

Guidelines for Lab for Instructors Teaching SPCH 101- Public Speaking at Ohlone College

Lecture & Lab Requirements

Welcome to teaching SPCH 101-Public Speaking at Ohlone College. All sections of SPCH 101- Public Speaking (Newark, Fremont, online, and Sat. classes) are required to include 3 units of lecture teaching and 1 hour of lab per week. This means that each student must complete at least 16 hours of lab-related activities during the semester. Lab participation needs to be a portion of the overall grade and included on your course syllabus. Lab activities can include participation in the following activities:

1) Attending the Maggie Morrison Speech Lab in HH-216 to complete lab activities as listed in the lab manual for a minimum of 8 hours per semester. The schedule of hours will be posted on Ohlone website (below) by the second week of the semester.

<http://www.ohlone.edu/instr/speech/speechlab.html>

2) Completing assigned SPCH 101 Online Lab activities on Blackboard (up to 8 hours of lab maximum)

3) Attending a Speech Speaker's Seminar and writing a speaker critique (up to 2 speakers for 4 hours of lab maximum). Times and dates will be announced here:

<http://www.ohlone.edu/instr/speech/seminars.html>

Lab Manual

Students enrolled in SPCH 101 are REQUIRED to purchase the Speech Communication Lab Manual, therefore it is not online and instructors should not duplicate these pages for students. The manual is available for purchase at the Ohlone College Bookstore. To receive a passing grade for the lab portion of the SPCH 101 class, students are required to turn in the manual at the end of the semester. Photocopied manuals will not be accepted. All proceeds from the manual will go to funding the lab.

Required Lab Manual Sections

The Speech Communication Lab manuals will require students to complete certain sections and/or activities in the lab and obtain a signature from a tutor or Speech faculty member working in the lab. All Ohlone College students will need to complete two sections of the manual: 1) the Getting Started/Research pages, as the SPCH 101 course has been approved for the Information Competency general

education graduation requirement for our students, and 2) the Speaker Critique forms for student's formal outlines and speeches.

Required Lab Orientation/Tour the First Two Weeks of the Semester

All SPCH 101-Public Speaking instructors need to participate in at least one hour of lab orientation/ tour either in HH-216 or in the form of an online lab orientation within the first two weeks of the semester. A list of students who participate in this orientation/tour is due to Kristine Carroll's mailbox on the Fremont Campus to meet the state's requirements for our lab.

Required Library Orientation/Tour

All SPCH 101-Public Speaking sections are required to complete an Ohlone College Library Orientation/Tour during the semester to meet the guidelines for the Information Competency approval we have received for this course. Librarians will come in to your class to present this information. It takes approximately 45 minutes. To schedule your lab orientation/tour, please email kgreenstein@ohlone.edu for classes at the Fremont Campus and bduggal@ohlone.edu for classes at the Newark Campus. The PowerPoint presentation and accompanying activity are posted on the Speech Lab Website. There is also an accompanying research activity that is required as a homework that must be collected and given credit for as part of the information competency graduation requirement.

Guidelines on Assessing Lab Participation

The purpose of the lab is to improve student success in public speaking skills, not to increase the amount of homework for instructors. California curricular guidelines state that appropriate lab activities should be activity based, not be graded, and include either instructor or tutor feedback. Therefore, SPCH faculty should grade lab activities based on successful completion of the required activity, and students should receive feedback in the lab, from peers, or from instructors. Regarding the discussion activities on Blackboard, instructors do not need to respond to a specific number of posts. Instead, instructors should post a summary response after all students have posted their responses.

Reporting of Completed Lab Hours

Faculty must turn in the number of completed lab hours each student has participated in to Shelia Holland, Dean Birkedahl's assistant, by the due dates for final grades. Kristine Carroll, the Maggie Morrisson Speech Communication Lab Coordinator, and the Speech Lab Tutors will tally the number of hours each of student participated in the lab and copies of these lab hours will be placed in faculty mailboxes on the Fremont Campus by the beginning of finals week. Please note that the Speech Lab is closed during finals week.

Please note: Students and faculty must also track and turn in the total number of lab hours/activities completed outside of lab. For completion of online lab activities, or for attendance at the Speech Speakers Seminars (with written critiques) these activities/hours need to be tracked on the attached Supplemental Lab Activity Form. Again, a maximum of four hours are allowed for two speakers and a maximum of 8 hours of online lab will fulfill the overall 16 hours of required lab participation.

For More Information

I hope this overview of the requirements of the lab portion of SPCH 101- Public Speaking is helpful. We believe that the addition of this lab requirement is beneficial for students in that their overall success in oral communication and information competency, beneficial for faculty because we can offer lab pay for one-on-one instruction, and the increased FTES the lab generates is financially beneficial to our college. For questions or comments about the lab, please contact:

Brenda Ahnholz, Professor Speech & Communication Studies at
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and Instructor of Speech & Communication Studies**
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