

IOWA WESTERN COMMUNITY COLLEGE
 COURSE SYLLABUS
 SPC 112-OL01
 TERM: WINTERIM 2019

I. FACULTY INFORMATION:

Instructor: Jan Castle Renander	Office: Opitz 111, Clarinda Center Stuart 1146, Council Bluffs
Phone: 712-542-5117; ext. 2218	9-11 am, 1-3 pm Monday, Wednesday and Friday; Stuart 1146 9-noon Tuesday & Thursday, Clarinda 3-4 Tuesday in Clarinda 3-4 pm Thursday in Shenandoah
E-mail: jrenander@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. Weekly online course attendance, interaction, and activity are expected and will be verified through weekly course attendance reports.

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 a small group.

PREREQUISITES:

This three-hour participation course can be used for your speech requirement at Iowa Western. There will be a combination of lecture and demonstration of speaking skills. There is no prerequisite.

REQUIRED TEXTBOOKS: A Speaker's Guidebook (Text and Reference):
 O'Hair, Stewart, Rubenstein. Bedford/St. Martin's, ISBN: 978-1-4576-6353-6.

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 OBJECTIVES AND COURSE COMPETENCIES:

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

- A. Describe the basic elements of the presentation process.
- B. Demonstrate the research of information and outline of a presentation.
- C. Demonstrate proper use of verbal communication.
- D. Demonstrate proper delivery utilizing non-verbal communication forms.

COURSE PRACTICES:

The syllabus serves as a contract between the faculty and the students. Attendance will be taken for each weekly session. All course work must be submitted through the ROC LMS. Emailed work will not be accepted without prior instructor approval.

STANDARDS FOR WRITTEN WORK

Written work must conform to either MLA (Modern Language Association) or APA (American Psychiatric Association) as assigned. Written work will be submitted electronically and must be compatible with Microsoft Word.

LATE PAPERS AND ASSIGNMENTS

Late assignment policy will be addressed under the Presentations section.

MISSED EXAMS

Quizzes on the week's readings will open following the assigned reading and accompanying forum discussion. Expect two quizzes per week: Open Wednesday/close Friday; open Friday/close Sunday. Since quizzes are open for more than one day, there is no provision to "make up" a missed quiz.

EXTRA CREDIT

There is no provision for extra credit

ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:

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 loss of credit for assignments.

CLASS COURTESY

This class operates on the “courtesy principle.” Forum postings should be on-task, polite and respectful of other student opinions.

CANVAS ONLY

All course work must be submitted through the ROC-LMS, Canvas. Emailed work will not be accepted.

INSTRUCTIONAL TECHNIQUES AND PRACTICES

This course will consist of recorded lecture, outside reading and video review, online quizzes and surveys, submission of outlines and bibliographies, written assignments, student presentations, peer evaluation, and instructor evaluation of presentations.

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 meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the timeframe of the course. Because this is an accelerated course, attendance requirements are more rigid. Attendance will be recorded on the following dates: Dec. 19, 22, 24, 27, 30 and Jan. 3 and 6. Students must have logged into the course and participated in a meaningful way on each of these days. Students are expected to participate in the course 80% of the days (17/21 days).

COMMUNICATION WITH INSTRUCTOR:

Email (through Inbox feature on your course home page) is the preferred method of communication. Please remember that good communication includes three parts: Greeting or opening; message; and closing. Please keep this mind when communicating with your instructor. Students must use their IWCC email when contacting the instructor about matters related to the course.

GRADING:

TURNAROUND TIME FOR FEEDBACK ON ASSIGNMENTS AND EXAMS

Prompt feedback is important for speaking skills to develop. Consequently, every effort is made to provide feedback on your work as quickly as possible. Your adherence to the posted presentation schedule is critical to this process. Expect grades to be posted to the grade book according to the following schedule (usually sooner):

- A. Quizzes completed on Canvas will be scored immediately by the program and added to the grade book.
- B. Presentations will be graded and instructor comments returned within 3 days of the due date.

- C. Peer comments will be reviewed and points awarded within 3 days of the final acceptance date. Peer comments are available to each speaker as soon as they are posted by classmates.
- D. Assignments submitted online (outline and bibliography) will be graded within 3 days of the due date.
- E. Forums will be graded on the day following required submission and posted to the grade book.

FINAL GRADES:

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

The total grade will be calculated according to this following weighting:

- A. Required Presentations – 60% of total grade
- B. Worksheets and forum postings – 15% of total grade
- C. Peer review – 10% of total grade
- D. Chapter quizzes – 15% of total grade
- E. There will be a final speech activity in lieu of a final exam. Participation is required. The final speech activity is included in the Presentations grade category.

PRESENTATIONS

The minimum requirement for this course is four presentations with visual aids.

- A. Informative, 4-6 minutes
- B. Persuasive, 4-8 minutes
- C. Demonstration, 4-10 minutes
- D. Special Occasion, 3-6 minutes

Each presentation is worth 100 points and will be graded accordingly:

- A. Content: 40 points
- B. Performance: 40 points
- C. Outline: 10 points
- D. Bibliography: 10 points

Both the outline and the bibliography must be typed and submitted electronically the day of the presentation. Late submissions will not be accepted.

AUDIENCE REQUIREMENTS

Student presentations must be given before an audience, ranging from 3-10 people, depending on the presentation. Audience requirements will be listed with the specific presentation requirements. Student presentation videos must demonstrate the presence of an audience at the beginning and end of the video. Failure to have an audience (or document the audience in the presentation video) will result in an automatic grade deduction of 25 points. Failure to have a full audience will result in an automatic grade deduction of 10 points.

PRESENTATION UPLOADS

Student presentations must be video-recorded and uploaded to YouTube for course sharing. It is the student's responsibility to open a YouTube account for

this class or use an existing personal account. Videos for class work may be unlisted, but must be public to allow class sharing. The link for presentations must be submitted to both the class forum for peer review and the assignment box for grading. The video must be of sufficient quality (lighting, sound) to allow for evaluation and grading.

PEER REVIEW

Students will be expected to review and analyze each other’s presentations throughout the semester. We can learn much from each other.

For the reviewer: A maximum of 2 points will be awarded based on the thoroughness of the critique. This will account for 10 percent of your total course grade. Peer reviews must be submitted using the online survey mode within the timeframe specified for each set of presentations.

LATE PRESENTATIONS

Staying on schedule is critical to the success of this class, just as on-time completion of assignments is critical in the workplace. You must upload your presentation video by the specified deadlines. Late presentations will not be reviewed or graded unless prior arrangements have been made with the instructor. Due to the accelerated nature of this course (only 8 weeks) it is imperative that you adhere to scheduled due dates.

IMPORTANT DATES:

- Dec. 18 Winterim session begins
- Dec. 19 Attendance check
- Dec. 22 Attendance check
- Dec. 24 Attendance check
- Dec. 27 Attendance check
- Dec. 30 Attendance check
- Jan. 3 Attendance check
- Jan. 6 Attendance check
- Jan. 7 Winterim session ends
- Jan. 7 Winterim grades available

PROBLEM RESOLUTION:

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Jenny Kruger, Dean of Communication & Fine Arts, STU 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:

This is a 3-week session; within that time frame, there is no provision for late work. Adherence to assignment due dates is critical to this course. A detailed course schedule is posted in a separate document on Canvas and at the conclusion of 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 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 Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes. For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

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. 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, material 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 Equity Coordinator, Kim Henry, 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 on the Iowa Western website, <https://www.iwcc.edu/about/statement.asp>.

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

A detailed course schedule also is posted in a separate document on Canvas.

WEEK 1 – DEC. 18-24

WEDNESDAY, DEC. 18

- **Reading:**
 - Chapter 1: Becoming a Public Speaker
 - Chapter 2: Giving It a Try: Preparing your first Speech
 - Lecture notes posted in weekly module on Canvas
- **Due: Forum (10 points)**
 - Post your introduction in the forum. Due by end of day Wednesday, Dec. 18.
- **Download and complete** Personal Report of Public Speaking Anxiety. (10 points)
 - Report your score and your thoughts about it in the designated forum. Due by end of day Thursday, Dec. 19.

THURSDAY, DEC. 19

- **Reading:**
 - Chapter 3: Speech Anxiety

- Chapter 4: Listeners and Speakers
- **Due: Identify bag presentation (20 points)**
 - See requirements posted below and instructor sample video.
 - Video must be posted to YouTube and the link posted to the appropriate forum by end of day Thursday, Dec. 19.

FRIDAY, DEC. 20

- **Reading:**
 - Chapter 23: The Informative Speech
- **Due: Discussion forums (40 points)**
 - Initial post due by end of day Friday, Dec. 20.
 - Respond to at least 3 of your classmates' postings by end of day Saturday, Dec. 21. No credit will be awarded for "I agree" or "Good post" type comments. You must contribute to the discussion. Minimum word requirement: 100 words on initial post; 50 words on responses.
- **Review:**
 - Presentation requirements for speeches as posted
- **Quiz:** Chapters 1-4 & 23 opens Friday, Dec. 20; due by end of day Sunday, Dec. 22. (100 points)

SATURDAY, DEC. 21

- **Reading:**
 - Chapter 14 - Developing the Introduction
 - Chapter 15 - Developing the Conclusion
 - Chapter 16 - Using Language to Style the Speech

SUNDAY, DEC. 22

- **Due: Informative Presentation (100 points)**
 - First presentation due by end of day Sunday, Dec. 22
 - Speech requirements posted to Canvas; minimum audience – 4 people. Be sure your video shows your audience at both the beginning and end of your presentation. Be sure to stand for your presentation. Do not pause and restart your video. Record your presentation from start to finish, no stopping.
 - Upload your video to YouTube and then post only the link to the video in the discussion forum. Add a new discussion, put your name in the subject line, and then put the link in the discussion area.
 - Put your sharing link in the appropriate drop box for grading purposes.
- **Due: Quiz** – chapters 14-16, open Friday/close Sunday. (100 points)
- **Due:** Peer review of identity bag presentations.

MONDAY, DEC. 23

- **Reading:**
 - Chapter 24 – The Persuasive Speech
 - Chapter 25 – Developing Arguments for the Persuasive Speech
 - Chapter 26 – Organizing the Persuasive Speech

- Lecture notes as posted in weekly module on Canvas

SUNDAY, DEC. 22

- **Due: Peer review Informative Presentation (20 points)**
 - Watch at least 10 of your classmates' videos and post your comments in the forum. Offer your review of the presentation by posting a reply to the classmate's original post in the forum. You are required to review at least 10 of your classmate's presentations as a minimum standard. You are free to watch and review additional presentations.
 - Peer review consists of the following: Name one thing the speaker did well. Name one thing the speaker could improve. Please use good language skills.
 - Peer review is due by end of day Sunday, Dec. 22.

MONDAY, DEC. 23

- **Reading:**
 - Chapter 8 – Developing Supporting Material
 - Chapter 9 – Finding Credible Print and Online Materials
 - Chapter 10 – Citing Sources in Your Speech
 - Lecture notes posted in weekly module on Canvas
- **Due: Discussion forums (40 points)**
 - Initial post due by end of day Tuesday, Dec. 24.
 - Respond to at least 3 of your classmates' postings by end of day Friday, Dec 27. No credit will be awarded for "I agree" or "Good post" type comments. You must contribute to the discussion. Minimum word requirement: 100 words on initial post; 50 words on responses.
- **Review:**
 - Presentation requirements for persuasive presentation as posted

TUESDAY, DEC. 24

- **Review:** The PowerPoint presentation, "Why Should I Care."
- **Read:** Lecture notes posted in weekly module on Canvas
- **Quiz:** Chapters 24-26, 8-10; open Wednesday/close Friday

WEEK 2 – DEC. 25-31

WEDNESDAY, DEC. 25

- CHRISTMAS HOLIDAY – NO COURSE ASSIGNMENTS, NO POSTINGS REQUIRED

THURSDAY, DEC. 26

- No new assignment – work on persuasive presentation

FRIDAY, DEC. 27

- **Due:** Persuasive Presentation (100 points)
- Presentation due by end of day Friday, Dec. 27

- Speech requirements posted to Canvas; minimum audience – 4 people. Be sure your video shows your audience at both the beginning and end of your presentation. Be sure to stand for your presentation.
- Upload your video to YouTube and then post only the link to the video in the discussion forum. Add a new discussion, put your name in the subject line, and then put the link in the discussion area.
- Post the sharing link to your video in the drop box for grading.
- **Quiz: Chapters 24-26; 8-10; open Friday/close Sunday (100 points)**

SATURDAY, DEC. 28

- **Reading:**
 - Chapter 17 – Methods of Delivery
 - Chapter 18 – The Voice in Delivery
 - Chapter 19 – The Body in Delivery
 - Chapter 27 – Special Occasion Speeches
- **Review:** PowerPoint regarding body language

SUNDAY, DEC. 29

- **Review:** Presentation requirements for final two presentations
- **Due: Peer review (20 points)**
 - Watch at least 10 of your classmates' videos and post your comments in the forum. Offer your review of the presentation by posting a reply to the classmate's original post in the forum. You are required to review at least 10 of your classmate's presentations as a minimum standard. You are free to watch and review additional presentations.
 - Peer review consists of the following: Name one thing the speaker did well. Name one thing the speaker could improve. Please use good language skills.
 - Peer review is due by end of day Sunday, Dec. 29.

MONDAY, DEC. 30

- No new reading or assignments – work on demnstation presentation

TUESDAY, DEC 31

- **New Year's Eve – no postings required.**

WEEK 3 – DEC. 31-JAN. 6

WEDNESDAY, JAN. 1

- **New Year's Day – no postings required**

THURSDAY, JAN. 2

- **Due: Demonstration Presentation:**
 - Demonstrations due by end of day Thursday, Jan. 2.
 - Speech requirements posted to ROC; minimum audience – 4 people. Be sure your video shows your audience at both the beginning and end of your presentation. Be sure to stand for your presentation.

- Upload your video to YouTube and then post only the link to the video in the discussion forum. Add a new discussion, put your name in the subject line, and then put the link in the discussion area.
- **Quiz:** Chapters 17-19, 27; opens Wednesday/close Friday

FRIDAY, JAN. 3

No new reading or assignments – prepare final presentation

SATURDAY, JAN. 4

- **Due: Special Occasion Presentation:**
 - Presentation due by end of day Saturday, Jan. 4.
 - Speech requirements posted to Canvas; minimum audience – 4 people. Be sure your video shows your audience at both the beginning and end of your presentation. Be sure to stand for your presentation.
 - Upload your video to YouTube and then post only the link to the video in the discussion forum. Add a new discussion, put your name in the subject line, and then put the link in the discussion area.
- **Due:** Course exam – posted in Canvas; opens Saturday/closes Monday

SUNDAY, JAN. 5

- **Due: Demonstration Peer Review (20 points)**
 - Watch at least five of your classmates' videos and post your comments in the forum. Offer your review of the presentation by posting a reply to the classmate's original post in the forum. You are required to review at least 10 of your classmate's presentations as a minimum standard. You are free to watch and review additional presentations.
 - Peer review consists of the following: Name one thing the speaker did well. Name one thing the speaker could improve. Please use good language skills. Peer review is due by end of day Sunday, Jan. 5.

MONDAY, JAN. 6

- **Due: Special Occasion Peer Review (20 points)**
 - Watch at least 10 of your classmates' videos and post your comments in the forum. Offer your review of the presentation by posting a reply to the classmate's original post in the forum. You are required to review at least 10 of your classmate's presentations as a minimum standard. You are free to watch and review additional presentations.
 - Peer review consists of the following: Name one thing the speaker did well. Name one thing the speaker could improve. Please use good language skills. Peer review is due by end of day Monday, Jan. 6.

TUESDAY, JAN. 7

- Class concludes - No new reading or assignments