



Course Syllabus
SPC1608: Fundamentals of Speech
Fall 2013

Professor: Mrs. Bree Balchunas (*Bal-chew-nas*) Phone: (407) 733-0312
Office Hours: Wednesday from 5 pm to 6 pm by appointment Classroom: WC, Building
Email: bbalchunas@mail.valenciacollege.edu Mailbox: WC, Building 5, Rm 240

Overview

Catalog Description: This course explores oral communication principles common to speaking and listening. It emphasizes listening techniques as well as the predation and delivery techniques for extemporaneous speaking.

Course Objectives: This course is designed to provide the opportunity for improvement in both the theoretical understanding and practical performance of oral communication. The objectives for this course are for you:

1. To learn the basic principles of human communication
2. To become a more effective communicator
3. To become a critical thinker and communicator, both as speaker and listener
4. To organize and deliver information and persuasive presentations
5. To listen and learn from others' presentations

Course Materials

- O'Hair, Dan, Hannah Rubenstein, & Rob Stewart. [A Pocket Guide to Public Speaking.](#)
- Access to a computer with Internet access
- Activated Valencia student ID card/library card
- Index cards
- Stapler

Learning Disabilities Policy: Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Classroom Conduct & Plagiarism: Students will abide by Valencia's Code of Classroom Conduct. (http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0). According to College Policy 6Hx28: (10-18), all forms of academic dishonesty and misconduct are prohibited at Valencia Community College. Academic dishonesty includes, but it is not limited to, plagiarism, cheating, and furnishing false information. All speeches must be the student's original work. It is unethical to abstract a speech from an outside source and pretend is your own work; therefore, plagiarized speeches will result in a "0" and may result in failing the course.

Disclaimer: Information on this syllabus is subject to change and clarification at the discretion of the professor.

Course Policies

Class Attendance: We are adults. As your instructor, I highly encourage you to be in class to get the full value of lectures, in-class activities and supplemental material. I do not penalize for attendance with the exception to speech days. I do mark whether you attended class or not to adhere to Valencia College policies. I do believe regular attendance is crucial in this course. You will learn not only from your own speaking experiences, but also from listening to speeches done by others. In addition to giving speeches, there will be many in-class activities to help you understand the course material and assist you in preparing for your speeches. Each of you has an obligation both to give speeches and listen critically to them. With that said, after **three straight absences**, you will receive an e-mail in your Atlas account notifying you that you are in danger of being withdrawn. After your **fourth straight absence**, I will withdraw you from the course. If that withdrawal occurs after the withdrawal deadline, I must assign a grade depending on your status in the class on your last date of attendance.

Tardy/Leaving Early Policy: Be on time to class—lateness is rude and disruptive. If you are late on a presentation day, do not enter the classroom while another student is speaking. Wait until the speaker has finished, then enter quietly. Take the nearest open seat and focus on the class activities. If you need to leave class early, please communicate with me so I know ahead of time that you will be leaving.

Classmate Contact Information: If you miss a class, you are responsible for finding out what assignments, activities, notes and/or handouts you missed. It is a very good idea to exchange contact information with fellow classmates for this reason. Failure to obtain missed materials will not be accepted as a sufficient reason for late assignments.

Assignments: All assignments are due as stated on the course schedule. Late submissions will incur a **penalty of 20% per calendar day**. No exceptions will be made to this policy for any reason, including technology issues (i.e. computer crashing, internet connectivity issues, uploading wrong file, etc'). The late penalty will be waived only when official, written documentation of an emergency such as hospitalization documents (no handwritten doctor's note) is presented to the instructor within 48 hours of the due date. You should always **have extra ink cartridges, enough paper and your work saved on a CD or flash drive** in case you need to print elsewhere.

Cell-Phone Policy: Please turn cell phones off or on silent (NOT VIBRATE) before entering the classroom. Not only is it rude in general to have your cell-phone go off in class, but it is also distracting to your classmates when they are speaking. If your phone distracts or interrupts a student speaker, **you will lose 25 points on your own presentation.**

Academic Honesty: Each student must do his or her own work. Plagiarism is taken seriously in this course. It is unethical to use a speech or outline prepared, in whole or part, by someone else. It is also unethical to abstract a speech totally from a magazine article or online source and pretend it is your own work. Any sources used should be credited in the speech. Although collaboration is useful and generally helpful, it is not designed to let you avoid completing an assignment yourself. Research is required for assignments, and we will cover the appropriate way to document a source on an outline and in a presentation. In addition, all presentations and assignments must consist of original work developed specifically for this class. If I suspect you have plagiarized, used a source without acknowledgment, used sources that are inappropriate for a college-level class or used previously developed materials, I will address the matter appropriately. Consequences begin at a zero for the assignment in question and could end with suspension. Multiple incidents of academic dishonesty will be referred to the dean.

Speech Apprehension: Nervousness is a common part of this class. I expect some of you will have a difficult time with your speeches. Please respect your fellow classmates and understand that, for some, this class will be challenging. Remember, we are all in this together.

Web Enhancement: Our class will use the tools available through Blackboard. I have placed PDF copies of the grading rubrics along with full descriptions of speeches in folders on the course home page. You can access the class by going to <https://learn.valenciacollege.edu>. You will need to use your Atlas user name and password to access. The syllabus, assignments, notes and various other items will be posted online. Direct all Blackboard issues to the helpdesk. In most cases, for example, if you cannot see a document, it is because due to one of your computer settings. Helpline: 407-582-5600. **You are expected to visit this site to download key information, including speech descriptions and handouts.**

Valencia's Withdrawal Policy: Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the **withdrawal deadline of November 1, 2013** will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F." For a complete policy and procedure overview on Valencia Policy 4-07 visit: <http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75>.

Valencia's ID / Library Policy: Current Valencia Identification Card with the VID number and the Library Borrower number is required for all faculty, staff and students in the libraries on East, Osceola, West and Winter Park Campuses for the following services:

- Checking out materials at the circulation desk
- Accessing the research databases
- Checking out audio-visual equipment and materials
- Checking out reserve materials

For students the VID card is also required for Testing Center identification on all four campuses. All students must have a current Valencia ID to use the Testing Center. No other form of identification will be accepted.

Speaking Policies

Speaking Order: We will determine the order for each speech by lottery. However, you may trade with another student, if you like. Any trading of speaking times with another student must be cleared with me one week prior to speech day. It is the student's responsibility to sign-up for, record and remember speaking dates. Sign-up sheets will always be available for review before or after class.

Speech Make-Up Policy: Students are obliged to present and be prepared for their speeches on their assigned day. If a student knows he/she is to be absent for some legitimate reason on their assigned speech day, it is his/her responsibility to inform the instructor. There will be **no make-up for missed speeches except in the case of an unforeseen documented emergency** and provided the student has contacted me within 48 hours of the class period involved (contact may be before or after the class). **Emergencies include hospitalization and death in the family, and must have documentation to be granted a makeup.**

Speaker Attendance: An unaccounted-for, undocumented absence on a day when you're scheduled to speak is a very bad thing—a speech not delivered gets a zero. You will also critique classmates' speeches, and critiques not turned in results in zeros. The moral of the story—be there!

Speech Day: Speeches will be delivered **extemporaneously using key word/phrase notes, not memorized or read from a manuscript.** A typed outline complete with full sentences (NOT phrases) will be handed in prior to speaking. An un-typed and unstapled outline will automatically receive a failing grade for the outline. Note cards are encouraged to be used.

Speech Attire: Please dress appropriately on the days you are to present your speeches. For males, this means nice slacks and a collar shirt (i.e. polo or dress shirt). Dress shoes complete the outfit, no sandals or sneakers please. Ties and jackets are optional, but not required. For females, business attire is best. This means nice pants with a dress shirt or a business professional dress. Be sure that dresses, skirts or city shorts reach to the knee or longer. Tops must have sleeves and should not be too low or revealing. A good rule of thumb is, if you wouldn't wear to a job interview than you probably shouldn't wear it on speech day.

Speech Topics: Your topics must be approved by me and you must provide a word-processed outline and reference list in MLA or format on the day you are scheduled. **No speeches will be allowed on the following topics:** animal rights/abuse, global warming, religion, evolution, abortion, euthanasia, smoking, illegal drugs, seat belts, drunk driving, motorcycle helmets, safe sex or sex education.

Speech Time Limits: Time limits are designated for each presentation. You must stay within the assigned time limit. Deductions will be made if you do not stay within the time limit.

Audience Guidelines: On presentation days, students are expected to attend class to present and to participate as audience members when not presenting. As audience members, you should refrain from distracting behavior, including sleeping, doing homework for another class, texting or fiddling with your cell phone, or talking with classmates. If I must address your behavior, you will receive a deduction on your own presentation grade. Your **cell phones ringing or vibrating during a presentation will result in a 25-point deduction on your own speech.**

Speeches

You will need to visit the class website for details on each speech.

SPEECH I – Narrative Speech

Your first speaking assignment is to help you become familiar with the basic principles of extemporaneous speaking. You will deliver a narrative speech sharing what you would do if you had *unlimited financial resources* (e.g. win the lottery, get an inheritance, win a scholarship, etc.) This is a **3 to 5 minute speech and must be presented extemporaneously**. Your fully developed speech outline must consist of: an attention getter, thesis statement, preview, main points, supporting details, transitions, summary, and closing remarks. All outline components must be clearly identified and proper outline format must be used. PowerPoint may **NOT** be used for this speech; you may use other forms of visual aids.

SPEECH II – Impromptu Speech

This impromptu speech means you will be speaking on the spur of the moment—with no opportunity for extensive preparation. This speech will further help your speech knowledge and expose you to thinking quick on your feet and developing your communication skills. You will be assigned a topic the day of the impromptu speech and given between 10 and 15 minutes to prepare. This is a **2 to 4 minute speech and must be presented extemporaneously**.

SPEECH III – Informative Speech Using Sources and PowerPoint

This informative speech is aimed at increasing audience knowledge and understanding **about an issue or event currently shaping our society in a significant manner** (e.g.; may select a topic from the fields of technology, health, arts, sciences, religion, sports, etc.). Look at the orlandosentinel.com, nytimes.com or usatoday.com for ideas on issues and events shaping our society. Briefly present background information that will help your audience more fully understand the topic and discuss current developments in the news surrounding this issue. Your main points must be effectively supported, emphasized and clarified with visual aids and should be relevant to the speech thesis. Aids should be used ethically to convey information objectively. This is a **4 to 6 minute speech and must be presented extemporaneously**.

SPEECH IV – Interview Speech

This interview speech means you will be conducting a mock job interview. It will require you to conduct research in the career field of your choice, complete background information about the field, and answer interview-style questions in class. This speech will further help your speech knowledge and expose you to putting your speaking skills into practice. You will be given a list of commonly asked job interview questions. Questions asked during your mock interview will come from this list, as well as questions that directly relate to your career. The mock job interview will be **4 to 6 minutes and presented extemporaneously**. **You will be required to turn in written answers to six of the common interview questions and at least one job description in your career field of choice.**

SPEECH V – Group Persuasive Speech Using Sources

A persuasive speech to motivate action seeks to influence your audiences' behaviors. For this speech **you will research a current need or problem in our society**. Show the audience how the need or problem affects them and how they personally may become involved to help solve or alleviate the stated need or problem by taking some type of action. Prepare a persuasive message using the classic persuasion strategies discussed in class (ethos, pathos, and logos). Visual aids are also required to support your arguments and must be used ethically to present valid evidence in support of the stated claims. This is a **8 to 12 minute speech and must be presented extemporaneously**. Groups must have **three or four members**. All group members must have a part in the presentation. Each group will turn in only one copy of speech outline and documentation. The speech must have **8 to 12 documents sources total cited** within the speech.

Evaluation Standards

The following criteria will be used for evaluating presentations: audience adaptation, content, source material, understandability, transitions, language, posture, movement, eye contact, enthusiasm, overall presence, and time. The descriptions below will serve as guidelines:

The A presentation is an excellent presentation. The speaker prepares an interesting, thoughtful, and perhaps creative presentation. The speaker uses conventions such as an opening that creates interest, visual aids that are appropriate and an awareness of audience. The speaker demonstrates full knowledge of the topic and cites the required number of credible sources. Verbal fillers are rare, and the speaker meets the time requirements.

The B presentation is an above-average presentation. The speaker prepares a thoughtful and original presentation. The speaker uses conventions such as an opening that creates interest, visual aids that are appropriate and an awareness of audience. The speaker is at ease with the content of the presentation, but fails to elaborate or cite the required number of credible sources. Verbal fillers (e.g., um, uh) occur, but they are not so frequent as to interfere with the communication process. The presentation may be a bit long or a bit short.

The C presentation is an average presentation. The speaker prepares a presentation, but it is not particularly insightful. The C presentation may also have some elements of rote memorization, although that speaking pattern is accompanied by an attempt to speak extemporaneously. The presentation itself may be disorganized and rambling. The speaker is uncomfortable with the content of the presentation, although he or she is able to demonstrate basic concepts. Citations of credible sources are incoherent or nonexistent. Verbal fillers occur with frequency and interfere with comprehension. The presentation is more than one minute too long or too short.

The D or F presentation is one that consists primarily of a memorized or poorly rehearsed speech. The speaker does not engage the audience; he or she merely reports on a topic. The speaker cites no sources or only non-credible ones. The presentation quality is such that the audience can assume the assignment was done at the last minute, late at night or with total disregard.

Speech Dates

- Narrative Speech – Sept. 25, 2013
- Impromptu Speech – Oct. 9, 2013
- Informative Speech – Oct. 30, 2013
- Interview Speech – Nov. 20, 2013
- Group Persuasive Speech – Dec. 4, 2013
- Make Up Speeches – Dec. 11, 2013 (This is during the Final Exam period and is considered the final exam for this class. Only speeches with prior excused absence can be made up for full credit. Other speeches may be made up for half credit, if approved by instructor.)

**There are no formal, written midterm or final exams in this course. **

Grading Policy

A: 761 or more points

B: 760 to 675

C: 674 to 590

D: 589 to 505

F: 504 or less points

ASSIGNMENT	POSSIBLE	EARNED
Narrative Speech (125 Points)		
Narrative Speech	75	
Narrative Speech Outline	30	
Narrative Speech Reflection	20	
Impromptu Speech (75 Points)		
Impromptu Speech	75	
Informative Speech (190 Points)		
Informative Speech	100	
Informative Speech Outline	40	
Informative Speech Research Documentation and PowerPoint	30	
Informative Speech Reflection	20	
Interview Speech (100 Points)		
Interview Speech	50	
Printed Job Description	10	
Six Write Ups to Frequently Asked Interview Questions	40	
Group Persuasive Speech (200 Points)		
Persuasive Speech	125	
Persuasive Speech Outline	50	
Persuasive Speech Documentation	25	
Quizzes (Only 4 Quizzes Count Towards Final Grade – Drop Lowest Quiz) (60 Points)		
Quiz 1	15	
Quiz 2	15	
Quiz 3	15	
Quiz 4	15	
Quiz 5	15	
In-Class Assignments (100 Points)		
Classroom Audience (Narrative, Informative, Persuasive)	30	
At Home Research: Ideas for Narrative Speech and Definition	20	
Activity: Research “Treasure Hunt”	30	
Activity: PowerPoint	20	
Total	850	