

# SPCH 1315 Introduction to Public Speaking

SUMMER 2014 (ALL SECTIONS)

Instructor Course Requirements:

## Faculty Contact and Course Interaction Information

**Name:** Jennifer Ramsey

**E-Mail:** [jramsey@odessa.edu](mailto:jramsey@odessa.edu)

**Phone:** 817-658-9646 (Student Hotline/Text/Voice mail will reach me fastest here)

**Office:** 432-335-6618 (Not in use during Summer or Mid-Mester classes)

**Class Interaction Information:**

**Twitter:** @ JRamseySpeech (Class Hashtag #RAMSEYSPEECH)

**Gmail:** (for YouTube and Google Page Activities do NOT email me here I will not see it): [jramseyspeech@gmail.com](mailto:jramseyspeech@gmail.com)

**Conference Call Line:** 724-444-7444 Call ID: (SEE ANNOUNCEMENTS FOR YOUR CLASS CALL ID) ([www.talkshoe.com](http://www.talkshoe.com))

**YouTube Upload Login:** [JRamseyStudent@gmail.com](mailto:JRamseyStudent@gmail.com) Password: Wrangler

<p><i>Office Hours</i></p> <p><i>Fine Arts Bldg. 141A</i></p>	
<b>Campus Office Hours:</b>	By arrangement in Summer and Mid-mester sessions.
<b>Online Office Hours:</b>	By arrangement in Summer and Midmester sessions please set up an appointment and I will be happy to schedule a phone call or chat with you.

### About Your Instructor:

I hold an MA in Communications from Wichita State University. My BA is in Psychology with a minor in English. I am in the process of selecting a PhD program to pursue my interests in Communication Studies further. I am also a certified teacher and have taught Speech and Theatre Arts at the High School level. I am

passionate about the field of Communications and about teaching. I have been teaching for about 14 years. I am also a single mother raising two boys who keep me hopping but I love being a mother. I really enjoy fine arts especially independent film, musical theatre and dance. I am a member of the Midland/Odessa Symphony Chorale and I volunteer with Midland Children's Rehabilitation Center and SHARE of Midland and Odessa.

### **Preferred Method of Communication:**

The best and quickest way to connect with me is via text message on the student hotline listed above. I am a single mother of young children. I can almost always reply fairly quickly to a text message even when there is chaos going on with them. I also get up very early and often am up at random times with them. Please text me at any time day or night. I turn my hotline alerts off when I am unavailable or sleeping so you are never intruding or bothering me. If I am awake and available I will respond to your texts ASAP. In general, please allow 24 hours for a reply (48 hours on the weekends) but I generally check text messages several times per day. You may also email me at my OC account. [jramsey@odessa.edu](mailto:jramsey@odessa.edu).

Please note: Any email to me must be sent from your OC email account that ends in myoc.odessa.edu. Gmail accounts are used only for uploading speeches. OC's server will likely consider email from any account other than your student account as spam. Please contact technical support at 432-335-MORE if you do not know how to access your OC email account or if your passwords are not working.

Gmail accounts are used only for Youtube video uploads. DO NOT EMAIL ME on GMAIL or using a private email account. Use my OC email. I will not see your email otherwise.

If you need to leave a message for me by phone (do this as a last option as it is not always a fast) please use the voice mail (it is automated) on the student hotline. 817-658-9646. My office extension is a campus landline and is only available when I am on campus. FOR A WINTERMESTER and SUMMER STUDENTS: DO NOT use my office voice mail. I am not going to be on campus very often during breaks and it could take several days to respond. My office is not air conditioned in summer months.

When I send out important information and updates, it will be via your OC Email account. Please make sure you know how to access this account right away and can log in. You will not necessarily get an email from me every day but I want you to check your email at least once a day. Otherwise you may miss very timely and important information.

## **Textbook Information and Required Hardware/Software**

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### **Textbook:**

**The Art of Public Speaking ( 9<sup>th</sup> , 10<sup>th</sup> or 11<sup>th</sup> edition). by Stephen Lucas 11<sup>th</sup> edition ISBN 978-0-07-742810-5.**

**Please feel free to purchase an older edition of the text. I do not foresee this textbook being re-used at OC past Summer of 2014 and you may not be able to sell it back. Amazon**

**sells older editions and you can check on Craig's list for former students who may be selling books. I will provide a chart to help you navigate through older editions. The new one does not offer substantial content change. You may also be able to find electronic versions or international editions at a cheaper price. We will use the textbook for some assignments but it is also used primarily as a resource and for extra credit. You do need a textbook you just do not need the 11<sup>th</sup> edition unless it is your ONLY option. If so please try to get it used. Amazon usually ships these pretty fast and as long as you order your book within the first three days of class you should be fine on keeping up with this course.**

**Sample textbooks are available at the OC Library for use as well. They are on reserve and you may use them at the library.**

## **MS Office (PowerPoint and Word)**

\*Microsoft Office...YOU MUST HAVE ACCESS TO POWERPOINT AND WORD. I realize that other programs have similar functionalities but they do NOT load properly into blackboard. There are free trial subscriptions for up to 90 days for students who are taking just one online course at OC. However, if you plan to take other courses I strongly recommend you acquire a current copy of the software. The student bookstore should offer this as an option at a very reasonable price. You do not need every program in office for this course but you do need the real MS Word and the real PowerPoint.

There are some converters online if you are using open source or alternate products. If you plan to take this approach it is YOUR responsibility to test these converters before assignments are due and make sure that they will properly work with OC's blackboard. You may not submit things by email or text because you do not have the proper software and it will not load. Make sure you are equipped for success from day one in this course.

**Netflix: This is NOT an option, it is a required resource for this class access to it is required.**

Many of my activities require watching speech presentations. We also will do some applied media analyses on films and public speeches. Therefore access to the following sites is required for the duration of this course.

Netflix account with streaming service (first month is free and subsequent months are about \$7 - \$9 per month). Netflix is also available as an App on most smart phones and tablet PC's. Consider access to Netflix a basic class supply. This is not optional.

## **WEBSITE ACCESS:**

You will also need to occasionally access the following sites in order to complete assignments. Please use your OC email account where possible to create login credentials. You Tube may not allow interaction with OC's email. Most other sites will let you register through there. Please create log-ins and make sure your browser will properly load these sites and work with them within the first three days of your course opening.

[www.gmail.com](http://www.gmail.com) : You will need to create a personal gmail account specifically for this class. Instructions will be sent. This is used for YouTube video sharing, online office hours, and conference calling. It is NOT to be used in place of your OC email account.

Our class YouTube Channel:

Our class Gmail Login (for uploading videos):

**Additional websites:**

[www.youtube.com](http://www.youtube.com)

[www.vimeo.com](http://www.vimeo.com)

[www.storify.com](http://www.storify.com)

[www.twitter.com](http://www.twitter.com)

[www.talkshoe.com](http://www.talkshoe.com)

(can be accessed by phone)

**OC Network Access:**

Access to Odessa College Library Online Catalog <http://www.odessa.edu/dept/library/>

Access to Blackboard: <https://blackboard.odessa.edu/webapps/login/>Access to

**Technical Support: If you need help learning how to access the OC Portal or any of the above sites, or have issues logging into BlackBoard, WebAdvisor or your student email, please call 432-335-MORE.**

**Hardware:**

Digital Camera and Digital Video Recorder (Most smart phones will suffice). You need to be able to upload your photos into email and blackboard. Your videos will need to be uploaded into YouTube.

Computer: Minimum of 64 MB of RAM, 1 G Free Space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution.

Peripherhals: Speakers to be used to listen to audiofiles.

A camcorder or smartphone or flip cam to be used to record your voice, video and images. You must have access to a device that can create a digital recording up to ten minutes in length. You will also need to be able to take pictures of digital images and upload them. It must also be able to save and then transfer the file or upload the file directly into a website such as YouTube.

A thumb drive or flash drive with 4GB of memory or more to be used exclusively for this class

Internet Connection: Make sure you are using a 56K Modem or better.

Browser Settings: Microsfot IE Explorere works best with Blackboard on computers running

**Software:**

Email: Students enrolled in Odessa College must use an Odessa College email address. I will only contact you at your OC email account so you need to check your student email at least three times a week. Go to <http://www.odessa.edu> and click on Student Email to set up your email account. You should contact 335-MORE if you are not able to log on using the instructions provided or if you experience any issues with your OC email account.

Microsoft Windows. Java and cookies must be enabled.

Microsoft Word, Powerpoint and Excel.

Anti-virus Software is highly recommended for students. Online courses involve much file sharing which increases your risk of computer virus infection.

You will also need to make sure that your computer is equipped to read Adobe Acrobat files using Acrobat reader. There may be video files requiring you to use Windows Media Player or Quick Time or Real Player.

I realize that there is a temptation to skip over hardware and software requirements but it is ESSENTIAL for online students to know that their computer will run the websites and programs that are required for this class. Please make sure all websites are functioning for you and that you have the hardware and software requirements you need. You do not want to be in the middle of an assignment only to realize your browser won't load the website you need or that you do not have the software that blackboard requires to read your information. I do not make exceptions on these requirements my response to you will be to find the resource or borrow from someone who has them available. So if you have skipped over the above list because it looks too technical please go back through it and make sure your equipment lines up. Ipads and Mac Products in particular may use alternate software. Make sure what you have will work and if it does not that you line up a plan of action that works for you when these assignments come due.

## Information About the Course

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### Course Description :

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. *(From the ACGM). There are no prerequisites for this course.*

### Course Topics:

- \*Communication Theory and Self Awareness
- \*Overcoming Speaking Anxiety
- \*Principles of Ethical Communication and Teamwork
- \*Speaking to Inform
- \*Speaking to Persuade

## Grading

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Type of Assignment	Percentage/Points	Objectives
Presentations and Projects	50 %	1,2,4,5,6
Class Assignments and Participation	25%	1,3,5,6
Quizzes, Tests and Exams	25%	1,3,6
<b>100% Points</b>		<b>TOTAL</b>

**Grading Scale:** A 90% or better.  
 B 80-89%  
 C 70-79%  
 D: 60-69% (note OC assigns D's. At OC a D will be given credit but it may not count towards program requirements or completion. Check with your advisor.-- Dual credit students would receive a D at OC and a percentage grade at their high school. At most school districts any score below 70% is not passing.  
 F: 599 points or less.

ALL SPEECHES and Assessment based assignments are required to be completed before you will be issued credit in this class. You can not pass this class without turning in ALL Speeches, Exams and the Pre-Post PRCA assessment scores. These are required in order for the course to keep its credentials and for assessment purposes at Odessa College.

**EXTRA CREDIT:** I do give an opportunity for you to earn extra credit on your work. I do NOT issue extra credit on assignments until everything that was due has at least been turned in. If you receive a late deduction or did not earn the grade you wanted, then extra credit can be applied AFTER your assignment has been done to help boost your grade. You can also earn extra credit for personal enrichment to raise your grade even higher. You may not skip required assignments though assuming you can use extra credit instead.

**Plagiarism:** I follow the OC policies on plagiarism please consult the student handbook for information on the school policies. I will usually assign a zero on the first offense and not allow you to make that assignment up for credit (you may still need to complete it to earn credit in the course but it may not be calculated in your grade). On the second offense I will pursue having you withdrawn or issuing an F in the course. Please make sure you educate yourself fully on what plagiarism is. Many students commit plagiarism because they find themselves in a time crunch. In general if you find yourself hitting cut and paste something is probably wrong and you are putting your grade at risk. We talk about plagiarism throughout the course but it is your responsibility to educate yourself on what plagiarism and make sure that all work you contribute is your own and that if you are working in a group the assignment has clearly been designated a group assignment and that you are contributing actively to the project.

**Dual Credit/College Now Students:** Your coursework is timed out to fit fairly evenly across each six weeks in Fall and Spring Semesters. Six weeks grades are not reported during Summer or Mid-Mester sessions. Your school will request a numeric average from me for the work completed during that six weeks. I will report the work from that six weeks to your school. You will be given notice as to when my reporting deadlines are. They will on average be anywhere from 10-14 days before your high school classes end their six weeks. Please pay attention to these deadlines. **Your six weeks grades will not be changed after the deadline I give you so make sure you have your work turned in. Eligibility, class rank and credit for graduation can be influenced by this. MAKE SURE YOU COMPLETE EVERYTHING FOR EACH SIX WEEKS ON TIME!.**

*Your OC grade* (the one that goes on your transcript at the end of the course for College Credit will not reflect six weeks averages. If you make up an assignment from earlier in the course it may count towards your OC grade even if you missed the high school's six weeks deadline. Likewise, your OC grade reflects the summation and category average of everything you have turned into this class throughout the semester. Therefore, your final grade at OC may well be higher or lower than the average of the six weeks grades that will appear on your high school transcript.

Please plan ahead, stay on task and strategize accordingly. BOTH grades are significantly important to your academic progress. Also, please bear in mind that in some cases high school students receive weighted credit for college classes. Make sure you know this ahead of time and double check on this with your high school counselor. Depending on how your scores are weighted at your school your class rank could be influenced by how well you perform in this class.

## Course Objectives

From the ACGM: Upon completing this course, students will be able to:

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).

## Learning Outcomes

Outcome	CO
1,2,3,5	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2,4,5,7	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
3,4	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
6	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
6	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Dropping a Course or Withdrawing from This Course

If you are considering dropping please contact me first as there may be options we can create to help you finish the class successfully if I know your situation. This is not mandatory but if there is something specific going on I do hope you will reach out to me and let me attempt to help you. Almost every time there is a

solution to the situation if I know about it in a timely manner. Pay close attention to the drop dates and deadlines for this course. For details, please contact the Office of the Registrar. Please B

**No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Please note the drop dates and deadlines on the OC Caledendar.

The add/drop date for Wintermester without penalty (in other words a W or F will not show on your transcript is January 22, 2014

**FINAL DROP DAY FOR SPRING 2014 is April 16, 2014:** If you do not want an F and you want to withdraw you MUST meet this deadline. If the OC office is closed make sure you send an email requesting to drop to [wrangerexpress@odessa.edu](mailto:wrangerexpress@odessa.edu) . Please send me a copy of this email in case there is a question. I can back you up if I received a copy as well.

In most cases I do not recommend dropping this course. You are limited in the overall number of withdrawls you can make before it affects financial aid and academic progress. In most cases we can find a better solution. If you will work with me I will work with you to solve whatever issues you may face. However, if there is no way for that to happen it is far better to get a W than an F.

[http://www.odessa.edu/catalog/schedule/FA13/pg03\\_academic-calendar.pdf](http://www.odessa.edu/catalog/schedule/FA13/pg03_academic-calendar.pdf)

## Instructor Requirements and Course Policies:

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As a college student, you are expected to assume personal responsibility for managing your priorities. This class is a 3 hour course and so you should plan on spending 9 hours per week on the class including seat time if you are a seated student. This should be true for any course you take that is a 3 credit hour course regardless of the subject. Online courses require just as much of a time investment as seated courses require. Please plan and prepare accordingly. Make family members and employers aware of your responsibilities and take proactive action to make sure you stay on top of your assignments. I suggest creating a work schedule for the class that allows for 9 hours per week of time and tell your loved ones, friends and employers that you are not available at the times you select.

Part of what we all have to work on in college and in life is how to balance our many responsibilities. I well understand the frustration of balancing school activities, work, family responsibilities and other obligations. I have been a very active traditional student at times in my life and I have also experienced life as a returning adult student. I know what it is like to be both a performer and an athlete. I speak from experience and I do have compassion on the frustrations that will come as you add this responsibility into your schedule.

ALL of my students have many things to balance including other courses. I do understand how hard this is. I also understand that when life gets overwhelming it is very easy to procrastinate it is simply human nature. Please understand that regardless of the sometimes very good reasons that procrastination or late assignments occur, your choices impact other people. I am impacted by having late assignments to

grade which makes it harder for me to my job well, your classmates are impacted by delays in grading that result when assignments come in late and from the reality that many of our assignments are set up with a requirement that you view peer assignments for feedback purposes. If your work is not in, your group members will suffer because they are being graded on reviewing your speeches and presentations. Most of all, you suffer because you will not get timely feedback from me or your peers and that will impact your learning outcomes in the class and the quality of your final presentations. Furthermore, I do not usually have as much time to work with late work and there may be significant delays in my grading and less attention given to assignments that are late.

Another factor that is specific to this class is the reality that my lessons build upon one another very much like a math class. Therefore, it is very important that you progress through each assignment in the order that is given. There are several assignments in each module. Most of them are very short but some are longer. They are designed to help you process how to build a speech in a certain way and in a specific order. You will often need the information in one assignment to use in the next one. So if you are late on one assignment you will be confused in the ones that follow unless you do the work in the order that it comes. For that reason, please plan ahead and arrange to stay on top of your work. Please do your best to even work ahead of time so that WHEN something happens (and it will)...you have a buffer of time in which to deal with it.

Do NOT allow procrastination to put you in a position where you are tempted to cut corners, plagiarize or get a lower grade than you desire!

That said, I do understand well that we all have issues and circumstances to deal with and that “Life Happens.” The following Late Work policy is in place to prevent the urge to procrastinate unnecessarily but to give you a way to save your grade if you make a mistake or life catches you by surprise.

## Late Work:

If you foresee circumstances that will prevent you from meeting a deadline contact me **BEFORE THE DEADLINE** by email via your OC student account and make sure you get a written response from me. In cases of true emergency I may consider giving you an extension but this will generally only happen if I am contacted 24 hours or more BEFORE the deadline. Emergencies are events that you absolutely could not foresee or avoid and I may require documentation of what happened in order to grant an extension especially if I am contacted after the fact. Emergencies also should be rare occurrences. Vacations, regular work responsibilities, and school competitions or activities are not emergencies. I expect you to work ahead of schedule and plan around these events even if it means turning work in early. Genuine emergencies that prevented you from contacting me ahead of time and can be verified (i.e. doctor’s notes, death notices etc.) will be taken into consideration.

When you contact me please include the following information:

- 1) What happened or you foresee happening to prevent you from meeting the deadline?
- 2) What is your suggested plan of action for accommodating this issue?
- 3) What, if anything, can you do to prevent this from happening again in the class (some situations are unavoidable and I will recognize and understand that this applies more to issues related to procrastination and planning ahead).

If a prior arrangement is not made then late assignments will be subject to the following deductions. If you miss a deadline contact me immediately. The students who wind up failing this class almost always do so because they go out of communication. I am not going to judge you if you miss a deadline but I need to know what is going on with you so that we can work together to resolve the situation. I will accept late assignments in order to help you redeem the class they will be subject to the following deductions:

- 1-Day Late-10% Reduction
- 2-Days Late-20% Reduction
- 3-Days Late-30% Reduction
- 4-Days Late-40% Reduction
- 5-Days Late-50% Reduction

(Assignments most likely will not be accepted after 5 days outside of extenuating circumstances please contact me immediately if you are 5 days or more behind).

If you do not understand an assignment contact me immediately on the student hotline. I am happy to answer any questions that you have as you are working. However, telling me that you “do not understand” something at the moment it is due or after the fact is not an excuse for handing something in late. If you need help ask for it immediately. I reserve the right to refuse late assignments or assess a penalty on assignments that are handed in past the deadline.

Me

**Tech Issues:** Have a plan B for tech issues. Know where you can go (McDonalds, OC-Library, Starbucks, Your community library, a friends house etc. to make sure you have a back up plan if you lose internet access. Plan ahead for this. It often happens and will not be considered a valid reason for an exception outside of extenuating circumstances).

**Speeches for ONLINE students:** Many students enroll in online speech classes because they have a lot of anxiety about public speaking. If this is you, please reach out to me right away so we can talk about your anxiety levels. It may not be best for you to take an online speech class for this reason. Here are some things to consider:

- 1) All of our online speech classes still require public speaking. You will be responsible to film your speech yourself and upload it to you tube and you will be required to find five adults to listen to your major speeches (there are 3 speeches that require this).
- 2) You will be responsible for recording and uploading your speech and recruiting 5 people to speak in front of. You will have the option of coming to speak at one of my seated classes if you prefer to do so instead but this must be arranged ahead of time and it will only be an option if you are able to come during one of my class sessions.
- 3) You are responsible for scheduling with 5 other people ages 12 and older to hear your speech. I do not set up your audience for you.

4) Live classes sometimes are useful for students with speech anxiety because it gives you the chance to overcome these fears and to deal work and practice with me live. I do a number of activities in seated/live contexts to help reduce fear that can not be replicated online.

Please evaluate whether this is the best modality of instruction for you. Do this by taking a sample youtube video and making sure you have the technology to record and upload it online. Also, think ahead at the beginning of the class and consider whether or not you can either come to one of my classes to speak (check the schedule of classes for my name at [www.odessa.edu](http://www.odessa.edu) or recruit an audience of 5 adults. If you do not feel like you can manage these responsibilities then you need to look at transferring to a seated or hybrid class. Seated classes cover everything in class hybrid sections meet less often (perhaps only once or twice per week) and allow you to work online at your own pace the rest of the time. I am happy to help you find a better class if you need to but we need to do it within the first day or two of the semester or they will process it as a drop for you and you will receive a withdrawal on your transcript. I want you to do well and will work hard to make sure you find the best class that meets your needs. If you get into this and realize you need a seated class you may always begin attending one of my classes and we will work together on how to keep up with the online components however I will be unable to transfer you to another teacher if you need to accommodate that in your schedule after the first day of class.

**Respectful Participation:** This course will ask you to upload artifacts of public speaking and review them for one another. It is my expectation that at all times your communication with one another and myself be professional and respectful. Occasionally we will deal with sensitive issues such as race, sexual orientation, religion, economics, politics and other difficult topics. You are not expected to agree with me or with other students. However you are expected to voice any opinions you have whether in the form of feedback for an assignment or a topic of discussion with tact and respect.

**Attendance and Planning Your Time:** As this is an online course you will be expected to log in 3 times per week for online students or as schedule for seated/hybrid classes. Midmester and Summer students should plan to log in five days per week minimum. Blackboard keeps records of your log ins and how much time you spend on each section of the site. I use this information to determine attendance. You are not expected or required to log in on the following dates: Labor Day, Memorial Day, Good Friday-Easter, July 4<sup>th</sup>, December 24<sup>th</sup>/December 25<sup>th</sup>, January 1<sup>st</sup>. If you have more than 3 absences in this class you may lose points on your participation grade so please make certain that you log in regularly.

In addition to what is made available online, we will schedule class conference calls and I will set up meetings in Odessa and/or Midland for those of you who prefer to give your speeches live rather than record them on YouTube. Attendance at live meetings is optional and not required. You do not have to be present on conference calls either however you will be required to listen to the recordings at a time that works in your schedule if you can not attend.

Please keep in mind that OC now operates on an accelerated schedule. You are most likely enrolled in a course that was originally designed to be covered in 16 weeks but is now being offered in a faster format. This will require advance planning and working ahead in case emergencies happen. It also

means that you can not carry the same amount of classes at the same time that you would carry in a regular 16 week semester. Please plan ahead.

In order to help you plan your time ahead for this class and /or any others you may be taking, the following chart illustrates how much time you should expect to plan to complete a typical course per week in any 3 hour college class. Please note that in Wintermester or Maymester you will be covering about the same amount of material in one day that we normally cover in one week. There will likely be deadlines and assignments to complete every day. These times are approximate and some subjects may be easier for you than others so you may fly through one class really fast and other classes more slowly. However, in general and on average this is what you should plan for time wise when taking on any college class. Look at the amount of hours you will need to invest per week and per day in order to be successful and make sure and plan ahead. This includes time spent in class (if you are in a seated section) as well as outside reading, homework and all time spent online.

3 Hour College Credit Course ANY kind of class. Hours include seat time and homework.	Time Required on Average (144 hours per semester per 3 hour class)	Average Hours per Day (6 Days a week) to plan to invest in the class (including attendance and homework)
16 Week Class	9 Hours per week.	1.5 Hours
10 Week Class	14.5 Hours Per Week	2.5 Hours
8 Week Class	18 Hours Per week	3 Hours
5 Week Class	29 Hours	5 Hours
3 Week Class	48 Hours Per week	6 Hours

This will be an intense process (but a rewarding one). I also expect that given holiday traditions many of you will be traveling. Please plan ahead to remain connected and involved.

## Blackboard Issues

As this is an online course you need to be prepared to function well and consistently online. That said there are times that Blackboard will go down. This happens frequently enough that it is important to be prepared.

### **TURNING WORK IN ON BLACKBOARD:**

ALL Assignments must be properly uploaded into blackboard before I will be able to enter a grade for them. I will be very specific about where and how you are to upload assignments. This is for grading purposes. Assignment drop boxes are directly linked to the blackboard gradebook. This allows me to open one window and see your assignment on one side of my screen and input your grade and offer you feedback on the other side of your screen. Additionally, I must preserve a number of assignments for future data storage. Odessa college uses Blackboard exclusively for this. Therefore, before you receive a final grade for an assignment it must be turned in to blackboard in the proper place.

### **SERVICE OUTAGES AND PROCEDURES FOR HANDLING THEM:**

You should expect occasional service outages. Blackboard will shut down to tech issues or maintenance from time to time. There may well be other times that you experience a technical difficulty in this class. Please take the following routine precautions and procedures. Some are proactive others are reactive.

- 1) Keep an electronic copy of **everything** that you turn in. I recommend you email it to yourself. Gmail /google docs is an excellent resource for storing files and documenting your work and it is free of charge.
- 2) Make your copy of your assignment (or essay question) BEFORE submitting it to blackboard.
- 3) Print out or make an electronic download of any assignments that you need to access before you begin working on them. Download your materials and print them well ahead of when they are due that way you can continue working in the event of an outage.
- 4) If you find that Blackboard is out, wait an hour and try to log in again. You do not need to email me to inform me UNLESS you are going to miss a deadline and you do not want work to be counted late.
- 5) If Blackboard goes out right when something is due, email me a copy of the assignment as proof you got it done. Use my OC email address for this. I will not grade your assignments from email but this will serve as proof you had your work done on time.
- 6) When blackboard goes back up, upload your assignment as directed put a note at the beginning of the assignment explaining what happened and when you emailed your backup copy to me.
- 7) Tech issues on your end will be taken into consideration if you follow the same procedures so if your computer or internet service has an issue, email the assignment and tell me exactly what happened and when. I will take this into consideration when grading.
- 8) ABOVE ALL: Plan for tech issues. They can and will happen it is just the nature of the way things go when we have multiple people dealing with technology. Your BEST strategy is to plan ahead. **DO NOT PROCRASTINATE. WORK AHEAD.** Tech issues almost always seem to happen when it is at the last minute. Consider it Murphy's law.

Finally please keep in mind, I am not a techie. I can answer basic questions about our assignments (how to do them, where they are located in blackboard etc) or how to log into an external website like YouTube. However, I have no idea why your system might need an update or what blackboard is doing. If you need help with Blackboard please make use of the resources below.

### **Blackboard Support**

#### **I can't log into my Blackboard Course, who do I contact?**

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

There are additional resources under the online syllabus click on Course Information.

### **Student E-mail Support**

#### **How do I set up, access, or update my Odessa College Student E-mail account?**

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

#### **I can't access my student email! I forgot my password!**

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

**Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email.**

## FINAL THOUGHTS:

To embark on the journey of public speaking is an exciting adventure. This information has been offered to you in order to help you fully understand what to expect this semester and to plan ahead for it. Please make sure and communicate with me any time you have questions and concerns. I am here to assist you in this course and coach you to greatness. I love the process of watching students work through barriers and become excellent public speakers. I have been doing this a long time and it is a true joy for me. Please remain in touch with me and keep in the loop of what is going on with you, what your challenges and joys are. I will work with you to get you through this course in any way that I can. My students are generally very successful and complete this class in excellence if they keep at it, stay in communication and keep trying. If you are afraid of public speaking this is one of the best classes for you to take because learning to stare down that fear and deal with it will serve you in many other areas of life. If you are already comfortable you can learn to use public speaking to achieve greatness in bigger and more powerful ways. This class is all about finding your voice so get ready for an adventure. Yes it will be a lot of work but I think you will find most of this process interesting and fun. Everything in this class is offered with purpose and intention. I will not burden you with busy work but with assignments that are created to empower you to get the results you want.

I promise not to give up on you if you do not give up on yourself.

## Core Objectives (COs)

### Description of Core Objectives (CO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

### Odessa College's Core Objectives (COs):

1. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills (COM)* - to include effective development, interpretation and expression of ideas through written, oral and visual communication

3. *Empirical and Quantitative Skills (EQS)* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *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
5. *Social Responsibility (SR)* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. *Personal Responsibility (PR)* - to include the ability to connect choices, actions and consequences to ethical decision-making

## Discipline Core Statement

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### Speech Communication

This course meets the requirements set forth by Odessa College for 3 Hours of credit in the CORE Curriculum under the foundational component of Communication. For students who have already met their communication requirements, this course may also be used to satisfy the Component Area Option of the CORE curriculum. This course may only be applied to one foundational component area.

The Introduction to Public Speaking course meets the CORE required objectives in Critical Thinking, Communication, Teamwork and Personal Responsibility ICOs. Speech Communications courses require at least three formal presentations that apply skills in oral and visual literacy as well as written skills. All students in these courses are required to submit written outlines and personal assessments of presentation projects. They use communication technologies to conduct research and create visual aids using presentation software. They also are required to collaborate in team settings to create and analyze speech presentations. The speech presentations that are required in this course require the student to use analytical skills to create contextually and ethically appropriate messages that are adapted to the audience, the occasion and the communication task. A minimum of three oral presentations are required in this course.

 = Required Core Objectives

Foundational Component Area	SCH	CT	COM	EQS	TW	SR	PR
Communication or Component Area Option	#						
<p>Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively.</p> <p>Courses involve the command of oral, aural, written and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.</p>							

## Course Objectives

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From the ACGM: Upon completing this course, students will be able to:

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).

## Learning Outcomes

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Outcome	CO
1,2,3,5	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2,4,5,7	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
3,4	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
6	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
6	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

## Odessa College Policies

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### Tuition Discounts

The **“First Course is Free”** discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The **“Academic Progress Discount”** provides a 10% tuition discount upon completion of 30 credit hours

until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

### **Academic Policies**

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013*; *Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

### **Scholastic Dishonesty**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

#### **"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

### **Special Populations/Disability Services/Learning Assistance**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the

request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

### Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

## Student Support Services and Technical Support

### Blackboard Support

#### I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

#### I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

### Additional Blackboard Help Resources:

Service	Assistance Provided	Available
<b>Blackboard Help for Students</b>	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online <a href="#">Click here.</a>
<b>Blackboard On Demand Learning Center for Students</b>	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online <a href="#">Click here.</a>
<b>Blackboard Collaborate: First Time Users</b>	If you have never used Blackboard Collaborate before, this website provides a system requirements check,	Online <a href="#">Click here.</a>

	configuration instructions, and training and resources area.	
<b>Blackboard Collaborate: Essentials for Participants</b>	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online <a href="#">Click here.</a>

### Student E-mail Support

#### How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

#### I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm). They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

**Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.**

### Support for Students with Disabilities

#### How do I contact the Office of Special Populations?

<b>Main Number</b>	432-335-6861
<b>Campus Location</b>	SUB 204N in the Student Union Building
<b>Email</b>	Becky Rivera-Weiss - <a href="mailto:brivera@odessa.edu">brivera@odessa.edu</a>
<b>Website</b>	To find out more about services provided by the Special Populations office, please visit: <a href="http://www.odessa.edu/dept/counseling/disabilities/index.htm">http://www.odessa.edu/dept/counseling/disabilities/index.htm</a>

### Learning Resources Center (LRC; Library)

#### How do I contact the Learning Resource Center?

<b>Main Number</b>	432-335-6640
<b>FAQ Service</b>	LibAnswers: <a href="http://libanswers.odessa.edu">http://libanswers.odessa.edu</a>
<b>Contact a Specific OC Librarian</b>	Pat Quintero at 432/335-6350 or <a href="mailto:pquintero@odessa.edu">pquintero@odessa.edu</a> Donna Clark at 432/335-6645 or <a href="mailto:dclark@odessa.edu">dclark@odessa.edu</a> Carolyn Petersen at 432/335-6641 or <a href="mailto:cpetersen@odessa.edu">cpetersen@odessa.edu</a>
<b>LRC Services and Guidelines Website</b>	<a href="https://www.odessa.edu/dept/library/services/index.htm">https://www.odessa.edu/dept/library/services/index.htm</a>

**Equipment and Services Provided:**

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

**Student Success Center (SSC) / AVID Center****How do I contact the Student Success Center?**

*Appointments are preferred, but walk-ins will be served as soon as possible.*

<b>Main Number</b>	432-335-6673
<b>Campus Location</b>	1st floor of the Library
<b>Website with Additional Help and Information</b>	<a href="http://www.odessa.edu/dept/ssc/">http://www.odessa.edu/dept/ssc/</a>
<b>Live Online Assistance / Chat</b>	<a href="#">Click Here</a> <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

**Equipment and Services Provided:**

The purpose of the Odessa College Student Success Center is to provide assistance to students in

meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online <a href="#">Click here for more information.</a>
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online <a href="#">Click here for more information.</a>
Study Skills	Tools needed to succeed	On Campus and Online <a href="#">Click here for more information.</a>
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online <a href="#">Click here for more information.</a>
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online <a href="#">Click here for more information.</a>
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus <a href="#">Click here for more information.</a>
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online <a href="#">Click here for more information.</a>

### Veterans Support

#### How do I contact the office for Veteran's Outreach?

<b>Main Number</b>	432-335-6833
<b>Campus Location</b>	204M (Help Center) in the Student Union Building
<b>Email</b>	Gloria Rangel - <a href="mailto:grangel@odessa.edu">grangel@odessa.edu</a>

**Website**

To find out more about services provided by the Veteran's Outreach office, please visit: <http://www.odessa.edu/dept/counseling/veterans/index.htm>