NORTHEAST TEXAS COMMUNITY COLLEGE

SPCH1315 – Public Speaking

Course Syllabus: 8wk Hybrid Syllabus

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

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Weekday	Office Hours
Monday	8:30 – 9:30, 11:00 – 12:30
Tuesday	8:30 – 11:00
Wednesday	8:30 – 9:30, 11:00 – 12:30
Thursday	8:30 – 11:00
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: 20%
Exam average: 30%
Connect Chapter assignments average: 10%

FINAL GRADE = 100%

The breakdown of the course requirements is as follows:

%	Requirement
30%	Exam
40%	Speeches
20%	Outlines
10%	Chapter

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 12th 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 class meets twice a week for 8 weeks with part of instruction done online via the learning management system BLACKBOARD. In class meetings will be reserved for lectures, speaking activities/drills and speech presentations. Students are expected to complete all the readings of the required e-book chapters, watch the instructional videos and complete the online chapter activities. You will see that the course is divided into three Modules in the Blackboard portion. Each week you will be expected to complete certain online assignments for the chapters found in that Module folder. This course requires daily computer and internet access. You should expect to spend no less than 3-6 hours a week in this course. Pay close attention to deadlines for all assignments. Assignments will not be accepted late! Technical difficulties are no excuse for late assignments. A due date assignment schedule is found at the end of this syllabus! Please check it weekly so that you know what is due and do not miss anything.

YOU CANNOT PASS THIS COURSE WITH OUT COMPLETING THE ONLINE PORTION!

In class participation is an essential element in this course. Each student will be expected to participate in speaking drills/activities which will occur during class time. These activities will allow students to sharpen their presentations and enhance delivery skills as well as provide some opportunities for extra credit on exams. Participation in these activities directly affects the student's grade at the end of the semester.

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. Each exam is approximately 50 questions and covers roughly 5 to 7 chapters depending on the exam. If you miss the deadline, you will not be able to retake the exam. You are allowed to use the e-book during the exams.

Assignments:

Read the assigned e-book chapters in Public Speaking for College & Career, 12TH edition by Hamilton Gregory in each week's folder. You are required to watch video clips, read supplementary articles and complete assignments found in the chapter folder. These resources are a main form of instruction in this course. As you click on the folder for any certain chapter, 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 are provided with printable transcripts for all CONNECT video clips. Always click "submit" and then "save and exit"! Do not use your browser's back arrow button as this could un submit your assignment attempt. You are welcome to work ahead on the online assignments in this course.

SPEECHES - You will give one introductory speech, 2 informative speeches, 1 persuasive team speech and 1 commemorative speech in this course. The details of these speeches can be found in the start here folder in Blackboard. You are required to present the speech on your assigned speech day! If you do not show up to give your presentation on your required day, you will receive a zero on your speech and the corresponding outline. You must contact me BEFORE your class time on your speech day if you must be absent and we will plan for a make-up. You are only allowed one make-up speech for the semester.

OUTLINES - Each speech will require a typed COMPLETE SENTENCE OUTLINE which you will print and turn into me before you get up to speak the day the speech is due. This outline is what you create to build your speech and organize your ideas. You will use the Outlining Tools found in the Chapter 12 folder on the homepage to create your outlines. You will never type out your speeches in an essay format in this course. We use a Complete Sentence Outline only. You will learn how to do this in class lecture and by reading the E-book Chapter 12 on OUTLINING THE SPEECH and competing the learning activities for this chapter. Chapters 10, 11 and 5 will also reinforce your understanding of the outlines. These must be typed and turned in before you come to class to give your presentation.

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.

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.

ATTENDANCE: You will only meet 16 times in an 8-week semester. You are only allowed 3 unexcused absences and 5 absences total (excused plus unexcused) more than 3 unexcused and you automatically fail the course. Attendance is necessary in this class. You must make every effort to be present and on time to every class. An absence will be excused if you can document illness, major catastrophe, and a death in your family, or if you were participating in a NTCC activity. You must inform the instructor BEFORE the scheduled class period if you believe an absence should be excused. The student is responsible for obtaining any classroom assignments or notes given during his/her absence.

If you do not show up to give your presentation on your required day, you will receive a zero on your speech and the corresponding outline. You must contact me BEFORE your class time on your speech day if you must be absent and we will plan for a make-up. You are only allowed one make-up 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)

OpenAI. ChatGPT. 25 Mar. 2026, https://chat.openai.com/.

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.

Ally

Northeast Texas Community College (NTCC) has a license for Ally, a digital accessibility tool designed to help make more accessible and inclusive learning content. Embedded directly in the Blackboard LMS, Ally provides alternative formats of digital course content to all students, regardless of disability status or official accommodations. For example, a student could download a syllabus (originally formatted as a Microsoft Word document) as an audio file, translated version, or digital publishing file to be read with an eReader program. Other alternative formats made available to students are OCR'd PDFs, Tagged PDFs, HTML, Braille Ready File format, Microsoft Immersive Reader, and BeeLine Reader. Students do not need to ask for permission or disclose to access the alternative formats, they are readily available for all who wish to use them.

Tentative Course Schedule:

Tentative Course Timeline (*note* instructor reserves the right to adjust this timeline at any point in the term):

SPEECH 1315- Fall 2026 2nd 8 - week term - Assignment Schedule

ATTENTION: ONLY FOLLOW THIS PAGE FOR DUE DATES!
Do not look anywhere else. Blackboard gradebook will NOT show these dates or alert you if they pass.
*All online assignments due below must be turned in no later than **11:30PM** on the corresponding due date.*
You are welcome to work ahead in this course and complete online assignments and exams earlier than their due dates below.

MODULE 1 FOLDER

WEEK 1: 10/19 -10/25
IN CLASS: Tuesday- Syllabus Overview; Blackboard course navigation and course expectations
IN CLASS: Thursday - Introduction speech – NO prep needed

ONLINE: Due Sunday 10/25

Read chapters and complete all online assignments for:
Ch. 1 Introduction to Public Speaking
Ch. 12 Outlining the Speech
Ch. 5 Selecting Topic, Purpose and Central Idea
Ch. 10 The Body of the Speech
Ch. 11 Introductions and Conclusions

WEEK 2: 10/26 – 11/1
IN CLASS: Tuesday- Building a speech using a Complete Sentence Outline
IN CLASS: Thursday - Outlining continued; Speech evaluation; Topics

ONLINE: Due Sunday 11/1

Read chapters and complete all online assignments for:
Ch. 2 Managing Nervousness
Ch. 3 Listening

WEEK 3: 11/2 – 11/8
IN CLASS: Tuesday- **HOW TO Informative speech** – Group A
IN CLASS: Thursday - **HOW TO Informative speech** – Group B

ONLINE: Due Friday 11/6

Take EXAM #1 over Chapters 1, 2, 3, 5, 10, 11, 12

MODULE 2 FOLDER

ONLINE Due Sunday 11/8

Read and complete all online assignments for:
Ch.6 Locating Information
Ch. 7 Evaluating Information and Avoiding Plagiarism
Ch. 15 Speaking to Inform

WEEK 4: 11/9 – 11/15
IN CLASS: Tuesday- Delivery Gone Wrong activity; Past event speech explanation/video
IN CLASS: Thursday - Eye Contact Activity

ONLINE: Due Sunday 11/15

Read and complete all online assignments for:
Ch. 4 Reaching the audience
Ch. 8 Supporting your ideas
Ch. 9 Presentation Aids
Ch. 14 Delivering the speech

MODULE 3 FOLDER

WEEK 5: 11/16 – 11/22
IN CLASS: Tuesday- **Past Event Informative Speech** – Group B
IN CLASS: Thursday - **Past Event Informative Speech** – Group A

ONLINE Due Friday 11/20 **Take EXAM #2 over Chapters 4, 6, 7, 8, 9, 14, 15**

ONLINE: Due Sunday 11/22

Read and complete all online assignments for:
Ch. 13 Wording the speech
Ch. 16 Speaking to persuade
Ch. 17 Persuasive Strategies

WEEK 6: 11/23 – 11/29
IN CLASS: Tuesday- Group problem solving Activity; Team persuasive speech explanation/Example
IN CLASS: Thursday - Motivated sequence; Favorite Thing activity

ONLINE: Due Sunday 11/29

Read and complete all online assignments for:
Ch. 18 Speaking for Special Occasions
Ch. 19 Speaking in Groups

WEEK 7: 11/30 – 12/6
IN CLASS: Tuesday**- TEAM Persuasive speeches**
IN CLASS: Thursday - Special Occasion/Commemorative speech explanation

ONLINE: Due Friday 12/4 **Take EXAM #3 over Chapters 13, 16, 17, 18, 19**

WEEK 8: 12/7 – 12/10
IN CLASS: Tuesday**- Commemorative Speech** – Group A
IN CLASS: Thursday **- Commemorative Speech** – Group B

ONLINE: No Online assignments due