



## **SPCH1315 – Public Speaking**

Course Syllabus: 8wk Online Syllabus

*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

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| Weekday   | Office Hours        |
|-----------|---------------------|
| Monday    | Contact me on Teams |
| Tuesday   | Contact me on Teams |
| Wednesday | Contact me on Teams |
| Thursday  | Contact me on Teams |
| Friday    | Contact me on Teams |

**This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.**

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

**Course Description:** 3 credit hours.

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students’ speaking abilities, to effectively evaluate oral presentations.

Prerequisite(s): Eligibility to enroll in [INRW 0302](#)

### **Student Learning Outcomes:**

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

## Evaluation/Grading Policy:

Speech average: 40%

Outline average: 15%

Exam average: 25%

Connect Chapter assignments average: 15%

Discussions average: 5%

FINAL GRADE = 100%

*The breakdown of the course requirements is as follows:*

| %   | Requirement |
|-----|-------------|
| 25% | Exam        |
| 40% | Speeches    |
| 20% | Outlines    |
| 10% | Chapter     |
| 5%  | Discussions |

*Semester grades will be earned as follows*

| Percentage      | Letter Grade |
|-----------------|--------------|
| 90% and above   | A            |
| 80 %–89%        | B            |
| 70 %–79%        | C            |
| 60%–69 %        | D            |
| 59.9% and below | F            |

### **Grades will be returned to the students as follows:**

Chapter learning activities/exercise grades: immediately

3 major exam grades: after the due date has passed

Speech and outline grades with feedback: within 1 week to 10 days

Discussion forum grades: within 1 week

**The CURRENT AVERAGE posted on the Blackboard course site is not your final grade!** It is a calculated grade that represents your current course grade average based on the work you have turned in. It does not represent the final course grade. Your final course grade will be calculated at the end of term and will include all required graded work as well as penalties (zero (0) grades) for un-submitted work.

## Required Instructional Materials:

Public Speaking for College & Career 12th ed. by Hamilton Gregory Connect Plus Access Card.

You have exclusive access to the e-book and assignments which are included in your tuition and fees. You will register inside the course once it begins. There is no need to purchase anything else for this course. If you decide to drop this course before the 12<sup>th</sup> class day, you can click the e-book code link in the course and select opt out to get a refund for the e-book. THIS DOES NOT DROP YOU FROM THE COURSE OR REFUND YOU FOR THE COURSE.

Publisher: McGraw Hill

ISBN Number: 978-1-259-89988-1 GREGORY / PUBLIC SPEAKING DIGITAL TEXT W/CONNECT

### Optional Instructional Materials:

None

### Minimum Technology Requirements:

Daily highspeed internet access

Microsoft Word

Power point

### Required Computer Literacy Skills:

Rename, delete, organize, and save files.

Create, edit, and format word processing and presentation documents.

Copy, paste, and use a URL or web address.

Download and install programs and plug-ins.

Send and receive an email with attachments.

Locate and access information using a web search engine.

Use a learning management system.

Knowledge of video compression and uploading

### Course Structure and Overview:

This is a completely online class which means there will be no classroom instruction. This course is taught through NTCC's Blackboard Learn Ultra learning management system. All assignments should always be accessed through the links provided in Blackboard. Some assignments in this course will automatically take you to McGraw Hill CONNECT, which is an online component of the textbook for this course. The assignment will be completed there in CONNECT and then once submitted, you will be taken automatically back to Blackboard.

#### **Below is a detailed explanation of how the course works:**

On the homepage, you will see that the course is divided into 8 weeks. Each week you will be expected to complete certain assignments for that week found in that week's folder. You should expect to spend no less than 3-6 hours a week in this course. Pay close attention to deadlines for graded assignments. Assignments will not be accepted late! Technical difficulties are no excuse for late assignments.

#### **Tests/Exams:**

There will be three major exams for this course. These are timed exams. You will have 4 hours to complete the exam once you begin and you may use the e book. Each exam is approximately 50 questions and covers roughly 5 to 7 chapters depending on the exam. If you miss the due date, you will not be able to retake the exam... so pay close attention to deadlines.

#### **Assignments:**

**READ** the assigned E-book chapters in Public Speaking for College & Career by Hamilton Gregory in each week's folder by clicking on the first link in the chapter folders. **The chapter readings are not graded.** You are required to watch video clips and complete assignments found in each chapter folder. As you click on the folder for any certain week's assignments, you will be taken to the McGraw Hill CONNECT website to view supplemental

resources or complete assignments. After you have completed them, you will automatically be taken back to NTCC Blackboard. You have unlimited attempts at the chapter assignments. Please do them repeatedly until you get the maximum number of points. You are provided with printable transcripts for all CONNECT video clips.

**DISCUSSION FORUMS** are assigned three different weeks for this course. This is how you get to know your classmates and how I get to know you. These are broad, detailed, discussion type questions that you must post an answer to. You will then need to respond to two of your classmate's posts for each discussion forum for full credit. **Each original post must be at minimum 100 words and each reply must be at minimum of 50 words. Each discussion question is worth 100 points each and will only be graded if all three posts have been completed. Failure to meet all 3 posts will result in a 0... there is no partial credit.** College level grammar, capitalization and punctuation are required... penalties will be applied if a student fails to use college level writing.

**SPEECHES** - You will have one introductory speech and four formal speeches in this course. (You are given ample time to complete these speech assignments once they are assigned) **YOU MUST HAVE A STATIONARY VIDEO RECORDING DEVICE** to record your speeches. No handheld motion should be detected. You must have a secure high speed internet connection to function in this course and a knowledge of video file compression. Technical difficulties are no excuse for late submissions! Each speech will require an audience of at least **four (4) adults** who can be seen during the videoed speech. The speaker and audience must always be on camera. The best way to do this is to have the camera pointed at you where the back of the audience's heads are seen in the video. **You will lose 5 points per audience member that is not present.** No children under 12 for audience members as they cause distractions. Your speech presentation area must be child and animal free. **NO EXCEPTIONS!** When you click on the specific speech assignment, you will be automatically taken to McGraw Hill CONNECT where you can then upload your speech. You will need to record using your own webcam, smartphone or video camera before you access the assignment link.

**If you do not upload your presentation by the due date and time, you will receive a zero on your speech and the corresponding outline. You must contact me BEFORE your speech is due if you have an issue or conflict and we will plan for a later date if approved. I will not accept a video without an outline or an outline without a video. You must have uploaded both assignments to get credit**

**PEER REVIEWS** - You will also be required to listen to two of your classmates' speeches and submit an online peer review of them for each graded SPEECH in this course. An evaluation rubric will be provided for you through McGraw Hill CONNECT. This peer review is part of your overall speech grade for that specific speech assignment. Please provide constructive comments and positive feedback in the "general comments" section below the rubric.

**OUTLINES** - Each speech will require a **COMPLETE SENTENCE OUTLINE** which you will submit using the provided assignment link when the speech is due. This outline is what you use to build your speech and organize your ideas. You will use the OUTLINE TOOLS found on the content homepage to create your outlines. Use the blank template provided for you there. You will never type out your speeches in paragraph form in this course. We use a Complete Sentence Outline only and it is a very specific format. **No other outline format will be graded.** You will learn how to do this by reading the E-book Chapter 12 on OUTLINING THE SPEECH and completing the learning activities for this chapter. Chapters 10, 11 and 5 will also reinforce your understanding of the outlines.

## **Communications:**

**MICROSOFT TEAMS NOTIFICATIONS:** You are required in this course to download and use Microsoft TEAMS. Please follow the instructions exactly as printed on the instructions in the START HERE folder in Blackboard. This gets information out to students quickly. This will enable you to receive important class notifications and reminders from me other than through email so that you will not miss out on any assignment changes or important updates. Please continue to check your NTCC email daily. Please download

TEAMS to your smartphone and to your laptop.

**ANNOUNCEMENTS:** These can be found on Blackboard under the course link on your Bb homepage. Please make sure you read any announcements thoroughly when they are posted there.

**EMAIL:** Please check your NTCC email EVERYDAY. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible. I will normally respond to you at least acknowledging that I received your inquiry and will answer as soon as possible. It is quicker to contact me in TEAMS.

### **Student Responsibilities/Expectations:**

Any assignment submitted that contains plagiarism will earn an automatic zero and further action may be taken. Again, late speeches will not be graded, and technical difficulties are no exception.

The Speech VIDEO and its corresponding OUTLINE must both be submitted to get graded. **One will not be accepted without the other.**

### **Institutional/Course Policy:**

If you do not upload your presentation by the due date and time, you will receive a zero on your speech and the corresponding outline. You must contact me BEFORE your speech is due if you have an issue or conflict and we will plan for a later date if approved. If approved, you are only allowed one late submission speech for the semester.

### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

### **Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (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 gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

### **Tentative Course Schedule:**

#### **Assignment Due Date schedule**

**You may work ahead in this course, but I will not accept assignments late.**

#### **WEEK 1:** **SUN 8/30**

- Discussion #1
- Introduction Speech
- **All online assignments for the following chapters:**  
Ch. 1 Introduction to Public Speaking

Ch. 2 Managing Nervousness  
Ch. 3 Listening  
Ch. 5 Selecting Topic, Purpose and Central Idea

**WEEK 2:**

**SUN 9/6**

- **All online assignments for the following chapters:**  
Ch. 10 The Body of the Speech  
Ch. 11 Introductions and Conclusions  
Ch. 12 Outlining the Speech
- Discussion #2

**WEEK 3:**

**FRI 9/11**

- “How To” speech video presentation and outline

**SUN 9/13**

- Peer Reviews for HOW TO speech
- EXAM #1 over Chapters 1, 2, 3, 5, 10, 11, 12
- Discussion #3

**WEEK 4:**

**SUN 9/20**

- **ALL online assignments for the following chapters:**  
Ch. 4 Reaching the Audience  
Ch. 6 Locating Information  
Ch. 7 Evaluating Information and Avoiding Plagiarism  
Ch. 8 Supporting your Ideas

**WEEK5:**

**FRI 9/25**

- “Past Event” speech video presentation and outline

**SUN 9/27**

- **ALL online assignments for the following chapters:**  
Ch. 9 Presentation Aids  
Ch. 14 Delivering the Speech  
Ch. 15 Speaking to Inform
- Peer Reviews for Past Event speech
- Discussion #4
- EXAM #2 over Chapters 4, 6, 7, 8, 9, 14, 15

**WEEK 6:**

**SUN 10/4**

- **ALL online assignments for the following chapters:**  
Ch. 13 Wording the speech  
Ch. 16 Speaking to Persuade  
Ch. 17 Persuasive Strategies  
Ch. 18 Speaking for Special Occasion

## Ch. 19 Speaking in Groups

### **WEEK 7:**

**FRI 10/09**

- “Persuasive” speech video over a Moral or Policy issue and Outline

**Sun 10/11**

- Peer Reviews for Persuasive speech
- EXAM #3 over Chapters 13, 16, 17, 18, 19

### **WEEK 8**

**Wed 10/14**

- “Commemorative” speech video and Outline – NO PEER REVIEWS REQUIRED!