

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

[SPC 112 OLO2 PUBLIC SPEAKING]

TERM: WINTERIM 2017

I. FACULTY INFORMATION:

Instructor: Shelli Inness	Office: Stu 1136
Phone:	Office Hours: By appointment
E-mail: SInness@hotmail.com	

II. COURSE INFORMATION:

Course Prefix/Number SPC 112	Course Name Public Speaking	Credits 3	Lecture 3	Lab 0
------------------------------------	--------------------------------	--------------	--------------	----------

COURSE DESCRIPTION:

Public Speaking analyzes the fundamentals of oral communication. It covers lectures, readings, and applications of the six principal aspects of public speaking: the speaker, the audience, thought and content, organization, language, and delivery. It also examines the basic principles of small group communication: leadership, the decision making process, and individual participation in a small group.

PERQUISITES:

As noted in catalog

COURSE MEETING TIMES: Weekly online course attendance, interaction, and activity are expected and will be verified through weekly course attendance reports.

COURSE LOCATION: REMOTE

REQUIRED TEXTBOOKS: O’Hair, D., Stewart, R., Rubenstein, H. (2012). A Speaker’s Guidebook. (5th ed). Boston: Bedford/St. Martin’s.

SUGGESTED SUPPLEMENTAL TEXTBOOKS, REFERENCES:

Office 365 Suite is required for many online coursework assignments. To facilitate interaction between classmates, students can download the free version from their ROC Portal Page for use in their online courses.

MATERIALS AND SUPPLIES TO BE FURNISHED BY STUDENT:

Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools. IWCC students may consider *these free options*.

Students are further responsible for working in their online courses within the IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. (Both policies are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.)

COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

1. Describe the basic elements of the public speaking process
 - 1.1 Identify and compare the various communication models
 - 1.2 Describe and demonstrate how to analyze the audience
 - 1.3 Identify listening techniques as speaker and audience
 - 1.4 Define the ethical responsibilities of the public speaking process in terms of plagiarism, fallacies, emotional appeals, and the rights of individuals in an audience
2. Demonstrate the research of information and outline of a speech
 - 2.1 Demonstrate how to select a subject for the types of speeches, which may include: Persuasive, Informative, Special Occasion or Group Discussion
 - 2.2 Document speech goals and formulate the central idea
 - 2.3 Demonstrate how to select and narrow a topic into an appropriate thesis
 - 2.4 Research and document sources
3. Demonstrate proper use of verbal communication
 - 3.1 Utilize effectively worded descriptions of ideas and information
 - 3.2 Utilize effectively worded transitions between main points
 - 3.3 Utilize appropriate grammar and syntax
4. Demonstrate proper delivery utilizing nonverbal communication forms
 - 4.1 Practice meaningful gestures, bodily attitude and platform movements
 - 4.2 Practice the use of voice including articulation, diction, pauses, and timing
 - 4.3 Prepare and present visual aids

COURSE PRACTICES:

1. Attendance Requirements.

This class is not self-paced. You should be logging in to class daily. Each day of class is one week of work for a typical 16 week class. Discussion posts will be used as indicator of attendance. It is important check ROC and the syllabus for discussion due dates.

2. Standards for Written Work:

All written assignments should be typed using Helvetica or Times New Roman 12-point font. Appropriate grammar and punctuation is very important. Proper grammar and syntax should be used on all papers and assignments. Please pay close attention to the required length of all assignments. Important: You will need to turn in your assignments through a Microsoft Word document. If you do not have Microsoft Word, you will need to save your document as a rich text format (.rtf). If you have any questions of how to do this, please don't hesitate to contact me.

3. Reading Expectations:

Read all chapters as assigned. It is up to you to complete course reading within the recommended time frame. Since this is an online course, it is extremely important that

you keep up to date with your readings.

4. Late Papers and Assignments:

ALL ASSIGNMENTS ARE DUE DAILY AT 11pm. Due to the fact in a condensed time frame it moves very fast, NO LATE WORK ACCEPTED.

5. Speech Requirements

A. You must obtain an audience of at least 4 people for each speech. Each member of your audience should be 12 years of age or above. Every person less than 4 will result in a 10-point deduction on your speech. Make sure to record the audience members before and after the speech. The scan of audience must be done in the same recording as your speech. Do not stop or pause the recording. Editing your recording in any way will result in a zero on your speech.

B. You must upload your speech video to www.youtube.com. You will then share this link with the class through the 'discussion' forum and the drop box. Please put the link in the correct speech topic. If you are concerned about privacy, you may use the privacy options through YouTube.

C. Maintaining academic honesty and integrity by submitting original work and citing sources appropriately is pertinent to passing this course.

6. Exams:

Exams must be taken between the assigned dates. There are no exceptions for a missed exam. A proctor is not needed for the exams. Two exams will be given.

7. Contacting the instructor:

Emails to the instructor will contain the student's full name, course name and number. Please include all of these in the subject line. I will respond to emails within 24 hours. If you need to meet with me in person please make an appointment. Since this is an online course it is vitally important YOU reach out to me if you are struggling. This is the only way we can work through any issues. My email is Sinness@Iwcc.edu

8. Feedback Policy

Emails will be responded to within 24 hours. Turnaround time for grading all assignments will be 48 hours.

9. Instructional Techniques and Practices

What you should expect? You should expect to work hard (reading, writing, thinking and discussing, and performing), demonstrate your learning in a clear and complete manner, and gain much from that hard work. My philosophy is that you bring a considerable amount of experience into the class and my job is to connect your experience with communication theory and application to create a new and broader understanding of the world. I have high expectations. However, I work very hard to help you reach and exceed those expectations. In the end, I hope we all have a stronger understanding of public speaking, research, and communication in general.

10. This course outline and syllabus is subject to change as the course

PROGRESSES. PARTICIPATION REQUIREMENTS

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in some meaningful way for this class one way this will be measured is the discussion posts. Failure to complete discussion post will result in being counted absence. Discussion posts are also graded so failure to complete discussion posts on time will result in lost points.

ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:

It is expected that all students in the online environment address classmates and the instructor cordially and professionally. While debate and discussion may be the norm in a college classroom, doing so respectfully is the class standard. (I will address you in a way that recognizes the respect and dignity you deserve as a scholar at this institution, and I expect the same from you to each member of the course. This standard applies to all of us even during moments of disagreement.) Any violation of this policy could result in a loss of points.

All course work must be submitted through the ROCLMS. Emailed work will not be accepted.

COMMUNICATION WITH INSTRUCTOR:

Students must use their IWCC email when contacting the instructor about matters related to the course. Emails will be responded to within 24 hours. Turnaround time for grading all 48 hours

VIEWING FINAL GRADES

1. Grades should be a reflection of what you demonstrated you have learned. If you do not understand why you have received the grade you have, please schedule a consultation with me.
2. Demonstration of what you have learned is based upon (in this order): a) satisfactory mastery of the material and b) what should be expected from students at this level.

Assignment	Possible Points
2 Annotated APA Bibliographies (150 points each)	300
Any Old Bag Speech	50
Demonstration Speech	75
Discussion Post (10 posts * 30 Points each)	300
Exam 1	100
Exam 2	100
Informative Speech	200
Persuasive Speech	300
Quizzes (6 quizzes * 30 points each)	180
Speech Outline (Persuasive Outline)	150
Speech Outline (Informative Outline)	100
Speech Outlines (Any Old Bag)	25
Speech Outlines (Demonstration)	50
Total	1930

93% or above = A; 83%--92% = B; 70%--82% = C; 60%--69% = D; 0%--59% = F

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Record.

IMPORTANT DATES

Please direct students to the “Academic Calendar” in ROC.
(Specific dates are noted in the College Academic Calendar).

Last day to withdraw from course

Holidays, in-service days, student development hours, etc.

Last day to apply for graduation

PROBLEM RESOLUTION

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Dean of Communication, Fine Arts and Education Jenny Kruger, her office is located on the Council Bluffs Campus in Stuart Hall. She can be reach by email JKruger@iwcc.edu

NOTICE OF CAMPUS SITUATIONS/COURSE INTERRUPTIONS

1. Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.
2. Course Interruption – Students will be notified in the unlikely event that the ROC system would not be accessible for an extended period of time.

III. INFORMATION/COLLEGE POLICY

CYBER-LIBRARY

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC.

Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.

For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

ACADEMIC SUPPORT

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis.

FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.

For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

DROPPING CLASSES

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can

drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

PERSONAL ELECTRONIC DEVICES

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

HONOR CODE – ACADEMIC HONESTY

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

DIVERSITY STATEMENT:

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

AMERICAN WITH DISABILITIES ACT STATEMENT:

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

NON-DISCRIMINATION STATEMENT

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

This component of the syllabus provides an outline of the topics you are expected to cover in this course. It provides a course structure for the student. Indicate the dates (or week of the term) on which you will cover the different topics. Include the corresponding pages or chapters in the text. Indicate the exams other assignment due dates.

Date	Assignments
12/18	Community Building Discussion Post 1 YouTube Screenshot
12/19	Read Chapters 1-5 Any Old Bag Speech Outline Discussion Post 2 Reading Quiz 1
12/20	Any Old Bag Speeches
12/21	Chps 6-10

Date	Assignments
	Discussion Post 3 Reading Quiz 2
12/22	Chps 11-15 Demonstration Speech Outline Discussion Post 4 Reading Quiz 3
12/23	Demonstration Speech
	NO CLASS: Holiday break
12/26	Chps 16-18 Annotated Bibliography Discussion Post 5 Reading Quiz 4
12/27	Chaps 19, 20 and 23 Informative Speech outline Discussion Post 6 Reading Quiz 5
12/28	Exam 1
12/29	Informative speech annotated bibliography due
12/30	Discussion Post 7 Informative speech outline
	NO CLASS: Holiday break
1/2	Chps 24-26 Discussion Post 8 Reading Quiz 6 Informative Speech
1/3	Persuasive Speech Annotated bibliography Persuasive speech Outline Discussion Post 9
1/4	Persuasive speech
1/5	Final Exam