



# Speech 1315 Fundamentals of Speech

Summer 2021

## Instructor Information

- Instructor: Starlett Mack
- Email: Starlett.Mack@brazosport.edu
- Telephone number: (979) 230-3328
- Office Location: B 218
- Office Hours: By Appointment Only! Zoom Meetings will be used for meeting with students.

## Course Details

- Day(s), Time, & Location:
- This class is delivered entirely online but is NOT self-paced.
- Please View Weekly Schedule
- Assignments Due Sunday (July 11), Mondays, and Wednesdays

**Campus Police: 979-230-3207**

## General Information

### Description

CIP 2313045312

An introductory college course which introduces the beginning speech student to general principles of the Speech Communication field. The course will provide instruction in specific speech preparation techniques and basic communication skills appropriate to students' further academic professional careers. Students are expected to prepare, organize, deliver, and critique several speeches achieving the aims of informative and persuasive public address. (3 SCH, 3 Lecture, 0 Lab)

*Required skill level: College-level reading and writing*

### General Objective

The general objective of this course is to give the student basic experiences in public speaking and oral communication. While some time will be spent on the development of skills of body and voice, there will be emphasis on using language as a vehicle of thought. A minimally successful student in this course should develop the ability to present a short oral presentation in an effective, clear manner.



## Learning Outcomes

- Demonstrate the ability to effectively communicate orally from the podium in clear, coherent, and engaging language appropriate to the specific purpose, the central idea and the audience.
- Demonstrate competency in listening at college level, analyzing and interpreting verbal and nonverbal communication, and responding appropriately.
- Demonstrate competency in the speech writing process by germinating, developing, researching, organizing, and properly documenting a speech and the sources used in speech preparation.
- Demonstrate logical reasoning and critical thinking skills in problem solving and developing, evaluating and presenting oral arguments.

## Course Materials

### Required Materials

#### **SPEECH 1315 Fundamentals of Speech**

BOOK: <https://open.umn.edu/opentextbooks/textbooks/exploring-public-speaking-2nd-revision>

Free Online Textbook

APA style guides are on reserve in the library at the circulation desk.

1-Two pocket folder

1-package of 3x5 or 5x7 white index cards (if applicable)

Students will be asked to use a television, laptop, and/or projector for visual aids

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.



## Grading Policy

Icebreaker Speech and Outline	10%
Special Occasion Speech & Outline	15%
Demonstration Speech & Outline	15%
Informative Speech & Outline	30%
Written Assignments	20%
• Speech Evaluations	
• Discussions	
• Informative PowerPoint	
Final Exam	10%

The **10-point grade scale**: A=100-90; B=89-80; C=79-70; D=69-60; F=59-0; W=withdrew before the W date.

## Late or Missed Work

Make-Up Policy/Late Assignments/Re-submitted Work: All assignments are due by 11:59 pm on the due date. **Check the Weekly Schedule for Due Dates.** Any assignments not turned in at this time will be considered late. Only REQUIRED assignments (Special Occasion Outline & Speech, Demonstration Outline & Speech, & Informative Outline & Speech) can be made up with a 20% penalty, regardless of the reason. Late assignments must be submitted within ONE week of missing the assignment. All assignments submitted late are graded at the end of the semester.

Most assignments can be changed and resubmitted before the due date. Any assignment that is resubmitted after the due date, or any assignment that I ask students to resubmit will suffer a 20-point penalty.

Any extensions must be requested at least 48 hours before the assignment due date/time. Extensions are not automatic; the instructor will determine the length of the extension, if approved.

Assignments that are NOT REQUIRED to pass the class are NOT accepted late, NO EXCEPTIONS!!!

***All major course assignments (Demonstration Speech & Outline, Informative Speech & Outline, and Special Occasion Speech & Outline) must be completed, for the student to be eligible for a passing grade.***

## Technical Difficulties

Computer or technical difficulties are not an excuse for late or missed work. Please understand videos often take a while to download, please consider this in your time management.



## Course Schedule

UNITS	CHAPTERS	WHAT'S DUE
<b>Ice Breaker:</b> July 8-12	Chapters 1, 6, & 8	Outline, Speech, Discussions, & Evaluations
<b>Demonstration:</b> July 13-19	Chapters 2, 11, & 15	Outline, Speech, Discussions, & Evaluations <b>Bonus:</b> Practice Speech
<b>Special Occasion:</b> July 20-26	Chapters 10, 9, 2	Outline, Speech, Discussions, & Evaluations <b>Bonus:</b> Practice Speech
<b>Informative:</b> July 27-August 2	Chapters 12, 3, 5, 9, 12 5-5.2 & 5.3 9-9.3 & 9.4	Outline, Speech, Discussions, & Evaluations <b>Bonus:</b> Practice Speech
<b>Final &amp; Make Up:</b> August 3-11	Chapter 7	Make Up Work Final Exam: Comprehensive Multiple Choice; Study Guide is Discussions

## Assignment Locations

All Speeches & Practice Speeches should be submitted in Discussions and Dropbox

In order to get to discussions students should click on the Communication Tab then the Discussions Tab. Submitting speeches in the Discussions Tab allows classmates' to view the speeches.

In order to get to the dropbox students should click on the Assessments Tab then the Dropbox Tab. Submitting speeches to the dropbox allows students to be graded by the professor.

Outlines, Evaluations, Topic/Research, & PowerPoints should be submitted in Dropbox

In order to get to the dropbox, students should click on the Assessments Tab then click the Dropbox Tab.

Quizzes and Tests should be submitted in Quizzes

In order to get to the quizzes, students should click on the Assessments Tab then click on the Quizzes.

## Grades

In order to view grades, students should click on the Assessments Tab then click Grades.



## College Policies

### Student Responsibilities

Students are expected to fully participate in the course. The following criteria are intended to assist you in being successful in this course.

- Time Management
- Understanding the Syllabus Requirements
- Utilizing Online Components
- Communicating with the Instructor
- Completing Course Work

### Attendance and Withdrawal Policy

#### Course Entry Requirement for Online Classes

Students must log onto the D2L class between the **class start date and Tuesday July 13th**, to officially “enter” the class. Students who do not login D2L between these dates will be dropped from the class as a “no show.”

Attendance is based on assignments submitted. Students are expected to submit a minimum of one assignment a week in order to be counted as participating. Online classes are considered to meet once a week.

#### *Consecutive Absences*

Any student with consecutive absences equaling or exceeding 15 percent (2Xs the amount of times the class meets a week) of the instructional hours for the course prior to the official withdrawal date for the course **May Be** withdrawn from the class by the instructor with a grade of W. If the student is allowed to remain in the class the student will be dropped one letter grade for each absence beyond the 15%.

If a student misses 15 percent of the class meetings consecutively such that the student’s last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will assign the grade of F.

#### *Intermittent Absences*

If a student misses 15 percent of the class meetings intermittently within the first 60 percent of the instructional hours for that course, the instructor may withdraw the student from the course assigning the grade of W. If a student misses 15 percent of the class meetings intermittently such that the student’s last absence occurs after the first 60 percent of the instructional hours for that course, the instructor may assign the student the grade of F.



*This policy is stating students that are absent more than 2Xs the amount of times the class meets will not pass this class. The student will be given a W or F at the instructor's discretion. **Keep in mind students are allowed and responsible for dropping classes. The grade "F" is awarded for excessive absences, unless requested otherwise. Final Withdrawal Date for this class is July 26.***

### **Cell Phones and Electronic Devices**

All electronic devices, such as cell phones, etc. must be turned off or switched to silent during class, and all headphones, etc., must be removed. Receiving or making a call or sending or reading messages during class will not be excused, unless the phones are being used for class activities.

### **Student Services Information**

This list is provided to assist students in locating available services. Information about the Brazosport College Library is available at <http://www.brazosport.edu/~lib/Information.htm> or by calling 230-3310. Tutoring for Math, Reading, Writing, Biology, Chemistry, and other subjects is available in the LAC, 230-3253. To contact the Communications & Fine Arts Division call 230-3224. The Student Services area provides the following services: Counseling and Advising, 230-3040; Financial Aid, 230-3294; and Student Activities, 230-3355.

### **Email**

**Official Communications:** Brazosport College email will be used as the official method for communicating with students. This policy stipulates that the College will convey relevant academic and administrative information to targeted student populations via their [Brazosport.edu](http://www.brazosport.edu) email account. Students are responsible for checking their email accounts frequently and consistently, and for familiarizing themselves with the content of College messages. Correspondence may be time-sensitive, thus students are encouraged to check their accounts and D2L news (D2L has an app) daily. Students may opt to redirect email to an account of their own choosing, but do so at their own risk. The College does not guarantee delivery to forwarded addresses. Errors in forwarding, messages returned 'Mailbox Full' or 'User Unknown', or failing to check email are not acceptable excuses for missing official College communications.

### **Course Content**

The student will be required to participate in classroom and written activities to demonstrate mastery of course content. Since the course emphasizes communication, many participatory activities are utilized during the class period. The student may also be required to participate in presentations. At the end of the course, the student should be able to identify types of speeches, the characteristics of effective outlines, and the skills used in speaking publicly.

### **College Resources**

Brazosport College [Student Success Center](#) exists to provide a variety of academic support services to all students. These services include Learning Framework, Supplemental Instruction (or SI), the Brazosport



College Writing Center, the Brazosport College Math Center, Student Mentor support, along with other forms of tutoring, and workshops. Research strongly supports the use of services at the Student Success Center. Students who take advantage of these services earn higher grades, are more likely to stay in college and graduate at a higher rate.

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### **Supplemental Instruction (SI)**

[Supplemental Instruction \(SI\)](#) is a free academic support program that uses collaborative, hands-on learning strategies to increase academic performance and retention in SI-supported courses. SI involves the use of regularly scheduled peer-facilitated sessions in which students are provided the opportunity to process and practice course-related information.

Each SI section is facilitated by a peer leader who has successfully completed the same course. SI leaders are facilitators that function as “model students.” They attend all regularly scheduled lectures, take notes, and read all assigned materials. The SI leader conducts three or more out-of-class SI sessions each week to share learning strategies, review material, and answer questions. The overall goal is to integrate “how to learn” with “what to learn”.

All students enrolled in an SI-supported course are eligible and strongly encouraged to participate. At Brazosport College, students who participate in SI tend to earn from one-half to one full letter grade higher than those who do not participate in SI.

To learn more about which courses are supported by SI, or for general questions about SI, contact the Supplemental Instruction Coordinator, Pat Jeffreys, at 979-230-3322.

### **Writing Center**

The mission of the [Brazosport College Writing Center](#) (BC WC) is to create and facilitate a culture of literacy at Brazosport College. We believe that literacy education is a life-long process. Life is lumpy. While we might have one plan today, we don’t know what skills we will need in the future. All fields require literacy skills, and reading and writing are components of science, nursing, and workforce programs as well. Effective communication is a skill that employers always need, and the Brazosport College Writing Center is committed to supporting the reading and writing of our academic and larger community.

The BC WC is not just for people who find writing, reading, or speaking difficult. All successful writers know that nothing is written in isolation. Writers need readers, and the Writing Center has at least two readers on staff every hour to work with you at every stage of the writing process.



Along with walk-in visits, we also allow students to schedule appointments in advance by visiting the [BC Writing Center](#) online or calling us at 979.230.3184 or 3460, and students have a choice between 25 minute and 55 minute session lengths.

Students can expect to receive assistance in becoming more effective readers and communicators in speaking and writing. The Writing Center Consultants can help you with:

- reading comprehension,
- reading and researching sources for your writing projects,
- brainstorming possible topics in response to an assignment,
- developing ideas,
- maintaining your focus in your writing,
- organizing and outlining speeches,
- clearly communicating during Power Point presentations,
- formatting academic writing following MLA, APA, and CMS, and
- discovering and learning how to control persistent patterns of error.

While we don't provide proofreading services, we will work to enable you to become a better editor of your own work.

Faculty can expect to receive support for their students and themselves. The Writing Center will work with individual faculty members by in-class workshops, supported peer review, or supplemental workshops tailored to your class and your students' reading and writing needs. In addition to visits at the start of the semester that describe how the Writing Center can help your students succeed, we can provide designated consultants who will meet with you to stay current on your class materials and provide feedback on how your students who visit the Writing Center seem to understand that material. Working with a designated consultant offers you a window into your students' comprehension regarding your assignments and class-concepts, and this insight can help you decide what lessons and interventions to offer during class. In addition to support from our Consultants, the Writing Center can help you more effectively integrate writing into your courses by:

- offering assistance in developing and scaffolding assignments to solicit the thinking you want to evaluate,
- providing ways to more effectively respond to and assess student writing, including assistance in designing evaluation guidelines and rubrics, and
- discussing how to use writing to teach writing concepts that you find students consistently struggling with.

If you would like to discuss ways the Brazosport College Writing Center can support existing writing instruction or help you integrate writing into any of your courses, please contact the Director of the Writing Center, Dr. April Julier ([april.julier@brazosport.edu](mailto:april.julier@brazosport.edu) or 979.230.3174).

## Other Academic Supports Services

The Student Success Center provides three study rooms that are available for student use, along with thirteen computers with printing capabilities. Students are encouraged to reserve these study rooms to



collaborate with classmates to work on projects and assignments. A conference room is also available and can be reserved for large group meetings.

Students who desire assistance in a subject not listed or have questions about these additional services contact the Student Success Center, at 979-230-3184.

## **The Library**

A vital learning resource, the college library contains more than 70,000 volumes, 345 periodical titles, and a variety of full text, online databases. The library maintains extensive back files of periodicals, in bound, microform and electronic full text formats. Newspapers from locations throughout Texas and the United States are available.

The library offers a number of powerful online resources. Its web site, located at <http://www.brazosport.edu/library>, is designed to provide access to the library's automated card catalog, as well as a number of electronic resources, including full text journal and newspaper databases and electronic books, all available on-campus, off-campus and by mobile device. The library has 24 computers and 14 laptops for student use on a first-come, first-serve basis. Printing in the library is 10 cents per black and white page and 25 cents per color page, payable at the main desk. Students may purchase paper in the library for use in open computer labs.

The materials in the library are selected jointly by the faculty and professional library staff to serve the curricular needs of Brazosport College students and faculty. The library staff welcomes student suggestions for new books, periodicals, and other materials. The library offers interlibrary loan services to students, staff and faculty.

The library has six study rooms available for students to reserve for private study, study groups or meetings. The rooms may be reserved up to two weeks in advance; reservations may be made in person at the main desk. The library also has a computer lab available for class instruction with 24 computers and an instructor's computer.

The library has knowledgeable staff to provide research assistance to both individuals and classes. Class tours, orientations, and specialized workshops may be scheduled at the main desk by calling 979-230-3310.

Library hours: 7:30 a.m. - 9:30 p.m., Monday-Thursday & 7:30 a.m. - 12 noon, Friday

## **Brazosport College CARE Team**

The Campus Assessment, Response and Evaluation Team, known as the CARE Team, is a group of staff members from various departments who meet regularly to assist students experiencing difficulty and to help ensure the safety of our campus.

[Click here to submit a CARE Report regarding BC students.](#)

Examples of these situations might be academic problems, unexplained absences from class, medical issues, behavioral or other psychological matters, threat to self or others, etc.



Alternately you can contact the CARE Team via email at [CareTeam@brazosport.edu](mailto:CareTeam@brazosport.edu).

Members of the CARE Team are:

Jo Greathouse 979-230-3233

Arnold Ramirez 979-230-3235

Arlana Walters 979-230-3240

Phil Robertson 979-230-3236

**Academic Honesty Policy:**

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in a zero for the assignment. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

**Title IX Statement:**

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator

Office J-117D; 979-230-3355; [kelli.fordespiers@brazosport.edu](mailto:kelli.fordespiers@brazosport.edu)

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator

Office C-114; 979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@brazosport.edu)

**Students with Disabilities:**

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

**Student Conduct Statement:**

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they “fail to comply with any lawful directions, verbal or written, of any official at BC.” Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services.

**Campus Closure Statement:**

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester, and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.



## Brazosport College Lake Jackson, Texas

### Speech 1315

#### CATALOG DESCRIPTION

#### SPEECH 1315 FUNDAMENTALS OF SPEECH

##### Description

CIP 2313045312

An introductory college course which introduces the beginning speech student to general principles of the Speech Communication field. The course will provide instruction in specific speech preparation techniques and basic communication skills appropriate to students' further academic professional careers. Students are expected to prepare, organize, deliver, and critique several speeches achieving the aims of informative and persuasive public address. (3 SCH, 3 Lecture, 0 Lab)

*Required skill level: College-level reading and writing*

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Starlett Mack

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Theater

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Dr. Kate Funkhouser, Chair  
Communications & Fine Arts Division

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Provost & VP, Academic and Student Affairs

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Jeff Detrick  
Dean of Instruction