



# CHIPOLA COLLEGE

## COURSE SYLLABUS

Chipola's website: [www.chipola.edu](http://www.chipola.edu)

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**COURSE TITLE:**

Effective Public Speaking

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**COURSE NUMBER:**

SPC 2608

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**COURSE DESCRIPTION (with prerequisites):**

This course covers the preparation and presentation of speeches for business, social and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of the speaking voice. Prerequisite: ENC 1101 or instructor's approval. 3 semester hours credit. [A]

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**NAME(S) OF INSTRUCTORS:**

Dr. Bryan Craven  
Carol Saunders

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**EFFECTIVE ACADEMIC YEAR:**

2020-2021

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**REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:**

Verderber, Rudolph, F. *The Challenge of Effective Speaking*. 17th edition.  
Cengage Learning, 2018. ISBN: 9781337574389.

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**GRADING POLICY:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

**A – 90 – 100**

**B – 80 – 89**

**C – 70 – 79**

**D – 60 – 69**

**F – 59 or less**

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

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**ATTENDANCE AND WITHDRAWAL POLICIES:**

Chipola College expects regular attendance of all students, and all instructors record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

**MAKE-UP POLICY:**

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:**

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Phippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, phippenw@chipola.edu.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**

The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the *LINCCWeb* icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

### **TECHNOLOGY RESOURCES:**

The college's learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

### **FREE TUTORING RESOURCES:**

The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

### **ELECTRONIC DEVICE USAGE STATEMENT:**

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

### **DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

SPC 2608 is not a General Education core course.

### **LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS**

<b>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR SPC 2608</b>	<b>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES</b>	<b>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</b>	<b>LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT</b>
<b>The student will:</b> <ul style="list-style-type: none"><li>• Learn public speaking principles.</li><li>• Participate in class discussion.</li><li>• Listen carefully and critically to other speakers.</li><li>• Use voice to communicate</li></ul>		SD, Obs. SD, Obs. SD, Obs.  SP, Obs.	

<p>effectively.</p> <ul style="list-style-type: none"> <li>• Construct a speaker's outline.</li> <li>• Use effective wording in speeches</li> <li>• Analyze speech audience</li> <li>• Develop effective introductions and conclusions.</li> <li>• Capture and hold listeners' interests.</li> <li>• Critique and give feedback to other speakers.</li> <li>• Adapt speech based on audience and instructor feedback.</li> <li>• Study exemplary speeches of various kinds.</li> <li>• Gather supporting materials needed to explain, to prove, and to entertain.</li> <li>• Stand before a group of people and get his or her ideas across to the audience regardless of the members' prejudices, affiliation, etc.</li> <li>• Examine various viewpoints on controversial subjects.</li> <li>• Discuss and debate controversial subjects in an objective, respectful manner.</li> <li>• Practice courteous audience etiquette.</li> <li>• Increase self-esteem by increasing confidence in one's ability to communicate with others.</li> </ul>		<p>W RPT, SP</p> <p>SD, Obs. RPT,W</p> <p>SP, Obs.</p> <p>W, SD</p> <p>SP, OBS</p> <p>OBS</p> <p>RPT, SP</p> <p>SD</p> <p>SD, Obs.</p> <p>SD, Obs.</p> <p>Obs.</p> <p>SP, Obs.</p>	
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**\*\*Assessment Codes**

<p><b>T</b> = Tests  <b>Pre/Post</b> = Pre- and Post-Tests  <b>OT</b> = Objective Tests  <b>UT</b> = Unit Tests  <b>Q</b> = Quizzes  <b>F</b> = Final Examination  <b>CF</b> = Cumulative Final  <b>EX</b> = Departmental Exam  <b>SE</b> = Nat'l or State Standardized Exam</p>	<p><b>RPT</b> = Report/Presentation  <b>SP</b> = Skills Performance  <b>SD</b> = Skills Demonstration  <b>W</b> = Writing Assignments  <b>E</b> = Essays  <b>DE</b> = Documented Essays  <b>RP</b> = Research papers  <b>J</b> = Jury  <b>R</b> = Recital</p>	<p><b>Proj.</b> = Projects  <b>Exp.</b> = Experiments  <b>Cap. Proj.</b> = Capstone Project  <b>Cap. Course</b> = Capstone Course  <b>Prac.</b> = Practicum  <b>Intern.</b> = Internship  <b>H</b> = Homework  <b>PS</b> = Problem Solving  <b>DB</b> = Discussion Board</p>	<p><b>BO</b> = Behavioral Observation  <b>Clin.</b> = Clinicals  <b>CS</b> = Case Study  <b>CP</b> = Case Plan  <b>Port.</b> = Portfolio  <b>Obs.</b> = Teacher Observation  <b>Sk. Check</b> = Skills Check-off Curriculum Frameworks  <b>JP</b> = Judged Performance/Exhibition</p>
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## **MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:**

Textbook assignments, class discussions and tests to determine degree of mastery of speech components.

2. Preparation and delivery of different types of speeches during the term in order to develop oral skills.
3. Video tapes of all student speeches in order to provide self-critiquing opportunities.
4. Peer and teacher critiques which point out the good points and points which need correction.
5. You are expected to attend college sponsored cultural events which involve speakers, story tellers, or performers. These will be assigned as available. Usually only one or two such events are available.

### **Organization of the Course**

**SPEECHES-** The course is largely application, a laboratory course. The student learns to speak by speaking frequently.

**CRITICAL ANALYSIS BY STUDENTS AND TEACHER-** The student will evaluate his own speeches as well as those of other students. These critiques will count as a daily grade. Through critical analysis the instructor will teach the basic speech principles.

**CONFERENCES-** Periodic conferences between instructors and students will be scheduled as desired. Their purpose is to acquaint the students with his standing in class and to provide him with an opportunity to discuss course work in general with his instructor.

## **ASSIGNMENT AND/OR COURSE OUTLINE**

Weeks 1 & 2	READ and DISCUSS Chapters 1 and 3; DELIVER "Introductory Speech".
Weeks 3 & 4	READ and DISCUSS Chapters 2 and 11; DELIVER and CRITIQUE "Narrative Speech."
Weeks 5, 6 & 7	READ and DISCUSS Chapters 9 and 12; DELIVER and CRITIQUE "Demonstration Speech."
Weeks 8 & 9	READ and DISCUSS Chapters 4,5,6,7, 8 and 12; Library Orientation and research DELIVER and CRITIQUE "Expository Speech."
Weeks 10 & 11	READ and DISCUSS Chapters 13 and 14; Library research DELIVER and CRITIQUE "Persuasive Speech."

Weeks 13 & 14      READ and DISCUSS Chapter 15  
                         DELIVER and CRITIQUE "Special Occasion Speech."

Week 15              DELIVER and CRITIQUE "Impromptu Speech."

Review  
FINAL EXAM

**Ten points will be deducted for late speeches.**

See your Instructor First Day Handout for individual instructor assignment schedule.