

**Hagerstown Community College**  
**Official Course Syllabus Document**  
(replace this parenthetical with semester and year)

**COURSE:**

SPD 103 – Public Speaking (3 credit hours)

(replace this parenthetical with section number & Days/Times class meets)

**INSTRUCTOR:**

(replace this parenthetical with name, office hours, and all contact information)

**COURSE DESCRIPTION:**

This beginning course 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 original speeches are included. Emphasis is on informative presentations and the implementation of visual aids.

**TEXTBOOK:**

None required.

**COURSE STUDENT LEARNING OUTCOMES:**

The student will:

- Explain the basic elements of the communication process.
- Prepare and present a clear and fluent demonstrative, informative, and persuasive presentation.
- Apply critical thinking skills to the challenges facing public speakers in our society.
- Demonstrate 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.
- Practice a variety of delivery styles and 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.

**GENERAL EDUCATION OUTCOMES:**

This course may fulfill an English General Education requirement. These are the outcomes for that requirement:

- 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.

## MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

To earn one hour of academic credit at HCC, students are required to complete a minimum of 12.5 clock hours (15 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 12.5 minimum hours of coursework per credit. A three credit hour course requires 37.5 clock hours.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

	DIRECT Faculty Instruction In-class <b>37.5 h required</b>	Student Work Out of Classroom <b>75 h required</b>
In-class instruction, including activities, quizzes, and exams	37.5 hours	
5 speeches, including informative, persuasive, and demonstrative		40 hours of preparation and practice
Preparation of visual aids	Included in lecture time	15 hours
One case study, amounting to roughly 3-5 pages of writing	Included in lecture time	20 hours
<b>Total Hours</b>	<b>37.5 h</b>	<b>75 h</b>

### ASSESSMENT PROCEDURES:

(replace this parenthetical with explanation of quizzes, exams, projects, etc.; the grading scale and how a student can calculate a grade need to be included here as well)

### COURSE POLICIES:

(please delete this parenthetical: Course policies should contain statements about the following topics, as well as any individual policies of an instructor. Please consider a plagiarism statement; the student handbook defines plagiarism this way: Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one’s own. Examples of plagiarism include submitting material created by another as one’s own work or including passages of another author without giving due credit, and submitting purchased material, in any form of communication, as one’s own work.)

- Attendance Policy – the college attendance policy can be found in the College catalog.
- The instructor reserves the right to modify course content.
- HCC abides by an honor code that can be found in the student handbook and college catalog: “I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do.”

### Inclement Weather Policy:

(replace parenthetical with directions as to what students should do if the weather is bad and class must be cancelled. Please consider having students also refer to the student handbook.)

**Services for Students with Disabilities:**

Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.