

Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: SPD 103

SEMESTER/YEAR: Updated 2015

INSTRUCTOR: M. May, full-time and part-time faculty

CONTACT INFORMATION:

COURSE DESCRIPTION: Public Speaking (3 credits)

Public Speaking 103 is the beginning course that studies the theory of public address and gives students practice in speaking to a classroom audience. Mechanics of speech preparation and organization, and the delivery of short speeches are included. Emphasis is on informative presentations and the implementation of visual aids.

TEXTBOOK: None

GENERAL EDUCATION OUTCOMES: Students should be able to:

- Write or deliver an organized, coherent, fully developed essay or speech that uses standard English and cites outside sources appropriately.
- Evaluate a piece of writing from either literature, current events, non-fiction essays, or a college textbook for logical flaws, rhetorical purpose, organization, and evidence for claims.

STUDENT LEARNING OUTCOMES: The student should be able to:

- Understand the nature and function of the communication process.
- Craft and present well-organized informative, demonstrative, and persuasive presentations that are responsive to topic, purpose, audience, and occasion.
- Deliver speeches using an audience-centered approach.
- Evaluate the effectiveness of their own and others' communication in various contexts.
- Apply critical thinking skills to the challenges facing public speakers in our society.

EXPECTED HOURS OF STUDY:

To earn three academic credits for Speech 103, students are required to complete a minimum of 112.5 clock hours of coursework. Those hours of coursework may be completed through a combination of hours inside and outside the classroom as follows:

In-class instruction, including activities, quizzes, and exams	37.5 hours
5 speeches, including informative, persuasive, and demonstrative	40 hours for preparation and practice
Preparation of visual aids	15 hours
One case study, amounting to roughly 3-5 pages of writing	20 hours for observing, writing, and revision
Total minimum time to spend on this class	112.5 HOURS

COURSE CONTENT OBJECTIVES: Students will be required to:

- Prepare and satisfactorily deliver a fluent demonstrative, informative, and persuasive presentation.
- Explore the basic elements in the dynamic communication process, including a thorough exploration of effective speaking, listening, and feedback skills.
- Identify and construct the essential elements of a speech; analyze and adapt to the audience's needs; and compose and use appropriate visual aids.
- Experience a variety of delivery styles; evaluate and select the delivery style most appropriate for the speaker and the occasion.
- Evaluate a speaker using the elements of the communication process in case study format.

ASSESSMENT PROCEDURES: [Fill in your own assessments]

COURSE POLICIES: [Fill in your own policies in addition to these]

- **Services for Students with Special Needs:** Reasonable accommodations are provided to qualified students based on current documentation. Contact the Coordinator of Disability Support Services at 240-500-2273 (TTY 301-739-5813) to request accommodations.
- **The instructor reserves the right to alter this syllabus as deemed necessary.**

TOPICAL OUTLINE:

[Fill in your outline here]