

PREREQUISITES: Eng 155 with a grade of “C” or better

COURSE DESCRIPTION

This course is a study of oral communication in professional and social environments. This course will seek to impart a working knowledge of a theoretical and practicum approach to communications in a professional and social environment. It will allow for practical performances to improve speaking skills and applications. In addition, it will examine communication as a science.

REQUIRED TEXTS

A Pocket Guide To Public Speaking by Dan O’Hair, Hannah Rubenstein & Rob Stewart, 2nd Ed.
SPC 105 Workbook

LEARNING OUTCOMES

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

COLLEGE AND CLASS POLICIES

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 her/his own work, plagiarize, or cheat on any assessment, she/he will receive a 0/F for that assignment.

Student with disabilities are encouraged to contact the Vice-President for Student Service to discuss needs of concerns as they pursue and academic program and participate in campus life. As outlined in the College Catalog, page 14, the Vice-President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs.

Students are reminded of College Policy regarding cell phones, beepers, pager, etc: all must be turned off upon entering class and must remain off and remain unseen during class.

The instructor also reserves the right to refuse any paper that does not follow assignment guidelines.

All original, graded work will be kept by the instruction and will be available for review by the student upon Request.

ATTENDANCE AND MAKE-UP POLICIES

College policy states that for a MWF class no more than nine classes may be missed, for a TTH class no more than six classes may be missed, and for an evening class not more than three class may be missed—regardless of excuse. After the excessive absence, the student will be dropped from the course with an F. Should a student leave class before class is dismissed, it will count as an absence. Should the student be habitually tardy, she/he will be warned afterwards, each tardy will count as an absence.

Pop quizzes will be given randomly during the term. Should a student be late or miss a quiz with an unexcused absence, she or he must provide a written, verifiable excuse upon her/his return to class. Missed quizzes or test should be made up within one week. After that students 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.

WITHDRAWAL POLICY

Withdrawals with a grade of W will be awarded through midterm regardless of the student’s academic performance; however, a grade of NC (no credit) will be awarded if the student withdraws after midterm with a failing average. No withdraws are permitted 2 weeks before the semester’s end.

STATEMENT OF COLLEGE WIDE COPETENCIES

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

EVALUATION

A = 90-100

B = 80-89

C = 70-79

Below 70 NC

FYI

Students must wear nametags!

No Food or Drinks in the classroom!

Please turn off all cell phones and pagers during class, and to not bring weapons of any sort into class. All speech topics must be approved by the instructor.

Being absent is not a reason for missing work. It is the students responsibility to get in touch with the instructor to receive missed assignments.

I reserve the right to change or adjust the syllabus as needed.

The best way to reach the instructor is by email. My email address is located on the first page of the syllabus

Evaluation for SPC 105

One Informative Speech	
One Persuasive Speech	
One Group Presentation	30%
One Midterm	
One Final Exam	25%
Quizzes	25%
Three Outlines	10%
Worksheets, homework & class assignments. . .	10%