COURSE SYLLABUS
AND
INSTRUCTOR PLAN

PUBLIC SPEAKING
SPCH 1315.C12

RONALD W HOCHSTATTER, Ph.D.

AN EQUAL OPPORTUNITY INSTITUTION  SPRING 2019
Course Description:
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

Prerequisites and/or Corequisites:
None

Course Notes and Instructor Recommendations:
This is a college course. As such, the material discussed in this course may include material you are not comfortable with. If you are uncomfortable with any material or discussions in this course, please come see me during my office hours and I will provide you with an alternative assignment. If for any reason you feel uncomfortable, offended or have other concerns, please let me know immediately so I can address and correct the issue. You are responsible for all course material, including but not limited to class discussion, lecture, books and other assigned course material. This course is a hybrid class, thus the majority of your course will be online and all of your assignments will be submitted on brightspace. Since it is hybrid, the face to face dates are Mandatory to attend, failure to do so will result in significant points lost.

You are responsible for assuring you are in class. You will be responsible for significant out of class assignments that must be turned in on time. **I understand that life events may happen, please note that in order to be considered excused from any missed classes you must provide me with dated appropriate documentation.** I am here to help in any capacity necessary. Some of you may struggle at different points in the semester. I can only help if I know you need help.

Instructor Information:
Instructor Name: Ronald W Hochstatter
MCC E-mail: rhochstatter@mclennan.edu
Office Phone Number: (254) 299-8944
Office Location: Faculty Office Building, room 104
Office/Teacher Conference Hours: Tuesdays and Thursdays 1015-1215 and by appointment

Required Text & Materials:
Title: The Art of Public Speaking
Author: Lucas
Edition: 11th
Publisher: McGraw-Hill Publishers
ISBN: 9780073406732
MCC Bookstore Website:  http://www.mclennan.edu/bookstore/

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

* Click Here for the Minimum System Requirements to Utilize MCC’s D2L|Brightspace (www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC’s D2L|Brightspace learning management system.

Links:
McLennan Community College Library:  http://www.mclennan.edu/library/
Student Support Services:  http://www.mclennan.edu/student-support-services/
Technology Support Desk:  http://www.mclennan.edu/tech-support/
MCC free software:  http://www.mclennan.edu/tech-support/software

Methods of Teaching and Learning:
Class material is presented in various forms. The majority of this course will be online. Please assure that you have access to internet or plan to utilize the resources available on campus. The course will meet to discuss the syllabus and all speech will be conducted in person.

Communication Policy
Preferred Means of Email Contact:  My preferred means of email contact is to my school email at rhochstatter@mclennan.edu. Please email me from your MCC email, this will help to assure I receive your message and it is not routed to my spam. I may or may not respond to messages (email and voicemail) between Friday and Sunday, as that is when I take my weekend break from work. Generally, I try to check my messages (email and voicemail), at least, once per day Monday-Thursday; but the weekend responses are sporadic. Emails and voicemails received after 4:00 pm on Monday – Thursday will typically be responded to on the next class day.

  1. Always include your first and last name and course name (such as Public Speaking 1315.C06) in the subject box of your email. This helps me identify which specific student I am talking to and what specific course you are enrolled in.
2. Always include a good phone number that I can reach you should your question be more appropriately answered in a phone conversation.

3. Always be clear about what the nature of your question is and what action or resolution you want to accomplish. If there is documentation you can include such as a screenshot or other information you can provide, that will help me assist you in a more productive manner.

4. If I have not responded to your email after 72 hours, please forward it to me.

**Course Objectives and/or Competencies:**
The Texas Higher Education Coordinating Board requires Communication courses to incorporate four Student Learning Outcomes/Competencies (SLOs) into the courses. These Outcomes (competencies) are in addition to specific course learning objectives outlined under each course title. The core objectives for communication are:

- **Critical Thinking Skills (CT):** “to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.”
- **Communication Skills (COMM):** “to include effective development, interpretation and expression of ideas through written, oral and visual communication.”
- **Teamwork (TW):** “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 (PR):** “to include the ability to connect choices, actions and consequences to ethical decision-making.”

In addition to the above listed competencies, upon successful completion of this course, students will meet the following learning outcomes.

**Learning Outcomes:**
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).
Course Outline or Schedule: Face to Face (F2F) or (Online) as noted
Jan 15 Syllabus, Get to know each other
Jan 17 Get to know each other/first speech
Jan 22 Chapter 1 and Chapter 2(Questions, Exercise and Quiz 1 Due)
Jan 24 Chapters 3 and Chapter 4(Questions, Exercise and Quiz 2 Due)
Jan 29 Chapters 5 and Chapter 18(Questions, Exercise and Quiz 3 Due)
Jan 31 Chapter 6 (Questions and Exercise Due)
Feb 5 Chapter 7(Questions, Exercise and Quiz 4 Due) and Test 1 Due Online
Feb 7 Chapter 8 and Chapter 9(Questions, Exercise and Quiz 5 Due)
Feb 12 Chapter 10 and Chapter 11(Questions, Exercise and Quiz 6 Due)
Feb 14 Chapter 12 and Chapter 15 (Questions, Exercise and Quiz 7 Due)
Feb 19 Test 2 Due Online
Feb 21 Informative Speech Work Day
Feb 26 Informative Speeches (3-5 minutes)
Feb 28 Informative Speeches (3-5 minutes)
Mar 5 Chapter 13 and Chapter 14 (Questions, Exercise and Quiz 8 Due)
Mar 7 Visual Aid Speech Work Day
Mar 12 No Class-Spring Break
Mar 14 No Class-Spring Break
Mar 19 Visual aid speeches (4-6 minutes)
Mar 21 Visual aid speeches (4-6 minutes)
Mar 26 Chapter 16 and Chapter 17 (Questions, Exercise and Quiz 9 Due)
Mar 28 Persuasive work day
Apr 2 Persuasive Speeches (5-7 minutes)
Apr 4 Persuasive Speeches (5-7 minutes)
Apr 9 Persuasive Speeches (5-7 minutes)
Apr 11 Group Presentation Day
Apr 16 Chapter 19 (Questions, Exercise and Quiz 10 Due)
Apr 18 Test 3 Due Online
Apr 23 Group Work Day
Apr 25 Group Work Day
Apr 30 Group Work Day
May 2 Group Work Day
May 7 Group Presentations

*This is a tentative schedule. Should a change be made I will make an announcement in class and on Blackboard
**Evaluation:**
Chapter Questions 100 points
Chapter Exercises 100 points
Chapter Quizzes 100 points
Exams (3) 300 points
Informative Speech 100 points
Visual Aid Speech 100 points
Persuasive Speech 100 points
Group Speech 100 points

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1000 points

*This is a tentative schedule. Should a change be made I will make an announcement on Brightspace.*

**GRADING**
90.0-100% A; 80.0-89.9% B; 70.0-79.9% C; 60.0-69.9% D; 59.9% and below F

*CLASS GRADES ARE NOT ROUNDED UP*

**Spelling errors on any assignment can cost you significant points so please review all work prior to submission**

***If it is determined that you have plagiarized on any assignment you will receive a 0 on the assignment. If you plagiarize on a second assignment, you will receive a 0 in the course. If you have questions about plagiarism, please see me during office hours.*

**Late Work, Attendance, and Make Up Work Policies:**
All assignments must be submitted on Brightspace. Your weekly assignment is due by 11:59pm of the dated noted on the syllabus. Late work is not accepted unless you have a medical note, verification of a death in your immediate family or arrangements have been made prior to the assignment being due. If you submit your assignment online and do not attend class, you will not get credit for the assignment without documentation. **There are no exceptions.**

**Student Behavioral Expectations or Conduct Policy:**
Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

1) Turn your cell phone off or on silent If your phone rings, you will be asked to leave class (if there is an emergency, please speak with me **BEFORE** class) If you are
texting in class, you will be asked to leave. If your phone rings during a classmate’s speech, you will lose a letter grade from your speech.

2) If you miss class, you must talk to your classmates about what you missed. I will not take time out to rehash material that has already been discussed in class. If you have a doctor’s note or a death in the family, with documentation, please talk to me and I will help you with the material you missed.

3) Respect: If I deem any comment you make inappropriate (degrading, sexist, racist, etc), you will be asked to leave class and not receive credit for the day.

* Click Here for the MCC Academic Integrity Statement (www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* Click Here for the MCC Attendance/Absences Policy (www.mclennan.edu/highlander-guide/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**Accommodations/ADA Statement**
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu
254-299-8122
Room 319, Student Services Center

* Click Here for more information about Title IX (www.mclennan.edu/titleix)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed
behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan’s Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link’s information.