

SPCH 1311 / Revised Spring Semester 2020 Assignments

IMPORTANT INFORMATION

Greetings SPCH 1311 Students, and I hope that everyone is doing well. On the following pages, I have indicated basic information that you will need to know in order to complete all of your assignments for this semester. *Videotaped lectures will not be given. References to assignments are provided.*

If you have any questions, please email me. **My email addresses are noted below.** I have developed the assignment materials to make sure that the assignments, due dates, and additional information is as clear as possible for you.

Please remember that the Lone Star College Family will get through this challenging period of time. Again, please email me if you have any questions.

Sincerely,
Mrs. Watson

Important Information for completing all Major Assignments and the Final Exam Assignment:

1. EMAIL ADDRESS Information - (For all assignments) (You may use either address)

Lone Star College Email address: Cathy.J.Watson@lonestar.edu

d2l Email address: CATWATSON@d2l.lonestar.edu

Please Note:

- a. Please **do not use the "Dropbox"** for any assignments.
- b. Please **do not email me through your personal email accounts.** Use only your Lone Star College email or your d2l email address to upload and forward your assignments.

2. ASSIGNMENT TITLES / FINAL EXAM ASSIGNMENT - DUE DATES:

(Remember to use **"WORD"** to type all assignments before uploading to the email address).

Assignment #1 – Due Date: Monday, April 20, 2020

Title of Assignment: ***"Systematic Problem-Solving Process"***

Assignment #2 – Due Date: Monday, April 27, 2020

Title of Assignment: ***Persuasive Speech Detailed Outline***

Assignment #3 – Due Date: Wednesday, May 6, 2020

Title of Assignment: ***Employment Essay***

Final Exam Essay Assignment – (Please Note) - Uploaded in d2l on Thursday, May 7, 2020
Due Date for Final Exam Essay Assignment: Thursday, May 14, 2020

3. MAKE-UP SPEECH – INFO / INFORMATIVE SPEECH

1. **Due Date** for the **Informative Speech Outline** is: **Tuesday, May 5, 2020.**
2. For those students **who did not deliver their “Informative Speech”**, you are required to **submit a Detailed Outline** stating the Main Points of your topic. The format of the outline is the same as the original assignment.
3. **No visual Aid is required.** Please note on the heading of this assignment that it is the **“Make-Up Informative Speech Outline”**.
4. Your grade will be based on how well you state your **Main Points** and **Sub-Points** in the outline.

4. MAJOR ASSIGNMENT GRADES & FINAL / SEMESTER GRADES

- A. Assignment grades will be posted in d2l **one week after the due date** of each assignment.
Please turn-in all assignments on the date it is due.
- B. Final Semester Grades – will be posted between **May 18th** and **May 21st**.

5. GRADE DETERMINATION:

The **“Percent of Final Average”** for all remaining **3 assignments** and the **Final Exam Essay Assignment** will remain as indicated in your **Syllabus**. The **“Homework Grade”** and **“Attendance”** will also remain as indicated.

Please email me if you have any questions – Thank you

The Major Assignments and specifications begin on page 3.

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Assignment #1 – Due Date: Monday, April 20, 2020

(Please write your complete name and the time of your class on all assignments: (8:05 AM – 9:10 AM – 10:15 AM))

Assignment #1 – “Systematic Problem-Solving Process”

Individual Assignment (formerly a Group Project)

- **Reference** – Chapter 10 in Textbook (or Google: *Systematic Problem-Solving Process* by John Dewey / 1933)
- **What is the Systematic Problem-solving Process?**
 1. Groups or individuals arrive at **high-quality decisions** by accomplishing the **SIX TASKS (or Steps)** that make up what is known as the “Systematic Problem-Solving Process”.
 2. This process was first described by **John Dewey in 1933** and has since been revised by others.
 3. It remains a **tried and true approach to individual or group problem-solving** by using an orderly series of **SIX STEPS**.

Assignment:

You are to develop, (Using the “Systematic Problem Solving Process”), a program from one of the following “Community Service Projects”. *Develop the program as though YOU were creating it to present to a Community Volunteer Group who will help you carry out the Service Project.*

Select one “Community Service Project” (listed here) for this assignment:

- A. Develop a beautification/renovation plan for a “**Small Park**” in a low-income neighborhood in a small town or city.
- B. Create and develop a “**Small Farmers Market**” (to help local farmers and businesses). The farmers market can be located in a town or within a city.
- C. Develop a **1-week “Summer Camp Program”** (for low-economic youths). The camp will take place at a YMCA camp who will donate their facilities for a week in early June, prior to their regular camping schedule for children.

Specifications:

1. **Type (in Word)**, and email the assignment to either of my email addresses. Use the “Systematic Problem-solving Process”, Six Step Format (indicated on page 4) as the guide for how the completed assignment is to look. Use **1 to 2 pages & 11 or 12 point font**.
2. **Funds for the assignment** – The Government of Texas has provided the group a grant of **\$80,000**. *(Indicate as clear as possible how the money will be used for the project – make a Budget)*
3. **Time frame for the project** – You can decide between **2 months to 1 year**, to develop and carry out your selected project.
4. **Hypothetical Information** – *(false info)* – can be used, although the information must be **logical and realistic**. You may wish to do some research on the project you decide to carry out.
5. **No Visual Aids are required for this assignment.**

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Assignment #1 (continued)

“Systematic Problem-Solving Process” – (Format to be used for this assignment)

(Brief statements should be used to answer each question)

Answer the questions under each step regarding the “Community Service Project” you have selected.

(Remember to use logical hypothetical statements when answering the questions).

(Write the title of the Community Service Project you have selected here)

STEP 1 – Identify the Problem

(Why do you need to develop this service project for the community?)

1. What is the origin of the problem?
2. Why do you feel this problem needs to be solved?
3. What are the effects of this problem at this present time?

STEP 2 – Analyze the Problem

(What is happening now in the community, regarding what needs to be done to help the situation)

1. Where did the problem start and when?
2. What harmful results does this problem cause?
3. What are, or could be the consequences if nothing is done about this problem?

STEP 3 – Determine Criteria for Judging Solutions

(Basic standards to be used in determining the solution)

1. What are the budget limits on this project? (\$80,000.00)
2. Do you have a limit to the number of employees that can be hired? *(This is up to you)*
3. What period of time do you have to carry out this project?
(Decide how long it will take to develop and carry-out this service project – 2 months - 1 year?)

STEP 4 – Generate a Host of Solutions - *(Brainstorm various ideas)*

1. List **2 or 3 ideas** that you would consider in developing the “Community Service Project”.

STEP 5 – Evaluate Solutions and Decide

1. Which solution idea from Step #4 did you **decide to use**?

STEP 6 – Implement or (Carry – out) the Solution

(Explain as clear as possible how your service project will be completed and carried out)

1. **Budget** – indicate or explain how the expenses (\$80,000.) will be used for your service project.
(You can indicate categories using bullets).
2. Indicate a **schedule or time line** for carrying out your service project.
3. Remember that you can incorporate volunteers, existing facilities and donated items to be used to carry out your service project. *(Indicate how those may be used in Step 6).*

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Assignment #2 – Due Date: Monday, April 27, 2020

(Please write your complete name and the time of your class on all assignments: (8:05 AM – 9:10 AM – 10:15 AM))

Assignment #2 – Persuasive Speech Detailed Outline

(Persuasive Speech Pattern to use: Problem-Solution Pattern)

- **Reference Info** – Chapter 17 in the Textbook - *(or Google: Persuasive Speech Outline examples)*.
For the topic selection - *(Google: Problem/Solution Persuasive Speech Topics)*.

Purpose of this Assignment:

This speech outline is to introduce you to **PERSUASIVE SPEAKING** by working first on the **logical** substance, or **LOGOS**, which is the essence of any persuasive effort. If you advocate a change, you should be able to clearly document the existence of some sort of a **PROBLEM**, and then explain specifically what course of action is necessary to **SOLVE** that problem (**SOLUTION**).

The emphasis of this speech outline is on sound reasoning and solid support for your Main Points and Sub-Points. Please Note: Select an actual Topic and real facts (no hypothetical information)

REQUIREMENTS FOR THIS SPEECH OUTLINE:

1. The topic should **be timely**, and could be **controversial**. Choose a topic on which you hold strong convictions or a topic you find very interesting. Select a topic which you can realistically expect to influence an audience through reasoned argument.
2. Make your **"Main Points"** clear and be very explicit on how the **"Sub-Points"** relate to each other and the **Main Points**. *Remember: There should be a definite logical transition bridging the various points in your outline.*
3. The outline should follow the **problem-solution format (an example is shown on page 6)**. **Main Point I**, should explain clearly the **PROBLEM**. **Main Point II** should clearly explain the **SOLUTION**.
4. **A Typed Detailed Outline is required** – Your grade will be based on how well you state the **Problem & Solution Main Points and Sub-Points**. *(Detailed short statements for the points)*.
5. **References** – Include a list of **2 sources used for your topic**. A bibliography of sources **must** be indicated on the **bottom of your outline**.
6. **A Visual Aid is not required**.
7. **No Rough Draft is required** – I do not require a rough draft outline for this assignment. Email the completed typed outline for grading. *(Use the example outline as a guide)*.
8. No. of pages – **1 to 2 pages** in length. 11 or 12 point font.

Example of some Problem /Solution topics:

- "Donating" to a Cause or an Organization (Ex. American Heart Assoc., Wounded Warriors Assoc.)
- The Drunk Driving Problem in Houston, Texas

SAMPLE: PERSUASIVE PROBLEM-SOLUTION SPEECH OUTLINE – SPCH 1311

INTRODUCTION:

Attention Getter: How do you feel when you have to wait for something you really, really want? What if it was something you couldn't live without?

Credibility Statement: My cousin was five years old when he found out that he needed a new kidney. He went on the waiting list right away. After a year of waiting and phone calls by my Aunt, the doctors finally found a match for my cousin. He had a happy ending, but so many do not.

Preview of Main Points: Today, I'd like to talk to you first about the problem: the need for organ donors, and then, I will discuss the solution which is how you can become an organ donor, and how your family and organ donor recipients benefit from your donation.

Transition Statement leading to the Body of the Speech: *One of the people on the waiting list for an organ transplant might be someone you know. I will begin by telling you the need for organ donors.*

BODY

- I. **Statement of the Problem** - People around the world, but also right here in Minnesota, need organ transplants and they need our help.
 - A. The problem is that there is a lack of organs and organ donors who make organ transplantation possible.
 1. Out of 15 people during the 2014-15 year, 8 people received organ transplants and 7 individuals did not in our state.
 2. 2015-2016 Statistics saw no improvement on donors for organs in the state of Minnesota.
 3. Problem point continues
 - B. The need is for organs such as: heart, lungs, liver, kidneys, pancreas, bone and heart valves.
 1. 10 people will die each day in the U.S. waiting for an organ transplant.
 2. The reason is: on the average, 5000 donors sign up nationally per year (LifeSource statistics).
 3. Nationally, over 62,000 people are waiting for transplants as of October 2017.

Transition Statement leading to the Solution Points: *I am sure that you can see the need for people like you to donate your organs. Now you may ask - how can I make sure my organs are donated when I pass away?*

- II. **Statement of the Solution** – This is how you go about making sure your organs are donated.
 - A. Talk with your family about your decision.
 1. They will be involved with the donation arrangements.
 2. If they do not know your wishes, your decision may not be carried out.
 - B. Mark your Driver's license so that your license indicates your intent to donate.
 1. Fill out and carry a uniform donor card with you.
 2. Additional sub-point.
 - C. You can see that organ donation is not difficult.

CONCLUSION

- A. **Summary of Points:** Today, I have told you about the need for organ donors, and for the solution, how you can become an organ donor and how this benefits the organ recipients as well as your family members.
- B. **Concluding Remarks:**

WORKS CITED:

1. Gundersen Lutheran Hospital (Minnesota)
2. LifeSource: Newsnotes – October 2016

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Assignment #3 – Due Date: Wednesday, May 6, 2020

Please write your complete name and the time of your class on all assignments: (8:05 AM – 9:10 AM – 10:15 AM)

Assignment #3 – Employment Essay

For this assignment, you are to write an essay based on the Career field and Major you are interested in pursuing.

- **Reference Information:** Search in Google – “The Occupational Outlook Handbook” (developed by the Bureau of Labor Statistics)
- 1. You will need to provide a **description of your ideal job**. This description needs to be more detailed than “a businessman/woman”, for example.
 - a. State the **occupation**.
 - b. What type of **company, hospital, school, college, firm, self-employed, etc.** you wish to work for.
 - c. Explain the **types of areas you would be responsible for** along with any other details that are important to you.
- 2. While reviewing the “Occupational Outlook Handbook”, look in the “JOB OUTLOOK” section and answer the question - What is the **long term employment outlook** for your **career choice for the next 5 to 15 years?** (You may use other sources if you do not see your career choice in the Occupational Outlook Handbook).
- 3. Consider how the **interests, values, skills, personality traits, and strengths** that you possess will fit this job.
- 4. Provide a **description of “Your Major” at Lone Star College or the University** you plan to transfer to, that would either help you get this job, or that would be necessary for this job. Again, be specific; don’t only state that you need to major in “Business Administration” for example. Explain what you will learn by completing this major.
- 5. Consider whether you **will need a Masters Degree, other advanced degrees and/or additional training** for your career choice.
- 6. Provide a description (not a list) of at **least two (2) general education courses** you can take or have taken at Lone Star College. Explain how the courses (*outside of your major*), can also help you in your future career/or ideal job.
- 7. Discuss at least **one activity (volunteer work, internship, etc.)**, that would also enhance your opportunity for employment in your career choice.
- 8. Your final paragraph should **sum up what you have learned from this assignment**. (Example: Do you need more education for this career? Have you learned something you did not know before such as the salary ranges, responsibilities, long term job outlook?)

SPECIFICATIONS:

- A. Assignment must be **typed and uploaded** to either of the email addresses.
- B. Page length – **1 to 2 pages in length**. Use **11 or 12 point font** and double space.
- C. You may use the **numbers indicated for each question** as you discuss your answers to the essay questions in paragraph form.