

**CONTACT INFO****Instructor:** Brian Pate**Email:** bpate3@mail.valenciacollege.edu**Student Engagement Hours:** Immediately before and after evening classes: Wednesday (8-136) and Thursday (6-217).**COURSE INFO****Building/Room:** 8-136**Meeting Time:** Wednesday | 7:00-9:45 p.m.**Text:** *DK Guide to Public Speaking*,
bundle: textbook and access code**Preferred Method of Communication:** I encourage you to use your Atlas email account to write to me with any questions or concerns. I usually respond within 24-48 business hours.**Text Message Reminders:** I provide text message reminders of important deadlines, class cancellations, etc. through a service called Remind. You can sign up by texting code **@spc1608w** to 407-278-2040 or by going to <https://www.remind.com/join/spc1608w>. Note: I am unable to see your phone number through this service nor can you see mine. Also, you are unable to reply to me via these messages.**Course Description:** Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking.**Prerequisites:** None.**Credits:** 3.**Course Outcomes – Students will be able to:**

- Demonstrate a clear speaking goal as it relates to audience and contextual analysis.
- Develop, organize, and support the verbal message.
- Observe ethical responsibilities of both senders and receivers in an oral communication transaction.
- Prepare and deliver an extemporaneous informative speech incorporating presentational aids.
- Use critical thinking skills when preparing persuasive messages.

Course Competencies: The faculty of Valencia College have established four Core Competencies that describe the learning outcomes for a Valencia graduate. They are:

- Think
- Value
- Act
- Communicate

You will be expected to demonstrate these competencies in class discussions and the assignments completed for this course. For more information, visit <http://valenciacollege.edu/competencies>

Table of Contents

Overview & Outcomes	1
Materials & Resources	2
Assignments	3
Grading & Make-Up Policy	4
Other Policies	5
Course Calendar	6

Materials

Textbook (Required): While students are free to purchase instructional materials wherever they prefer, we encourage you to take advantage of the special bundle price offered by the [Valencia Bookstore](#).

You can purchase the textbook, DK Guide for Public Speaking, 2nd edition, by Lisa Ford-Brown from the Valencia Bookstore, ISBN 9780205980925.

Purchasing this textbook from the bookstore will include:

- DK Guide to Public Speaking (textbook)
- MyCommunicationLab access with eText

This bundle can be purchased for \$60.

Once the textbook has been purchased, you will need to register their MyCommunicationLab access code. The link below is a tutorial video that provides step-by-step instructions on how to register.

URL: <http://screencast-o-matic.com/watch/c2jqf9nMGS>

When watching the registration video, you will need the **COURSE ID:** **pate59326**

Additional Supplies: You will need to supply visual aids for designated speeches. Multipage documents will need to be stapled, so I highly suggest investing in a stapler. You should bring pen or pencil and paper each class.

Also, be aware that handouts and other documents will be uploaded to Blackboard for you to download and print out. Failure to bring the assigned printouts to class may result in a loss of points.

OPTIONAL: Students may wish to purchase index cards for speech notes.

Computer and Online Access: We will utilize computer-based presentation software during this course such as PowerPoint and Prezi; you will need computer access to complete some assignments outside of class.

Also, chapter handouts and supplemental reading material will be available via Blackboard, and you will need to submit some assignments through Blackboard. In addition, you will be able to monitor your grades through Blackboard.

Therefore, you will need Internet and Blackboard access to fully participate in this class.

Resources

MLA Guides: For your Informative Speech, you will be preparing a Works Cited page using MLA format. The Valencia Library has extensive guides available:

<http://valenciacollege.edu/library/mla-apa-chicago-guides/>

In-Person Tutoring: The Communication Center, located in the Academic Success Center, in Room 120 of Building 4, provides assistance for students in reading, writing, and speech courses. For more information, visit:

<http://valenciacollege.edu/east/academicsuccess/writing/>

Online Tutoring: Need help with your writing? Submit your drafts to **Smart Thinking** to receive free feedback. Look for the link in your Atlas account under Courses > My Courses > Tutoring (online).

Software: Through your Atlas/Office 365 account, you have access to Microsoft applications for free including Word, Excel, PowerPoint, Publisher, and more. For more information on getting started, download this PDF:

http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf

Assignments

Speeches/Presentations: Students will present 3 major speeches during the course as well as several minor speeches and presentations. Speeches and presentations account for 400 points and 42% of your final grade.

- 10 pts: Historical Speech
- 40 pts: Online-based Presentation (20 pts for creating the presentation; 20 pts for presenting it)
- 50 pts: Impromptu Speech(es)
- 100 pts: Narrative Speech (3 to 5 minutes)
 - Speech (50 pts)
 - Question Sheet (10 pts)
 - Peer Assessment Form (10 pts)
 - Working Outline (10 pts)
 - Preparation Outline (10 pts)
 - Delivery Outline (10 pts)
- 100 pts: Informative Speech (5 to 7 minutes with Works Cited page and a visual aid)
 - Speech (50 pts)
 - Question Sheet (10 pts)
 - Peer Assessment Form (10 pts)
 - Working Outline (10 pts)
 - Preparation Outline (10 pts)
 - Delivery Outline (10 pts)
- 100 pts: Persuasive Speech (Group Project): Sales Pitch (7 to 10 minutes with visual aid) (*Counts as Final Exam)
 - Speech (70 pts)
 - Working Outline (10 pts)
 - Preparation Outline (10 pts)
 - Delivery Outline (10 pts)

Tests: Students will complete 3 tests based on the textbook and lecture material. Each test is worth 100 points. These 300 points account for 31.5% of each student's final grade.

- 100 pts: Test #1
- 100 pts: Test #2
- 100 pts: Test #3

Additional Homework and Assignments: Points will be awarded for several short assignments given throughout the term, some of which will be conducted in class while others will need to be completed outside of class. Assignments include:

- 10 pts: Syllabus Quiz
- 130 pts: Chapter Quizzes (Completed online in MyCommunicationLab)
- 20 pts: PowerPoint Presentation

These assignments account for 160 points and are worth 17% of each student's final grade.

Attendance and Participation (A&P): Students will receive a maximum of 6 points per class session for attendance and participation.

Attendance will be taken at the when class begins, after the break, and at the end of class. Failure to be present for any of those will results in a loss of two points. If you come in late after the beginning of class or after the break, the penalty will be reduced to one point.

I also reserve the right to deduct points for any of the following circumstances:

- Inappropriate behavior (including but not limited to sleeping, eating, using cellphone, being disruptive, etc.)
- Failure to participate in class activities
- Failure to observe proper speech etiquette (entering the classroom while a speech is being given, talking during a speech, etc.)

Students are expected to take part in all activities and discussions. A perfect A&P grade will account for 90 points. These 90 points are worth 9.5% of each student’s final grade. A&P points can only be made up by attending another class session of the professor’s that is covering the same material.

“My Grades” (Blackboard)

All grades are entered into Blackboard so you may check your current grade in the class at any time throughout the term.

Grade Scale

950 – 851	= A
850 – 756	= B
755 – 661	= C
660 – 566	= D
565 – 000	= F

<i>Assignments</i>	<i>Pts</i>	<i>Approximate Percentage of Grade</i>
Attendance and Participation (A&P)	90	9.5%
Homework and Assignments	160	17%
Speeches and Presentations	400	42%
Tests (3 x 100)	300	31.5%

Extra Credit: Various extra credit opportunities will be offered throughout the course. All extra credit options will be presented to the full class; no individual extra credit assignments will be given.

A&P Bonus*: Students with a perfect A&P grade will receive 20 extra credit points added to their total points.

Attendance Only Bonus*: If you at least partially attend all class sessions, you will receive 10 extra credit points added to your total points.

*You will receive whichever of these will grant you the most points, not both.

Make-Up Policy

Homework: Assignments turned in or completed a week late will only receive a maximum of 50% of the possible points. Assignments will not be accepted more than one week late.

Speeches: If you miss the class in which your speech was due to be delivered, you are expected to deliver the speech at the next **attended** class meeting. Make-up speech grades will automatically be reduced by 20 points. Failure to deliver the speech at the next attended class meeting will result in a grade of 0. Alternatively, you may attend and present your speech to my other speech class during the same week as your due date (if available) for no loss of points.

Tests: If you miss a test, you may opt to take the test with my other speech class the same week (if available) for no loss of points. Otherwise, you will be expected to take a make-up test **PRIOR** to the start of the next class. Please be aware that make-up tests only consist of 10 questions and have a higher level of difficulty than the regular quizzes. Make-up quiz grades will automatically be reduced by 20 points. Failure to make up the quiz **prior** to the next attended class meeting will result in a grade of 0.

Other Policies

Academic Honesty: You are required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. Any form of cheating, including plagiarism, will result in 0 points being awarded for a given quiz, speech, or assignment.

Attendance: You are expected to attend every class session from start to finish. Attendance will be taken 3 times during each class session...at the beginning of class, following the mid-way break, and at the end of class. Remember that attendance makes up part of your A&P grade.

In addition, students are only allowed to miss a maximum of **three** full classes and remain in the course. Any student who misses **four full class sessions** prior to start of Finals Week on **April 27** will be automatically withdrawn from the course. After 2 missed classes as well as after 3 missed classes, you will receive a reminder of the policy via Atlas Email. If you attend another class session that is covering the same material, I will count that toward your class attendance.

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the withdrawal deadline. **See Important Dates below for the Withdrawal Deadline for your part of term.** 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 6Hx28:4-07, please go to: <http://valenciacollege.edu/generalcounsel/policy/>.

Tardy Policy: All students are expected to be on time for all class sessions as well as return to class from the mid-way break on time.

Speech Decorum and Protocol: If you arrive at the classroom while a speech is being presented, wait until that speech is completed before entering. Failure to do so will result in the loss of A&P points. Also, do not leave the classroom while a speech is being presented. Doing so will result in the loss of A&P points. Show respect to your fellow students by being quiet and attentive during their presentations. All electronic devices, including laptops, should be closed during any student presentations.

Electronic Devices: Electronic devices, such as laptops, may be used for classroom-related activities such as note taking. Any observance of the use of electronic devices, including cellphones, for any other purpose will result in the loss of A&P points. All electronic devices, including laptops, should be closed during any student presentations.

Food: Students should not be eating during class. Eating during class time will result in a loss of A&P points. If you feel ill or a pressing need to eat something, step outside the class to do so and return when you are finished.

COLLEGE POLICIES: A full description of all College policies can be found in:

- College Catalog - <http://www.valenciacollege.edu/catalog/>
- Student Handbook - <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>
- Policy Manual - <http://www.valenciacollege.edu/generalcounsel/>
- Student Code of Conduct - http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0

Smoke Free Campuses: Valencia is a smoke-free campus.

http://valenciacollege.edu/generalcounsel/documents/Valencia_Smoke_Free_Policy_and_Procedure.pdf

Computer/Equipment Policy:

Use of computers in the Business, IT, and Public Service classrooms at Valencia Community College is restricted to those activities designated by the instructor to enhance the class materials. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

- Use of computer to send E-mail or access Internet sites not specifically assigned in class.
- Use of computer for job, internship, homework or other activities not assigned in class.
- Modifying any hardware or software system configuration or setting.
- Activities not in accordance with the Valencia Student Code of Conduct.

Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above. Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab. Subsequent offense may be sent to the campus administration for further disciplinary action.

No-Show Procedure: Any student who does not attend class by the **drop deadline (January 20)**, prior to the start of the no-show reporting period for this term, will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term. The no-show reporting period for **Spring 2015** is **January 21 to 30**.

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 Friday, 11:59 p.m., March 27, 2015**, will receive a grade of "W." 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."

Announcements

Office for Students with Disabilities Disclaimer: Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

Student Assistance Program Information: Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

Course Calendar

DUE		TOPIC	HOMEWORK
Week 1: 1/14/15		Introduction to the course Review Syllabus Ch. 1: Overview	Reading: Chapters 1-3 Pick Historical Speech Study syllabus
Week 2: 1/21/15	Quizzes	Syllabus Quiz Ch. 2: Audience and Situation Ch. 3: Topic and Purpose	Reading: Chapter 6 Prepare for Historical Speech
Week 3: 1/28/15	Quiz	Historical Speeches Ch. 6: Outlining Narrative Speech Overview	Reading: Chapters 7-8 Study for Test #1 Working Outline
Week 4: 2/4/15	Quizzes Working Outline	Test #1 Ch. 7: Organizing Ch. 8: Introducing and Concluding	Reading: Chapter 10 Preparation Outline Draft
Week 5: 2/11/15	Preparation Outline Draft; Quiz	Ch. 10: Delivering	Preparation/Delivery Outlines
Week 6: 2/18/15	Preparation/Delivery Outlines	Speech #1: Narrative	Reading: Chapter 11
Week 7: 2/25/15	Quiz	Speech #1: (cont.) Ch. 11: Presentation Aids: PowerPoint	Reading: Chapter 14 PowerPoint Assignment Study for Test #2
Week 8: 3/4/15	PP Assignment Quiz	Test #2 Ch. 14: Informative Speech Ch. 11: Presentation Aids: Online-based presentations	Reading: Chapters 4-5 Working Outline Preparation Outline Draft
Week 9: 3/11/15	NO CLASS – SPRING BREAK		
Week 10: 3/18/15	Quizzes Working Outline Preparation Outline	Online Presentations presented Ch. 4: Locating Support Ch. 5: Selecting Support	Preparation/Delivery Outlines Works Cited Page
Week 11: 3/25/15	Preparation/Delivery Outline; Works Cited	Speech #2: Informative	
Week 12: 4/1/15		Speech #2: (cont.)	Reading: Chapter 15
Week 13: 4/8/15	Quiz	Ch. 15: Persuading	Reading: Chapter 16
Week 14: 4/15/15	Quiz	Ch. 16: Persuasive Speech	Working Outline Study for Test #3
Week 15: 4/22/15	Working Outline	Test #3 Work in groups for Final Speech	Preparation/Delivery Outlines
Week 16: 4/29/15	Preparation/Delivery Outlines	FINAL EXAM (7:45 – 10:15) Speech #3: Persuasive (Group Presentations) NOTE: As with all class sessions, attendance for the final exam period is expected and mandatory. Failure to attend will result in a grade of 0 for the final speech. No makeups will be given.	

This course will **begin January 14 and end April 22**, with the final exam session on **April 29**.
See College calendar for important dates and final exam schedule at <http://valenciacollege.edu/calendar>

NOTE: This course calendar is subject to change, and students will be notified of any changes by the instructor.