**SPC 1608 – FUNDAMENTALS OF SPEECH**

**COURSE SYLLABUS**

**COURSE:** SPC 1608 - Fundamentals of Speech CRN 24721

**TERM:** SPRING 2017

**PREREQUISITE:** None

**CREDITS:** Three (3) - Communication

**INSTRUCTOR:** Professor Debra A. Hodges

**PHONE:** 407-406-0421(EMERGENCIES ONLY)

**E-MAIL:** Blackboard only

**OFFICE:** Communications Department

**LOCATION:** Bldg.1- Room 147

**HOURS:** 6:00PM-9:20PM

**TEXT:** A Pocket Guide to Public Speaking, O’Hair, Rubenstein and Stewart

**SUPPLIES:** **Flash Drive** – to be used to help make an accurate self-

evaluation. Failure to bring your drive to class will be an

 automatic 10 point grade reduction off speech. (Leave in bookbag)

 **Folder** – with name, CRN, class day and time clearly printed on the outside to hand in with complete sentence outlines for each speech.

**CATALOG**

**DESCRIPTION:** Principles of oral communication common to speaking and listening.

Emphasis is on listening, preparation, and delivery techniques for

 extemporaneous speaking. No prerequisites.

**COURSE OBJECTIVES:**

General Objectives:

The student will be able to compose and verbally deliver a message consistent with the parameters of the topic, purpose, audience and time addressed.

Specific Objectives:

 I. The student will be able to write a message appropriate for oral presentation to a specific audience by

A. defining the purposes of the speech

B. choosing a topic area appropriate for the development of that purpose

C. generating a thesis statement which reflects the refinement of the topic area into a specific idea which can be developed within the constraints imposed by time, environment and the audience

D. distinguishing the main points and supporting them with logic, analysis and/or evidence

E. organizing main points into a developmental strategy appropriate for the speech's purpose

F. utilizing effective language choice and transitions

 II. The student will deliver the message in a manner which will create the desired impact on the audience addressed through

A. using an appropriate level of American English

B. articulating clearly

C. employing an effective style when speaking by:

1. promoting both rapport and emphasis through the effective use of nonverbal (eye contact, posture, gestures, facial expressions) and paralinguistic channels (fluency and vocal variety in rate, pitch, intensity)

2. using notes in an inconspicuous manner

3. being free of distracting elements

III. The student will be able to listen with literal and critical comprehension by

A. recognizing main ideas, organizational strategy, and speaker bias and prejudice

B. identifying supporting details and testing on logic/fact, emotion and opinion dimensions

C. recognizing explicit relationships among ideas through evaluation of logical inferences and conclusions

D. recalling logic ideas and details

**VCC STUDENT COMPETENCIES:**

Valencia faculty has defined four inter-relational competencies (Think, Value,

 Communicate, Act) that prepare students to succeed in the world community.

 These competencies are outlined in the college catalog. In this course, through

 classroom activities, discussions and speeches, you will further your mastery of

 these core competencies.

**COLLEGE WITHDRAWAL POLICY:**

Students may withdraw at any time until the withdrawal deadline and receive a W. After the deadline, only your instructor will be able to withdraw students and then only for excessive absences.

**ATTENDANCE IS MANDATORY:**

Attendance is extremely important as SPC 1608 is an interactive course. If you

must be absent for any reason, contact me via BB email to advise of your status and email a peer to find out what was missed. Upon two absences (night classes), four absences (day classes) you will be mailed an excessive absence notification.

A third (5th, day classes) absence will lead to withdrawal from the course. All absences are equal. This means whether you are sick, a family member dies, or you choose not to come to class all will be counted as absences. You are all adults; you make decisions and accept the results. Life happens, so plan accordingly.

EACH student is expected to be ON TIME to attend class. Arriving to class late is rude and disrespectful of other students and my time. **Arriving late or leaving** **early** on the meets we do speeches will constitute a **10 point reduction** on your speech grade. Roll will be taken within the first 5 minutes of class. If you are not in class by that time, you will be marked Tardy. Tardiness due to emergencies is tolerable. However, habitual tardiness is not acceptable, nor is leaving class early, unless prior negotiation has occurred.

2 Tardies equal 1 Absence. If this is a problem, go to add-drop and get in a later class, take an earlier bus,etc. Take responsibility for being in class on time. Use the mens/womens room BEFORE, AFTER class or on designated breaks. You are adults and therefore too old to leave during class.

**\*IMPORTANT: NEVER** enter or leave the room while a speech is in progress.

 Entering during a speech in progress will result in a **5 point reduction** on your

 speech grade.

\***Non Attendance during Final Speeches will constitute a 10 point penalty on**

 **final grade.**

**ELECTRONICS AND CELL PHONES:**

Please turn off all electronics and cell phones before entering the classroom. It is unacceptable for any student giving a speech for credit to be interrupted by someone’s negligence in this area. A 10 point penalty on the speech will be given to the student receiving a call.

**REQUIREMENTS:**

Students are expected to complete all assigned work on time. Unexcused late written work will not be accepted for any reason. Emailing will not be an option. Please **come to class prepared** to hand in any assigned work. Excused absences are at the discretion of the instructor and only if the student contacts me between absence and next class meeting. Uncompleted assignments will receive a 0. It is up to the student to request, via BB email, any handouts If not on BB), etc. missed and to contact fellow students for make-up notes on lectures.

**PLAGIARISM:**

It is unethical to use, as your own, a speech or outline prepared in whole or in part by someone else. To do so is cause for discipline and may result in failure of the course. All sources of direct quotes must be properly cited in the body of the speech. The best speeches represent ideas formed, refined and supported from several different sources.

**VALENCIA COMMUNITY COLLEGE DISTRICT BOARD OF**

**TRUSTEES POLICY AND PROCEDURE Number: 6Hx28:10-16**

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**Title: Academic Dishonesty**

**Specific**

**Authority:** 240.319 FS.; 6A-14.0247 FAC.

**Law**

**Implemented:** 240.319, 240.3215 FS.; 6A-14.0247, 6A-14.261, 6A-14.262 FAC.

**Policy:**

All forms of academic dishonesty are prohibited at Valencia Community College.

Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.  Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of “F” in the course. At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.

**CONFERENCES:**

Feel free to make an appointment to discuss anything in the course. I am here to help you in any way I can. If for any reason you cannot keep your appointment, please call me at 407-406-0421 to reschedule.

**EVALUATION:**

90 - 100 = A Speech #1 – Nongraded

80 - 89 = B 2 -- 5% (Cultural)

70 - 79 = C 3 – 15% (Informative)

60 - 69 = D 4 – 20% (Visual Aid)

 50 - 59 = F 5 – 20% (Persuasive)

 Exams – Midterm – 15%

 Final – 15%

 Self-Evaluations – 5%

 Attendance - 5%

 Written Critiques of Speeches

 Class Discussion/Exercises

 (Will help to determine if grade is borderline) **SPEECHES:**

#1 – 2 minutes (Introduction) - nongraded

#2 – 2-3 minutes (Cultural)

#3 – 3-4 minutes (Informative, with outline - minimum three sources)

#4 – 4-6 minutes (Demonstration, with visual aid and outline - minimum four sources)

#5 - 7-10 minutes (Persuasive, with outline - minimum five sources)

1. Failure to give a speech on the assigned date will result in a **20 point** reduction in the grade. If not ready the next class session, a zero will be earned. You may NOT make up the final speech of the semester.

 Only illness with documentation (doctor’s note/hospital/missed work) will avoid the 20 points penalty.

2. Speeches are evaluated according to content (clear purpose, thesis, knowledge of subject, organization, effective introduction and conclusion, transitions, supporting detail, etc.) and delivery (poise, eye contact, natural gestures, enthusiasm, voice control, remaining in time limit).

Failure to meet the major requirements of an assignment (speech type, sources, etc.) will result in a penalty of up to 10 points for each infraction.

3. Time limits for speeches are to be observed. Beginning with Speech 2, 5 points will be deducted for each 30 seconds over or under time.

4. Note cards will be permitted. However, they must conform to the standard 3x5 card and **no more than 3 cards** will be permitted for the **final speech**. Points will be deducted!

**Students with disabilities:**

 "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 two weeks of class.

 The Office for Students with Disabilities determines accommodations based on

 appropriate documentation of disabilities (West Campus SSB 102, ext. 1523)."

 If you have a disability which requires special accommodations in the classroom

 please bring me or send me the list of accommodations the Office of Students with

 Disabilities deems necessary. I will ensure that all are either met or exceeded. If

 you are not sure you have a disability you may make an appointment with the

 office to be evaluated.

**BAYCARE:**

**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.**

**ANSWERS TO FREQUENTLY ASKED QUESTIONS**

**1. What if I miss a speech because I’m sick or have a special circumstance?**

 Answer: You will require some sort of proof – otherwise, the professor will find

 it impossible to be fair to everyone.

 You will require a doctor’s or pharmacist’s note if you are sick.

 You must have documentation from a mechanic or tow truck if

 your car breaks down. Though you might fix the car yourself, I

 need proof. Otherwise, I wonder why you didn’t fix the car in

 time for class.

 If you have court-related activity, bring the paperwork that

 requires you to be there.

 If you must attend a funeral, ask the professor if you could deliver the speech in a different class or bring a program from the funeral.

 “Family emergencies” must be accompanied by appropriate

 documentation – whatever that may be. No exceptions. For

 example, if your family member is sick and you must be at the

 hospital, you’ll need that person’s doctor or nurse to write a note saying you were there.

**2. What if I know that I have a business trip or something else on the day a major**

 **speech is due?**

 Answer: First, I respect students who are mindful of their schedules. If you

know you have an out-of-town business meeting happening on the same day as a speech, let me know a week or more ahead of time (because you’ll know a week or more ahead of time!) and we’ll simply

reschedule.

**3. Is the professor responsible for my learning?**

Answer: No, you are. If something is hindering your ability to master the concepts, you’ll need to take the initiative and talk to the professor. I don’t bite.

**4. If I’m absent, how do I learn what we did in class?**

 Answer: Read your schedule. Check your Atlas account. Contact your class buddy.

**5. If you distributed a handout during the class I missed, how do I get a copy?**

Answer: Check Blackboard. If not there, Email professor to insure a handout/assignment.

**6. Do you give extra credit assignments?**

 Answer: No, I do not. You should just complete the assignments that you are given.

**ADVICE FOR SUCCESS**

1. Keep ALL of your work in a notebook.

2. Know and use your resources.

3. Don’t wait until the last minute to prepare your work.

4. Talk to the professor, librarians, and/or lab personnel when you need help.

5. Monitor your Atlas account.

6. Don’t skip over what you didn’t know or did poorly on – figure it out for the next

 time! We can actually lean more from our mistakes than our successes IF we

 self-evaluate.

7. If your transportation is unreliable, then find an alternative for major speech days.

8. Above all, remember that you are in college to learn. So, have fun but take a

 professional approach to completing your work.

**PROFESSOR’S EXPECTATIONS**

1. That there will be no cheating.

2. That students will prepare for class, ask questions during class and contact the

 professor during office hours, whenever necessary.

3. That when a student has overnight to complete work, it will look professional. This means the student will PRINT all work, using BLUE or BLACK INK. Whenever possible, work should be TYPED.

4. That the student will use 8.5 x 11 inch paper.

5. That the student will document his or her work.

6. That the student will be respectful to the professor and the other students.

**CLASSROOM ETIQUETTE**

1. Show up on time. If you’re late, come in anyway but do so quietly (don’t let the door slam!) On days that we deliver our **major speeches**, **you will lose a letter** **grade on your speech** if you **arrive** **late or leave early**. (So don’t schedule a dentist appointment for fifteen minutes after class!)

2. CELL PHONES should be off and out of sight; the professor does not want to see or hear cell phones. If your phone is on vibrate, make sure it won’t sound like a wasp buzzing in your purse. Checking email, playing games, checking the internet or your voicemail is forbidden. You’ll be asked to leave. If you have some special circumstance or emergency, you’ll need to alert the professor.

3. LAPTOPS are great but again, no web surfing or game playing during class. If you choose to do this, you will have to take it out in the hall.

4. When another student is asking a QUESTION or making a POINT – listen! When

 another student is delivering a speech, listen and learn!

5. Please ASK QUESTIONS but think about TIMING. If the professor is in the middle of a lecture on research skills or whatever, that’s not the time to say, “Oh, I was absent last class – what did we do?” That’s a great question mind you, just the wrong time to ask it because the other students were present during the last class and are ready to learn the new concept.

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