

PUBLIC SPEAKING

Revised 1.2.12

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COURSE NUMBER: SPC 205

PREREQUISITE(S): ENG 100 and RDG 100 or exemption of these courses through placement

CO-REQUISITE(S): None

COURSE DESCRIPTIONS: This college transfer course is an introduction to principles of public speaking with application of speaking skills. It includes a comprehensive study of oral communication to increase the student's confidence and ability in various speaking situations by creating an awareness of the process involved in public and interpersonal communication and by providing an opportunity for expression in formal speeches, group discussions, and conversations.

GENERAL EDUCATION OUTCOMES: **Students who complete the general education core curriculum should be able to demonstrate**

- 1. rationality, logic, and coherence, through critical thinking;**
- 2. their ability to express themselves effectively in written and oral communication;**
3. their ability to express themselves effectively in quantitative and qualitative terms;
- 4. their knowledge of the value and significance of diverse cultures;**
5. the scientific method of inquiry;
- 6. their knowledge of global, political, social, economic, and historical perspectives; and**
- 7. their ability to access, retrieve, synthesize, and evaluate information.**

TEXTBOOK(S): Fraleigh, Douglas M. and Joseph S. Tuman. Speak Up! An Illustrated Guide to Public Speaking 2nd.Edition. Peter Arkle, Illustrator. Boston: Bedford/St. Martin's. 2011. Print.
ISBN: 9780312621889 0-312-62188-4

REFERENCE(S): www.bedfordstmartins.com/speakup

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

Access to a computer with Windows 2000 (minimum); ability to format documents as .doc, .docx, .rtf, or .html; internet access

METHOD OF INSTRUCTION:

This course will be taught by a variety of methods, which may include lecture, audio-visual materials, peer critique sessions, and collaborative learning techniques. In addition, instructors may enhance the course through use of a BlackBoard platform and may include discussion boards, chat rooms, posted lectures, streaming video, and other virtual learning tools.

GRADING SYSTEM:

93	-	100	=	A
85	-	92	=	B
75	-	84	=	C
65	-	74	=	D
0	-	64	=	F

An overall grade of C or higher is required for transferability

GRADE CALCULATION METHOD

Major oral presentations (four, minimum):	=	70%
Oral or written exams	=	20%
Quizzes, written assignments, class participation, attitude, and preparation of non-graded assignments	=	10%
	=	100%

The acceptance of late assignments, the chance to deliver a speech after its due date, and the opportunity to take a make-up test for one that was missed are all privileges that may or may not be granted by the instructor. If these are allowed, a student may make up a maximum of one missed speech, test, and/or assignment after presenting documented evidence of a sound reason for lateness.

Students found guilty of committing an act of academic misconduct at any level of their class work/communication (including, but not limited to, homework assignments, journals, drafts of or final written assignments, and classroom or online discussions) will receive a sanction. All students suspected of academic misconduct will be referred to the Chief Instructional Officer or her designee. See Academic Conduct, below, as well as section III.C of the Student Code for Spartanburg Community College. Because instructors in the Humanities & Languages Department encourage students to write several drafts of

their assignments before presenting a final draft, and because they maintain high expectations of their students' adherence to standards, students should not assume that late or inferior work is acceptable. The acceptance of late assignments (**with documented evidence of a sound reason for lateness**) and the opportunity to rewrite are privileges that may or may not be granted by the instructor; **if the instructor does grant such privileges, only one late assignment and one rewrite are allowed per semester.** The administration of make-up tests is also at the instructor's discretion. **If these are allowed, a student may make up a maximum of one missed test per semester in this course.**

ATTENDANCE POLICY:

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors. Students should not expect instructors to re-teach material. In order to return to class prepared, students should follow the instructor's agenda and, if possible, communicate with classmates.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor. In addition, students are expected to remain in class for the entire time it is scheduled.

Students should be aware that grades are drastically influenced by absenteeism, tardiness, and leaving class early. Essays and presentations, exams, in-class assignments, homework, and quizzes may earn zeroes if they are due when a student is absent, if they are due at the beginning of a class period for which the student is tardy, or if they are due at the end of a period when a student leaves early.

See the instructor's addendum for specific policies regarding the acceptance of late work and the ability to make up missed tests. **If they are allowed, only one major assignment and one test may be completed/submitted late.**

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal. The instructor's signature is not required; students wishing to withdraw must contact the Student Records office (864-592-4681 or www.sccsc.edu/Records or visit room SSB 156 on Central Campus).

Withdrawal Policy: During the first 75% of the course, a student may initiate a withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. (Neither can an instructor; instructors do not initiate withdrawals at any point.) Extenuating circumstances require documentation and approval by the appropriate department head and academic dean. **The deadline for students who wish to withdraw from this course is**

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines guidelines for making up activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines guidelines for making up activities and assignments.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

Plagiarism: The Humanities & Language Department values integrity and believes the academic misconduct of plagiarism to be a grave offense. Therefore, any student proven guilty of committing a flagrant act of plagiarism will be referred to the Vice President for Student Affairs' Office. Please see attached matrix of sanctions.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

In Humanities & Languages courses, students may not use any electronic devices such as cell phones, laptops, blackberries, iPods, MP3 players, or other PCDs in the classroom. (Laptops may be brought in only if the instructor specifically requests them.) Blue tooth devices, ear plugs, and earphones are prohibited as well. With proper identification, emergency responders may keep cell phones active during class.

**CLASS/LAB
PROCEDURES:**

See instructor's addendum

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the

semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

COURSE
COMPETENCIES &
OBJECTIVES:

Upon satisfactory completion of this course, the student should be able to:

- I. Demonstrate poise and skill in public speaking activities.
 1. deliver and be evaluated on a minimum of four major (graded) speeches
 2. deliver non-graded speeches, such as practice or impromptu speeches

- II. Deliver various types of speeches effectively and extemporaneously
 1. deliver speeches for a variety of purposes, such as to commemorate, to inform, to persuade, and/or to actuate
 2. analyze audience and adjust speeches in order to be effective
 3. deliver all major speeches extemporaneously (i.e., without a manuscript; without memorization)

- III. Gather and cite in MLA format supporting material for speeches
 1. conduct research and gather empirical evidence for at least two speeches
 2. incorporate visual aids when appropriate
 3. compose a bibliography of all source materials in MLA format
 4. determine the credibility of each source
 5. follow MLA formatting guidelines
 6. credit source material during delivery of speeches

- IV. Define and apply correctly the concepts, terms, theories, and vocabulary associated with speech communication
 1. answer correctly such terms on test questions
 2. use and demonstrate understanding while delivering speeches
 3. use terms correctly in class discussions

Level 1 violation occurring in either a graded or an ungraded assignment	1 st offense sanction	2 nd offense sanction	3rd offense sanction	4th offense sanction
<p>1. Level 1 violations include repeated documentation errors in an assignment: incomplete or incorrect in-text citations or list of resources, such as a bibliography; for example</p> <ul style="list-style-type: none"> • Missing quotation marks around directly quoted material; citation included • Quotation marks around words, phrases, or sentences that do not match original exactly (or failing to use brackets and/or ellipses to show changes made); citation included • Quotation marks with missing or incorrect citation • Resources presented in such a way that attribution, while attempted, is unclear • Bibliographic entry that is missing identifying information • Citation in text not referenced in bibliography • Failure to change sentence structure or an organizational strategy in paraphrases; citations included • Substituting synonyms in paraphrase; citations included 	<p>May be handled by instructor</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Assignment carries a grade of 0/F until it is resubmitted; resubmitted assignment may not earn a grade higher than C</p> <p>Student should be encouraged to work on mastering documentation by taking advantage of services available on campus; s/he is required to complete the tutorial on avoiding plagiarism offered through the SCC Library</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Assignment receives a grade of 0/F; student does not have resubmission privileges</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Student is withdrawn from class; grade of 0/F for semester is recorded</p> <p>(For any further offense, student's sanctions move to level 2, 3rd offense.)</p>

Level 2 violation committed in either a graded or an ungraded assignment	1st offense sanction	2nd offense sanction	3rd offense sanction	4 th offense sanction
<p>2. Level 2 violations include any act of plagiarism: the criminal offense of using someone else's intellectual property (language, ideas, or any original material) and presenting it as one's own; or abetting any act of plagiarism; for example</p> <ul style="list-style-type: none"> • Failing to submit a list of resources used (such as a Works Cited page), whether or not resources are cited in assignment • Failing to cite within a work the ideas, language, or any original material of another, with or without a list of resources used • Allowing another person to contribute his or her original thoughts, language, or creative skills to an assignment without crediting that person; in foreign language classes, this includes accepting uncredited help from translators or native speakers • Copying or cutting and pasting another source or any portion of another source without crediting it • Crediting one source for material created by another source, which is not credited • Mosaic plagiarism: mixing non-credited material with properly cited material • Buying, stealing, or using, with or without permission, another's work or portion of a work without crediting that person • Creating or writing an assignment and allowing another student to submit it as his or her own • Attempting to commit plagiarism 	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Assignment receives a grade of 0</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file. If student has committed other academic violations at SCC, the VP will inform the instructor and Dep't Chair.</p> <p>Student is withdrawn from class; grade of 0/F for semester is recorded</p> <p>Student is placed on disciplinary probation.</p>	<p>Instructor must report student's violation to Dep't Chair and VP of Student Affairs, who will keep documentation on file.</p> <p>Student is placed on disciplinary suspension from SCC for the current and the following semester, beginning immediately; final grades in all courses are averaged as of that day; no refunds are given</p>	<p>Student is expelled from SCC</p>