

## SPC1608

### Fundamentals of Speech

#### INSTRUCTOR INFORMATION

**Erin Looney**

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*Please note: You are more likely to receive a timely response from me by messaging me via Canvas rather than via email. To access this feature, click "Inbox" to the left and send a message that way.*

**Office Location:** Virtual

**Office Hours:** By appointment; via Skype

(username: erinlooney11b)

#### GENERAL COURSE INFORMATION

**COURSE NUMBER:** SPC 1608

**COURSE NAME:** FUNDAMENTALS OF SPEECH

#### CATALOG DESCRIPTION:

Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking.

***Prerequisite(s):** None*

***Co-requisite(s):** None*

**CR 3**

***DISCIPLINE:** Speech*

#### REQUIRED TEXT

O'Hair, D., Rubenstein, H., & Stewart, R. (2016). A pocket guide to public speaking (6th ed.). Boston: Bedford/St. Martin's.

You may use an older edition if you have it.

The course text is **required** reading for the class. Discussion questions, projects, and assignments will come from the course text and online readings as assigned.

You will have access to the course in Canvas on the first day that the course is scheduled to begin, and ***you must participate in the first discussion to avoid being dropped as a "no show."***

## **SUPPLEMENTAL MATERIALS**

Additional readings may be assigned throughout the semester. In these cases, you will be provided copies of the material or links via Canvas. Material that highlights current issues in communication may also be provided to encourage students to think critically about and apply the concepts presented in the course.

Readings are the primary source of information in this course. At times, additional materials such as video lectures or sample speeches may provide practical explanations of communication concepts and issues. In these instances, students will be responsible for viewing these materials within the assigned time periods. All supplementary reading assignments, discussion questions, and assignments will be assigned via Canvas in the appropriate unit.

There may also be guest lectures or other live events scheduled. In these instances, you will be given adequate time to prepare if you would like to participate in the event at its scheduled time. **Because this is an online class, you are not required to participate at the scheduled times, and not doing so will not count against you.** However, the recorded versions will be posted to Canvas shortly after the event, and you will be required to view these videos. In other words, yes, you can (will) be held responsible for the information in these videos even if you are unable to attend them at the scheduled time. No, you will not receive extra credit for attending live.

## **ONLINE COURSE RESOURCES**

You will need a reliable desktop or full-sized laptop computer and a reliable internet connection. If you do not have a computer, there are [labs on campus](#) for this very use.

You should develop a backup plan for maintaining access to the internet in case of a computer and/or internet failure. Please note that even temporary computer access problems are not considered in this course as legitimate excuses for your lack of participation. It is recommended you use a hard connection rather than a wireless connection.

**To successfully complete course assignments, you must have the following:**

1. **YouTube** account or **Vimeo** account (both free) for uploading your oral presentation (speech).

2. An audience of at least **5 adult listeners** (must appear 18 or older). Students are required to record their speeches in front of a live audience, and viewers must be able to see audience members for the duration of the presentation. Additional instructions regarding how to set up your recordings is included in the course materials at the appropriate times. ***Failing to meet this requirement will incur a penalty of 20% for each missing audience member (or underage audience member).***
3. Access to a **digital video camera** for recording oral presentations (yes, this can be your phone). If you don't have access to a digital video recorder, there are **Speech Labs on [West](#) and [East](#) Campus** (see p. 5). Students will need your Valencia photo ID and a USB drive to save the speech files. Students are responsible for scheduling their own speech lab appointments.

## **Student Success Information**

### **SUCCESS IN THIS (AND OTHER) ONLINE COURSES**

If you are new to online courses at Valencia or you need help getting started with Canvas, please familiarize yourself with the online experience as soon as possible by visiting the resources below.

### **STUDENT SUCCESS RESOURCES**

- **Online Learning at Valencia**
- **[Canvas Resources](#)**
- **[Withdrawal Dates](#)**

You will have access to the course in Canvas on the first day the course is scheduled to begin.

### **ATTENDANCE POLICY**

This is an online course. There are NO obligatory meeting times. However, you are expected to log on to the course website frequently throughout the week and to keep current on the course schedule and discussion boards. Please always check Announcements when you enter the course; this should be the landing page for the course, but if it is not, you must still visit to keep up with any changes to the course.

**Attendance is determined by participation in activities and will be checked. In the event of an extended absence, you should contact me via college email as soon as possible.** You may be withdrawn for excessive absence (not actively participating for 7 days or longer) at any point during the semester. [See Valencia's attendance policy.](#)

This course is not entirely self-paced, however; ***there are due dates to which you must adhere and designated dates for each unit.*** Please check the course calendar for open dates and assignment due dates; make note of them throughout the semester. You will have access to the course 24/7 and may participate in each unit at your convenience within the allotted open times

for each unit, but once a unit is closed, it will not be reopened. Assignments with specific due dates will incur a 20% per day penalty for each calendar day past 11:59 PM on the due date.

## **ASSIGNMENT DUE DATES**

Units will last from one week to two weeks (dates on the schedule will indicate which). In general, regardless of unit length, due dates will fall on Sundays at 11:59 PM for major assignments. The exception is your initial Discussion Post each week, which will fall on Wednesdays at 11:59 PM. All due dates are listed in the course calendar.

*Please use the Course Summary below to keep up with the course.*

## **WITHDRAWALS**

You may withdraw yourself for any reason up to the withdrawal deadline. AFTER the withdrawal deadline, you will need to contact your advisor if you would like to be withdrawn. I am not authorized to withdraw you from the course; you must do this yourself. If you simply quit participating without contacting me, you will be assigned the grade you earned (including missed assignments). [Withdrawal dates can be found in the official Valencia calendar.](#)

## **LATE WORK**

Late submissions (assignments, and oral presentation(s) only) will incur a penalty of 20% per calendar day. Quizzes and discussion posts are not accepted late. This is nonnegotiable and will be strictly enforced for everyone. No exceptions will be made to this policy for any reason including technology issues (i.e. computer crashing, video issues, uploading wrong file, etc.). The late penalty will be waived only when official, written documentation of an emergency is presented within 48 hours of the missed work.

## **MISCELLANEOUS INFORMATION**

Unless otherwise noted, all work is to be turned in to the designated link on Canvas. Work should only be turned in via email if there are extenuating circumstances.

Information in the schedule, grading information sheet, and on the course website is subject to change at the instructor's discretion. Changes will be announced via Canvas. Note: A due date for an assignment will NEVER change to a date sooner than what is on the schedule. A due date, however, may be pushed back to a later date.

You may visit the Writing Center (West Campus—5-155) or Library (building 6) for assistance on any of your assignments and for additional assistance with research and citations.

## **Policies**

### **NO SHOW POLICY**

You must participate in the first week activities and submit them by their respective due dates to avoid being withdrawn for non-attendance. *For this course, if you do not participate in the first discussion, you will be withdrawn from the course as a “No Show.”* [See Valencia's No Show policy.](#)

## STUDENTS WITH 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 two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).” **In the event you are registered with OSD, you must deliver the accommodation letter to me as soon as possible so I can make proper accommodations for you.** Please do not hesitate to contact me with questions about your OSD accommodations, but when you do, be sure to copy your case worker or OSD contact so he or she is informed as well.

## COUNSELING SERVICES FOR STUDENTS

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.

## ACADEMIC INTEGRITY

Students will abide by [Valencia's Student Code of Conduct](#). 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, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing or speech situation, and misuse of identification with intent to defraud or deceive.** Using inanimate objects, such as a dummy, in place of audience members also represents academic dishonesty. *Academic dishonesty will result in a failing grade for the assignment and/or a failing grade for the course.*

## INDEPENDENT WORK

Students are expected to work independently on all assigned work. The instructor will investigate any indication that collaboration is occurring (unless otherwise allowed). Findings will be forwarded through the academic misconduct process. The closest thing to an exception to this is collaborating with one another to meet audience requirements. For instance, it is not considered plagiarism or academic dishonesty to get together with five (or more!) of your classmates and serve as the audience members for each speech. It is, however, considered academic dishonesty to get together to share answers on a quiz.

## ADDITIONAL INFORMATION ON PLAGIARISM

Your work is your intellectual property. Guard it carefully. You could find yourself in the unpleasant position of trying to prove you are the true author of this work. Save preliminary drafts of your work, reading notes, data collection sheets, and copies of library sources while researching assignments and projects. You may be asked to produce these if questions of authorship arise. Make back-up copies to protect your work from computer failures.

***I reserve the right to submit written assignments to Unicheck to evaluate the originality of the work submitted.*** I will remove personal identifiers from any electronic files I submit to these databases for evaluation. Some students are surprised to learn they plagiarized themselves when they inappropriately used work produced for one course in another course. If you are unsure, ask your instructor for guidance.

**Plagiarism does not only apply to written work; it also applies to oral presentations.**

### Graded Assignments

Discussions	300
Speech 1	100
Speech 2 Outline	50
Speech 2	150
Speech 3 Proposal	100
Speech 3	200
Interviewing Assignment	100
TOTAL	1000

### Grading Scale

A 702 - 800 pts.

B 621 - 701 pts.

C 540 - 620 pts.

D 480 - 541 pts.

F 479 - 0 pts.

### REMINDERS

1. See unit open/close dates on Course Calendar.
2. Units open Monday at midnight. Units close on Sunday at midnight.
3. Major assignments are due by 11:59 PM Sunday (at the end of the unit). Exceptions appear on the Course Calendar.
4. For Discussion Posts in one-week units, the first post is due by Wednesday at 11:59 PM; both responses are due by Sunday at 11:59 PM. In two-week units, initial posts are due by the first Sunday of the unit at 11:59 PM; responses are due by the following Sunday at 11:59 PM.
5. **Initial discussion posts are due by 11:59pm Wednesdays and assignments are due at 11:59pm Sunday of each week unless otherwise noted. When due dates do not follow this pattern, it is noted in the schedule.**
6. Dates, chapters, and assignments are subject to change. In these events, students will be notified via course announcement and email.

## COURSE SCHEDULE

Date	Topic	Readings
Week 1 1/6 - 1/12	Introduction	Chapters 1, 2, 3
Week 2 1/13 - 1/19	Ethics and Audience	Chapters 4, 5, 6
Week 3 1/21 – 1/26	Culture	Online and Appendix D
Week 4 1/27 – 2/2	Types of Speeches	Chapters 7, 22, 23, and 25
Week 5 2/3 – 2/9	Organization and Outlining	Chapters 11, 12, and 13
Week 6 2/10 – 2/16	Research and Citation	Chapters 8, 9, and 10, and Appendix A
Week 7 2/17 – 2/23	Introductions, Conclusions, and Language	Chapters 14 and 15
Week 8 2/24 – 3/1	Civic Engagement	Online readings
Week 9 3/2 – 3/8	Persuasion	Chapter 24; review Chapter 23
Week 10 3/9 – 3/15	SPRING BREAK	
Week 11 3/16 – 3/22	Delivery	Chapters 16, 17, 18
Week 12 3/23 – 3/29	Group Speaking	Chapters 27 and 28
Week 13 3/30 – 4/5	Online Speaking and Presentation Aids	Chapters 26, 19, 20, 21
Week 14 4/6 – 4/12	Professionalism and Professional Speaking	Chapter 29, Appendices B and C
Week 15 4/13 – 4/19	Speaking in Other Courses	Chapters 30 - 36
Week 16 4/20 - 4/26	FINAL EXAM WEEK	