

### Course Description

An introduction to the task of public speaking through the formation of thought, organization of material and oral presentation of a speech. The student will develop important skills in research, writing, and evaluation through the use of lecture, critical thinking, peer discussion, and observation of quality communication. Through delivering presentations with various purposes in extemporaneous, manuscript and impromptu styles, the student will experience increased confidence in delivering a public presentation.

### Course Resources

(INCLUDING REQUIRED TEXTS)

1. Anderson, Chris. TED Talks: The Official TED Guide to Public Speaking. New York, NY: Houghton Mifflin Harcourt, 2016.
2. Beebe, S.A. & Beebe, S.J. A Concise Public Speaking Handbook. (Fifth Ed.). Boston, MA: Pearson Education Inc., 2017.

### College Mission

The mission of Ozark Christian College is to train men and women for Christian service as a degree granting institution of biblical higher education.

### College Learning Goal

The learning goal of Ozark Christian College is to educate and equip students to become like Christ and serve Christ in leadership ministry. Graduates will be biblically grounded, spiritually matured, culturally engaged, and vocationally prepared.

### College Learning Outcomes

Ozark has identified learning outcomes for each area of the curriculum – General Education (GE), Biblical Education (BE), and Professional Education (PE). This course will directly address the following college learning outcomes:

#### General Education Outcomes:

- GE 1: Communicate effectively in written and oral forms.
- GE 2: Think critically from a Christian worldview.
- GE 3: Identify informational needs for lifelong learning.

## Course Goals

The student completing this course should:

1. Differentiate between informational, informal and persuasive types of public address. [GE3 & PE4]
2. Craft a complete central idea as well as engaging introductions and conclusions for various types of speech. [GE1 & PE4]
3. Recognize quality sources and research adequately in order to provide support material for various speeches. [GE1 & GE3]
4. Practice various public speaking skills and delivery methods by presenting four oral presentations via video to be critiqued by the instructor and classmates. (GE1)
5. Exhibit effective listening and critical thinking skills by engaging classmates in conversation via discussion boards and presentation critiques. (GE1)

## Course Objectives

Upon completion of this course, a student should be able to:

1. Demonstrate the organizational skills involved in writing a public speech by submitting three manuscripts and/or outlines to the instructor showing evidence of study and research, as well as preparation of all parts of the speech. (GE1)
2. Practice excellent public speaking skills and delivery methods by presenting four oral presentations via video to be critiqued by the instructor and classmates. (GE1)
3. Distinguish differences between informative speech, persuasive speech, and speech to entertain, by writing and presenting an oral presentation for each category. (GE1)
4. Exhibit effective listening and critical thinking skills by engaging classmates in conversation and debate in three discussion boards, and by offering helpful critiques on classmates' oral presentations. (GE1)
5. Show a breadth of understanding on the importance of audience, occasion, delivery methods, listening skills, as well as parts and types of speech by completing six reading reviews and two exams overviewing this information. (GE1)

## Information Literacy

Ozark Christian College is committed to information literacy training. This training will be intentional, incremental, and missional. Students will learn to access, evaluate, and utilize pertinent information in their ministry preparation.

## ADA Accommodation

If you have a disability and are requesting an accommodation, please contact the Director of Academic Operations at 417-626-1222 as soon as possible.

# Online Course Policies

## Turnitin

Ozark Christian College contracted with iParadigms, LLC for Turnitin® services to be used at the instructor’s discretion. The Originality Check service allows students to submit a paper through Canvas to check for improper citation and potential plagiarism before it is submitted to the instructor. The Peer Review service allows students to submit assignments anonymously to peers for editing and feedback. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

## OCC Student Email Address

All Ozark Christian College students must use the official e-mail address provided by the college (lastname.firstname@my.occ.edu) to receive communication from the faculty and staff. The OCC student e-mail address may be forwarded to another e-mail service (e.g. yahoo.com or hotmail.com). **Email will be the professor’s chosen method of communication with the student in this course, so check your email regularly.**

## Online Course Refund Policy

Refunds of tuition and certain fees may be made upon official withdrawal of any student according to the table below. To receive a refund adjustment for any classes dropped, less an administration fee, the student should contact the Dean of Online Learning at [lindsay.shawn@occ.edu](mailto:lindsay.shawn@occ.edu). See [the website](#) for specific dates.

Week 1: Monday-Sunday	100% refund
Week 2: Monday-Sunday	75% refund
Week 3: Monday-Sunday	50% refund
Week 4: Monday-Sunday	0% refund

## Online Course Drop Policy

Online courses dropped during the first four days of the course will not be recorded on the student's transcript. Any student who wishes to withdraw from a class after the Add/Drop period must notify the Dean of Online Learning or the Registrar's Office and formally request to be withdrawn from the class(es). Until this is done, the student is officially enrolled in the class whether or not he/she participates. Likewise, the student is responsible for appropriate charges and coursework until he/she is officially removed from the course.

Online courses withdrawn after the fourth day but before the sixth week of the course will be recorded as a "W" on transcripts. This grade will not be calculated in the student's GPA but will impact financial aid Satisfactory Academic Progress. After five weeks, students cannot drop or withdraw from online courses and grades will be issued based on course performance. The only exception is for reasons approved by the Dean of Online Learning.

## Online Course Attendance

Online courses often demand greater discipline and careful attention to details within a compressed period of time compared to on-campus courses. Students are strongly advised to remain in close contact with their online instructor in the event that they must be absent for a brief period of time. Attendance in online courses will be taken on a weekly basis. Students will be expected to actively participate according to the individual course syllabus.

Participation may include, but not be limited to: submitting written assignments, posting in graded forum discussions, completing exams, and written communication with the instructor directly related to the course. **Online students who do not participate in the above ways for seven consecutive days will be considered absent. Students are permitted a maximum of one absence.**

The following scenarios may negatively impact a student's academic record and financial aid opportunities.

1. Being administratively dropped due to lack of login or participation within the first four days of an online course. Online Learning Department personnel will contact students via their OCC student email account and/or current phone number to assist them prior to this deadline.
2. Missing twelve consecutive days. The student will be contacted by the instructor via the student's OCC email account. Instructors will promptly convey this information to the Dean of Online Learning. The student will be given 48 hours to communicate his/her intentions. Those who do not respond, or who do not wish to continue in the course, will be administratively withdrawn.
3. Acquiring a second absence after the fifth week. Students who exceed the absence limit (one) without the consent of the online instructor will fail the course. If a student exceeds the absence limit within the first five weeks, he/she may elect to withdraw from the course.

## Assignment Submission

All assignments will be facilitated through our Canvas course site. You may post replies to the discussions forums, as well as take quizzes and exams. For written assignments, save documents in either .doc, .docx, .pdf, or .rtf format (or as otherwise indicated by your instructor) and upload them to the Canvas site.

## Late Work

Assignments are due on Thursday and Sunday by 11:59 pm Central Standard Time. Late work may or may not be accepted, at the discretion of the teacher. Any grade deductions will be assessed on a case-by-case basis. If you have a question about a particular assignment, please contact the teacher well ahead of the deadline.

## Responses to Your Work

You may generally expect replies to personal communication (email, Canvas inbox) within 24-48 hours. For written assignments, the professor will endeavor to grade and give feedback within seven days of the due date.

## Academic Honesty

Due to the commitment of training men and women for Christian service and the commitment of educational excellence, academic integrity is our natural expectation. Compelling evidence of academic dishonesty (e.g. cheating or plagiarism) will be reported to the academic dean's office and the student development office. Penalties could range from failure of an assignment to suspension from college. Students should avoid dishonesty and irresponsibility at all costs.

## Required Course Tools/Connectivity

Successful participation in this course requires the student to possess or obtain (and know how to use) the following in addition to course books:

- One fully functional and adequately performing desktop or laptop computer, free of known viruses.
- A word processor that can publish or save into .doc, .docx, .pdf, or .rtf format.
- Access to your @my.occ.edu email address.
- Daily access to a reliable internet connection of at least 1MB/s speed.
- A webcam and mic (typically integrated on most laptops).

## Course Topic Outline and Workload

In keeping with standards typical of higher education, the expectation is that you will spend between 112 to 135 hours completing all coursework in this 3-hour online course.

Module	Topics Covered	Hrs./Min. Covered
1	Introduction to Public Speaking	15.2 hr.
2	Audience Analysis: Speaking to Inform	10.4 hr.
3	Organizing Your Speech	12.2 hr.

4	Supporting Your Speech	13.8 hr.
5	Delivery Methods	15.3 hr.
6	Listening	15.4 hr.
7	Speaking to Persuade	18.8 hr.
8	Occasion; Awareness	14 hr.
Total Hours Students will Spend Working on Course		115.3 hr.

## Grades

Below is a listing of assignments that comprise the 100% percentage points possible for this course.

Assignment	Grade	Course Objectives
Reading Reflections	11%	5
Quizzes/ Exams	24%	5
Graded Discussions	26%	4
Speeches/Worksheets	39%	1, 2, 3
Total Points	100%	

## Grading Scale

Total Score	Course Grade	Value
100-95 points	A	4.0
94-93 points	A-	3.67
92-91 points	B+	3.33
90-87 points	B	3.00
86-85 points	B-	2.67
84-83 points	C+	2.33
82-79 points	C	2.00
78-77 points	C-	1.67
76-75 points	D+	1.33
74-72 points	D	1.00
71-70 points	D-	0.67
69-0 points	F	0.00

For further information on grading policies, refer to the college catalog.