# ADDENDUM TO SYLLABUS
## Public Speaking – SPCH 1101

**Speech Instructor's Name and Title**

**Contact Information :**

E-mail:

Phone:

Office Hours:

Campus Location Address

Office Location – Building Name/# and Room #

**Course Critical Competences:**
1. Select, narrow, and analyze a speech topic.
2. Clarify the topic in terms of purpose.
3. Organize a speech introduction with an effective attention step, establish relevance, speaker credibility, and a clear thesis statement.
4. Organize and develop a speech supported with a variety of materials (personal experience, interviews, scholarly research, print and non-print media etc.).
5. Construct an effective speech conclusion: summarize main points and provide a strong closing statement.
6. Display understanding of the principles of vocal and physical delivery.
7. Understand the importance of an audience analysis and utilize it in speech preparation.
8. Develop and incorporate the use of effective visual aids in a speech presentation.
9. Master techniques to aid in overcoming fear of public speaking.
10. Improve listening skills.
11. Discuss and respond to the speeches of others by offering peer evaluations.
12. Speak with an awareness of **Standard** English (no slang or off-color language is allowed).

**METHODS OF INSTRUCTION:**

Students enrolled in the (Specify Instructional Delivery Type: **HYBRID, ONLINE, or Face to Face**) Public Speaking Course will be responsible for accessing the Syllabus, Lectures and Assignments Calendar, and supplemental materials via (Specify the Learning Management System).  Students are required to check (Specify the Learning Management System) several times per week.  Students will also be required to submit some assignments online via the Digital Drop Boxes located in (Learning Management System).  **HYBRID** classes will include some face-to-face time and some online work. Refer to the Course Calendar to know which days you are expected to physically attend the class. As with all speech classes, there will be some group work required.  **ONLINE** students will need to make plans to meet with their groups physically in order to complete group presentation requirements.

**COURSE REQUIREMENTS: (Add YOUR own college's course requirements – Here is an example:)**
Students must successfully complete ENGL 1101 before taking SPCH 1101.

**Attendance:**
- **(Include your own college's attendance requirements)** For the best chance of academic success, students are encouraged to be punctual and attend all classes for which they are registered as scheduled throughout the semester. Students anticipating an absence or tardy should contact the instructor in advance or provide notification as soon as possible. Students who are called to military or jury duty should inform their instructors and, if appropriate, the Financial Aid and Veterans Affairs offices prior to their absence, and provide appropriate documentation. The student is responsible for missed instructional time and is expected to seek permission for make-up work at the discretion of the instructor.
- Participation assignment grades happen *in class only* and may not be made up for any reason. If the student does not participate in classes, submit assignments, or when applicable, contact instructors in a timely manner (either in person, by phone, or by e-mail) a failing grade(s) may result. Special participation policies may be enforced for some classes due to hour requirements necessary for completion.
- One-week advance notice is required if an absence is due to a religious event.
- Students in a hybrid course must attend the first day of class, contact the instructor, and submit the first assignment prior to the first-class meeting.  Failure to do so will result in a NO SHOW report and the student will be dropped from the course.

 **SPEECH GROUPS**

Students will be assigned to Speech Groups/Tech Teams (SG/TT) on the first day of class.  Students are expected to exchange phone numbers and e-mail addresses to be used for assigned class projects; however, students must understand this is not a social networking exchange and students are not allowed to give SG/TT phone numbers or e-mail addresses to people outside of the class. Use of students' phone numbers and e-mail addresses are only to be used in context with assignments required for the class.

**COMPETENCIES/CRITICAL COMPETENCIES**

**(Include YOUR college's critical competencies.  Here is an example:)**
Students must present *ALL speeches and satisfy ALL course requirements to receive a passing grade and to meet state standards for the Public Speaking course. Students who do not present all required speeches (Informative Speech, Persuasion Speech, Group Presentation, and Special Occasion Speech) will NOT pass the course.*  Students are required to present the TYPE of speech that is required.  For example, the Persuasion Speech must follow a persuasion speech strategy (Monroe's Motivated Sequence) and must not follow the informative speech strategy.  Students must make at least a 70% on the final exam to exit the class**.** Topics MUST be approved by the instructor prior to presenting a speech.

**DAILY ASSIGNMENTS:**
Each speech requires diligent preparation out of class; textbook reading assignments are required.

**EXTRA CREDIT (Include YOUR college's policy – here is an example:)**
Extra credit may be earned if student and teacher wish by presenting additional prepared or impromptu

speeches evaluated by the same criteria as regularly assigned speeches.  Extra credit may also be offered for students to observe speakers on campus for scheduled events. Extra Credit speeches must be approved prior to delivery.

**TESTS/QUIZZES/ASSIGNMENTS/PRESENTATIONS**

**(Include YOUR college's requirements for tests, quizzes, assignments, and presentations. Here is an example:)**
During this semester, students will complete four speeches (Group Presentation, Informative Speech, Persuasion Speech, and Special Occasion Speech), four standard outline assignments (Group Presentation, Informative Speech, Persuasion Speech, and Special Occasion Speech) four self-evaluations (Group Presentation, Informative Speech, Persuasion Speech, and Special Occasion Speech), four peer evaluations (Group Presentation, Informative Speech, Persuasion Speech, and Special Occasion Speech), five Unit quizzes, Impromptu Speeches, and various classroom speech projects.

All individual course grades (assignments, exams, etc.) will be calculated as part of the final grade in accordance with the course weights below. Assignments are due by class meeting time – (**Insert your preferred Day and Time – Example: Monday at 10:00 AM**).  Late work is not acceptable.  It will be at the instructor's discretion whether to accept late work (example: jury duty, death of immediate family member, hospitalization of student or immediate family member). Official documentation must be presented to the instructor for late assignment consideration.  If the instructor decides to accept late work, a 10% grade deduction for each weekday the assignment is late will be applied.

Speech students will have the opportunity to participate in scheduled and unscheduled impromptu speech exercises (ZAPs – stands for **Z**ero time to prepare, **A**ttention to details, **P**oints clearly covered). To receive credit, students must participate in the exercises. Impromptu Speeches (ZAPs) will not be rescheduled to accommodate student absences.

**(List YOUR college/Course Points for the Semester – example: 1000 Points Scheduled for the Semester – Here is an example:)**
**Course Work: Basic Speeches and Speech Outlines 425 points**
Informative Speech-100/Outline-100 = 200 points
Special Occasion Speech-50/Outline-50 = 100 points
GROUP Presentation and Outline-50 = 50 points
Impromptu Speeches ZAPs- (3/25) = 75 points
ZAP #1 (First Day – Ice Breaker)
ZAP #2 (Table Topics)
ZAP #3 (Library Group Day)

**Course Work: Speech Projects (accumulated during the quarter) 175 points**
Speech Peer and Self Evaluations (3/25) = 75 points
Speech Topic Proposals, Informative-20, Persuasion-20=40 points
Audience Analysis=20 points
Listening Assessment Worksheet=20 points
Personal Report of Speaker Anxiety=20 points

**Course Work:  Unit Quizzes=100 points**
Unit 1 Quiz=20

Unit 2 Quiz=20
Unit 3 Quiz=20
Unit 4 Quiz=20
Unit 5 Quiz=20

**FINAL EXAM - The Persuasion Speech Project=300 points**
Speech=100 points
Turnitin.com Outline=50 points
Interview=50 points
Research=100 points

**COURSE WEIGHTS**
- Course Work = 70%
- Final Exam =     30%
  - Persuasion Speech/Outline/Interview/Research (300 points) 30%

**TOTAL 100% Points**

| | | |
|---|---|---|
| 900 – 1000 points = A | 700 – 799 points  = C | |
| 800 – 899 points  = B | 600 – 699 points  = D | Below 600 points = F |

**GRADING SYSTEM:**
**An average of at least 70 is required to receive credit for the course.**  An incomplete grade (I) is reserved for situations in which the student has satisfactorily completed all coursework, but for non-academic reasons beyond his or her control has not been able to complete the final examination presentation.  This grade will be given at the instructor's discretion.  An incomplete (I) is converted to an (F) if the work is not completed within the time frame established in the college's catalog.

**IMPORTANT NOTE:  the student must complete the final exam with a minimum score of 70 to receive credit for the course**. Students who withdraw after the quarter midpoint will receive a designation of Withdraw/Failing (WF) unless a Withdraw (W) is approved by the Vice President of Academic Affairs.  A WF is computed in the student's grade point average and does count toward financial aid eligibility.

**PLEASE NOTE:**
- **Cell phones and other electronic devices are major distraction in a speech class.  Please do not bring them to class or turn the sound OFF prior to class. If your cell phone should disrupt a speaker's presentation, 10 points will be deducted from your speech presentation grade.**
- **10 Points will also be deducted from your speech presentation grade if you enter the classroom or cause a distraction during another speaker's presentation. If you arrive late and a speech is in progress, do not enter the room until you hear the applause.**


**STUDENT RESPONSIBILITIES:**
Students in SPCH 1101 are required to purchase the textbook, read ALL assignments in the textbook, and access the (**Show Your college's Learning Management System**) in order to retrieve the syllabus, assignments guidelines, and special assignments. (**Show Your college's Learning Management System**) will also be used as a communication tool from the instructor to the students and for student correspondence; therefore, students will be required to log into the (**Show Your college's Learning Management System**)account and check (**Show Your college's Learning Management System**) and **(Your College Name's)** e-mail accounts several times per week for announcements and to retrieve information.  The instructor will offer reminders or announcements via (**Show Your college's Learning**

**Management System**).  A copy of all PowerPoint Presentations will be posted for students to download, copy, and use as handouts in class. Students are responsible to post some assignments to the Digital Drop Box as detailed in the Assignments Worksheet.

**RESEARCH/REPORTS:**
Students are required to use MLA Guidelines to document all research material in outlines and written speeches. Students who do not understand MLA documentation are required to seek assistance from the Writing Lab in (Building # – Room #).  The public speaking class is not designed to teach MLA documentation or writing skills. These skills were learned in ENGL 1101.  All Speech Folder assignments (outlines, research, interview, etc.) MUST be typed written. Students should understand this concept prior to enrolling in the course.  Students who plagiarize their assignments will be assigned a failing grade for the course and will be reported to the Dean of Education.

**Recording of Speeches:**
Each student is responsible for the recording of their Informative, Group Presentation, Persuasive, and Special Occasion Speeches.  The student should have a Tech Team member record these speeches from a phone, video camera, or any type of video/audio recording device.  Each student must view their speeches to complete the Self Evaluation of these speeches.  Students are not required to purchase any video recording device but should plan to use or borrow a device with video capability to record prior to presenting the speeches.

**Online Course Preparedness:**

Learning online requires different strategies and approaches, and **(Name of College)** is committed to helping students make the most of a college education whether in the classroom or online. If you have not already, please start by assessing your preparation for online work. The assessment is meant to assist in understanding strengths and potential challenges or roadblocks that you may want to consider to be successful in any course which requires working and learning online.

**TECHNOLOGY AND SKILL REQUIRMENTS for ONLINE Students:**

- Minimum Technology and Skill Requirements for Online Students:
- You must have access to a computer and RELIABLE Internet Access. This is a **(Denote which type class you are teaching** - **HYBRID or ONLINE)** class; therefore you are required to have access to a working computer and the internet. If you experience personal computer and/or internet problems you can come to campus and use any of the open college computer Labs to complete your assignments. Personal computer and Internet problems are not an excuse for late or missed assignments. **(Enter YOUR college's name)** is not responsible for computers and internet service which are housed off the college campuses.
- You must have a solid foundation in basic computer skills including **(Insert College's Learning Management System)**, Microsoft 365, Microsoft Word, Microsoft PowerPoint.
- Course Specific Technology and Skill Requirement:
- Access to a reliable PC computer and internet access.
- Students will need a head-set with a microphone to participate in ZOOM sessions and so you can communicate with your professor and classmates remotely. The needs of this varies between instructors, contact your instructor for specific information before purchasing a microphone.

- Information for Logging in to **(The college's Learning Management System):**
- Every student registered for classes has been issued a **(Learning Management System)** account that follows this format:
    - Username:
    - Password:
    - **(Instructor should provide a video for students:)** Watch the following video on how to log into **(Name of Learning Management System):** How To Log In
    - Step 2: Go to the **(Name of Learning Management System)**website and log in:
- Step 3: Change your password after you log in.
- Step 4: Click on the Student Orientation and start exploring!
- Please only use Google Chrome or Firefox. **(Adjust this for YOUR LMS)**
- TECHNICAL SUPPORT Help Desk Contact Information is: **(Enter your college's information)**
- Website:
- Email:
- Office locations can be found at this website:
- Call:
- Text:
- Hours of Operation:
- Response Time: Emails and phone calls sent during regular business hours will receive a response on the same day. Emails and phone calls sent after business hours will receive a response on the next business day.

**INSTRUCTOR CONTACT AND COMMUNICATIONS POLICY:**

**(YOUR Learning Management System)** is available 24 hours a day, 7 days a week, but instructors are not. It is the policy of this course that instructors are not required to reply to students outside instructor contact hours. These hours are **(List YOUR Working Schedule Hours)** Monday through Friday, excluding holidays. Instructors are not required to reply during evenings or weekends. If a student contacts an instructor outside of contact hours, the instructor is not required to reply until 24 hours from the resumption of contact hours.

**PARTICIPATION AND ASSESSMENTS POLICY:**

- Students are expected to attend all class meetings and/or participate online as required for this class.
- It is the responsibility of the student to account for instructional time missed and to gather and present the proper documentation for make-up work allowed at the discretion of the instructor.
- Assessments include, but are not limited to: speeches, tests, quizzes, assignments, discussion boards, course activities, midterms, and finals.
- Students are expected to complete all assessments assigned by the instructor.
- Online assessments will open on the first day of class but will not be graded after the due date has passed.  If not completed by the due date, a 0 is assigned as the grade.
- Students will need a reliable computer and internet access for assessments.
- No assessments will be delivered before or after the availability period.
- Assessment notifications may be emailed to students or posted in **(The College's Learning Management System)** Announcements.

- It is the responsibility of the student to attend all classes, read announcements, check college e-mail accounts, and be present for all course assessments.
- Students anticipating an unavoidable situation beyond their control that prevents them from completing assessments as scheduled should contact the instructor in advance and provide supporting documentation as soon as possible.
- If the student does not submit assessments as scheduled by the instructor a grade of zero will be issued.
- In the case that a student unavoidably misses an assessment delivered in class or online, to be considered eligible to complete the missed assessment, the student MUST:
    - Inform instructor of circumstances immediately upon return from absence and request an opportunity to complete the missed assessment.
    - If student fails to inform instructor and request an opportunity to complete the missed assessment immediately upon return from absence, the instructor may deny the student's later request.
    - Establish that the absence was caused by an unavoidable situation that was beyond the control of the student.
    - Scheduled vacations, sporting events, voluntary obligations, work-related activities, external school activities, transportation issues and other similar situations are not considered beyond the control of the students.
    - Assessments will not be rescheduled to accommodate planned or voluntary absences by the student.
    - Technical difficulties (including but not limited to internet interruption, unavailability or unreliability, inadvertent key strokes, incompatible web browsers, failure to successfully access **(Learning Management System's Name)** or other third-party learning management systems, attempts on mobile devices, and other user-related technical problems) will not be considered valid excuses for failure to complete assessments on time.
    - Present documentary, dated, verifiable evidence provided by an independent, professional source that establishes student was unable to complete the missed assessments throughout the entire period of assessment availability.
    - This source may be a doctor, government agency, or a professional organization.
    - Accommodations for chronic illness can be provided if college approved. Students may apply for accommodations by contacting the Accommodations Office. Without approved accommodations, instructors may not offer make-up dates for assessments missed.
    - Statements by students, family members, friends, or associates, are not considered documentary, verifiable evidence provided by an independent, professional source.
- In the event the student immediately informs the instructor of the absence and requests an opportunity to complete the assessment, establishes that the absence was unavoidable and presents supporting, documentary evidence, the student may, at the instructor's discretion, be allowed to complete the missed assessment. This assessment should be completed by the student no later than the next class meeting, due date of the next assessment, or at a time scheduled by the instructor.

**EDUCATIONAL RECORDS DISCLOSURE POLICY:**

- The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA allows student control over the disclosure of certain academic records. **(Name of College)** is not allowed to share any applicable records with anyone other than the student, regardless of student age, unless a signed disclosure form, identifying specific individuals, a password, and the types of information allowed to be disclosed, is on file with the Registrar's office.
- These records include Admissions, Registration, Grades, Residency, Financial Aid, Tuition and Fees, and Placement Test Scores.
- The disclosure form is available at the Admissions Office and online at the Admissions Forms and Documents page/Consent to Disclose form.
- To successfully submit the Consent to Disclose form the student must: Provide name, ID#, name of parties to receive disclosed information, password, and types of information to be disclosed. Document must be signed and dated by the student. Document must be submitted in-person by student to the Admissions Office.
- Valid state identification (driver's license or state ID card) will be required at time of submission. Upon receipt of the document, the desk clerk will refer the student to an advisor. The form will be kept on file in the Registrar's office. Permissions will remain active until student edits or rescinds disclosure document.
- When someone other than the student inquiries about specific information relating to a student's education record, the instructor will: Verify that the student has signed the disclosure form. The instructor will identify the information that the student has allowed to be disclosed. The instructor will ask the inquiring individual for their name and the password.
- Instructor may require identification from inquiring individual.
- If a signed disclosure form is on file and the inquiring individual has the correct password, the instructor may discuss the specifics of the student's education record identified on the disclosure document.
- If a signed disclosure form is not on file or the inquiring individual does not know the correct password, the instructor is not permitted to discuss any specific details regarding the student's education record.
- The instructor is permitted to discuss general course policies and publicly available information with anyone.
- Please note, the provision of individual student education records to a third party is entirely at the discretion of the instructor. The instructor may decline to provide the information despite the presence of a filed disclosure form.
- Because the identity of the student must be confirmed, all electronic communications between students and instructors at **(Name of College)** should be conducted exclusively through the student's college email account.
- It is the responsibility of the student to protect and distribute the password and to communicate FERPA requirements and instructor policies to any interested third parties.

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