

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

(SPC 112 OL02 PUBLIC SPEAKING)

TERM: WINTERIM 2018

I. FACULTY INFORMATION:

Instructor: Shelli Inness	Office: Stu 1152
Phone: 325-3703	Student Assistance Hours: By Appointment
E-mail: Sinness@iwcc.edu	

II. COURSE INFORMATION:

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

COURSE MEETING TIMES:

Course shells are available online 24/7.

COURSE DESCRIPTION:

Public Speaking analyzes the fundamentals of oral communication. It covers lectures, reading 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.

PREREQUISICTES:

As noted in the catalog

REQUIRED TEXTBOOKS:

O'Hair, D., Stewart, R., Rubenstein, H. (2012). A Speaker's Guidebook. (7th ed). Boston: Bedford/St. Martin's.

SUPPLEMENTAL MATERIALS:

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held

to the standards of IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

Upon successful completion of this course, the student will be able to:

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 will be taken for each class session. All course work must be submitted through the ROC LMS. Emailed work will not be accepted without prior instructor approval.
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 class moves very fast, NO LATE WORK ACCEPTED.
5. Speech Requirements
 - A. An internet connection and the ability to record videos is required for this class
 - B. 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.
 - C. 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.
6. Maintaining academic honesty and integrity by submitting original work and citing sources appropriately is pertinent to passing this course.
7. 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.
8. 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@lwcc.edu
9. Feedback Policy
Emails will be responded to within 24 hours. Turnaround time for grading all assignments will be 48 hours.
10. 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.
 11. This course outline and syllabus is subject to change as the course

PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:

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 meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time each week. A week is measured from Monday through Sunday. If this standard is not met for any week within the course term with result in a loss of points.

COMMUNICATION WITH INSTRUCTOR:

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

GRADING:

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.

Assignment	Possible Points
2 Annotated APA Bibliographies (50 points each)	100
Any Old Bag Speech	40
Demonstration Speech	100
Discussion Post (9 posts * 20 Points each)	180
Exam 1	100
Exam 2	100
Informative Speech	50
Participation Activity (2 Activities * 10 Points each)	10
Persuasive Speech	100
Quizzes (6 quizzes * 10 Points each)	60
Speech Outline (Persuasive Outline)	50
Speech Outline (Informative Outline)	50
Speech Outlines (Any Old Bag)	25
Speech Outlines (Demonstration)	25
Total	1000

FINAL GRADE SCALE: 100-90: A / 89-80: B / 79-70: C / 69-60: D / 59—
 Below: F)

FINAL GRADES:

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

IMPORTANT DATES:

See Academic Calendar in ROC.

PROBLEM RESOLUTION:

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Jenny Kruger, Dean, Stuart 1150, 325-3326, JKruger@iwcc.edu

NOTICE OF CLASS CANCELLATION:

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 under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

COURSE TOPICAL OUTLINE AND SCHEDULE:

Students should refer to the full course topical outline and schedule which concludes this document.

III. INFORMATION/COLLEGE POLICY

RESET PASSWORD:

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

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 may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are 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 a financial aid department representative 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.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION:

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of 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 its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equity Coordinator, Kim Henry, or ADA Coordinator, Keri Zimmer, equity@iwcc.edu, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, OCR.Chicago@ed.gov. More information at <https://www.iwcc.edu/about/statement.asp>.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

Day	Topic	Assignment
Day One	12/17	Community Building Discussion Post 1 YouTube Screenshot
Day Two	12/19	Read Chapters 1-5 Any Old Bag Speech Outline Discussion Post 2 Reading Quiz 1
Day Three	12/20	Any Old Bag Speeches
Day Four	12/21	Chapters 6-10 Discussion Post 3

Day	Topic	Assignment
		Reading Quiz 2
Day Five	12/22	Chapters 11-15 Demonstration Speech Outline Discussion Post 4 Reading Quiz 3
Day Six	12/23	Demonstration Speech
Day Seven	12/24	Participation Activity One
Day Eight	12/26	Chapters 16-18 Annotated Bibliography Discussion Post 5 Reading Quiz 4
Day Nine	12/27	Chapters 19, 20 and 23 Informative Speech outline Discussion Post 6 Reading Quiz 5
Day Ten	12/28	Exam 1
Day Eleven	12/29	Chapters 24-26 Discussion Post 8 Reading Quiz 6 Informative speech
Day Twelve	12/30	Persuasive Speech Annotated bibliography
Day Thirteen	12/31	Participation Activity Two
Day Fourteen	1/2	Persuasive Speech Outline Discussion Post 9
Day Fifteen	1/3	Persuasive speech
Day Sixteen	1/4	Final Exam