I. INTRODUCTION
   A. Course encompasses both theory and practice of communicating with others, and includes research, composition, organization, and delivery of speeches for various purposes and occasions.
   B. SPCH 1315, Public Speaking, satisfies the oral communication requirement in most curricula.
   C. This course is occupationally related and serves as preparation for careers in a variety of fields since most occupations require professional communication skills.

II. LEARNING OUTCOMES
   Upon successful completion of the Public Speaking course, the student will be able to:
   A. Perform research, synthesis, organization, and documentation of materials for presentation in both written and oral formats using the Critical Thinking Skills Core Component.
   B. Analyze your audience and adapt to that audience by tailoring your presentation to their interests and preferences using the Social Responsibility Core Component.
   C. Compose speech outlines in a variety of formats using the Communication Skills Core Component.
   D. Deliver speeches in a variety of formats using the Communication Skills Core Component.
   E. Demonstrate mastery of concepts on exams using the Personal Responsibility Core Component.
   F. Participate in graded and/or non-graded group problem-solving activities using the Teamwork Core Component.

III. INSTRUCTIONAL MATERIALS
   Text: The instructional materials identified for this course are viewable through www.ctcd.edu/books
IV. COURSE REQUIREMENTS. Reading Assignments:

TOPIC TEXT
Chapter 1. Speaking with Confidence
Chapter 2. Presenting Your First Speech
Chapter 3. Speaking Freely and Ethically
Chapter 4. Listening to Speeches
Chapter 5. Analyzing Your Audience
Chapter 6. Developing Your Speech
Chapter 7. Gathering and Using Supporting Material
Chapter 8. Organizing and Outlining Your Speech
Chapter 9. Introducing and Concluding Your Speech
Chapter 10. Using Words Well: Speaker Language and Style
Chapter 11. Delivering Your Speech
Chapter 12. Using Presentation Aids
Chapter 13. Speaking to Inform
Chapter 14. Understanding Principles of Persuasive Speaking
Chapter 15. Using Persuasive Strategies
Chapter 16. Speaking for Special Occasions and Purposes

ASSIGNMENTS:
All written assignments will be done in Word and must be typed, using Times New Roman or Arial 12-point font with 1” margins on all sides. Speeches required must be done in PowerPoint.

EXAMS: There will be one midterm exam (17 Sep) and one final exam (1 Oct). Exams will assess your understanding of communication concepts and theories, as well as your application and integration abilities. To do well, you need to attend the class sessions or arrange for a copy of the review material.

SPEECHES: Each student will present the following speeches:

a. Self-Introduction (2 minutes) 10 points (Due: 13 Aug)
b. Impromptu speech (2 minutes) 15 points (Due: 20 Aug)
c. Informative speech (5 minutes w/ at least 4 sources) 50 points (Due: 27 Aug)
d. Persuasive speech (8-10 minutes w/ at least 6 sources) 50 points (Due: 10 Sep)
e. Commemorative speech (5 minutes) 50 points (Due: 24 Sep)
f. Choice of Informative or Persuasive (10 minutes w/ 6 sources) 50 points (Due: 1 Oct)
Each presentation will be evaluated on content and delivery. Specific details will be clearly outlined in class. A TYPED OUTLINE AND REFERENCES ARE REQUIRED THE DAY OF YOUR SPEECH, WITHOUT THEM YOU WILL BE UNABLE TO GIVE YOUR SPEECH AND RECEIVE A ZERO. You are welcome to bring a preliminary outline for comments prior to your presentation date, please provide time for feedback. If I provide feedback, digitally or otherwise, please include that with the materials you turn in on speech day.

PARTICIPATION: Because this is developmental course, participation is essential. Participation is a function of attendance, demonstration of having read the material, asking questions that extend the thinking of the class and instructor, contributing relevant examples, and demonstrating respect for the contributions of classmates.

V. EXAMINATIONS
   A. Midterm Exam: Will consist of the material covered in the first half of the semester. (Sep 10)
   B. Final Exam: (Oct 1) Will consist of the material covered after the Mid-Term Exam.
   C. There will be two examinations given in the Public Speaking course. Oral reviews will be conducted only if time permits and at the discretion of the instructor. Tests are taken from class lecture/discussions and/or from reading assignments. Class attendance and good note-taking are encouraged. The grading scale is a standard ten percentage point scale:

VI. SEMESTER GRADE COMPUTATIONS EVALUATION:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Speech</td>
<td>10 pts</td>
</tr>
<tr>
<td>Impromptu Speech</td>
<td>15 pts</td>
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<tr>
<td>Informative Speech</td>
<td>50 pts</td>
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<tr>
<td>Persuasive Speech</td>
<td>50 pts</td>
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<tr>
<td>Commemorative speech</td>
<td>50 pts</td>
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<tr>
<td>Choice speech</td>
<td>50 pts</td>
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<tr>
<td>Midterm Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 pts</td>
</tr>
<tr>
<td>Participation</td>
<td>25 pts</td>
</tr>
<tr>
<td>Total</td>
<td>450 pts</td>
</tr>
</tbody>
</table>

90-100% (400-450 pts) = A; 80%-89% (350-399 pts) = B; 70%-79% (300-349 pts) = C; 60-69% (250-299 pts) = D; below 60% (0-249 pts) = F
VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student. CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week
The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin. A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet Central Texas College requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the coursework but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course. Prior approval from the instructor is required before the grade of “IP” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

D. Americans with Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

E. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

F. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
VIII. MY TEACHING PHILOSOPHY: Education is important! Learning a new skill, or better yet simply discovering a skill is very rewarding. My goal for this class and in fact, my goal for life is to “Teach what I know, and learn as much as I can from all that I come in to contact with.” I choose to teach this class because teaching others is a passion. I strive to learn from others therefore my teaching style requires active participation from my students. I can assure you, I will learn from my students just as my students will learn from me. Together, the goal is to teach, learn and have fun while we develop a broader knowledge base, skills and abilities that will enhance our personal and professional lives