**SPC 1608 Syllabus**

Professor Name: Eileen O’Malley

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Office Hours: By Appointment Only

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Remind link for direct contact: <https://www.remind.com/join/mseoma>; text 81010 and then type this message: @mseoma; or email [mseoma@mail.remind.com](mailto:mseoma@mail.remind.com)

Course Title: Fundamentals of Speech

Term/Year: Spring 2019

Modality: Face-to-Face

Length of Term: 16 weeks

Prerequisites: None

Credit Hours: 3

Class Meeting Times/CRN/Location:

MW 10-11:15 a.m./24760/8-234

MW 1-2:15 p.m./23387/8-115

Catalog Description

Presents principles of oral communication common to speaking and listening. Emphasis is on listening techniques and on preparation and delivery techniques for extemporaneous speaking:

* Understand the process of oral communication and the roles of sender and receiver;
* Refine abilities to prepare and deliver messages appropriate to the topic, purpose and audience addressed; and
* Refine ability to listen with literal and critical comprehension.

Prerequisites

None

Speech Communication Department Academic Honesty Policy

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism (purposeful and accidental), cheating, furnishing false information, forgery, alteration or miscue of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. All speeches and assignments must be your original work. Any sources used in any assignment must be properly cited (this includes both direct quotes and information that you synthesize and report in your own words). 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.” Consequences according to Valencia Policies and Procedures include:

* Failure of the assignment
* Failure of the course
* Being reported to the Dean of Communication, which may result in expulsion from the college

Textbook and required materials

DK Guide to Public Speaking, 3rd Edition, by Lisa Ford-Brown. Bedford/St. Pearson Publishing ISBN 978-0-134-82219-8

Course Outcomes

* Students will demonstrate a clear speaking goal as it relates to audience and contextual analysis.
* Students will develop, organize, and support the verbal message.
* Students will observe ethical responsibilities of both senders and receivers in an oral communication transaction.
* Students will prepare and deliver an extemporaneous informative speech incorporating presentational aids.
* Students will use critical thinking skills when preparing and delivering persuasive messages.

Other Resources

* Writing Center in 4-120 allows you to videotape your speeches and then offers 30 minutes of tutoring.
* On Atlas there is Smarthinking, which is an online tutor where you can submit your speech and get a detailed report in 48 hours. They also offer live chats.

Computer/Equipment requirements

This face-to-face course will require students to have access to a computer with the Valencia College [hardware/software requirements](http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-started-online/system-requirements.cfm) or to utilize the Valencia College library computers.

* Activated Valencia student ID card/library card
* Index cards (4x6 preferred)
* Stapler
* Flashdrive (for presentations)

Recommended items:

* MLA handbook
* College-level dictionary and thesaurus

Technology Access/Skills

This face-to-face course will require students to demonstrate competence in the following areas: using a word-processing program to type, revise, and edit your coursework; using Canvas to check grades and class communications; navigating the electronic library databases, evaluating Internet sources for credibility and reliability, and integrating outside source material into speech presentations.

**Core Competencies of a Valencia Graduate**

Valencia faculty has defined four interrelating competencies (Think, Value, Communicate and Act) that prepare students to succeed in the world community. Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success. Additional information is available in the College Catalog (http://valenciacollege.edu/competencies/).

This course will help you develop and demonstrate the abilities to:

* think clearly, critically, and creatively;
* communicate with others verbally and in written form;
* make reasoned value judgments and responsible commitments; and
* act purposefully, reflectively, and responsibly.

Important Dates

* Start Date: 1/7
* End Date: 4/28
* Withdrawal Deadline: 3/22
* College Closed: 1/21, 3/11-3/17
* Link to College Calendar:  [http://valenciacollege.edu/calendar](http://www.valenciacollege.edu/calendar)

**Important Policies**:

No Show Policy

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you will be withdrawn from the class as a “no show.” Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show." If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

Note to International Students (F-1 or J-1 Visa)

Please be advised that withdrawal from the course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s International Student Services office for more information.

Withdrawal Policy

Per Valencia policy 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. After the withdrawal deadline, faculty will not withdraw a student and the student will receive the grade earned at the end of the course. 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.” If you do not intend to complete the course, you must withdraw yourself prior to the withdrawal date. Review the complete policy at <http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/>

Clothing

Speakers must wear appropriate attire on presentation days. Minimum requirements: no revealing tops (good: a shirt with collar and sleeves; bad: strapless tops, tank tops, plunging necklines, etc.); no exposed midriffs; no visible underwear; no hats; and no sunglasses. Think business casual. Points will be deducted if you are not dressed appropriately.

Grades

I do not calculate grades for you. Feel free to keep up with your own progress online. I do not offer extra credit to individual students. You should focus on successfully completing the work assigned throughout the session.

College Student Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia’s learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the Student Code of Conduct, which can be reviewed at

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-Of-Conduct.pdf>

College Links

College Catalog: <http://valenciacollege.edu/catalog/>

Valencia Policy Manual: <http://valenciacollege.edu/generalcounsel/policy/>

Student Handbook: <http://valenciacollege.edu/pdf/studenthandbook.pdf>

Microsoft Office Instructions for free software:

[valenciacollege.edu/support/howto/documents/Valencia\_Office-ProPlus-Instructions.pdf](file:///C:\Users\lschellpfeffer\AppData\Local\Microsoft\Downloads\valenciacollege.edu\support\howto\documents\Valencia_Office-ProPlus-Instructions.pdf)

Course Support: onsite, online tutoring, writing help, etc.

<http://valenciacollege.edu/learning-support/>

Academic Honesty

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. To review the Valencia policy, go to:

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf>

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. If a student is caught submitting plagiarized work a first offense will result in a zero score on the assignment, a second offense will result a class grade of F.

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. For more information, go to <http://valenciacollege.edu/osd/>

Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Behavioral Health’s Student Assistance Program

Valencia College strives to ensure 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. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Late work

I do not accept late work, regardless of the excuse (late is defined as 10 minutes past the official class start time). Any computer problems you may experience are not grounds for turning in late work. You should always have extra ink cartridges, enough paper, a Valencia copy card with a couple of dollars on it, and your work saved on a flash drive in case you need to print elsewhere. Students must use a computer with reliable internet access because excuses or failure to complete assessments due to computer error will not be permitted.

Attendance Policy

Students are expected to attend ALL class sessions. You will be able to see your attendance grade in Canvas under the Roll Call Attendance grade. Attendance is worth 10% of your grade. Attendance will be taken at the beginning of class, and it is your responsibility to be on time. You will be marked absent if you are late to class.

In addition to Valencia’s college wide attendance policies, in this class a student’s participation grade will be adversely affected after they have missed classes. The participation grade will be based on attendance and participation of in-class assignments. In addition, no in-class assignments may be made up without documentation.

If you are absent on a day you’re scheduled to present, you will get zeroes for the outline and presentation, unless you qualify for a special exception for advance notice and/or emergencies. Generally, I do not expect or accept documentation for absences. An absence does not excuse you from turning in assignments on the day they are due. You assume the responsibility for contacting a fellow student for the assignments covered.

If you have a genuine, verifiable emergency on the DAY OF a scheduled presentation, you are to contact me as soon as possible. In order to be able to present at a future date, you should send me, via e-mail, a copy of your outline showing that it was complete and any documentation you have about the emergency as soon as is reasonably possible.

Examples of emergencies: a car accident on the way to school; an injury or accident involving you or a close relative.

If you have a non-emergency, verifiable, valid reason to miss a scheduled presentation day and you are aware of this reason before the day of your scheduled presentation, you are to contact me at least 48 hours in advance. In order to be able to present at a future date, you should send me, via e-mail, a copy of your outline showing that it was complete and any documentation you have about the event. I reserve the right to request additional documents and/or contact information.

Examples of non-emergencies: having to take someone to the airport, having to be at the hospital for the surgery of your mother’s sister’s boyfriend’s neighbor, and forgetting to print out your outline.

1. Examples of valid reasons: jury duty, military service
2. Examples of invalid reasons: your girlfriend wants you to go to the beach; your aunt booked a cruise for you; you just don’t feel like presenting

You will not be allowed to make up a rescheduled presentation!

Tardiness Policy

If you are late on a presentation day, do not enter the classroom while another student or team is speaking. You will wait outside until the next speech. If you are late, then you will be counted absent. I will allow students who are tardy on a day they are scheduled to present to be able to present.

Late Work/Makeup Policy

A student cannot make up in-class activity course work. If a student misses their assigned speech day, 1 time they can make up their speech by the last assigned speech day for 50% credit. All other course work missed or submitted after the deadline will receive a zero score.

Final Exam Policy

Students who miss the final exam will need to contact the professor with medical documentation of an emergency or ongoing medical condition to make up the speech. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. Valencia College places the final examination schedule online at http://valenciacollege.edu/calendar. You may be absent from a final examination or deviate from the examination schedule only with approval of the professor.

Grading Scale

90% -100% A

89.9%-80% B

79.9%-70% C

69.9%- 60% D

59.9%- 50%

and lower F

General Presentation Information

Your speech topics must be approved by me and you must provide a word-processed outline and reference list on the day you are scheduled to present. You will receive a 10-point deduction if the topic has not been approved prior to the presentation of the speech. I will give more specific information on topic choices at the appropriate time. It is sad this must be included: firearms, other weapons, alcohol, and animals are not permitted on campus; therefore, they cannot be used as visual aids. Consult me about the appropriateness of a particular visual aid.

Time limits are designated for each presentation. You must stay within the assigned time limit; I will deduct 1 points for each minute you are over or under the time limit. On presentation days, students are expected to attend class and to participate as audience members or I may deduct points from your presentation.

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:

1. The A presentation is an excellent presentation. The speaker prepares an interesting, thoughtful, and perhaps creative presentation. The speaker uses an opening that creates interest, visual aids that are appropriate, and an awareness of the 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.
2. The B presentation is an above-average presentation. The speaker prepares a thoughtful and original presentation. The speaker uses 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.
3. The C presentation is an average presentation. The speaker prepares a presentation, but it is not particularly insightful. The C presentation may be disorganized and includes 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.
4. The D or F presentation is one that consists primarily of a 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.

Assignments and Grading

Assignments and values are listed below. At the end of the semester, points will be totaled and the sums will be equivalent to grades viewable in Atlas. Do not e-mail me before that date with a request to know your grade.

**Grade Breakdown**

Class Participation 10%

Special Occasion Speech 20%

Informative Speech 20%

Persuasive Speech 20%

DB #1 and #2 5% each (10%)

Debates 10%

Speech about Future/Dreams 10%

**Speech Descriptions**

Special Occasion Speech

The purpose of this speech is to introduce someone, toast someone, or to eulogize someone. This is a short (2- to 3-minute) speech that will touch and entertain the audience. Detailed instructions and a grade rubric will be provided to you on Canvas. Please practice and time yourself in order to stay within the time limit.

Informative Speech

The purpose will be to present an informative speech. Detailed instructions and a grade rubric will be provided to you on Canvas. Please practice and time yourself in order to stay within the 4-5 minute time limit. This speech will include the use of a PowerPoint presentation. Follow the guidelines for preparing and using presentation aids as described in class. **Three scholarly sources (at least)** are required for this speech. These should be cited in your speech verbally and on your outline where you use them specifically. These sources must follow all class rules for scholarly sources.

Persuasive Speech

The purpose of this persuasive speech is to deliberately create, reinforce, or change the attitudes, beliefs, values, and/or behaviors of the members of the class. The topic of your speech should be substantive. That is, you should discuss a significant and contemporary issue with meaning for and influence on the lives of your audience. The time limitfor the speech is 5 to 6 minutes and will include a PowerPoint visual aid. **Three scholarly sources (at least)** are required for this speech. These should be cited in your speech verbally and on your outline where you use them specifically. These sources must follow all class rules for scholarly sources. Detailed instructions and a grade rubric will be provided to you on Canvas.

Debates

The purpose of this debate is to learn how to work together in groups of two to develop clear arguments supporting/opposing a position. Learning how to organize your thoughts and research will hone your research and critical thinking skills. You will NOT be graded based on whether you won the argument, but how well you prepared for and delivered BOTH sides of the argument. **Five scholarly sources (at least)** are required for this debate. These should be cited verbally and on your outline where you use them specifically. These sources must follow all class rules for scholarly sources. Detailed instructions and a grade rubric will be provided to you on Canvas.

Speech about Future/Dreams

The purpose of this speech is to introduce yourself to the class focusing on why you are in school and how your degree will help achieve your dreams. You should do research on your potential career and explain your dream job. This could also include starting your own business, but you will need to explain what steps will be needed to start this business. This is another short speech (2-to 3-minutes) that will show you how to break up a speech into main points.

Outlines

These are due at the beginning of class on the day of the presentation. It must be typed and follow the guidelines below. I will not accept handwritten outlines. Please make two copies if you plan to use your outline to give the presentation. The sources must be in MLA style or deductions will be taken.

Outline Guidelines

1. Set your margins at one inch on all sides.

2. Double-space your work. To set double-spacing, click on Paragraph, Indents and Spacing, and ensure that in the box under “Line spacing” the word reads “Double.” In Word 2007 and later editions, be sure to remove the extra spacing [“Spacing After”] that occurs after a hard return so you’re not triple-spacing between paragraphs.

3. In the upper left-hand corner, using four lines, put your name, my name (Eileen O’Malley) spelled correctly, the course name and number (SPC 1608 \_\_\_\_\_, and the date the assignment is due.

4. Be sure to run the Spell Check, but also print out your assignment and PROOFREAD it before you hand it in.

Classroom Policy

No laptops, phones, tablets, or other electronic devices are allowed in the classroom without the instructor’s permission. Students must silence their phones during class. If a student uses technology in violation of class policy or creates an excessive class disruption they will be subject to a deduction of their participation grade.

Communication Policy

All students must use their Valencia e-mail to communicate with the instructor. Remember that an e-mail to a professor is not an instant message! It requires a subject (must include the class number and time), heading, body (with correct grammar, punctuation and spelling), and a closing with the student’s full name as listed on the class roster. E-mails missing any required information may not receive a response. Your instructor will make every effort to respond to your e-mails within 72 hours, but if you do not receive a response please politely resend the e-mail.

Disclaimer Statement

Changes to the course calendar may be made at the discretion of the professor, and students will be notified of any changes in class and/or via Canvas message.

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| **Weeks** | **Class Schedule and Readings** |
| **Before Class Starts** | Read the class syllabus and welcome announcement |
| **Week 1** | 1.1 – Introduction Speeches, Syllabus, Schedule (Jan. 7)  1.2 – Chapter 1 and Chapter 2 (Jan. 9) |
| **Week 2** | 2.1-- Chapter 2 (Cont.) (Jan. 14)  2.2 – Chapters 3, 6 (Review Speech about Future Dreams and show videos) (Jan. 16) |
| **Week 3** | 3.1 – MLK Day off (Jan. 21)  3.2 -- Speech about Future/Dreams Presentations (Jan. 23) |
| **Week 4** | 4.1 – Speech about Future/Dreams Presentations (Jan. 28)  4.2 – The King’s Speech (Jan. 30) |
| **Week 5** | 5.1 – The King’s Speech – **DB #1 posting due** (Feb.4 and DB due Feb. 10)  5.2 – Chapters 7 and 8 (Feb. 6) |
| **Week 6** | 6.1 – Chapter 14, and review assignment, outline, grading criteria and videos (Feb. 11)  6.2– Library Day for informative speeches (approve topic) (Feb. 13) |
| **Week 7** | 7.1 – Informative Speeches (Feb. 18)  7.2 – Informative Speeches (Feb. 20) |
| **Week 8** | 8.1 – Informative Speeches (Feb. 25)  8.2 – Review Debate assignment, Debate Powerpoint and videos (Feb. 27) |
| **Week 9** | 9.1 – Library Day for Debates (approve topic) (March 4)  9.2 – Debates (March 6) |
| **Week 10** | 10.1 – Spring Break (March 11)  10.2 – Spring Break (March 13) |
| **Week 11** | 11.1 – Debates (March 18)  11.2 -- Chapters 15, 16 and Review Persuasive Speech assignment, videos (March 20) |
| **Week 12** | 12.1 – Library Day for Persuasive Speech (approve topic) (March 25)  12.2 – Persuasive Speeches (March 27) |
| **Week 13** | 13.1 – Persuasive Speeches (April 1)  13.2 – Persuasive Speeches (April 3) |
| **Week 14** | 14.1 – Persuasive Speeches (April 8)  14.2 – Review Chapter 17 Special Occasion Speeches assignment and videos (April 10) |
| **Week 15** | 15.1 – Movie Day 1 – The Great Debaters (April 15)  15.2 - (Last Day of Class) – Movie Day 2 – The Great Debaters – **DB#2 posting due** (April 17 and DB due April 21) |
| **Week 16** | **Final Exam Special Occasion Speech** |

**Special Occasion Speech (outline submitted before speech)—Final exam schedule:**

MW 10-11:15 a.m./24760/8-234 - 4/22 at 10-12:30 p.m.

MW 11:30-12:45 p.m./24689/8-234 – 4/24 at 10-12:30 p.m.

MW 1-2:15 p.m./23387/8-115 – 4/22 at 1-3:30 p.m.