**Fundamentals of Speech**

COURSE SYLLABUS – SPRING TERM 2017

 **Valencia College, West Campus**

SPC1608.W30 CRN: 20589

**Instructor:** Jennifer A. Spear **Email:** jspear5@valenciacollege.edu

**Office Hours:** By appointment **Credit Hours:** 3.0

**Class Location:**  1-131 **Class Days/Time:** M/W, 10am - 11:15am

**Course Objectives:** SPC 1608 presents principles of oral communication. Emphasis is on listening as well as preparation and delivery techniques for extemporaneous speaking.

**Required Materials:**

1. Textbook: O'Hair, D., Rubenstein, H. & Stewart, R. (2016). *A Pocket Guide to Public Speaking*, 5th Edition. Bedford/St. Martin's: Boston.
2. **Access to Blackboard (Announcements, Messages, Assignments)**
3. **Recommended: USB/Flash Drive for saving speech videos**

**Specific Student Learning Outcomes:**

1. Set speaking goal and appropriate thesis;
2. Prepare and deliver messages appropriate to the topic, purpose, audience, and context;
3. Manage time;
4. Research and document ideas;
5. Evaluate information sources;
6. Organize message in an effective manner and reflect the plan on an outline;
7. Use presentation aids to support audience comprehension;
8. Use language effectively;
9. Use appropriate strategies to appeal to audience reasoning;
10. Use a natural, conversational style of delivery;
11. Refine ability to listen with literal and critical comprehension – which includes considering the logic and appropriateness to context.

**Grade Breakdown Grade Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Narrative Speech | 45 pts. |  |  |
| Informative Speech | 85 pts. | A= 450 - 500 pts. = 90 - 100% |
| Persuasive Speech | 100 pts. | B = 400 - 449 pts. = 80 - 89% |
| Topic Sheets/Outlines | 100 pts. | C = 350 - 399 pts. = 70 - 79% |
| Activities  | 100 pts. | D = 300 - 349 pts. = 60 - 69% |
| End of Semester Quiz | 40 pts. | F = less than 299 pts. = less than 60%  |
| Attendance | 30 pts. |  |
|  |  |  |
| **Total Points Possible**  | **500 pts.** |  |

**Explanation of Grade Breakdown**

**Individual Speech Presentations**

Throughout the semester you will plan and deliver three major individual speech presentations. A Personal Experience Speech, an Informative Speech, and a Persuasive Speech. These individual presentations are worth 45, 85, and 100 points respectively. All individual speeches totaled together are worth 230 points or 46% of your final grade. Detailed guidelines concerning each individual speaking assignment are provided via the course website.

**Topic Sheets/Outlines**

You will complete three Topic Sheets and three Outlines over the course of the semester; one Topic Sheet and one Outline for each individual speech presentation. Each Topic Sheet is worth 5 points; the first Outline is worth 25 points, the second Outline is worth 30 points, and the third Outline is worth 30 points. All three Topic Sheets plus all three Outlines totaled together are worth 100 points or 20% of your final grade. Detailed guidelines concerning these assignments are provided via the course website.

**Activities**

There will be 10 graded activities over the course of the semester that will take place or be due on the days indicated in the Course Schedule. You must be present on in-class activity days in order to get credit for these assignments. All 10 activities totaled together are worth 100 points or 20% of your final grade. Guidelines concerning each Activity will be provided via the course website and/or in class.

**End of Semester Quiz**

A quiz will open in Blackboard during the second to last week of the semester and must be completed by 11:59pm on the final exam date. If you have kept up with reading and maintained good attendance throughout the semester this should be easy points. The End of Semester Quiz is worth 40 points total or 8% of your final grade.

**Participation**

Attendance is required and missing days will affect your grade. There are 15 weeks of class with 2 days per week for a total of 30 class days. Each day counts for a point for a total of 30 points or 6% of your final grade. Every day you miss will result in the loss of 1 point. Every 3 times you arrive late will result in the loss of 1 point. On days that class is not held (MLK, Spring Break) everyone gets a point. Also see attendance policy below.

**Course Policies and Procedures**

**Email Policy:** All instructor-student communications should go through the course website message function within Blackboard. I will respond to any messages directed through the course website within 24 hours. Be aware that **correspondence sent to jspear5@valenciacollege.edu may take longer than 24 hours to receive a response.**

**Attendance/Tardiness Policy:** Your participation and presence are critical to your success in class, therefore, **ATTENDANCE IS NECESSARY**, and counts towards 6% of your overall grade.

* An attendance sheet will be passed around at the beginning of each class. It is **your responsibility** to ensure that you put your initials in the proper place on the attendance sheet every day.
* Every third tardy (late arrival) will count as an absence. If you arrive late, I will place a circle in your space and you must come up after class to initial.
* If you do not show up the first week of class you will be withdrawn as a "No Show".
* Please note, I will **NOT** drop you from this course due to attendance or any other reason without your consent. You may withdraw yourself by the withdraw deadline, March 31, 2017, or ask the professor to withdraw you if it is after the withdrawal deadline.

**Late Work Policy:** All speech presentations, activities and other assignments are expected to be completed by the due date, at the indicated time and in the specified format.

* In class activities cannot be made up.
* Missed speeches have a specific make-up policy, see below.
* All other work may be turned in up to 7 days late via email or hard copy but carry a 25% penalty.
* Please note, if you are going to be absent you may email me assignments on the due date and still receive full credit.

**Missed Speech Policy:** Speech make-up day will be during final exam week at the end of the semester.

* If you fail to show up or come to class unprepared to present on one of your assigned speaking days you will haveuntil the following class meetingto contact me and make arrangements be considered for a make-up, which carries up to a **20% late penalty**.
* A student may make up a speech without a grade penalty only when official, written documentation of an emergency (e.g., hospitalization documents) is presented.
* If you notify me well in advance that you will not be able to present on your assigned day I may consider allowing you to switch days with a classmate or make-up the speech.
* Failing to give a make-up speech on the assigned make-up day will result in a "0."
* Students are allowed to make-up ONE SPEECH ONLY during the term.

**Expected Classroom Conduct:** Students will abide by Valencia College Guidelines for student conduct which can be found in the current Valencia Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>. In addition:

* Students will listen respectfully to one another (**ESPECIALLY** during speech presentations) and the teacher during class time.
* Students will be conscious and respectful of one another's feelings at all times.
* Electronic devices should be used only in relation to class objectives. Cell phones should be silenced and put away during class time. Laptops, electronic tablets, etc. may be used for note-taking and class related activities ONLY during class time.
* If you do not abide by these guidelines I reserve the right to ask you to leave the classroom.

**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 misuse 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 as well as information that you synthesize and report in your own words).
* Consequences according to Valencia Policies and Procedures (<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0>) include failure of the assignment, failure of the course, and being reported to the Dean of Communication which may result in expulsion from the college.

**College Withdrawal Procedures:** The withdrawal deadline for a “W” grade is **March 31, 2017**. A faculty member MAY withdraw a student up to the beginning of the final exam period for violating the class attendance policy. A student is not permitted to withdraw from this class after the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I. For a complete withdrawal policy and procedure overview please visit: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0>

**Students with Disabilities Policy:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class; accommodations will not be applied retroactively. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB, Rm. 102, Phone: 407-582-1523).

**Baycare Behavioral Health’s Student Assistance Program:** Valencia is committed to making sure that all of our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. Students have 24 hour unlimited access to the **Baycare Behavioral Health’s confidential student assistance program** phone counseling services by calling **(800) 878-5470**. Three free confidential face-to-face counseling sessions are also available to students.