Instructor: Kirk Davidson
Office Location: 205 MCAS
Office Phone: 432.264.5645
Office Hours: M-W 8:30-9:30 AM T-F 9:30-10:30 AM or by appointment
Email: kdavidson@howardcollege.edu; davidsonact@yahoo.com
Prerequisites: NA
Class Meeting Dates/Days/Times: (Jan 19th-May 13th)
ONLINE
{units will open on Monday Mornings at 7am and close the following Sat at Midnight unless otherwise noted}

Please note the important add/drop/refund dates found on the Howard College webpage.

I. Course Description
Research, composition, organization, delivery, and analysis of speeches for various purposes and occasion.

II. Instructional Materials:
Required Text: N/A

Other:
1. MS Word
2. MS PowerPoint,
4. 5 x 8 Notecards (available in H-C bookstore)
5. Ability to film yourself (with tripod preferable.)
6. Binder for portfolio which you will make
7. RELIABLE INTERNET CONNECTION! At home or at School.
8. ABILITY TO READ AND FOLLOW INSTRUCTIONS!
9. Willingness to ask questions!
III. Course Requirements

Portfolio
Activities – Discussions, outlines, quizzes
Speeches

1) Dress Code for Recorded Speeches:

   a. You will dress accordingly for each speech presentation. The anti-dress code (that is, the items not allowed to be worn for a speech presentation)

   Including:
   a. No shorts
   b. No flip flops
   c. No caps or hats of any kind
   d. No t-shirts or pullover polo shirts
   e. No warm ups
   f. No jeans with holes (fashion or otherwise)
   g. No Wal-Mart dress.

   b. You should be dressed as if you were going to a job interview. This dress code is for your speech presentations only. Regular school-dress is allowed for regular class attendance.

   c. For their speech presentations, all young men will wear a collared, button-up, tucked in dress shirt. No pullovers of any kind.

IV. Program Outcomes

- Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- Communication Skills: to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- Personal Responsibility: to include the ability to connect choices, actions and consequences to ethical decision-making
- Social Responsibility: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

V. Student Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).
8.
VI. Attendance Policy/Makeup Work

YOU SHOULD CHECK IN! REGULARLY! AS IF THIS WERE A CLASS! 3 TIMES A WEEK BARE MINIMUM. YOU MISS - YOU LOSE

- LATE WORK WILL NOT BE ACCEPTED. PLEASE MAKE NOTE OF ALL ANNOUNCEMENTS AND DUE DATES IN THE COURSE.

MAIL: Instructor mail (through Blackboard) will be checked daily, except on weekends and holidays. Email questions will be responded to within 48 hours. If the instructor is unable to respond for several days, students will be informed. Students need to check their email daily. Students may have their Howard College email forwarded to their personal email.

ATTENDANCE/LOGGING IN: Students are expected to log in regularly to complete assignments and check for announcements. Any student who does not log into the course for more than 14 consecutive days (WHICH WOULD BE REALLY FOOLISH - and should happen only if you were abducted by aliens) will fail the course.

VII. Class Assessment/Grading

Grades will be based on the total number of points acquired in the class. Here is the point distribution:

Speeches (including outlines) – 750 points
Activities – 250 points

The message to take away from the above is this: the speeches count for most all of your grade.

Here is the correlation of points and letter grades:

A=900-1000 points
B=800-899 points
C=700-799 points
D=600-699 points*
F=Below 600 points
FX=Student does not log in for more than 14 consecutive days. (WHICH WOULD BE REALLY FOOLISH - and should happen only if you were abducted by aliens. Did I say that already?) This calculates as an F.

*Please note that a grade of D or F may not award the student completion of the core requirement this course fulfills.

No Late Work Will Be Accepted At Any Time. No Exceptions.
VIII. **Course Content and Rigor:** College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

IX. **Confidentiality in Courses:** Any personal information shared by students in college-level courses, either written or verbal, face-to-face or online, is not considered confidential nor does it fall under FERPA guidelines. Students should refrain from sharing information they do not wish to make public knowledge. The instructor reserves the right to report pertinent information to the appropriate administration if s/he feels that the student may be a danger to him/herself or others.

X. **ADA Statement:** Any student who requires special accommodations due to a documented disability under the provisions of the American with Disabilities Act should contact the District Coordinator the first week of class.

XI. **Course Calendar — These are general assignment descriptions.**

**ALL SUBJECT TO CHANGE AT INSTRUCTOR DISCRETION**

All assignments will be due on the date posted on the schedule and in announcements on Blackboard. All assignments will be due by 11:59 pm on the date posted.

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<thead>
<tr>
<th>Tab</th>
<th>Assignments</th>
<th>Information</th>
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<tbody>
<tr>
<td>Week 1 &amp; Week 2</td>
<td>Unit One</td>
<td>Getting acquainted</td>
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<td>(NOTE- REQUIREMENTS MEANS 'If you don’t follow</td>
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<td>them you don’t just lose points-you fail”)</td>
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<td>All materials due by 11:59 pm</td>
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<td>Week 3</td>
<td>Unit Two</td>
<td><strong>Speech 1 Due at End of Unit</strong></td>
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<td>All materials due by 11:59 pm</td>
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<td>Week 4</td>
<td>Unit Three</td>
<td>All materials due by 11:59 pm</td>
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<td>Week 5 &amp; Week 6</td>
<td>Unit Four</td>
<td><strong>Speech 2 Due at End of Unit</strong></td>
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<td>All materials due by 11:59 pm</td>
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<td>Week 7</td>
<td>Unit Five</td>
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<td>Week 8</td>
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<td>Week 9 &amp; Week 10</td>
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<td><strong>Speech 3 Due at End of Unit</strong></td>
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<td>Week 11</td>
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<td>Week 12</td>
<td>Unit Nine</td>
<td>All materials due by 11:59 pm</td>
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<td>Weeks 13, 14, &amp; 15</td>
<td>Unit Ten</td>
<td><strong>Speech 4 Due at End of Unit</strong>&lt;br&gt;All materials due by 11:59 pm</td>
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<tr>
<td>Week 16 Finals Week</td>
<td>Unit Eleven</td>
<td>Final exam unit,&lt;br&gt;All materials due by 11:59 pm on the date posted in</td>
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**NOTE: THE ABOVE SUBJECT TO CHANGE BASED ON INSTRUCTOR DISCRETION.**

XII. **Smoking and eCigarettes:** Smoking or other use of tobacco products and use of electronic cigarette devices is prohibited in all Howard County Junior College district facilities and vehicles.

XIII. **Speech Requirements and Policies**
These are not suggestions! These are speech **requirements**! Requirements! This means, “You gotta do it this way or you fail!”

Failure to comply means a zero. Not points off. No “do overs.” If you don’t follow these instructions, you lose the game. Zero points on the speech if you don’t comply.

Why so harsh?

1. Filming Your Speech
   a. The first thing you will film on your video will be FOUR (4) adult audience members. (Students your age count as adults.) Animals, stuffed or alive, don’t count. Toddlers or infants or children below teen years do not count. NOT HAVING 4 ADULT AUDIENCE MEMBERS IN YOUR VIDEO EQUALS A ZERO.
   b. Your video will show you from the waist up so I can see that you are using gestures.
   c. The video (speech) will not be accepted if I can’t see, hear or understand you.
   d. Make sure there is no shaky cam action going on.
   e. Do not film only a close up of your face.
   f. Make sure there is no other ambient noise. I don’t want to hear other people talking, cars honking, racquet ball being played, dogs barking, or the sounds of drive by shootings. Film in a quiet private place. Private save for your four or more audience members.
g. The last thing filmed should be your audience members (to show they did not get up and wander away during your speech).

2. Appearance
   a. You will be groomed and dressed appropriately for the speech presentation. See dress code. **NOT FOLLOWING DRESS CODE EQUALS A ZERO.**
   b. Do not stand behind a lectern. Don’t hide.
   c. You will be allowed one 5x8 note card to REFER TO. You will not read to us. Not from your card or a note book nor from cue cards held off camera. This is speech class, not remedial reading. **READING YOUR SPEECH EQUALS A ZERO.** (Yes, I can tell when you’re reading.)

3. Performance
   a. Some students have submitted speeches wherein they giggled, talked to the camera person, made funny faces to people off camera and clearly did not take the presentation seriously. Only 3 students did this, but that is 3 too many. When this happens, I turn off the video. You guessed it. **Zero.** I take your work very seriously.
   b. I am grading and judging adults and expect adult behavior. Be sure you choose an audience you respect and that will respect you.

XIV. Course Policies:
1. This course requires regular computer usage for completing discussion boards and submitting assignments. Students should secure a reliable internet/computer source be it home, school, public library, or other location so that they may complete assignments on time. It is advised that students have a backup location should their first location have difficulties. Students who do not have internet/computer access at home should plan accordingly so that all assignments may be completed in a timely manner.

2. Due to FERPA privacy laws, parents will not be given information regarding the student’s performance, attendance, or other elements. Students should contact the instructor directly with such questions and concerns regarding grades and performance. In instances such as potentially failing for the semester or cheating, facilitators and/or counselors may be contacted by the instructor. Parents should speak to their student and/or the counselor/facilitator directly in lieu of the instructor.

3. Students should be polite in all forms of communication, including discussion boards, emails, and in class discussions. Remember that anything on the internet is permanent.

4. Students should be timely in their questions. All concerns, clarifications, or questions regarding specific assignments or readings should be asked AT LEAST 24 hours before the deadline. This gives the instructor ample time to respond and the student the ability to ask any necessary follow up questions.

5. Should Blackboard not be working at the time the assignment is due, students should be prepared to email the assignment in an attachment to the instructor along with an explanation of the issue. Neither of these issues excuse you from turning in assignments on time. The student should email that assignment to the instructor **BEFORE** the deadline for that assignment and inform the instructor of the issue.

6. All disputed issues will be resolved in accordance with established institutional guidelines.

XV. Plagiarism and Academic Integrity
**Plagiarism:** All written and spoken material must be the student’s original ideas unless specifically indicated otherwise. In written material, quotation marks should be used when the exact words of a person, a textbook, an article, or a webpage are used, and proper credit should be given to that source. Speeches should clearly indicate any borrowed material. Failure to do so is one form of plagiarism. Students should also remember that using quoted, paraphrased or summarized ideas or information from a person, written source, or online source without giving the source credit is also plagiarism. Students may not turn in duplicate work or work that expresses the same ideas in the same manner, which is also plagiarism. Students may not submit work that has been or will be turned in for another course. ALL FORMS OF PLAGIARISM WILL RECEIVE ZEROS, and the Dean of Students will be contacted. The instructor has the final say on what is and what isn’t plagiarism. All student work will be submitted to TurnItIn.com to check for plagiarism.

**Academic Integrity:** According to the Student Handbook, cheating involves copying another student’s work; collaborating with another student on written work **without permission**; and buying, selling or soliciting the contents of academic work. At no time may a student be in possession of text or assessment materials without the instructor’s permission. Disciplinary action against all forms of cheating may include, but is not limited to, receiving a zero on the assignment, being required to complete a special project in lieu of the assignment, and/or receiving an F in the course. The Dean of Students will also be contacted.