email.

Your instructor will respond to communications within 24 hours weekdays and 48 hours weekends. If you have not received a response within those time limits, please post or email again.

Under the Lessons Tab, read the *Rules of Discussion Board Usage* document, the policy for appropriate use of the discussion forums.

If you need adobe viewer: <http://www.adobe.com/products/acrobat/readstep2.html>.

North Central Texas College does not discriminate on the basis of disability for admission or access to its programs. The College is committed to providing equal access to its students with disabilities by providing appropriate accommodations; a variety of services and resources are made available through the ACCESS Department. Students are responsible for notifying the ACCESS Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services.

### **ACCESS Program:**

The ACCESS Program provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning

disability, psychological challenge or physical illness or injury. Accommodations may include extra time on tests, tests in a non-distracting environment, note taker in class, etc. ACCESS is located in Room 170 on the Corinth Campus:

Robin Truhe ([rtruhe@nctc.edu](mailto:rtruhe@nctc.edu), 940-498-6207) or Nicole Walton ([nwalton@nctc.edu](mailto:nwalton@nctc.edu), 940-498-6224) or Penny Cogbill ([pcogbill@nctc.edu](mailto:pcogbill@nctc.edu), 940-498-6212) On the Gainesville Campus, contact Mary Martinson ([mmartinson@nctc.edu](mailto:mmartinson@nctc.edu), (940) 668-7731 ext. 4377) in ASC 111. All students are invited to visit the Student Success Center located in Rooms 160, 170, 183 & 188 in Corinth. For more information contact: Mary Martinson ([mmartinson@nctc.edu](mailto:mmartinson@nctc.edu), 940-668-7731 ext. 4377) or Tracey Fleniken ([tfleniken@nctc.edu](mailto:tfleniken@nctc.edu), 940-668-4207)

### **Student Success Center:**

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. Students can attend free interactive workshops about Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration, and much more. This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free online tutoring in the evening and helps new students acclimate to college by providing new student orientations and THEA/Compass Test Preparation. All students are invited to visit the Student Success Center. We are located in Rooms 160 and 170 in Corinth and 114 in Gainesville.

### **TRIO Program:**

TRIO Programs are federally funded programs which offer services designed to assist students in achieving their academic goals. Services include educational workshops, academic advising, tutoring, personal counseling, career counseling, cultural enrichment, and financial aid information. Students may be eligible for TRIO if they are currently enrolled at North Central Texas College, have academic need, and meet at least ONE of THREE criteria which include: 1) first generation status—neither parent has a degree from a 4 year college, 2) income level is within federal low income guidelines, and/or 3) has a documented disability. TRIO is located in Room 170 on the Corinth Campus (Jessica DeRoche ([jderoche@nctc.edu](mailto:jderoche@nctc.edu), 940-498-6212) and Room 114 on the Gainesville Campus. All students are invited to visit the Counseling/Advising Center located in Admissions on the Corinth Campus. For more information contact: Bill Caver ([bcaver@nctc.edu](mailto:bcaver@nctc.edu), 940-668-4216)

Students can access our website by going to [www.nctc.edu](http://www.nctc.edu) and clicking on the red button in the middle of the page labeled "Tutoring and Other ACADEMIC SUPPORT SERVICES" or by going directly to

[http://www.nctc.edu/Student\\_Services/Access/AcademicandStudentSupportServices.htm](http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm)

*EEOC Statement:* North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.