

**SPC 1315/1321
Summer 1, 2015**

Professor: Dr. R John Ballotti, Jr.
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Office Hours: When you need to see me.

Catalog Description: Preparation and delivery of effective oral communication with emphasis on research, organization and delivery.

Course Rationale: In your life, no matter your occupation, at some time you will be asked to deliver a presentation. In order for you to be an effective speaker, your communication, verbal, nonverbal and written, must be consistent. Mastery of the skills used in public speaking will greatly enhance your chances of being understood. An effective presentation includes good content, organization, delivery and audience analysis. These are the tools that you will be evaluated on during the course. In addition, the information you learn will assist you in becoming a more critical consumer of information.

Course Objectives:

1. Students will become aware of the importance of communication in personal and professional environments.
2. Students will gain experience in interpersonal, group and public communication.
3. Students will develop strategies for overcoming speech anxiety.

Required Text:

Sprague, J., Stuart, D., & Bodary, D. (2013). *The speakers handbook*.

(10th ed.). Belmont, CA: Thomson/Wadsworth.

Required Facilities:

1. Computer access for use of Power Point: At least two of your speeches will be enhanced by the use of visual aids.
2. Computer Labs on campus should facilitate these needs. You may use your own computer or other labs if they provide access to the software identified above.

Required Materials: Jump Drive

Methods of Instruction: The course involves guided lecture, performance and group discussion, on-line programmed learning and independent research.

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132**

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

Evaluation Policy: Your grade will be determined as follows:

Application Assignments	65%
<i>Speeches</i>	
Introductory Speech	10%
Cultural Diversity Speech	10%
Informative Speech / VA	20%
Persuasive VA	20%
Participation/Attendance	5%
<i>Research</i>	
Speech Critique	5%
Examinations	30% *
First Examination	10%
Second Examination	10%
Third Examination	10%

* **You must take all three exams. You must average 60% on the exams to get at least a D in the course. It is unlikely you will receive a grade higher than a D if you do not average at least 60% for the three exams.**

RULES OF ENGAGEMENT

ATTENDANCE POLICY

If you know you will be absent for an extended period of time contact your Professor. If you are taking part in University-sponsored activities notify your Professor well ahead of absence. If you are absent for evaluated activities such as exams, papers, and speeches, **you must have documentation** for your absences. Documentation is a written excuse. Not a verbal comment. (Undocumented excuses will not be accepted.) When your absence is clearly beyond your control, and is documented, there is no penalty for make-ups. When your absence is not beyond your control, or is not documented, or you are not prepared, your grade for that assignment will be reduced by 50 percent. **NOTE:** if you are absent for any reason, you are responsible for material covered and any announcements made while you are gone. If you are absent on a day when speeches are presented there will be a 10 percent reduction in your grade for that speech. You are allowed to miss class one time. After the second absence you will have failed the course. The instructor may drop you from the course. However, it is your responsibility to drop the course if you want too. If you do not drop the course and your name appears on the grade page from the registrar you will receive an "F." An attempt will be made to contact you if you are dropped. If you have not completed 67% of the course work, at any given time, or if the instructor does not believe you are making satisfactory progress toward the completion of the course you will be dropped from the course. If you sleep in class you will be marked absent for the day.

Nobody leaves the class before me. If you do you will be marked absent for the day.

TARDY POLICY

You will be considered tardy if you are not in your seat when the professor starts calling roll. You will be considered tardy if you are in your seat and talking while the professor is trying to call roll or begin class. If you are not in the classroom when the professor closes the classroom door you are absent. Do not knock on the door. You are allowed to be tardy two times on the third time your grade will be lowered to a D. After the fourth tardy you have failed the course. The instructor may drop you from the course. However, it is your responsibility to drop the course if you want too. An attempt will be made to contact you if you are dropped. Please note attendance policy above.

NOTE: Hats, Caps and Head Coverings of any type are not permitted on your head during class!!! Failure to remove your head covering upon request of the instructor results in an absence for the class. Please note attendance policy above.

ELECTRONIC DEVICES

Turn off all cellular phones, pagers, CD players, lap top computers, and any other electronic devices that might in any way disrupt class or disturb others. There will be a box to place these devices in when you enter the classroom. You may pick them up when you leave. **If I see one of these devices in your hands or on or about your body during class time or any time I am present in the room or hear one you will immediately be dropped from the course.**

PREPARATION AND PERFORMANCE

It is your responsibility to come to class and come to class prepared. If your computer or printer does not work that is your problem not mine. If you are not ready to speak do not blame your computer or printer. See attendance policy above. I do not care if your best friend has a pet that died that is no reason for you to miss class. I do not care if your best friend or roommate needs a ride to the doctor, someone else can take them that is not your responsibility and an excuse for missing class. Make your Doctor and Dentist appointments on your time not mine. I do not care if you have been arrested and have to go to court that is your problem not mine and not an excuse for missing class. See attendance policy above.

It is your responsibility to come to class prepared. If you need to go to the library to print your outline then do that before class begins. If you need to use a printer of a friend then do that before class begins. I am interested in results not excuses. See attendance policy above.

Academic Honesty: Honesty is expected. Plagiarism, or representing the work of another as your own, is grounds for failure for the assignment or for the course. Statements lifted verbatim from publications must be cited as quotations. Ideas, summaries or paraphrased material, and other information taken from literature, must be properly referenced.

Special Accommodations for Disability: Students requiring special accommodations for learning are encouraged to share their concerns or requests with the professor as soon as possible. See above.

Speech Preparation and Presentation

You will be required to deliver two minor speeches and two major speeches as well as a number of impromptu speeches. You will be evaluated on your skills in selecting and researching a topic, organizing, and delivering your speeches to an audience you have analyzed. You must complete all assignments in order to pass the class.

For each speech, you will turn in an outline, as well as the grading sheet (s) available on ecollege, on the date that you speak. **Failure to provide the proper grading information forfeits the speech.** You will be evaluated on the criteria on the grading sheet (s), your ability to adapt while presenting the information orally, and your adherence to time limits. If you do not deliver your speech within the specified time frame, your grade will suffer. You are allowed a thirty-second window of opportunity. Speeches may be thirty seconds under time or thirty seconds over time with no penalty. Five points will be deducted for each thirty-second interval or partial interval under or over the window. (See attendance section for policy on missed speeches).

Written Assignments

You must prepare an outline for each of the speeches presented. All written assignments are to be neatly and clearly typed on 8 1/2 x 11 white paper with one (1) inch margins. Only typed assignments will be accepted. Incomplete sentences and mistakes in grammar, punctuation, and spelling will adversely affect your grade. Outlines are to be stapled together with grade sheets. If you type an outline that is printed on continuous pages, all pages must be separated, and printer sprocket strips removed. Turn in individual sheets that are only 8 1/2 x 11 inches wide. You should single space within a point, double space between points. Keep a copy of the assignment for yourself.

NO OUTLINE, NO SPEECH

Summer 1
Tentative Schedule

M	June 8	Introduction
T	June 9	Discussion
W	June 10	Minor Speech 1
R	June 11	Minor Speech 1/Discussion
M	June 15	Exam 1/Discussion
T	June 16	Discussion
W	June 17	Minor Speech 2/Discussion
R	June 18	Minor Speech 2/Discussion
M	June 22	Exam 2/Discussion
T	June 23	Practice
W	June 24	Practice
R	June 25	Practice
M	June 29	Major Speech 1 with V/A
T	June 30	Major Speech 1 with V/A & Persuasion
W	July 01	Persuasion Practice
R	July 02	Persuasion Practice
M	July 06	Persuasion Practice
T	July 07	Major Speech 2 with V/A
W	July 08	Major Speech 2 with V/A
R	July 09	Exam 3

Information Sheet For Instructor

Name_____

Phone #_____ Class Level_____

What are some other communication classes you have taken, and where have you taken them?

What are your career objectives, and what do you hope to gain from this course to meet those objectives?

Do you have any concerns about completing this course?

What grade will you be working towards?

Do you understand the policies set forth in the syllabus? If you do and you agree to abide by them, please sign below. If you have any questions or concerns, please see your instructor as soon as possible.

Signature

Date

Note: Complete this form and give it to your instructor during the first two weeks of classes.

If your instructor does not have this sheet signed and in his files NO GRADE will be given for the course!