

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS

SPC-112-OL02

TERM: WINTERIM 2020

I. FACULTY INFORMATION:

Instructor: Dean Stier	Office: STU 1136
Phone: Office: (712) 325-3704 Cell (Texts): (320) 905-3077	Student Assistance Hours: Virtual
E-mail: dstier@iwcc.edu	

II. COURSE INFORMATION:

SPC 112	Public Speaking	Credits (3)	Lecture (3)	Lab (0)
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COURSE MEETING TIMES:

Course shells are available online 24/7.

COURSE DESCRIPTION:

Public Speaking analyzes the fundamentals of oral communication. It covers lectures, readings, and applications of the six principal aspects of public speaking: the speaker, the audience, thought and content, organization, language and delivery. It also examines the basic principles of small group communication: leadership, the decision-making process and individual participation in small group.

PREREQUISITES:

None

REQUIRED TEXTBOOKS: O'Hair, D., Steward, R., Rubenstein, H. (2015). A Speaker's Guidebook. (8th ed). Boston: Bedford/St. Martin's. ISBN: 978-1-319-05941-5

Some, but not all, courses at Iowa Western require a subscription to an online textbook service such as Pearson MyLab or Cengage Unlimited. When this type of subscription service is required in a course, a flat fee is charged to the student's account when the student registers for the course. Students have the option to "opt-out" of this service within the first week of classes. By opting out, the student is responsible to obtain the required course materials on their own from a source outside the College Store. For information on how to opt-out, students should contact the Brandon Keller in the Business Office at 712-325-3226 or bkeller@iwcc.edu.

SUPPLEMENTAL MATERIALS:

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

COURSE LEARNING OUTCOMES AND COURSE COMPETENCIES:

Upon successful completion of this course, the student will be able to:

- A. Describe the basic elements of the public speaking process.
 - Identify and compare the various communication models
 - Describe and demonstrate how to analyze the audience
 - Identify listening techniques as a speaker and audience
 - Define the ethical responsibilities of the public speaking process in terms of plagiarism, fallacies, emotional appeals, and the rights of individuals in an audience

- B. Demonstrate the research of information and outlining of a speech
 - Demonstrate how to select a subject for the types of speeches which may include: Persuasive, Informative, Special Occasion, or Group Discussion
 - Document speech goals and formulate the central idea
 - Demonstrate how to select and narrow a topic into an appropriate thesis
 - Research and document sources

- C. Demonstrate proper use of verbal communication
 - Utilize effectively worded descriptions of ideas and information
 - Utilize effectively worded transitions between main points
 - Utilize appropriate grammar and syntax

- D. Demonstrate proper delivery utilizing nonverbal communication forms
 - Practice meaningful gestures, bodily attitude, and platform movements
 - Practice the use of voice including articulation, diction, pauses, and timing
 - Prepare and present visual aid

COURSE PRACTICES:

Attendance will be taken for each class session. All course work must be submitted through the ROC LMS (Canvas). Emailed work will not be accepted without prior instructor approval.

PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in

some meaningful way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course a minimum of one time each week.

A week is measured from Monday through Sunday. If this standard is not met for any week within the course term, you will see a deduction of points in your grade. Specifically, I take attendance every Friday and the assignments are due every Friday (Unless noted otherwise). If you have had insufficient progress for the week, I will record you as Insufficient (another way of saying absent). If you have completed the majority of the assignments, I will record you as Sufficient (another way of saying present).

STANDARDS FOR WRITTEN WORK

All written assignments should be typed using 12 point font Times New Roman or Calibri font. Proper grammar and punctuation should be used on all papers, assignments, discussion forums and email communication. Pay close attention to the required length of all assignments. You will need to turn your assignments in through a Microsoft Word document. You can download a free copy of Word through your ROC page.

LATE SPEECHES, PAPERS, DISCUSSIONS AND EXAMS

I don't take late papers, discussions, or exams. Do not wait until the last minute to do an assignment. Follow the calendar and the work load is very balanced. Students always ask me to take their work late and I cannot sort through varied excuses to see what is valid. I don't take late work. You have an entire week (or more) to complete each assignment.

EXTRA CREDIT

The rough draft outlines and manuscript (special occasion speech) Dropbox (Canvas) assignments will be worth extra credit. The week that your speech is due, you will have an opportunity to receive feedback on your outlines and manuscript (special occasion speech). The rough drafts are due Wednesday by 11:59 PM of the week that the corresponding speech is due.

COMMUNICATION WITH INSTRUCTOR:

Turnaround time for feedback on assignments and exams is one week. Students and faculty must use their IWCC email when contacting the instructor about matters related to the course. When emailing, please share your first and last name, course title, and section number so I can accurately assist you with your questions. I am happy to assist you with questions; however, if you email me during the middle of the night, I will not be getting back to you in a timely manner. I will respond to your emails within 24 hours.

SOCIAL DISTANCING IN RESPONSE TO COVID-19:

Students in an online class may choose to meet with their instructor during student assistance hours on campus or at a center location. Faculty, staff, and students are expected to take reasonable precautions while in an office setting to ensure the safety and wellbeing of all parties. Whenever possible, students should stay a minimum of six feet apart from other parties. Where seats and standing room is designated off limits, students should respect boundaries. All parties (faculty, staff, and students) are required to supply their own face covering that they are required to wear at all times during a face-to-face meeting. Individuals who arrive to the meeting without a face covering will be turned away. Students exhibiting symptoms of illness will be asked to leave the office and not return until they are symptom-free or can provide a note from a physician clearing them to return. Students will also be asked to leave if they fail to comply with social distancing practices. Students who refuse to leave will be escorted out of the building by Security.

ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR/ ETIQUETTE:

It is expected that all students in the online environment address classmates and the instructor cordially and professionally. While debate and discussion may be the norm in a college classroom, doing so respectfully is the class standard. (I will address you in a way that recognizes the respect and dignity you deserve as a scholar at this institution, and I expect the same from you to each member of the course. This standard applies to all of us even during moments of disagreement.) Any violation of this policy could result in a warning and possible grade deduction on the assignment. All course work must be submitted through Canvas. **Emailed work will not be accepted.**

GRADING:

Assignment	Possible Points
Discussions (4 Discussions, 25 pts each)	100
Introduction Speech (Outline=10pts)	50
Informative Speech (Outline=10pts)	100
Demonstration Speech	100
Exam	100
Speech Critique	50
Total	500

FINAL GRADE SCALE:	450-500	A
	400-449	B
	350-399	C
	300-349	D
	299 or less	F

FINAL GRADES:

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

IMPORTANT DATES:

See the Academic Calendar on ROC.

PROBLEM RESOLUTION:

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Dr. Jenny Kruger, Dean of Communication & Fine Arts, Stuart 1150, 712-325-3326, jkruger@iwcc.edu.

NOTICE OF CLASS CANCELLATION:

Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

COURSE TOPICAL OUTLINE AND SCHEDULE:

Students should refer to the full course topical outline and schedule which concludes this document.

III. INFORMATION/COLLEGE POLICY

RESET PASSWORD:

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

CYBER-LIBRARY:

Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the Cyber-Library by clicking on the Cyber Library under Academics in ROC. Students may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

ACADEMIC SUPPORT:

FREE tutoring and academic assistance for a variety of core, general FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of

the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-in basis. FREE online tutoring is available through Canvas or ROC. To access online tutoring click on the Online Tutoring tab next to My ROC Classes on your ROC home page or Online Tutoring in the left hand menu in Canvas. For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841.

DROPPING CLASSES:

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and a financial aid department representative before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

PERSONAL ELECTRONIC DEVICES:

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

HONOR CODE – ACADEMIC HONESTY:

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA:

Student rights concerning access to education records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their education (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices. For more information, including the full Access to Student Information policy, refer to the Iowa Western

Community College General Catalog or contact the Records and Registration Office.

DIVERSITY STATEMENT:

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

AMERICAN WITH DISABILITIES ACT STATEMENT:

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Accommodation testing must be scheduled 24 hours in advance. Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

PREGNANT AND PARENTING STUDENTS:

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION:

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equal Opportunity Coordinator, Reanna Heim, or ADA Coordinator, Samantha Larson, equity@iwcc.edu, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, OCR.Chicago@ed.gov. More information at <https://www.iwcc.edu/about/statement.asp>.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

Section	Dates	What's happening for the week?	Assignments due
Section 1	December 2-4	-Welcome to Public Speaking -Chapters 1-3 -Assignment Details: Introduction Speech	Initial Post Due Dec. 3 at 11:59 PM Two Responses Due Dec. 4 at 11:59 PM
Section 2	December 5-7	-Outlining Ch. 11-13 -Working on Intro Speech	Optional Rough Draft Introduction Speech Outline Due Dec. 5 at 11:59 PM Introduction Speech Due Dec. 7 at 11:59PM
Section 3	December 8-10	-Chapters 4-7 -Assignment Details: Informative Speech	Initial Post Due Dec. 9 at 11:59 PM Two Responses Due Dec. 10 at 11:59 PM
Section 4	December 11-13	-Chapters 8-10 -Researching for Informative Speech	Optional Rough Draft Informative Speech Outline Due Dec. 11 at 11:59 PM Informative Speech Due Dec. 13 at 11:59PM
Section 5	December 14-16	-Chapters 14-16 -Assignment Details: Demonstration Speech Ch. 20-22	Initial Post Due Dec. 15 at 11:59 PM Two Responses Due Dec. 16 at 11:59 PM
Section 6	December 17-19	-Video Examples of Demonstration Speech -Assignment Details: Speech Critique	Optional Rough Draft Demonstration Speech Outline Due Dec. 17 at 11:59 PM Demonstration Speech Due Dec. 19 at 11:59PM Exam One Opens Dec. 17 at 12:01AM

Section	Dates	What's happening for the week?	Assignments due
Section 7	December 20-22 TUESDAY, DEC. 22- LAST DAY OF CLASS	-Chapter 27 -Chapters 17-19 -Chapter 25	Initial Post Due Dec. 21 at 11:59 PM Two Responses Due Dec. 22 at 11:59 PM Speech Critique Due Dec. 22 at 11:59 PM Exam One Closes Dec. 22 at 11:59PM