

EDISON STATE COLLEGE

Division of Arts and Sciences

COMMON COURSE SYLLABUS

PROFESSOR:

OFFICE LOCATION:

E-MAIL:

PHONE NUMBER:

OFFICE HOURS:

SEMESTER:

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDIT HOURS

SPC 2023 – INTRODUCTION TO PUBLIC SPEAKING – AA – 3 CREDIT HOURS

This course is designed to enhance communication skills on the public speaking level. Objectives focus on public speaking competency, including message composition and delivery skills, as well as literal and comprehensive listening skills using both oral and written requirements.

II. PREREQUISITE:

None

II. GENERAL COURSE INFORMATION:

Topic Outline

- Speech Anxiety
- Speech Organization and Outlining
- Delivering your speech
- Presentational aids
- Listening
- Language in public speaking
- Informative speaking
- Persuasive speaking
- Small group communication

IV. LEARNING OUTCOMES AND ASSESSMENT:

GENERAL EDUCATION COMPETENCIES:

General education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes.

Communication (COM): To communicate effectively using standard English (written or oral).

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Critical Thinking (CT): To demonstrate skills necessary for analysis, synthesis, and evaluation.

Technology/Information Management (TIM): To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.

Global Socio-cultural Responsibility (GSR): To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.

Scientific and Quantitative Reasoning (QR): To identify and apply mathematical and scientific principles and methods.

ADDITIONAL COURSE COMPETENCIES:

At the conclusion of this course, students will be able to demonstrate the following additional competencies:

LEARNING OUTCOMES	ASSESSMENTS	GENERAL EDUCATION COMPETENCY
Students will identify their source of public speaking anxiety and apply the appropriate techniques for managing communication apprehension.	Students will complete the Personal Report of Public Speaking Anxiety (PRCA) and apply appropriate techniques in speech delivery.	
Students will exhibit competence in the preparation and delivery of extemporaneous informative and persuasive speeches.	Students will be evaluated on the extemporaneous delivery of at least three informative speeches and one persuasive speech.	
Students will recognize the important connection between verbal and nonverbal communication and understand how each influences the communication process.	Students will deliver speeches, complete peer evaluations and be given examinations.	
Students will demonstrate sensitivity for intercultural differences in language choices, respect for divergent opinions and interaction with others.	Students will deliver speeches, participate in small group communication activities, and be given examinations.	
Students will demonstrate the CLAST listening skills as outlined by the state and listed in the college catalog.	Students will complete at least one or more of the following: peer evaluations, guest speaker evaluations, listening journals,	

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	and listening quizzes.	
Students will demonstrate the ability to organize their thoughts and ideas.	Students will compose a minimum of three speech outlines. (either key-word outlines or sentence outlines as required by the professor).	
Students will demonstrate their ability to properly document speech research.	Students will complete a minimum of two bibliographies according to an appropriate style format as requested by the professor.	
Students will demonstrate their knowledge and awareness of small group communication.	Students will be evaluated on their awareness and understanding of small group communication in at least one of the following ways: collaborative learning groups, problem-solving, task-oriented groups, symposia and peer evaluations of group performances.	

V. DISTRICT-WIDE POLICIES

PROGRAMS FOR STUDENTS WITH DISABILITIES

Edison State College, in accordance with the Americans with Disabilities Act and the college's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus.

Lee Campus	Taeni Hall S-116A	(239) 489-9427
Charlotte Campus	Student Services SS-101	(941) 637-5626
Collier Campus	Admin. Bldg. A-116	(239) 732-3918
Hendry/Glades Ctr.	LaBelle H.S.	(863) 674-0408

VI. REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

VII. ATTENDANCE POLICY:

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

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VIII. GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

(Note: The “incomplete” grade [“I”] should be given only when unusual circumstances warrant. An “incomplete” is not a substitute for a “D,” “F,” or “W.” Refer to the policy on “incomplete grades.”)

IX. REQUIRED COURSE MATERIALS:

(In correct bibliographic format.)

X. RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

XI. CLAST COMPETENCIES INVOLVED IN THIS COURSE.

XII. CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Learning Resource Center (LRC) media and other scheduled support, including scheduled tests.

XIII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class.)