

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

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|--|---------------|------------|-----------------------|---------------------------|
| COURSE: | PREFIX | NO. | EFFECTIVE DATE | NEXT REVIEW DATE |
| | SPC | 105 | Fall 2008 | Fall 2009 |
| TITLE: | | | CREDITS | CONTACTS |
| | | | | CLASS - LAB- TOTAL |
| Effective Speaking | | | 3 | 3 0 3 |
| <u>PREREQUISITES:</u> ENG 155 with a grade of "C" or better | | | | |

DESCRIPTION: This course is a study of oral communication in professional and social environments.

TEXTBOOK(S) OR ALTERNATIVE: A Pocket Guide to Public Speaking, 2nd edition by Dan O'Hair, Hannah Rubenstein & Rob Stewart, 2007.

Shifflet. Workbook: Introduction to Public Speaking, NETC Print Shop

MATERIALS (specifying those to be purchased by student): One three-ring binder with notebook paper, 5x8 index cards, pens, textbook and pencils. (Everyday)

COLLATERAL READING:

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Academic Honesty: Students are reminded of college policy regarding Academic Dishonesty as outlined in the Student Code Handbook, pages 9-11. Should any student break college policy and submit an essay that is not entirely his/her own work, plagiarize, or cheat on any assessment, he/she will receive a 0/F for that assignment.

Attendance: Students are expected to attend all scheduled classes, however, no more than six (6) classes may be missed during a semester, and for evening classes no more than three classes may be missed—regardless of excuse.

If the instructor drops a student for excessive absences at any time during the semester, a grade of "F" will be assigned. If the student withdraws from the course, a grade of "W" or "WF" will be assigned as outlined in the college catalog. No withdrawals are permitted two (2) weeks before the semester's end by the student.

Should a student leave class before class is dismissed, it will count as an absence. Should the student be habitually tardy, he/she will be warned afterwards, every three (3) tardies will count as an absence.

Assignments: Students are responsible for any notes, handouts, and/or assignments given during their absence. The instructor also reserves the right to refuse any paper that does not follow assignment guidelines.

Pop Quizzes will be given randomly during the semester. Should a student be late or miss a quiz, he or she must report to the Success Center within 48 hours to make up the quiz or test. If students fail to make up the work within the given time they will be given a grade of "0". Students that fail to give their speech on their assigned speech day will be dropped one letter grade for every day the speech is late. No excuses!!

Should the student fail to follow the above procedure, the student will receive a 0 on the assessment.

Class Policy: All cell phones, beepers, pagers, etc. must be turned off upon entering class and must remain off and unseen during class.

Disabilities Statement: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See Catalog).

STUDENT ID: It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning.

After the first week of classes, instructors are required to dismiss students without ID from class. The student may get his/her ID (or the student may go to Student Services and get a temporary stick on ID for one day for \$1.00 or a permanent one for \$3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

RESOURCES (A-V, persons, tools/equipment):

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

The instructor reserves the right to change the course outline at any time.

TENTATIVE CLASS OUTLINE

- | | |
|--------|--|
| WEEK 1 | Introduction to Public Speaking Syllabus / Workbook Homework - read Chapter 1 Library |
| WEEK 2 | Quiz #1 Chapter 1 Benefits of Public Speaking |

- Library Worksheet due
Homework - read Chapter 2
- WEEK 3 Quiz #2 Chapter 2
An overview of Speech Preparation
DVD on Public Speaking
Discuss addressing the audience
Homework - read Chapter 4
- WEEK 4 Quiz #3 Chapter 4
Outline
Topic Discussion
Homework - read Chapter 5
- WEEK 5 Quiz #4 Chapter 5
Researching your topic
Homework - read Chapter 7 DVD
- WEEK 6 Quiz #5 Chapter 7
Homework - read Chapter 6
Discuss informative speech
Library Time
- WEEK 7 Informative Outlines Due
Informative Speeches Round One
Informative Speeches Round Two
- WEEK 8 Informative Speeches Round Three
Wrap up informative speaking
Review for Midterm
DVD
- WEEK 9 Midterm Exam
Discuss Persuasive Speaking
- WEEK 10 Library Research Time
- WEEK 11 Persuasive Speaking Round One
Persuasive Speaking Round Two
- WEEK 12 Persuasive Speaking Round Three
Persuasive Speaking Round Four
- WEEK 13 Discuss Group Presentations
Library Research Time
- WEEK 14 Library Research Time
Outlines Due for Group Presentations
- WEEK 15 Group Presentations
- FINAL EXAM

OBJECTIVES/LEARNING OUTCOMES OF COURSE: Students taking this course will learn the basic techniques of successful public speaking including selecting and researching topics, organizing and presenting ideas, analyzing an audience, and building confidence. At the completion of this course, students will be able to plan effective informative and persuasive speeches and/or group presentations, demonstrate effective delivery techniques, and critically analyze other oral presentations.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Speeches, participation, tests, and quizzes

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Final grade will be determined as follows:

| | |
|--|------------|
| <i>One Informative Speech</i> | |
| <i>One Persuasive Speech</i> | |
| <i>One Group Presentation.....</i> | <i>30%</i> |
| | |
| <i>One Midterm</i> | |
| <i>One Final Exam.....</i> | <i>25%</i> |
| | |
| <i>Quizzes.....</i> | <i>20%</i> |
| | |
| <i>Three Outlines.....</i> | <i>10%</i> |
| | |
| <i>Worksheets, homework & class assignments.....</i> | <i>15%</i> |

GRADING SCALE:

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|------------------|
| A = 90 - 100 |
| B = 80 - 89 |
| C = 70 - 79 |
| D = 60 - 69 |
| F = 59 and below |

COLLEGE OBJECTIVES: Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.