

Modality: Face-to-Face
Credit Hours: 3 hours
Meeting Day/Time: T 5:30pm – 9:15pm

Length of Term: 10 weeks
Building/Room: Bldg. 2 – Rm. 104

Instructor: Jessica Abioye
Email: jabiroye@valenciacollege.edu
Phone: 407-582-2433

Office: (Mailbox) Bldg. 7 – Rm. 165
Office Hours: By appointment only

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

Prerequisites: None.

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.

Textbook & Required Materials: Ford-Brown, L. (2018). *DK guide to public speaking*. Boston, MA: Pearson Publishing. ISBN 0134822196

Computer/Equipment Requirements: This face-to-face course will require students to have access to a computer with the Valencia College [hardware/software requirements](#) or to utilize the Valencia College library computers.

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.

Course Competencies: The course seeks to strengthen students' skills applicable to Valencia's Student Core Competencies: **Think, Value, Communicate, and Act.**

Important Dates

Start Date: Oct. 1, 2018

End Date: Dec. 15, 2018

Withdrawal Deadline: Nov. 16, 2018

College Closed: Oct. 11 & Nov. 21-25, 2018

Link to College Calendar: <http://valenciacollege.edu/calendar>

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 If you do not attend the first class meeting, you will be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.”

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.

A faculty member **will** withdraw a student up to the withdrawal deadline 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.” 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/>

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/default.cfm?policyID=180&volumeID_1=8&navst=0

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

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/default.cfm?policyID=193&volumeID_1=8&navst=0

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 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 Student Assistance Services: 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.

Course Policies:

1. **Student Responsibilities:** Valencia College students are bound by the academic policies outlines in the most current Valencia College Policy Manual. It is the student's responsibility to review these policies prior to the start of each semester.
2. **Attendance:** Attendance for this course is vital. Students are expected to attend ALL class sessions; however, there are circumstances in life which cause students to miss

class. Students may miss (2) classes and then if no documentation is provided, a third absence will result in withdrawal from the course. Absences after the second will require written documentation of a medical emergency or ongoing medical condition. The instructor will take attendance or make available an attendance sheet during each class.

Each student is responsible for signing the attendance sheet or making sure they are marked present. If a student is present but does not sign the sheet, arrives late and does not confer with the instructor, or leaves class early without making prior arrangements with the instructor, attendance rosters will reflect the student as absent for that day. At the end of the semester all questions concerning your attendance will be answered by recourse to the attendance sheet.

3. **Tardiness Policy:** If you are more than 10 minutes late to class, two tardies equal one absence. At the end of the semester all questions concerning your attendance will be answered by recourse to the attendance sheet.
4. **Late Work/Makeup Policy:** Students must complete all work by the specified deadlines with the exception of the following circumstances:
 - For extenuating circumstances related to a medical emergency or ongoing medical condition, please see the professor for discussion.
 - Jury duty, military duty, and religious observances are not considered emergencies that warrant make-up/late work. These all require advance notice. Course work may be submitted early due to these absences pending notification to the instructor at prior to the absence.
5. **Exam Policy:** A mid-term and final exam will be administered during the class meetings as listed on the course schedule. Students are required to attend the final exam class meeting. Any absence during the exam times will be handled in accordance with the late work and make-up policies.
6. Members of this course are expected to adhere to professional and respectful standards of behavior. This includes, but is not limited to, keeping electronic devices off during class, arriving on time and staying the entire scheduled meeting, being an attentive listener, and maintaining the listening environment during presentations. The policies of this instructional environment will be enforced in accordance with the Valencia Policy Manual. Students are advised violations may result in a grade of *F* for the assignment/course and suspension or dismissal from the class/College.
7. Being a responsible member of the course includes meeting deadlines and scheduled appointments. Assignments can be turned any time *in advance* or *on* the due date. Late assignments will not be accepted. Missing a scheduled presentation time will result in a '0' for that assignment.
8. Students are responsible for email correspondence, course announcements and information posted in Canvas.

9. **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.

Grading Standards: Course content will be evaluated through tests/quizzes and other appropriate measures of a student's ability to apply the principles of effective public speaking communication. Extemporaneous and impromptu speeches will be presented with required grading criteria specific to the assignment. Written critiques of speeches will be required.

In order to meet minimum standards for passing the course, students' oral presentations must conform to criteria specified for effective public speaking.

In order to earn an "A," major speech presentations must meet the following criteria:

1. Meets the time requirements for the extemporaneous and impromptu speeches.
2. Focuses on topics that are substantive, timely, and pertinent to audience needs and interests and amenable to academic research.
3. Utilizes a minimum of three credible academically oriented resources for research speeches.
4. Prepares a preparation outline and a speaker's outline.
5. Includes an introduction, which gains attention and relates the topic to the audience, introduces the topic, presents credibility, and previews the main points.
6. Develops and supports the specific purpose, thesis, and main points in the body of the speech.
7. Includes a variety of specific and adequately documented supporting materials; such as, facts, figures, quotations, examples, illustrations, personal experiences, audio-visual supplements, etc.
8. Includes a conclusion, which summarizes the speech and presents effective and memorable closing remarks.
9. Features a clear and logical organizational pattern, which ties the speech together and is appropriate to the topic, purpose, and thesis.
10. Uses connectives for speech parts and points.
11. Uses language that is accurate, familiar, concrete, vivid, appropriate, and devoid of clutter.
12. Reflects speaker demeanor, which projects competence, confidence, credibility, charisma, and a professional approach to the speaking situation.
13. Features delivery that reflects proper grammar, pronunciation, and articulation.

14. Demonstrates appropriate volume, projection, resonance, vocal variety, and overall vocal quality.
15. Reflects appropriate dress and appearance, and presents an overall appealing appearance on the part of the speaker.

Grading Scale:

Percentage	Final Grade
90 – 100 %	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
0 – 59%	F

Grading Breakdown:

Course Assignments	Points
Impromptu Speech	50
Informative Speech	150
Persuasive Speech	150
Group Speech	150
Midterm Exam	100
Final Exam	100
Total Points	700

Speech Requirements:

1. Students are required to obtain instructor approval of topics, resources, and visual aids, before preparing speeches. Students must obtain instructor approval for any changes to topics, resources, and visual aids that occur during the speech preparation process.
2. Students are required to complete Information Literacy Training prior to speech assignments requiring research.
3. Students are required to provide constructive written feedback on a minimum of five other classmates' speeches.
4. Students are required to use American Psychological Association (APA) format.

Description of Assignments/Exams and Major Due Dates:

- **Canvas.** Familiarize yourself with Canvas. Throughout the semester instructional and supplemental material will be available here. Additionally, some assignments shall be

submitted in Canvas. Canvas can be accessed through Atlas or directly through <https://online.valenciacollege.edu/login/canvas>.

- **Speech Topic Prohibitions:** The following topics will be prohibited: diet, exercise, smoking cessation, abortion, politics (voting for or against a candidate), war, and zombie apocalypse.
- 1. Information Literacy Training (Oct. 9, 2018) – Class will be held in the Library. You must complete Information Literacy Training in order to present speeches.
- 2. Impromptu Speech
 - a. Two minute minimally prepared speech presented extemporaneously. Topics will be provided by the instructor throughout the semester.
- 3. Informative Speech
 - a. Six minute informative speech presented extemporaneously. Three oral citations required.
 - b. Informative Topic (Due: Oct. 5, 2018) – Post in Canvas: Choose a topic that will serve as the focus for the informative speech. Provide the following information in your submission: Topic, General Purpose, Specific Purpose, Central Idea, and Main Points. Review Chapter 3 for additional information.
 - c. Preparation Outline (Due: Oct. 12, 2018) – Post in Canvas:
 - i. Provide a preparation outline in which includes the following information: Introduction, main points, conclusion, annotated source list, and visual aid notes. Review Chapter 6.3 regarding preparation outlines.
 - ii. Annotated Source List/Bibliography – Gather at least three (3) resources. Cite your sources in APA. For each resource include an annotation of the information referenced. You are only allowed to use the information provided in your annotations for your speech.
 - iii. Visual Aid Notes: Describe the visual aid(s) you will use and how you will incorporate the visual aid(s) into your speech.
 - d. Presentations (Oct. 23 and 30, 2018) – On the day of your presentation, submit a folder with the following: Speaking Outline with source list/bibliography (no annotations required), and Informative Speech Grading Sheet.
- 4. Persuasive Speech
 - a. Seven minute persuasive speech presented extemporaneously. Six oral citations required. A visual aid is required.
 - b. Persuasive Topic (Due: Nov. 2, 2018) – Post in Canvas: Choose a topic that will serve as the focus for the persuasive speech. Provide the following information in

your submission: Topic, General Purpose, Specific Purpose, Central Idea, and Main Points. Review Chapter 3 for additional information.

- c. Preparation Outline (Due: Nov. 9, 2018) – Post in Canvas:
 - i. Provide a preparation outline in which includes the following information: Introduction, main points, conclusion, annotated source list, and visual aid notes. Review Chapter 6.3 regarding preparation outlines.
 - ii. Annotated Source List/Bibliography – Gather at least six (6) resources. Cite your sources in APA. For each resource include an annotation of the information referenced. You are only allowed to use the information provided in your annotations for your speech.
 - iii. Visual Aid Notes: Describe the visual aid(s) you will use and how you will incorporate the visual aid(s) into your speech.
 - d. Presentations (Nov. 20 and 27, 2018) – On the day of your presentation, submit a folder with the following: Speaking Outline with source list/bibliography (no annotations required), and Persuasive Speech Grading Sheet.
5. Group Speech
- a. Fifteen minute motivational speech presented extemporaneously. Six oral citations required. A visual aid is required. See “Group Speech Assignment” in Canvas for details.
 - b. Group Speech Topic (Due: Nov. 9, 2018)
 - c. Preparation Outline (Due: Nov. 16, 2018)
 - d. Presentations (Dec. 4, 2018)
6. Exams
- a. Midterm (Nov. 6, 2018) – Test knowledge of the following chapters in the Ford-Brown text: 1 – 11, and 14.
 - b. Final (Dec. 11, 2018) – Test knowledge of the following chapters in the Ford-Brown text: 12, 13, and 15 – 19.

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.

COURSE CALENDAR

Weeks	Class Schedule and Readings
Before Class Starts	Read: Class syllabus and welcome email
Week 1 Oct 2	Welcome, Intro to Speech, and Informative Speaking Read: DK Guide Chapters 1-3, and 14 Due: Informative Speech Topic - Oct 5, 11:59pm
Oct 8	<i>Drop Deadline</i>
Week 2 Oct 9	Library Instruction and Outlining Lecture Read: DK Guide Chapters 4-8 Due: Information Speech Outline - Oct 12, 11:59pm
Week 3 Oct 16	Using Language, Visual Aids, and Outline Revisions Read: DK Guide Chapters 9-11
Week 4 Oct 23	Informative Speeches Listening Lecture Read: DK Guide Chapters 12-13
Week 5 Oct 30	Informative Speeches <i>Midterm Review</i> Due: Persuasive Speech Topic - Nov 2, 11:59pm
Week 6 Nov 6	Midterm Exam (Chapters 1-11, and 14) Read: DK Guide Chapters 15-16 Due: Persuasive Speech Outline - Nov 9, 11:59pm Due: Group Speech Topic - Nov 9, 11:59pm
Week 7 Nov 13	Special Occasions and Group Work Read: DK Guide Chapters 17-19 Due: Group Speech Outline - Nov 16, 11:59pm
Nov 9	<i>Withdrawal Deadline</i>
Week 8 Nov 20	Persuasive Speeches
Week 9 Nov 27	Persuasive Speeches
Week 10 Dec 4	Group Speeches <i>Final Exam Review</i>
Week 11 Dec 11	Final Exam (Chapters 12, 13, 15-19)