



## INSTRUCTIONAL PACKAGE

SPC 205

PUBLIC SPEAKING

Effective Term  
Fall/Spring/Summer  
2018-19

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: Fall 2018/Spring 2019/Summer 2019

COURSE PREFIX: SPC 205

COURSE TITLE: Public Speaking

CONTACT HOURS: 3

CREDIT HOURS: 3

### RATIONALE FOR THE COURSE:

Speaking and listening competencies are vital both in the classroom and in the workplace. In fact, studies involving both faculty in higher education and employers identify the ability to communicate as the most significant indicator for success.

Therefore, SPC 205 is designed to address the demand for competent communicators by helping students develop the communication skills needed for achievement of academic and professional goals. In addition, the knowledge students gain from this course will help them become more-critical consumers of communication outside work and school.

### COURSE DESCRIPTION:

This course is an introduction to principles of public speaking with application of speaking skills. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

### PREREQUISITES/CO-REQUISITES:

(Credit level [ENG 100](#) Minimum Grade of C\* or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 101](#) Minimum Grade of C or Credit level [ENG 155](#) Minimum Grade of C or Credit level [ENG 155](#) Minimum Grade of TC) or ( COMPASS Reading 85 and COMPASS Writing 78) or ( COMPANION Reading 075 and COMPANION Sentence Skills 081) or ( SAT Critical Reading 480) or ( ACT English 19 and ACT Reading 19) or ( Multiple Measures English 1) or ( ACCUPLACER Reading Comp 075 and ACCUPLACER Sentence Skills 081) or ( New ACCUPLACER Reading Comp 250 and New ACCUPLACER Sentence Skills 250) or ( ASSET Reading 45 and ASSET Writing 45) or ASSET 45

\***Online/Hybrid** courses require students to complete the DLi Online Student Orientation prior to completing an online course. The DLi Online Student Orientation can be found in WaveNet, under the My Student tab.

**REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

**[BOOKSTORE.](#)**

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

**TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

**STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

**CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

**Part II: Student Learning Outcomes****COURSE LEARNING OUTCOMES and ASSESSMENTS\*:****I. Module 1: Principles of Communication****\*Assessments: Quiz/Test and/or In Class Exercises**

- A. Students will analyze the process of communication. In this assignment, the student will
  - 1. Explain the communication process.
  - 2. Define speaker credibility.
  - 3. Evaluate verbal and nonverbal communication strategies.

## II. **Module 2: Speech Topics**

### **\*Assessments: Delivering Speeches and/or In Class Activities/Exercises**

- A. Students will create effective verbal and written messages. In this description, the student will
1. Select appropriate topics.
  2. Analyze audiences.
  3. Invent appropriate speech purposes (informative, celebratory, persuasive, demonstrative).
  4. Adapt topics to speech purpose, rhetorical situation, and audience.
  5. Organize ideas logically.
  6. Create supporting material.
  7. Discriminate among sources.
  8. Incorporate source material.
  9. Document sources.
  10. Express ideas clearly.
  11. Reason soundly.
  12. Defend ideas logically.
  13. Choose culturally sensitive language.

## III. **Module 3: Effective Speeches**

### **\*Assessments: Delivering Speeches and/or In Class Activities/Exercises**

- A. Students will demonstrate effective delivery skills in speaking. During the delivery, the student will
1. Demonstrate vocal characteristics that enhance the verbal message.
  2. Demonstrate use of body that enhances the verbal message.
  3. Adjust to the rhetorical situation while speaking.
  4. Create a sense of communication with audience members.

## IV. **Module 4: Listening Skills**

### **\*Assessments: Listening to Speeches/Quiz/Test/In Class Activities/Exercises**

- A. Students will demonstrate skills in listening. While speeches are in session, the students will
1. Determine goals for listening.
  2. Demonstrate listening behaviors that enhance communication.
  3. Communicate respect for others.
  4. Ask questions that clarify the speaker's message and intent.
  5. Paraphrase messages.
  6. Evaluate reasoning.
  7. Distinguish fact from opinion.

8. Criticize the ideas and communication behaviors of the self and others.
9. Participate effectively in discussion.
10. Take useful notes.

V. **Module 5: Ethical Situations**

**\*Assessments: Group discussions/Quiz/Test/In Class Activities/Exercises**

Students will judge ethical issues in communication. As part of the evaluation, the student will

1. Recognize ethical dimensions of communication.
2. Evaluate alternative approaches to ethical issues.
3. Demonstrate respect for the power of words.
4. Observe reasonable ethical standards.

VI. **Module 6: Technological Aids**

**\*Assessments: Speech Presentations**

Students will use various forms of technology. During the presentations, the student will

1. Perform research using information technology.
2. Evaluate technological resources.
3. Use presentation aids effectively.
4. Judge the use of presentation software by others.

## VII. Module 7: Reduction Theories

### **\*Assessments: Class Activities/Exercises**

Students will experience various methods of communication apprehension reduction. The students will use various breathing techniques to reduce anxiety, the student will

1. Identify their needs for communication apprehension reduction.
2. Practice communication apprehension reduction activities.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

Written component (tests/quizzes and other written assignments)	40%
Oral component (speeches)	60%

Point values to be determined by instructor—the instructor may have additional assignments and adjust the point total accordingly.

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

#### **GRADING SYSTEM:**

HGTC has a standardized grading scale for academic courses. The grading scale is:

A: 90-100    B: 80-89    C: 70-79    D: 60-69    F: Below 60.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.



Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

## **Title IX Requirements**

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<b>Inquiries regarding the non-discrimination policies:</b>	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
<b>Dr. Melissa Batten, AVP Student Affairs</b> <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a>	<b>Jacquelyne Snyder, AVP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a>