



**SPC 1315: Fundamentals of Public Speaking
COURSE SYLLABUS: Fall, 2012**

Instructor: Josh Hamilton

Office Location: 128 PAC (Dr. Balloti's main office, Appointment only please)

Office Hours: virtual office hours by email

Office Phone: Please contact me via email

University Email Address: Josh.Hamilton@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

1. Sprague, J., Stuart, D., & Bodary, D. (2010) *The speaker's handbook* (10th ed.). Belmont, CA: Thomson/Wadsworth. ISBN-13:9780495567479

Required Facilities:

1. Computer access for use of Power Point, Prezi, Slide Rocket, etc: At least two speeches will be enhanced by the use of visual aids.
2. Computer labs on campus should facilitate these needs. You may use your own computer or other labs if they provide you necessary access to the software above.

Catalog Description: Preparation and delivery of effective oral communication with emphasis on research, organization, and delivery.

Course Description:

In your life, no matter your occupation, at some point you will be asked to deliver a presentation. In order for you to be an effective speaker, your communication, verbal, nonverbal, and written must be consistent. Master of the skills used in public speaking will greatly enhance your chances of being understood. An effective presentation includes good content, organization, delivery, audience, and analysis. These are the tools that you will be evaluated on during the course. In addition, the information you will learn will assist you in becoming a more critical consumer of information.

Student Learning Outcomes:

1. Students will become aware of the importance of communication in personal and professional environments.
2. Students will gain experience in interpersonal, group, and public communication.
3. Students will develop strategies for overcoming speech anxiety.
4. Students will practice delivery of professional and personal speeches using visual aids where appropriate to enhance presentation.

Course Format:

The course involves guided lectures, performance and discussion groups, independent research, Socratic style teaching/discussion, individual readings, and potentially online ecollage collaboration.

Evaluation Policy

Your grades will be determined as follows:

Application Assignments

Speeches	
Introductory Speech	50 pts.
Cultural Diversity/Dyads Speech	50 pts.
Informative Speech/Visual Aide	100 pts.
Persuasive Speech/Visual Aide	100 pts.
Participation/Attendance	100 pts. (total)

Examinations

Mid-Term	100 pts.
Final	100 pts.
Real-World App Assignments	25 pts. (4 total)

Grading Scale:

- A: 600 – 700 points
- B: 599 – 500 points
- C: 499 – 400 points
- D: 399 – 300 points
- F: Below 299 points

Important dates:

Last Day to Drop: November 1, 2012

Last Day to Withdraw from the semester: November 30, 2012

Real World Application Assignments (4 Total in the semester)

There will be four times this semester I ask you to complete an assignment outside of class that deals with the real-world application of public speaking. These will vary each time and have yet to be determined, as they will coincide with events happening locally, regionally, or nationally. *Example: U.S. Presidential Debates will probably be the National application assignment.*

Exams

We will have a mid-term and final exam, you will need a Blue Book for both exams as they will consist of key term definitions and short essays.

Speeches:

You will have two major speeches (Informative and Persuasive) and two minor speeches (cultural diversity and introductory). The two major speeches will count for 100 points a piece and the minor speeches will be worth 50 a piece. You will be allowed to use an index card as a reference point. We will talk more about this when the time comes.

Your speeches will be graded according to the following rubric: (cut the points in half for minor speeches)

Criteria	Possible Points	Your points
Was there an attention grabbing statement?	4	
Was the topic clearly stated?	4	
Did the speaker outline the main points in the introduction?	4	
Clear transitions between points.	3	
Cited works for sourcing and documentation in speech and handed in on an outline.	15	
Volume and pace.	3	
Eye Contact.	5	
Visual Aide.	10	
Logical composition of major points.	5	
Internal summary prior to conclusion.	2	
Conclusion (final statement)	10	
Overall content, development, and delivery of speech.	35	
YOUR SCORE	100 points	points

ACCESS AND NAVIGATION

eCollege Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511, or through the Online Chat by clicking on the "Live Support" tab within your eCollege course.

Course Concerns: If you have questions pertaining to the content of this course (e.g., questions about a paper or speech outline, a course due dates, etc.), please contact your instructor via email Josh.Hamilton@tamuc.edu

Other Questions/Concerns: Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Participation & Communication: I expect each of you to be active and thoughtful participants within the learning environment and your learning community. You may expect the same of me.

1. **Email is the best way to reach me as I check it daily.** I am also a GA for the office of Greek Life on campus and can be found MWF in the SRSC 2nd floor Student Activities Suite, but again email is the best method to reach me.
2. You can expect any assignments to be graded and returned to you within one week of its submission. If there are any delays in grading, I will alert all students via email or the next class date.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Attendance & Participation:

Participation in class is critical not only to your grade but the class dynamic as a whole, therefore I expect you to be in class and participating. If you have more than 3 absences during the semester you will automatically be dropped 1 letter grade, and another letter grade for each absence thereafter.

Late Work:

I do not accept late work since this is a speech class and our focus is on speaking, it is hard to make-up a speech. Therefore unless you are absent with a written excuse (athletics per university, Dr. note from sick, or death in the family) no later work will be accepted.

Statement on Student Behavior:

As stated in the Student Handbook: "All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct, for more information). Please refer to the section on "netiquette" for information about expected behaviors in online discussion boards.

Academic Honesty:

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must work to provide an environment in which each student has the opportunity to be evaluated fairly on the basis of his/her own performance. University regulations regarding academic dishonesty will be strictly enforced. **At a minimum, any student found to be in violation of academic honesty policies will receive a zero on the exam or assignment involved.** ALL instance of academic dishonesty will be reported to both the Department Head as well as the Dean of the College of Humanities, Social Science & Art. These offices may also wish to evaluate the case and decide punishment independent of this professor's actions. In short, cheating, plagiarizing and engaging in unethical student behavior carries a high price for such short-term rewards—don't do it!

*****If in doubt, check with your professor on citing procedures, format and style. See notes above about the use of turnitin.com in this class. See also the handout "how to cite" in document sharing for guidelines. Feel free to use any citation style you are familiar with: APA, MLA, ASA, and Chicago are all acceptable.**

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

[Student Disability Resources & Services](#)

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*)

COURSE OUTLINE / CALENDAR

Reading & writing assignments are scheduled tentatively at this time. They may be changed, but advanced notice will be given in class. You are expected to read the assigned material prior to its discussion in class.

Week	Topic	Readings	Assignment (other than the next reading)
1	Class Introductions, Foundations, Shannon and Weaver Cycle, Misconceptions & Listening	Chapters 1 & 2 (before Thurs.)	
2	Ethics and Overcoming fears	Chapter 3 (Tues.) Chapter 4 (Thurs.)	
3	Planning for a speech and Selection of a topic.	Chapter 5 (Tues.) Chapter 6 (Thurs.) <i>Select Pages from text</i>	Minor Speech - Introductory half on Tues. half on Thurs.
4	Audience Analysis & Research	Chapter 7 (Tues.) Chapter 8 (Thurs.)	Real World App Assignment 1
5	Ideas/Points, Organization, Outlines, Introduction, Conclusions.	Organization of a speech – (selected pages from chapters 9-14)	
6	Supporting Material, Visual Aides, and Informative Speeches	Chapter 15 & 24 (Tues.)	First Major Speech – Informative Thurs. & Tues. (random order)
7	Informative Speeches Cont'd & Reasoning	Chapter 16 (Thurs.)	
8	Language and Style, Midterm review & Midterm (Thurs.)	Review midterm key terms	Midterm will be on Thurs.
9	Presentation qualities	Chapter 23, 25, 26	Real World App assignment 2
10	Credibility, Motivation, and Persuasive Strategies	Chapters 19, 20, & 22	
11	Persuasive Speeches		Second Major Speech – Persuasive
12	Contexts	Chapters 30 - 35	Real World App assignment 3
13 (Thanksgiving)	Great Speakers and Speeches		
14	Adaptation and	Chapter 28 & Hamilton	Minor Speech - Cultural

	Diversity	Hand-out	Diversity
15	Technology and Communication today	Hamilton Hand-out	Real World App assignment 4
16	Review	Final Exam	Final Exam