

NAVARRO COLLEGE
DEPARTMENT OF SPEECH AND DRAMA
PUBLIC SPEAKING - SPCH 1315
COURSE SYLLABUS

SPCH 1315**Fall 2006****I. INTRODUCTION**

An introductory course in research, composition, organization, delivery, and analysis of informative and persuasive speeches for various purposes and occasions. Emphasis is placed on developing the students' abilities in presentation of ideas.

II. GENERAL EDUCATION OUTCOMES

- A. Students will exhibit comprehension of concepts and principles integral to public speaking.
- B. Students will demonstrate ability to properly structure necessary components of presentations.
- C. Students will demonstrate proficiency in delivery skills relevant to the speaking context.
- D. Students will demonstrate knowledge of effective listening skills

III. STUDENT LEARNING OUTCOMES

- A. Students will exhibit the ability to outline the essential components of a speech.
- B. Students will demonstrate proficiency in delivery skills relevant to the speaking context.
- C. Students will demonstrate their skill in informative speaking by producing and delivering an informative presentations that conforms to specific situational requirements.
- D. Students will demonstrate their skills in persuasive public speaking by producing and delivering a persuasive presentations that reflects effective use of research and argumentation techniques.
- E. Students will demonstrate effective listening skills

IV. INSTRUCTIONAL MATERIALS

- A. Textbook: *Building a Speech*, Metcalf, Thomson-Wadsworth.
- B. Additional Materials: Additional materials may include:
 - 1. Note cards
 - 2. Xerox copies of reports and/or outline
 - 3. Video tapes
 - 4. Poster board, folders, etc. for presentations
 - 5. Navarro College ID
- C. Learning Activities: Learning activities will provide the student with the opportunity for improvement in both theoretical understanding and practical performance of oral communication. Activities include oral and written reports, quizzes, tests, individual and group presentations.

V. EVALUATION

- A. Basic Skills are required for this course. In order to be successful in this course, the student must possess college level skills in reading and writing. If the student is in doubt about his/her skill level, see the instructor or counselor. Developmental courses are

- available to strengthen skills in these areas.
- B. The student's progress will be determined by class discussion and participation, prompt and regular class attendance, written quizzes and tests, speaking assignments and student evaluation of speeches. See individual course outline for specifics.
 - C. The student will deliver a **minimum of four presentations**, with the following mandatory requirements:
 - 1. Informative speech
 - 2. Persuasive speech
 - D. Other learning activities may include:
 - 1. Critiques,
 - 2. Quizzes,
 - 3. Reports,
 - 4. Tests, and
 - 5. Class, group, and homework
 - E. For specific instructor policy on grades, see course outline distributed separately.

VI. ABSENCE FROM SCHOOL

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined as being equivalent to two weeks of instruction in a sixteen-week semester and may result in failure or being dropped from the course.

The attendance policy for certain courses may be more stringent than the general policy at the discretion of the instructor or as required by TASP policy and law. Faculty members will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements for the course.

For specific instructor policy on absence see course outline distributed separately.

VII. EEOC STATEMENT

Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P.L. 88- 352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the admissions and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, disability, marital status or veteran's status.

VIII. STUDENT SERVICES

Tutorials - Navarro College provides free tutorial services in the Tutoring Center in the basement of the LRC for any student who may encounter problems with this or any other course. If you are having difficulty with this course, please contact your instructor and/or Mrs. Alene Huffman in the Tutoring Center at 903-875-7455 and take advantage of the tutorial services.

Special Populations Students - Navarro College provides, through the Carl Perkins Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in non-traditional occupations, and limited English-speaking students. Students falling in one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the LRC, for details concerning these services. Please note that the Center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

Financial Aid – If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

IX. CLASSROOM POLICIES

Electronic Devices in the Classroom - Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise, such as cellular phones, pagers, palm pilots, beeper watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

Any student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the instructor's request, the student will be dismissed from class and at the instructor's discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent, and have points deducted for work missed, if appropriate, and referred to the Assistant Dean of the Division. The Assistant Dean will then convey to the student that any further offense will cause the student to be dropped from the class for disruptive behavior in the class where the violation occurred.

A student who has an electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom, and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

Food and Beverages in Classrooms and Laboratories - Navarro College is proud of the appearance of its campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in your backpack or other closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories, containing sensitive equipment. Students and staff must exercise extreme care in bringing beverages into campus facilities as spills may damage carpet and other furnishings. All students and staff are expected to police their own area.

X. DISRUPTIVE CLASSROOM BEHAVIOR POLICY

Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Rules and expectations for the instructional setting should be established by the instructor and communicated to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching method and learning objectives; and may vary depending upon the educational context. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

Disruptive Behavior is Prohibited. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operations of the College.

Mild Forms of Disruptive Behavior: Talking in class, arriving late, talking on cell phones, sleeping in class, and reading material unrelated to the class.

Instructors who experience students engaging in mild disruptive behavior should provide on or more of the following warnings: a verbal, e-mail, early warning referral or a written form of communication. The communication should identify the prohibited behavior that occurred, the rules that were violated, and the behavior that is required in the future. The warnings should also include notice stating that any subsequent violation of the classroom rules or this policy may

result in the instructor filling a student code of conduct complaint with the Vice President of Student Services or Assistant to the Vice President, and the Assistant Dean.

Mild Behaviors:

∞Arriving late, or exiting early	∞Making long-winded, or off-task comments
∞Eating or drinking	∞Conducting side conversations
∞Talking/Text messaging on cell phones	∞Complaining
∞Spitting tobacco into a container	∞Constantly disagreeing
∞Bringing babies to class	∞Making disrespectful or offensive comments or gestures to the instructor or fellow students
∞Making inappropriate remarks	∞Acting in an immature manner
∞Acting in a bizarre manner	∞Making exaggerated or emotional responses
∞Appearing to be under the influence of chemicals	∞Irrational, inappropriate, unrelated statements
∞Engaging in exhibitionism	

Severe Forms of Disruptive Behavior: Intimidation, insubordination, physical threats, and violence. If the disruptive behavior is serious or severe the proper authorities should first be contacted immediately.

If the disruptive behavior is serious or severe the proper authorities should be contacted immediately. The instructor must document the disruptive behavior in writing and file a Student Code of Conduct Complaint with the Vice President of Student Services or Assistant to the Vice President of Student Services. The Complaint should also include a copy of any written warning provided to the student. The instructor must also notify his/her Assistant Dean or Dean of the matter as well. The Student Services Officials will investigate the Complaint in accordance with the Student Handbook. The Student disciplinary Procedures shall govern all proceedings involving such complaints. Sanctions, if necessary, will be imposed in accordance with the Student Code of Conduct.

Severe Behavior: Intimidating or Aggressive Behaviors Toward Instructors:

∞Defiant posturing	∞Badgering
∞Obscene gestures	∞Verbal sniping
∞Hostile arguing	∞Menacing physical posturing
∞Challenging	∞Harassing or intimidating statements toward the instructor

