

# SPC1608 Fundamentals of Speech

## Course Syllabus Spring 2013

**Instructor:** Janathan Grandoit  
**Class:** SPC 1608- Fundamentals of Speech

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### Course Materials:

- Required Text: Gregory, H. (2010). *Public Speaking for College & Career*. (9<sup>th</sup> Ed.) McGraw Hill.
- Access to the internet (This is a web-enhanced course through Blackboard: [www.online.valenciacollege.edu](http://www.online.valenciacollege.edu))
- Microsoft Word or a similar application and access to Microsoft PowerPoint (All assignments will be turned in through Microsoft Word).

### Course Objectives

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

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1. Students will be able to demonstrate a clear speaking goal as it relates to audience and contextual analysis
2. Students will be able to develop, organize, and support the verbal message
3. Students will be able to observe ethical responsibilities of both senders and receivers in an oral communication transaction
4. Students will prepare and deliver an extemporaneous informative speech incorporating presentational aids
5. Students will prepare and deliver an extemporaneous persuasive message

**Attendance Policy:** Attendance is crucial in this course because we will meet a limited number of times this semester and because speeches require both a speaker and an audience: you will serve in both roles.

- Please be sure to arrive to class prepared and on time and plan to stay (participate & be awake)
- Do not show up late to class. If you are late 2 times it will count as an absence. If you are late multiply times you will be withdrawn from the class.
- On Speech days you cannot be late whether you are speaking or not. You will lose points on your speech for being late.
- You are responsible for any material that was covered during a class period that you missed.
- Students may **NOT** make-up any missed class activity, quiz or assignment due to absences or tardies, unless officially, written documentation of emergency (e.g. Hospitalization document) is provided within 48 hours of the absence.
- Excessive absences (4 or more) without appropriate documentation will result in withdrawal from the course

**Class Participation & Preparation:** In order for this course to be interactive, interesting, and active, I need YOU to help me to create the kind of class we want to have that means I expect for you to come to class prepared. This means that you will not only have your out-of-class work completed (like reading), but that you will have *thought about* it enough to be prepared to discuss it. So be prepared to participate, speak up, share your ideas, and ask questions. I do understand that at times this can be difficult, and I'll be happy to do anything I can to support you as you work to participate in class.

**Class Professionalism:** As part of class professionalism, you need to be sure that you are fully prepared to give your speech. This means that your speech should be prepared, organized, practiced and any notes and visual aids should be created well BEFORE 24 hours before your assigned speech. It is impossible to prepare for and delivery a quality speech in less time.

Another important aspect of class professionalism is unconditional support. As most everyone deals with some level of speech anxiety, knowing that your audience will always support you can ease that anxiety. We will talk more about this as we near your first speeches, but you need to be prepared beginning the very first day to support each member of the classroom.

**Technology:** Please do your best to keep this short time we have devoted to learning by taking care to turn off all cell phones, wireless connections, etc. during class time so that your attention may be focused on the class.

**Expected Student Conduct:** Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You can find the college's full student code of conduct policy at <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=180>

**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 the class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus: SSB 102; 407-582-1523)."

**BayCare Behavioral Health Assistance Program:**

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.

**Plagiarism:** It is unethical to use as your own, a speech or outline prepared in whole or in part by someone else and to do so is cause for immediate failure of the assignment and may result in failure of the class. It is unethical to abstract a speech totally from a magazine article or other source and submit it as your own work. **Any sources used must be properly credited in the speech** (this includes both direct quotes as well as information that you synthesize and report in your own words). Remember that the best speeches do not rely on a single source but represent ideas from several sources. See page 136 in your textbook for specific definitions of plagiarism. If you are caught plagiarizing you will fail the course and be dropped.

**Coursework and Grading:** You will earn your grade through a combination of practice & graded speeches, class participation, written work, quizzes, and attendance. Most assignments can be found in Blackboard; you can expect unannounced graded assignments and quizzes throughout the semester. Grading rubrics for each major assignment are attached to the assignment.

**Homework/ Quizzes:** All homework assignments are due in Blackboard on the due date; late work is not accepted for credit. You may not make up any quiz, activity, or assignment that you miss whether given online or in the classroom.

**Group Presentations:** Students will be divided into small teams (number to be determined once final class size is known after the drop/add period).

**Speeches/ Outlines:** You may "make up" one speech; however, you may only earn *half* credit (i.e 50%) for that speech. If you miss a second speech then you will automatically earn a "0" on that speech. Outlines are to be printed and submitted to me at the start of class on the day you present your speech.

**Speech Outline:** Your fully developed speech outline must consist of: an attention getter, thesis statement, preview, main points, supporting details, transitions, summary, and closing remarks. All outline components must be clearly identified and proper outline format must be used.

Speeches: Students are required to present **extemporaneous speeches** to the audience of their peers. Speeches must be **original work** produced by the student. The following speaking assignments are assigned throughout the course. Detailed written instructions will be provided for each assignment. Not following specific speech directions, including topic selection guidelines, will result in the loss of points on your outline, speech, or both.

1. Introduction Speech—Not graded
2. Narrative Speech
  - a. Speech delivered on assigned day
  - b. Outline printed & submitted via Blackboard
3. Current Event Informative Speech + PowerPoint
  - a. Speech delivered on assigned day
  - b. Outline printed & submitted via Blackboard
4. Persuasive Speech + Visual Aid
  - a. Speech delivered on assigned day
  - b. Outline printed & submitted via Blackboard
5. Group Presentation
  - a. Speech delivered on assigned day
  - b. Outline printed & submitted via Blackboard

*You are expected to:*

- Use brief notes to deliver your presentation in an extemporaneous style.
- Meet the time requirements of each speech. You will be deducted 2 points per each 15 seconds over or under your time requirement.
- Dress appropriately for each of your presentations.
- Present your speech on the day and order scheduled.

Reaction Papers: Each reaction paper should be a double-spaced paper reacting to a subject determined by the instructor. The paper should be 1-2 pages in length. The quality of these reaction papers is very important. The reaction papers must demonstrate that you've read and assimilated the articles. The reaction papers are NOT to be outlines or summaries (you must answer the questions posed by the instructor). They also are not simply your opinions. They are your reaction, as a communications scholar/professional, to the ideas presented in the readings. Reaction paper assignments will include, but are not limited to the following:

- A. A discussion of 1 or 2 points in each reading. The discussion should be personal, thoughtful, and reflective of your experience and understanding as a communication scholar/practitioner.
- B. A comparison of points made in one reading with points made in others.
- C. A discussion of how the theory or concepts discussed in articles might apply

**Homework and Other Policies and Expectations & Where to Find Help:**

- Information in the syllabus, schedule, grading information sheet, and on the course website is subject to change at the instructor's discretion and will be announced in Blackboard.
- All assignments (including online discussions) must be typed and free of grammatical and spelling errors.
- I am happy to meet with you outside of class to discuss anything for which you have questions.
- **If you are having any difficulty in the course, contact me as soon as possible so that we can work together to meet your personal learning needs**
- Places where you can find help on your assignments:
- Campus Labs (locations & times/days open <http://valenciacollege.edu/labs/west.cfm>) for typing & online work
  - Writing Center (5-155) can assist with brainstorming speech ideas and writing outlines
  - Speech Center (5-155) can assist you with practicing your speeches
  - Library (Building 6, 2<sup>nd</sup> floor) can assist you with research and with proper citations

## Grading Information

**Course evaluation:** The evaluation of coursework will be based on the student's performance in six areas, each of which constitutes a proportion of the final grade. The area and allocations for each are as follows:

<b>Speeches</b>	
Narrative Speech	100
Informative Speech	110
Persuasive Speech	140
Group Presentation	150
<i>Total Speech Points</i>	<i>500</i>
<b>Speech Planning Documents</b>	
Narrative Speech Outline	40
Informative Speech Outline	50
Persuasive Speech Outline	70
Group Presentation Outline	50
<i>Total Speech Outline Points</i>	<i>210</i>
<b>Class Assignments</b>	
Quiz	70
Homework	70
Class Participation	100
Class Attendance	50
<i>Total Class Assignments Points</i>	<i>290</i>
<b>Total Points Available</b>	<b>1000</b>

**Grading Scale:** A = 1000-930; A- = 929-900; B+ = 899-870; B = 869-830; B- = 829-800; C+ = 799-770; C = 769-730; C- = 729-700; D+ = 699-670; D = 669-630; D- = 629-600; F = 599-0%. Course grades will be based entirely on the above required work.

*Grades for this course will be based on team performance, individual peer evaluations, class participations and, in general, the total points earned over the term*

### Grade Appeals

Students may request a conference with the instructor to discuss/appeal a speech, quiz, or assignment grade. Grade appeal arguments must be presented in writing. If appealing a speech grade, you must also make the videotaped speech available during this conference. Speech appeals must be requested within one week of receiving the disputed grade.

### Extra-Credit Opportunity

Extra credit opportunity will be given throughout the term in various forms. Students may **earn up to a maximum of 10 points** of extra credit.

## SPC1608 Class Schedule

WEEK	DAY	TOPIC/ACTIVITY	READING
Week 1	Tues, May 7	Course Orientation, Speech Anxiety, and Delivery	Syllabus, Chapter 1 & 2
	Thurs., May 9	Introduction Speech, Listening & Audience	Chapter 3 & 4
Week 2	Tues, May 14	Body of the Speech, Outline	Chapter 5 & 10, Chapter 11 & 12
	Thurs., May 16	Delivering the Speech, Speaking in Groups, Developing Visual Aids	Chapters 13, 14, 19, & 9
Week 3	Tues, May 21	<b>Narrative Speech</b>	
	Thurs., May 23	Informative Speaking & Research	Chapter 15 & 6,7,8
Week 4	Tues, May 28	<b>Informative Speech</b>	Chapter 6, 7, 8
	Thurs., May 30	Persuasive Speaking, Persuasive Strategies, Debates (Informative Cont...)	Chapter 16, 17
Week 5	Tues, June 4	<b>Persuasive Speech</b>	
	Thurs., June 6	<b>Persuasive Speech</b>	
Week 6	Tues., June 11	<b>Class Review and Group Presentations</b>	
	Thurs., June 13	<b>Group Presentations</b>	

\*\*\*All assignments (including reading) must be completed before you come to class. Instructor reserves the right to change the schedule as needed.

## **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 the first day. I will try to reschedule you. After the first day you are required to be there for your regular speech day.

### **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.