



**TRINITY VALLEY COMMUNITY COLLEGE  
DISTANCE EDUCATION COURSE SYLLABUS**

**Course Title:** SPCH 1315 - Public Speaking (Hybrid)

**Instructor Name:** Eric Moseley

**Class Location:** Palestine Campus – C102

**Office Location:** C105

**Expected instructor response time Mon-Fri:**

Students should expect responses to student inquiries from the instructor within 24 hours Monday-Friday.

**Expected instructor response time Sat-Sun and holidays:**

Students should expect responses to inquiries within 48 hours if submitted over the weekend and on the first business day with posted office hours following a holiday.

**Office Hours:**

| TIME                         | MONDAY  | TUESDAY                                    | WEDNESDAY   | THURSDAY                      | FRIDAY                    |
|------------------------------|---|--|---|-------------------------------|---------------------------|
| 8:00 - 9:25                  | Speech 1321   | Speech 1315                                | Speech 1315   | Speech 1315                   | Conference By Appointment |
| 9:25 -10:50<br>10:50 - 12:05 | Music 1306<br>Office 10:50 - 11:15<br>Lunch 11:15 - 12:15 | Speech 1315<br><br>Music 1306              | Music 1306<br>Office 10:50 - 11:15<br>Lunch 11:15 - 12:15 | Speech 1315<br><br>Music 1306 |                           |
| 12:15 - 1:30                 | Speech 1315   | Prep 12:15 - 1:00                          | Speech 1315   | Office<br>12:05 - 2:30        |                           |
| 1:30 - 4:20                  | Office  | Success Center<br>(1:00 - 2:00)            | Office 1:30 - 4:30  | Lunch<br>2:30 - 3:30          |                           |
|                              |   | Office 2:00-2:30                           |   |                               |                           |
|                              |   | Lunch 2:30 - 3:30                          |   |                               |                           |
| 4:20 - 5:55                  | Music 1306<br>(Hybrid)                                    | Office on Hybrid Days<br>3:30-6:00         |   |                               |                           |
| 6:00 - 8:40                  | Speech 1315   | Speech 1315/Virtual Office<br><br>(Hybrid) |   |                               |                           |
| 8:40 -9:00                   | Office  | Office/Virtual Office                      |   |                               |                           |

**Office Phone:** 903-729-0256, ext.243

**TVCC E-mail Address:** [emoseley@tvcc.edu](mailto:emoseley@tvcc.edu)

**Course Description:** Speech 1315 is an introductory course in research, composition, delivery, and analysis of informative, persuasive, and entertainment speeches. Emphasis is placed on developing students' speaking abilities adapting to various speaking situations and audiences and addressing the ethical implications of communication.

**Course Co- or Pre-Requisites:** Completion of Developmental Reading Level I (DEVL 0306) or passage of the THEA or equivalent test.

**Textbook(s) & ISBN:** Beebe, Steven A. and Susan J. Public Speaking: An Audience-centered Approach. 8<sup>th</sup> edition: Pearson Education, Inc, 2009. ISBN: 1256076880

**Required/Recommended Reading:** Textbook.

**Required Materials:** USB drive or CD for PowerPoint presentation. The student should have access to a reliable computer with internet connection, and means of transportation to a TVCC testing center to take proctored exams.

**Learning Outcomes: Upon completion of this course, the student should demonstrate mastery of the following learning outcomes:**

- Analyze an audience
- Select an appropriate and effective topic
- Formulate central ideas for informative and persuasive speeches
- Research the topic to locate material that supports a central idea
- Organize ideas and supporting material
- Create a skeletal outline of the speech
- Present the speech effectively, citing sources correctly
- Create and present an appropriate and effective visual aid

## Course Requirements:

This is a hybrid course. As such, we will meet only on designated dates, listed below. Speeches will be given in a face-to-face class, while exams will be taken online.

There will be three speeches, four exams, and one group activity. The speeches and group activity will count twice as much as exams when averaging grades.

## Proctored Testing Information:

Though this is a HYBRID course, you WILL be required to take proctored (picture ID required) exams at any of the following locations:

**All exams are proctored in a secure environment without notes, texts or other aids. You may not test at home.** Exams for students enrolled through TVCC are administered at testing centers in Athens, Palestine, Kaufman or Terrell. It is the student's responsibility to confirm specific hours of availability.

Athens – Testing centers are housed in the Administration Building/Room 135 and in the LRC.

Palestine, Kaufman and Terrell – Testing Centers are housed in the LRC facilities of the respective satellite campuses.

Please visit <http://www.tvcc.edu/lrc/hours.aspx> to determine the LRC hours of operation. For scheduled closures visit <http://www.tvcc.edu/testing/>

All exams for this course will open at 8:00 a.m. and close at 6:00 p.m. Students are allowed one attempt on each exam. The test must be completed in one session.

NOTE: *You MUST arrive at the testing center(s) at least 1 hour prior to closing so that you COMPLETE your testing before they close.*

## Outline of Course Schedule:

**Course Orientation:** Tuesday, August 30, 2011 – 6:00 p.m.  
Calhoun Building – C102  
TVCC – Palestine

### Class meetings will be at 6:00 p.m.

September 13     Autobiographical Speech  
October 4         Group Activity  
November 1       Informative Speech  
November 22      Persuasive speech

### Exam Deadlines

| EXAM | CHAPTERS   | DEADLINE     |
|------|------------|--------------|
| 1    | 1, 2, 3, 5 | September 22 |
| 2    | 4, 6, 10   | October 20   |
| 3    | 7, 8, 9    | November 10  |
| 4    | 11, 12, 13 | December 1   |

### Classroom Policies:

#### Classroom Etiquette

Distracting and disrespectful behavior will not be tolerated. This includes texting. Students who engage in these behaviors may be dismissed from the classroom. All electronic communication devices must be turned off to avoid disruption and should be placed in hand or book bags or underneath seats. If employment or personal issues require access to said devices, the instructor should be advised at the beginning of the semester or before class begins (in cases of emergency).

There will be no unnecessary talking *or other distractions* during a student speech. This includes cell phones ringing or vibrating.

Do not enter the classroom during a student speech.

*Distractions will result in a ten-point deduction on your most recent speech.*

Do not chew gum or wear any headgear (including sunglasses on top of head) while giving your speech. Any of these will result in an automatic five point deduction on the speech.

Inappropriate clothing or language will not be tolerated.

Minor children are not permitted to remain unattended on campus, nor are they allowed to attend classes with parents.

Students must maintain a respectful attitude toward peers and the instructor, and should expect the same from the instructor.

### Attendance

Attendance is mandatory, as all speeches and activities are given in the classroom, and we meet only on designated dates. There may be unforeseen circumstances, such as illness, that may keep a student from attending a class meeting. In some instances, arrangements may be made to make up missed speeches.

### Makeup Work

If a student misses a class meeting, then a speech may be given in one of my other classes on the Palestine campus, but must be done within one week of the missed class, and with a ten point deduction on the speech. If an unavoidable conflict arises, a student may give a speech early in one of my other classes, with *no* point deduction. It is up to the student to check class times and call or email the instructor for class availability for make-up speeches.

If the group activity is missed, and there is not another class to attend, then results for the activity may be typed up and submitted within a week, but receive *no more than half credit* for the assignment.

### **Cheating/Plagiarism:**

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include

- (a) Copying from another student's test paper

- (b) Using test materials not authorized by the person administering the test
- (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator
- (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- (e) The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test
- (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- (g) Bringing 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.

The student who copies someone else’s material and presents it as his/her own will receive a zero for the assignment. This includes downloading a paper or speech from the internet and presenting it in class.

In order to avoid plagiarism, sources must be cited during speeches. A portion of the grade will be based on whether or not sources were cited appropriately.

Cheating on an exam will result in a zero on the exam. No materials are allowed while taking an exam. This includes books, notes, cell phones, or any other materials.

### **Withdrawal Policy**

A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the withdrawal or “last day to receive a ‘W’ ” deadline specified in the college calendar.

**It is the student’s responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to the transcript. With the exception of instance of academic dishonesty, the instructor will not withdraw a student from this course.**

All withdrawals must be initiated through the Student Services office.

A Texas Higher Education Coordinating Board Rule has been established to address a law enacted by the legislature regarding the number of withdrawals ("W's") that a student may have during his/her academic career. The law states that any student whose first semester in college is Fall 2007 or later may not have more than six (6) unexcused withdrawals during their academic career. This applies to a student's academic record from all higher education institutions attended. If a student has six (6) unexcused withdrawals, he/she will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an "F"). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the guidance service office.

An "I" (Incomplete) is given only when extreme illness or other emergency prevents the student from completing the course. The assignment of an "I" will be considered only if the deadline for withdrawal has passed. The incomplete grade must be removed during the next long semester. It is the responsibility of the student to contact the instructor to determine requirements for completion of the course. The "I" is calculated into the grade point average as an "F".

### **Research Resources:**

The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to [lrc@tvcc.edu](mailto:lrc@tvcc.edu).

### **Logging on to E-Courses:**

*Blackboard Learning System* - Access login at <https://ecourses.tvcc.edu>.

TVCC students will utilize the Cardinal ID and password for login purposes. The process is detailed under the Distance Education prompt at the TVCC webpage.

Follow the same procedure to create your password with ONE exception – use a CAPITAL letter to begin your last name. Example: Doej1234

If you are unsuccessful in the login attempt, please contact Karen McGrew at [kmcgrew@tvcc.edu](mailto:kmcgrew@tvcc.edu) or 903-675-6234 for assistance.

E-mail communication with attachments, course-wide announcements, etc. will be submitted via the Blackboard System.

For detailed instructions on how to access and log on to the E-Course system, visit <http://www.tvcc.edu/depts/dist.learning/>

### **Online orientation to E-Courses:**

Visit the TVCC E-Course online orientation for detailed instructions on how to use the various aspects of the Blackboard system. It is located at <http://www.tvcc.edu/depts/dist.learning/orientationver1/index.html>

### **Suggestions for Success:**

- Read text and related materials
- Utilize on-line materials which may accompany the text
- Form a study group or utilize a study partner
- **Athens** – Student Support Services, located in the Liberal Arts Building, offers free tutoring for qualifying students. The Student Success Center, located in the Baugh Technical Building, provides free assistance without qualification. **Palestine and Terrell** – Contact the Students Services Office regarding peer tutoring services.
- Utilize the Student Success Centers, staffed by faculty. These services are free to all students, without qualification.
- Utilize Campus Resources
- For academic advisement, personal counseling and financial aid assistance, please contact the Student Services Office.
- Utilize the Instructor

### **Student's Responsibility:**

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by

the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

**Americans With Disabilities Act (ADA):**

Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Guidance Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor.

For more information, please visit the Guidance Service Office on your campus or contact Dennis Nolley at 903-675-6343 or email [dnolley@tvcc.edu](mailto:dnolley@tvcc.edu). For additional information, please visit: <http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.

**Affirmative Action:**

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.