



**SCOTTSDALE
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

Spring 2023

Course Information

Course Title:	Public Speaking
Course Prefix & Number:	COM 225
Section Number:	25007
Credit Hours:	3
Room Number:	N/A Online
Meeting Days:	N/A Online
Meeting Times:	N/A Online

Course Format

The course format for this course is ONLINE.

Instructor Information

Instructor:	Brian S. Davis
Email:	brian.davis@scottsdalecc.edu
Office Location:	Online
Office Hours:	Monday - Friday: By Appointment All Meetings Held Online, via Google Meets

Course Description

This class is designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills.

Prerequisites: ENG 101, or ENG 107, or equivalent.

Prerequisites

None.

Course Competencies

- * Utilize speech apprehension management techniques.
- * Identify and use guidelines for ethical public speaking.
- * Refine critical listening skills through written and/or verbal critiques following speeches by self and others.
- * Prepare and present a persuasive & an informative speech.
- * Recognize and apply techniques of audience analysis (including but not limited to intercultural sensitivity) in the development of a public speech.
- * Refine information literacy and critical thinking skills.
- * Demonstrate the proper use of oral language in a public speech.
- * Use a variety of support materials that serve to clarify, create interest, and/or prove speech points.
- * Use presentational tools during at least one public speech.
- * Refine writing skills by presenting information in various speech formats.
- * Demonstrate the proper use of nonverbal cues in a public speech.
- * Demonstrate competence in extemporaneous delivery and impromptu speaking.

Texts, Course Materials and Technologies

* All materials (Handouts, PowerPoints, Podcasts, etc.) are available for free in the online class.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

* **WARNING:** If you do not complete all work due on Day One you will be considered an inactive student and dropped from class. This is in accordance with SCCs rules on missing the 1st day of class.

* **WARNING:** There is **NO MAKE UP WORK** in this class. There are also **NO ALTERNATIVE** assignments - what I assign must be completed as is and on time. Broken computers, internet failures, your personal problems with Canvas, work issues, or any other technical or non-technical excuses will not be entertained as reasons for late work.

* If you need extra time for an assignment, you **MUST** send me an email and ask at least 12 hours before the due date/time; so that means if you need an extension on an assignment due at 11:59 PM on Sunday August 28 then you must email me by Noon on Sunday August 28.

* I can only grant a 2 day extension unless accompanied by medical documentation; if you are sick and need more time than you must provide a doctor's note or some other form of medical documentation.

* There are **NO EXTENSIONS** for the Quizzes/Exams; they must be completed on time.

* All assignments are due by 11:59 PM on the corresponding due date and according to the Canvas clock. Any work submitted after the time on the due date (and not granted an extension) will receive a 0 and be given no feedback. Be Advised: 1 minute late is still LATE – No Exceptions.

* All grading rubrics and other important documents & links can be found in Canvas.

* For the Assignments in class, the instructor will use the following web page to do word counts: <https://wordcounttools.com/> - This is the official word counter of the class and it is what students and the instructor will go by for the entirety of the semester.

* This is an Online Course; therefore basic computer skills (proficiency in MS Word, PDF, email, the Internet, and YouTube) and access to a web camera, video camera, or a camera on a Smart Phone are required.

* You can only question/complain about a grade 24 hours after you have received your grade. If you have an issue with a Quiz question, you must wait until the due date has passed before contacting the instructor.

* If you have an issue with an Exam question, you may email me but the email **MUST** contain the following:

- a.) the question
- b.) your answer
- c.) the correct answer
- d.) the passage from the course text/web page that **PROVES** your answer is correct

* You must use APA formatting for all written work in this class; if you do not use this formatting you will lose points. Please review the web page:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

* If you are caught plagiarizing any of your work you will receive an immediate 0 on the assignment. Plagiarism is defined as, "representing the work of others as your own." Whether you are taking a paragraph or three words from some else's work that isn't

your own, it is still considered plagiarism. You must cite a source within the body of your work and in your Reference/Bibliography/Work Cited. If you have any questions about how to cite a source, please ask me. If you are struggling in the class or don't understand an assignment, please do not resort to plagiarism.

* If you decide this class is not for you, it is your responsibility to fill out the necessary paperwork to drop the class. See your student schedule in my.maricopa.edu for the Last Day to Withdraw without the instructor's signature.

* We will be using Canvas for our online classroom and the most important section are the Modules. Each Module is filled with the assignments and pertinent information so the first place you should always look when entering the Canvas online classroom is in the Modules.

* There are many different types of ASSIGNMENTS in this class:

- 1.) There are 4 speeches in this class; the Interview (Impromptu), Political Persuasive Speech, Rebuttal Vlog, and Historical Informative Speech and all details for the speeches are available in Canvas.
 - a.) The Interview (Impromptu Speech) is unique in that to fulfill this speech requirement you will be expected to participate in a LIVE interview with your instructor via Google Meets. Specific details about the assignment are in the online class but right now the main thing to know is when the interviews will take place (see below) and that each of you will email me with 2 options for interview times starting at 12:01 AM on **01/17/2023**. I will work with students who have school and/or professional conflicts only.
 - i.) Interview Days/Times
 - (1) **Tuesday 01/24/2023 from 9 AM to Noon**
 - (2) **Wednesday 01/25/2023 from 5 PM to 8 PM**
 - (3) **Thursday 01/26/2023 from Noon to 3 PM (If Needed)**
 - b.) If none of these times work due to academic or professional circumstances, the instructor will work with the student to find a mutually agreeable time for the interview.
- 2.) There is a Syllabus Quiz on the first day of class and a Final Exam on the last day of class; you will have an unlimited time to complete the Final Exam and you will have 2 attempts at taking the exam.
- 3.) Leading up to the Persuasive and Informative Speech you must submit an outline for each speech that will be graded and I will give you feedback on.
- 4.) Before the Historical Informative Speech you must submit potential topics, which I will give you feedback and suggestions on.
- 5.) There is one essay and three Discussion Boards, which is where you will employ critical thinking skills.

* You are welcome to work ahead in this class. For example, if you would like to complete all of the work before the due dates, you may do so. BE ADVISED: you are required to comment on classmates' Discussion Boards according to the due dates AND graded materials will be returned after the assignments due date NOT when you turn it in.

* Military veterans should be aware of Veterans Services, which provides help with necessary paperwork, tutoring, along with counseling. If you have any questions please call (480) 423-6515.

* WOVeN; The purpose of general education teaching and learning is to enhance students' abilities to critically analyze and effectively communicate in Written, Oral, Visual, and Numerical form. General education is WOVeN through the curriculum and co-curricular experiences at Scottsdale Community College.

Audience Requirements

* This is a public speaking class therefore part of what you are being tested on is how you perform in public so you will be required to have an audience for the Political Persuasive Speech and the Historical Informative Speech.

* For these two speeches, you MUST perform in front of a LIVE AUDIENCE, which should consist of no fewer than 3 ADULT PEOPLE. If you do not have an audience you will earn a 0. NOTE: Virtual audiences do not count for these two speeches.

* Sorry, animals and children (anyone under 15 years-old) are great supporters but cannot critique your speech so they DO NOT count.

* Your audience must stay and watch your entire speech; if you audience leaves during you will not get credit for that audience member.

* You MUST scan the room with the camera so that I can see your audience before you begin speaking. NOTE: The time it takes you to scan the room does not count towards your final speech time.

* If you scan too quickly and I cannot see all audience members I will not count the audience members and you will lose points.

* DO NOT edit your video at all. This should be one continuous video with no cuts; from showing your audience to your complete speech all in one take. The idea is that, in one shot, you show that a live audience is in front of you as you give your speech. If you do edit at this moment, your grade will be reduced.

* If you do not scan the room and do not show me your audience you will earn a 0.

* It is totally appropriate for you to get 3 friends and/or family members together and perform for them at your home or other location HOWEVER do not speak in a LOUD or public area where there is too much ambient/background noise.

* After you show your audience, the video should then ONLY focus on you and your speech. It should be close enough that I can grade your delivery; I should be able to see from the top of your head to your knees. Please see the image below for the EXACT way you should frame your speech:



- * If I cannot SEE you in the video (meaning you are not positioned like the above image) your grade will be reduced by 25%. Make sure you are close enough to the camera, that your face is visible, the room & you are well lit, and that there is nothing obstructing the camera.
- * If I cannot HEAR you in the video your grade will be reduced by 50%. Make sure your microphone is on, not blocked, and that there is no background noise. This has nothing to do with your SPEECH VOLUME rather it has to do with the technical aspects of the video
- * If you have a speech and/or presentation in ANOTHER CLASS, this would be an ideal opportunity to record your speech for this assignment, too BUT it must follow the assignment and structural requirements of this class.
- * You should let your audience know that the speech is a professional presentation and you are earning a grade so they should be a quiet and respectful audience.
- * It is also a good idea to not do your speech in an area that has a lot of ambient noise (TV, cars driving by, etc.) because this can take away from your speech.
- * If after rewatching your speech (before submitting it) you see problems with your sound, video, or audience you should re-record it; think of it this way: you would not turn in an essay if you knew there were errors and/or typos, would you?
- * If you do not have access to 3 adult people for your speech, then I recommend taking this class in-person at SCC where you will have an entire classroom full of audience members to fulfill this requirement.
- * For each missing audience member you will lose 33% of your speech grade.

Grading Standards & Practices

Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Assignment Name	Points	Percent of Grade
Syllabus Quiz	12 points	2 %
Discussion Board x3	75 points	13 %
Outlines x2	70 points	12 %
Speech Analysis Essay	40 points	7 %
Interview (Impromptu Speech)	50 points	8 %
Political Persuasive Speech	100 points	17 %
Rebuttal Vlog	50 points	8 %
Historical Informative Speech - 3 Potential Topics	20 points	3 %
Historical Informative Speech	120 points	20 %
Final Exam	63 points	10 %
TOTAL:	600 Points	100%

Response Time

* If you email or message me on Canvas on Mondays-Fridays before 4 PM I will get back to you that same day with a reply. After 4 PM on Mondays-Fridays, I will reply to your email/message the next school day. If you email/message me on the weekend, it could take up to 48 hours for me to reply. Please plan accordingly if you have a question regarding an assignment that is due on the weekends.

* You will receive graded materials (in Canvas) with my feedback/comments 1 week after the assignment was due date. This is subject to change based on the assignment, time allotted, etc.

Attendance Policy

If you consistently miss turning in assignments and/or do not sign onto Canvas every 7 days, you can potentially be WITHDRAWN from the class. Below is the breakdown:

1st Missed Assignment and/or Non-Participation = The instructor will email you regarding the situation and ask you to contact him regarding the situation.

2nd Missed Assignment and/or Non-Participation = The instructor will call you and set up a meeting in person or on Skype to discuss the situation.

3rd Missed Assignment and/or Non-Participation = The instructor will drop you from the class and you will receive a “W” on your final grade report.

NOTE: The last day you can drop the class and get a refund is **01/23/2023**.

As of **02/07/2023**, a student will no longer be able to withdraw him or herself from the class; at this point only the instructor will be able to give a student a W.

After **02/27/2022** you will no longer be able to earn a “W” and will earn a standard letter grade

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least three hours on course content or seat time (direct instruction) and six hours on homework weekly. Accelerated courses will require additional time per week.

Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [SCC Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester, and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (<https://www.scottsdalecc.edu/students/tutoring/online-tutoring>)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Technology Statement(s)

Third-Party Learning Tools

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site, or tool certain identifiable information may be required to establish a user name or

password, submit work and/or download information from these tools. Inherent with all internet-based tools, there is risk that individuals assume when electing to use the products and services made available by these tools, as they may place information at risk of disclosure.

In this course, we will use [Click or tap here to enter text.](#) to complete or participate in assignments, activities and/or access course materials. [Accessibility Statements and Privacy Policies](#) for all tools used at SCC are available.

To use the third-party tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#). Some specific aspects of law and conduct code to remember are prohibitions against copyright infringement, plagiarism, harassment or interferences with the underlying technical code of the software. As a student using a third-party learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to the third-party learning tool constitute an educational record. By using the third-party tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.