

Speech Communication Syllabus

SPC 1608, Summer 2021, May17 - June 18

Course & Instructor Information

Instructor: TBA

Email: TBA

Office Hours: By Appointment

Contact Hours: 45

Credits: 3

Course Description

The purpose of this course is to improve the basic skills of speaking and listening. Class exercises emphasize preparing and delivering public speeches, speaking with clarity and variety and listening with literal and critical comprehension.

Prerequisites

No corequisites or prerequisites.

Textbook Information

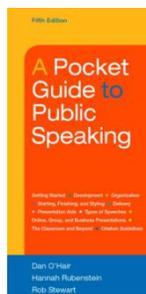
Pocket Guide to Public Speaking

Author: Dan O'Hair

ISBN: 9781319087654

Publisher: Mac Higher

Edition: 5th



Materials Needed

Microsoft Word and PowerPoint

Computer with Internet access

Note: You will be expected to have read the text on the assigned day. This class will be text and class note based. Exams will be based on a combination of all, so please take good notes.

Measurable Course Objectives

Measurable Course Objectives are outcomes students are expected to achieve by the end of the course.

- Understand the basic oral communication model (speaker-listener message-channel/feedback-situation).
- Plan and develop speech outlines, employing basic research skills.
- Plan and prepare informative and persuasive speeches for delivery.
- Use appropriate language in a speech while recognizing and respecting cultural and ethnic diversity in dialects and speech patterns.
- Speak with clarity and variety.
- Use non-verbal communication effectively.
- Deliver speeches using skills suitable to diverse audiences, occasions, and purposes.

Collegewide Student Learning Outcomes

The Collegewide Student Learning Outcomes assessed and reinforced in this course include the following:

- Communication
- Critical Thinking
- Scientific and Quantitative Reasoning
- Information Literacy
- Global Sociocultural Responsibility

Course Requirements

- Required weekly textbook reading
- Required discussion participation
- Required course assignments to be completed before the due date
- Required well preparation for the class

Course Objectives Specific to this Class

Upon successful completion of this course the student will be able to:

Communication Process

The student will be able to:

1. Define communication.
2. Discuss the importance of communication skills.
3. Recognize and define the elements of the communication process.

Verbal

The student will be able to:

1. Identify and provide alternatives for excessively vague or jargon-filled language and evaluate when it is appropriate to use them.
2. Detect biased and emotional language and replace it with more neutral terms.
3. Have an awareness of the misunderstandings that can arise from equivocal statements, highly abstract language and excessive jargon.
4. Prepare and deliver clear instructions.

Nonverbal

The student will be able to:

1. Explain the importance of nonverbal messages.
2. Define the different categories of nonverbal communication.
3. Interpret nonverbal variables such as a voice, clothing, facial and body expression, time, space, and physical environment.

Listening

The student will be able to:

1. Discuss the organizational and personal benefits of listening effectively.
2. List reasons for poor listening.

3. Describe how to become a more effective listener.
4. Practice effective listening skills.

Public Speaking

The student will be able to:

1. Conduct an analysis of the audience and speaking occasion and describe how relevant situational factors should influence the speaker's presentation planning.
2. Define the general purposes for speaking.
3. Formulate specific thesis statements for presentation.
4. Conduct research for developing a speech topic.
5. Develop the body of a presentation, choosing the most appropriate organizational pattern, whether informative or persuasive in nature.
6. Identify the purpose, selection, and placement of transitions for presentations.
7. Name the content and functions of introductions and conclusions.
8. Construct appropriate introductions and conclusions to match the body of presentations.
9. Explain the functions of verbal and visual support in presentations.
10. Develop and present the best support to add interest, clarify, and prove a given point.
11. Create and appropriately use audio-visual aid to enhance a presentation.
12. Develop and use a set of speaking notes that enhance delivery.
13. Deliver brief, impromptu remarks effectively.
14. Deliver extemporaneous presentations that follow the guidelines for visual, verbal, and vocal behavior.
15. Respond effectively to questions arising from presentations.
16. Constructively appraise peer and self-presentations according to critique guidelines.
17. Manage communications apprehension (communicator anxiety).

Makeup Policy

MAKE-UP EXAMS & LATE ASSIGNMENTS:

Exams: Must be taken within the time period allotted. Failure to complete any exams within the specified time period will result in a grade of 0. Please be very aware of availability dates on the Course Calendar/ Syllabus. Speeches cannot be made up for any

reason unless the excuse is acceptable from documented school exceptions. (Jury duty, deployment, etc.) Please see Student information on the school website for these exceptions and prepare to bring proper legal documentation of the absence. Doctors' appointments (outside of hospitalization), car troubles, etc. do not count as valid excuses.

Assignments: All assignments are due and will become unavailable at due time on the final day listed. No late assignments will be accepted. Waiting until the very end of the period of availability is not an excuse for not completing exams or assignments.

Grading Policy

Your final grade in this course is based upon performance on your examinations, presentation and in daily work (homework, exams, and participation).

Self-Introduction Discussion	10%
Informative Speech	15%
Persuasive Speech	20%
Midterm	10%
Final Exam	10%
<u>Other Assignments</u>	<u>35%</u>
Total	100%

Assignment	Possible Points
Self-Introduction Discussion	100
Informative Outline	100
Informative PowerPoint	50
Informative Presentation	150
Informative Presentation Reflection	25
Persuasive Outline	100
Persuasive PowerPoint	50
Persuasive Presentation	200
Persuasive Reflection	25

Exams	200
Midterm <u> </u> /100 Final <u> </u> /100	
Total	1,000

Introductory Discussion: For this assignment you will write a brief introduction about yourself and introduce yourself to the class. In about 2 paragraphs you will tell us your name, age, where you are going to school, major, and career aspirations. Then, you will discuss some personal content about yourself such as interests, hobbies, likes/dislikes, where you are from and family. Finally, I would like for you to discuss why you are taking this class and what you hope to learn from it.

Informative Speech: For this speech, you will be in placed into groups of 5-10 students and will be researching an organization of your choice. You will prepare a PowerPoint presentation to accompany your speech. In your speech, you will discuss the background and history of the topic, current information, and any additional elements you consider noteworthy. Your speech requires sources, an outline, and should be 6-8 minutes in length. (Do NOT exceed the maximum time limit.) After the presentation your will complete a reflection paper based on your thoughts on different parts of the speech, your participation and the group.

Persuasive Speech: For this speech you will be in groups of 5-10. As a group assignment, each group member is expected to do his/her part in researching, developing, and presenting the presentation which should be 8 to 10 minutes in length. (Do NOT exceed the maximum time limit.) Each group member will be required to present a section of the speech. Your speech must make a clear call to action, have a minimum of 4 sources, and build upon the experiences you had. Students are expected to dress professionally on the day of the presentation. There will be a required PowerPoint to be used during the presentation, an outline prior to the speech and a reflection after the speech.

In-Class Assignments: There will be in-class assignments throughout the course session. You must be in class to receive credit for these assignments.

- Outlines-Bullet point format discussion of all aspects of the speech. Must include sources in proper MLA format.
- PowerPoints-Minimum of 6 slides with sources, content, and photos must be used for the informative and persuasive speech.
- Reflections-This 1-2 page essay style paper will be completed after each presentation, where the student will assess their performance during various aspects of their speech.

FINAL GRADES: Failure to do a single speech, for any reason, will result in the loss of one letter grade. Failure to do two speeches, for any reason, will result in the student failing course, no matter what their current standing grade may be.

Your final grade will be based on the work you submit and exams. The level of effort you

have expended, the urgency of your need to pass this course, the personal circumstances that burden you this term, and all other such considerations are not relevant.

Grading Scale

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

“A” grades are given for outstanding work. You are doing extremely well. The student has exceeded expectation.

“B” grades are given for above average work. You are doing very well. Improvements will be toward higher refinements of concept.

“C” grades are given for average work. You are meeting an acceptable level or expectation. Improvements will be towards acceptable levels of project requirements.

“D” grades are given for below average work. You are under-achieving in quality and/or motivation. Improvements will be towards acceptable level of project requirements.

“F” grades are given for failure. You are not reaching the expected level for college work. Improvements are to review goals, seek assistance and increase efforts.

Evaluation Methods

Grades are based on several aspects including completion of projects, presentation of work, class participation, a written report, the ability to follow directions and execute concepts, craftsmanship and professionalism (including punctuality and attendance) all will determine your final grade. ***No late work will be accepted without documentation.***

Your responsibilities as a student include:

1. To read the information assigned in the text, notes, handouts, syllabus, and addendum; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.

3. To submit, unless otherwise noted, all assignments through Email and in the proper format, which for written submission is docx format ONLY.
4. **To actively participate in class discussions and group activities, including having read assignments for the day to talk about in class. Cell phones should be turned OFF in class. No cigarettes, pipes, cigars, chewing tobacco or electronic cigarettes are allowed in class.**
5. To show **maturity and professionalism** in the preparation of assignments and class behavior. Disruptions of the class (including cell phones and beepers ringing, talking OR TEXTING on a cell phone in class, talking while the instructor or other students are talking, talking at inappropriate times, playing games or doing anything else other than SPC 1608 work on the computer: including during note taking and exams, using profane language, disrupting someone's speech by packing up or not paying attention; sleeping in class, any physical contact, any racial, social or personal verbal or physical attacks, disrespect towards the teacher and/or fellow students, wearing offensive attire, attending class in an inebriated or drug affected state, bringing a weapon to class and conducting oneself in a way that is not mature, professional and in accordance with College standards) will result in :
 - a. A verbal warning telling the student that he/she has to stop the behavior.
 - b. The student being asked to leave, having that day counted as an absence, and having 2 percentage points taken off of his/ her final grade. Students who prove that their behavior will improve may be permitted back into the class. Further disruptions will result in the person being dropped from the course WITH AN F.
6. To show courtesy to fellow classmates/speakers and the instructor.
7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
8. To act with academic integrity
9. Unless specifically stated in class, ALL PAPERS MUST BE SUBMITTED VIA CLASS PORTAL or EMAIL.
10. If you have any questions about the syllabus, please feel free to ask for clarification. Students will be expected to abide by the rules and stipulations put forth in the syllabus. The instructor reserves the right to change and revise the syllabus at any time during the semester for any reason.

Course Outline

Please note that this outline is meant to give an overview of the major concepts this course. Changes may occur in this calendar as needed to aid in the student's development.

Week	Date	Class Activities / Homework Assignments
Week 1	5/17	List of Videos for the Day <ol style="list-style-type: none"> 1. Introduction to Course and Professor Introduction 2. Syllabus Review 3. Selected Studies Information 4. Self-Introduction Discussion Assignment Information Homework: <ul style="list-style-type: none"> ○ Read Chp. 1- Becoming a Public Speaker and Chp. 2- From A to Z: Overview of a Speech ○ Self-Introduction Discussion Due 6/24/20
	5/18	<ol style="list-style-type: none"> 5. Chp. 1- Becoming a Public Speaker 6. Chp. 2- From A to Z: Overview of a Speech Homework: <ul style="list-style-type: none"> ○ Read Chp. 3- Managing Speech Anxiety and Chp.4 Ethical Public Speaking
	5/19	<ol style="list-style-type: none"> 7. Chp. 3- Managing Speech Anxiety 8. Chp. 4- Ethical Public Speaking Homework: <ul style="list-style-type: none"> ○ Read Chp. 5- Listeners and Speakers and Chp. 6-Analyzing the Audience
	5/20	<ol style="list-style-type: none"> 9. Chp. 5- Listeners and Speakers 10. Chp. 6-Analyzing the Audience Homework: <ul style="list-style-type: none"> ○ Read Chp. 7- Selecting a Topic and a Purpose and Chp. 8- Developing Supporting Material
	5/21	<ol style="list-style-type: none"> 11. Chp. 7- Selecting a Topic and a Purpose 12. Chp. 8- Developing Supporting Material 13. Week 1 Review Homework: <ul style="list-style-type: none"> ○ Read Chp. 9- Finding Credible Sources in Print & Online and Chp. 10- Citing Sources in Your Speech

Week 2	5/24	14. Chp. 9- Finding Credible Sources in Print & Online 15. Chp. 10- Citing Sources in Your Speech 16. MLA Lesson Homework: <ul style="list-style-type: none"> ○ Read Chp. 11- Organizing the Body of the Speech, Chp. 12- Selecting an Organizational Pattern, Chp. 13- Outlining the Speech
	5/25	17. Chp. 11- Organizing the Body of the Speech 18. Chp. 12- Selecting an Organizational Pattern 19. Chp. 13- Outlining the Speech Homework: <ul style="list-style-type: none"> ○ Read Chp. 22-Informative Speaking
	5/26	20. Chp. 22-Informative Speaking 21. Midterm Review Part 1 22. Midterm Review Part 2 Homework: <ul style="list-style-type: none"> ○ Study for Midterm textbook Chp. 1-13, & 22
	5/27	Midterm Exam Homework: <ul style="list-style-type: none"> ○ Read Chp. 14- Developing the Introduction & Conclusion, Chp. 15- Using Language and Chp. 16- Methods of Delivery
	5/28	23. Chp. 14- Developing the Introduction and Conclusion 24. Chp. 15- Using Language 25. Chp. 16- Methods of Delivery 26. Week 2 Review Homework: <ul style="list-style-type: none"> ○ Read Chp. 17-21
Week 3	5/31	27. Chp. 17- Your Voice in Delivery 28. Chp. 18- Your Body in Delivery 29. Chp. 19- Speaking with Presentation Aids 30. Chp. 20- Designing Presentation Aids 31. Chp. 21- Using Presentation Software Homework: <ul style="list-style-type: none"> ○ Review Informative Speech Guidelines and Groups

	6/1	<p>32. Informative Speech guidelines and Presentation video requirements</p> <p>33. Informative Speech outline requirements</p> <p>34. Informative Speech outline examples</p> <p>Homework:</p> <ul style="list-style-type: none"> ○ Informative Outline due 7/9/20
	6/2	<p>35. Informative Speech PowerPoint with examples</p> <p>36. Example Informative Speech Video with feedback</p> <p>Homework:</p> <ul style="list-style-type: none"> ○ Informative PowerPoint due 7/10/20
	6/3	<p>37. Informative Reflection with example</p> <p>Homework:</p> <ul style="list-style-type: none"> ○ Informative Video Presentation Due 7/13/20
	6/4	<p>38. Week 3 Review</p> <p>Homework:</p> <ul style="list-style-type: none"> ○ Informative Video Presentation Due 7/13/20 ○ Informative Reflection Due 7/13/20 ○ Read Appendix C- Preparing for TV and Radio Communication, and Appendix D- Tips for Non-Native Speakers of English
Week 4	6/7	<p>Informative Video Presentations Due TODAY</p> <p>39. Appendix C- Preparing for TV and Radio Communication,</p> <p>40. Appendix D- Tips for Non-Native Speakers of English</p> <p>Homework:</p> <ul style="list-style-type: none"> ○ Read Chp. 23- Principles of Persuasive Speaking and Chp. 24- Constructing Persuasive Speech
	6/8	<p>41. Chp. 23- Principles of Persuasive Speaking</p> <p>42. Chp. 24- Constructing Persuasive Speech</p> <p>Homework:</p> <ul style="list-style-type: none"> ○ Review Persuasive Speech Guidelines
	6/9	<p>43. Persuasive Speech guidelines and Presentation video requirements</p> <p>44. Persuasive Speech outline requirements</p> <p>45. Persuasive Speech outline examples</p> <p>Homework:</p>

		<ul style="list-style-type: none"> ○ Persuasive Outline due 7/16
	6/10	46. Persuasive Speech PowerPoint with examples 47. Example Persuasive Speech Video with feedback 48. Persuasive Reflection with example Homework: <ul style="list-style-type: none"> ○ Persuasive PowerPoint due 7/17/20 ○ Read Chp. 25- Speaking on Special Occasions, Chp. 26- Preparing Online Presentations
	6/11	49. Chp. 25- Speaking on Special Occasions 50. Chp. 26- Preparing Online Presentations 51. Week 4 Review Homework: <ul style="list-style-type: none"> ○ Persuasive Presentation DUE 7/20/20 ○ Read Chp. 27- Communicating in Groups, Chp. 28- Delivering Group Presentations, and Chp. 29- Business & Professional Presentations
Week 5	6/14	Persuasive Presentation due TODAY 52. Chp. 27- Communicating in Groups 53. Chp. 28- Delivering Group Presentations 54. Chp. 29- Business & Professional Presentations Homework: <ul style="list-style-type: none"> ○ Persuasive Reflection Due 7/21/20 ○ Read Chp. 30- Presentations Assigned across the Curriculum, and Chp. 31-36
	6/15	55. Chp. 30- Presentations Assigned across the Curriculum 56. Chp. 31-36 Speaking in Other College Courses Homework: <ul style="list-style-type: none"> ○ Read Interview and Job Selection on page 39 of textbook
	6/16	57. Interview and job selection-pg. 39 tip Homework: <ul style="list-style-type: none"> ○ Prepare for Final Exam

	6/17	58. Final Exam Review Part 1 59. Final Exam Review Part 2 Homework: o Study for Final Exam (Part 4-6, Chp. 23, 24, & 25)
	6/18	Final Exam 60. Course Summary

Academic Integrity

As members of the Seminole State College of Florida community, students are expected to be honest in all of their academic coursework and activities.

Academic dishonesty, such as cheating of any kind on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examinations or other course-related materials, is prohibited.

Plagiarism is unacceptable to the college community. Academic work that is submitted by students is assumed to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as the student's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.

Students who share their work for the purpose of cheating on class assignments or tests are subject to the same penalties as the student who commits the act of cheating.

When cheating or plagiarism has occurred, instructors may take academic action that ranges from denial of credit for the assignment or a grade of "F" on a specific assignment, examination or project, to the assignment of a grade of "F" for the course. Students may also be subject to further sanctions imposed by the judicial officer, such as disciplinary probation, suspension or dismissal from the College.