

Fundamentals of Speech Online (SPC1608)

Class Syllabus – Fall Term 2019

Instructor: Jamie Vega

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This is the best way to contact me. You can expect a response within 24 hours during the regular college business hours and 48 hours on weekends.

Office Hours: I do not have an office on campus. I am available via email and alternative methods by appointment.

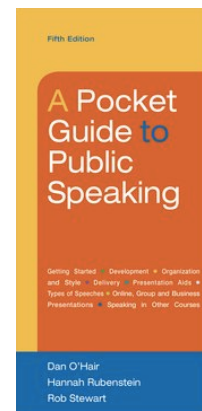
Catalog Description:

This course explores oral communication principles common to speaking and listening. It emphasizes listening techniques as well as the *preparation and delivery techniques for extemporaneous speaking*. The course will also further develop mastery of Valencia's four Student Core Competencies (Think, Value, Communicate, and Act).

Textbook

O'Hair, Dan, Hannah Rubenstein, and Robert A. Stewart. *A Pocket Guide to Public Speaking. Fifth Edition*. Boston: Bedford/St. Martin's, 2016.

ISBN: 978-1-4576-7040-4



Course Requirements & Materials:

- Microsoft Word & PowerPoint (Keynote & Pages for Mac users) for completing and submitting assignments.
- Digital/electronic device for recording speeches. There are also speech labs on both the East & West campus that will allow you to bring in an audience and record your speech--*make sure you are familiar with the days and times they are open.*
- A YouTube or Vimeo Account for uploading your speeches.
- **An audience of at least 5 adult listeners for each of your speeches. Your speech grade will be reduced by 20 points for each missing adult audience member. *There are no exceptions to this requirement ***

Online Course Resources:

If you are new to online courses at Valencia, please familiarize yourself with the online experience before the semester begins by visiting <http://valenciacollege.edu/oit/lts/StudentResources/>. You will have access to the course in Canvas on the first day that the course is scheduled to begin (August 27), and you must participate in the first discussion. If you do not participate in the first discussion, you will be withdrawn from the course as a "No Show".

Student Learning Outcomes:

- 1) Identify a specific speaking goal and articulate a thesis appropriate to audience and context
- 2) Fully develop the central thesis with appropriate and adequate main points; use organizational pattern appropriate to speech purpose and context
- 3) Evaluate quality of information (source, currency, accuracy, authenticity, bias), provide appropriate research documentation and effectively incorporate verbal citations in the speech
- 4) Use correct, clear, concrete, and context-appropriate language to express ideas clearly and fluently
- 5) Incorporate nonverbal communication (eye contact, facial expressions, posture, and gestures) to enhance the verbal message and speaker credibility
- 6) Use visual aids to clarify, emphasize, and support main points relevant to speech thesis
- 7) Use appropriate persuasive strategies to appeal to audience reasoning; construct valid arguments; recognize and avoid the use of fallacies of reasoning
- 8) Use appropriate persuasive strategies to appeal to audience emotions in an ethical manner
- 9) Appraise own and others' reasoning and perspectives fairly and objectively; recognize implications and consequences of message on audience and society

Attendance Policy:

There are NO required meetings on campus and we do not have set chat or discussion times each week. You will have full access to the course 24/7 and may participate each week at the times most convenient for you while adhering to the due dates. Make note of the due dates of assignments, as most assignments are not accepted late.

This class follows an online format; 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. 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.

Withdrawals:

You may withdraw yourself for any reason up to the withdraw deadline.

AFTER the withdraw deadline, you will need to contact me if you would like to be withdrawn. I will not initiate withdrawals after the withdraw deadline; therefore, if you simply quit participating without contacting me, you'll be assigned the grade you earned (including missed assignments).

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.

Late Assignment Policy:

All assignments are due as stated on the course schedule (the last page of the syllabus). Assignments, speeches and their outlines are accepted late at a deduction of 10 points per day for up to five days past the

due date. *No other assignments are accepted late. This means that quizzes and discussions are not accepted late, so please plan accordingly.*

Plagiarism Policy:

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 present it as your own work. ***Any sources used must be properly cited 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.

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)."

Assistance if you are in need:

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.

Additional Information:

- 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 on the course homepage.
- 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.

Coursework and Grading:

You will earn your grade through a combination of weekly activities, quizzes, and discussions as well as speech assignments. Detailed written instructions are provided for all assigned work in the course on Blackboard Learn. A complete breakdown of your grade can be found at the end of the syllabus on the "grading information" sheet.

Speech Recording Requirements:



- You must have a minimum of 5 adult (age 16 and older) audience members for all speeches. To demonstrate this requirement, you must show the entire audience throughout your speech (*a penalty of 20 points will be deducted for each adult audience member missing from your audience*).
- You may NOT edit any part of your speech video for any reason.
- Record your speech at an angle wide enough so I may see you facing the audience (as in the example above) and so the visual aids are also shown on the video. (It's a good idea to have your audience turn to wave at the camera before starting your speech.)
- Ask your camera operator NOT to move the camera throughout the speech. I need to see you and your audience throughout the entire speech. The camera operator will count as one of your audience members; this person should present himself or herself in front of the camera at the beginning of the speech.
- Do not zoom in on your visual aid. In your speech presentation, I want to grade how you use the visual aid. Attach a copy of your visual aid (when possible) to the speech assignment. That way, if it isn't clear in your video, I will still be able to grade it effectively.

Speech Video Room (West Campus)

The **Speech Video Room (5-155D)** is located within the Communications Center, West Campus, in Building 5, Room 155. Our recording studio is a sound-insulated, quiet room, equipped with tools to help you. We offer a state-of-the-art video and audio studio, practice space, and knowledgeable staff. We can help with recording your speech assignments, editing a PowerPoint, timing, and improving your overall presentation skills. The room features unique equipment and builds on the basic setup of a microphone(s), capture and edit software, and playback capabilities. We offer the following **free resources** for use:

Video camera and audio recording devices, Green screen/Camtasia, Microphone, Podium, Computer and projector, Internet access and PowerPoint software, Camcorder, White board and markers

You are required to find your own audience of 5 adults in this class. It is encouraged for you to reach out to your classmates to form "speech recording groups" for the semester, and record them in the lab, or elsewhere. Instructors are available to assist with the recording process, but cannot be a part of your audience. **Reservations are required**, and the room is available on a first-come, first-served basis daily as follows:

Monday – Thursday	9 am to 7 pm
Friday	9 am to 4 pm
Saturday	9 am to 1 pm
Sunday	Closed

Active Valencia students, staff, and faculty may book the room by visiting our website and clicking on Speech Video Room, which is located on the top right of our page online at <https://valenciacollege.edu/students/learning-support/west/communications/>

You may direct questions or concerns about the room to Amy Downs, Instructional Lab Supervisor at adowns@valenciacollege.edu or (407) 582-1725.

Speech Video Room (East Campus)

East Campus also offers a Speech Recording Lab. Please visit the website for more information: <https://valenciacollege.edu/students/learning-support/east/communications/speech-lab.php>

Submitting Speeches

You have 2 different options for submitting your speeches. **Regardless of the option you choose, allow yourself time when submitting and do not wait until last minute!**

1. Upload your speech to YouTube and copy and paste the url on the assignment page in Black Board. Do not make your video private, or I won't be able to view it. Choosing the "unlisted" setting will allow for your privacy and also allow me to view it.
2. Upload your speech to Vimeo and copy and paste the url on the assignment page in Black Board. Do not make your video private or I won't be able to view it.

***As this is a Speech class, students will not be able to pass this class without the submission of all 3 speeches, regardless of other grades earned throughout the semester**

Grading Information

A 850-761 points **B** 760-676 points **C** 675-591 points **D** 590-506 points **F** Below 506

Speeches		Due Dates	Pts Available
	Ice Breaker Speech Outline	9/22/19	50
	Ice Breaker Speech	9/29/19	100
	Informative Speech Outline	10/27/19	50
	Informative Speech	11/03/19	100
	Persuasive Speech Outline	11/17/19	50
	Persuasive Speech	11/24/19	100
Additional Grading			
	Rubric Grading Assignment	10/13/19	50
	Discussion Posts (3 @25 points each)	9/1,9/8, 12/8	75
	Quizzes	With Modules	175
	Final Exam (<i>this is due on a Wednesday</i>)	12/11/19	100
	Total Points available		850

Course Schedule and Due Dates

Topic	Readings	Work to Complete	Due Date
Module 1 Introduction to Public Speaking	Chapters 1,2,3,4,5	Read assigned chapters, complete quiz and discussion post	9/01/19
Module 2 Visual Aids	Chapters 19,20,21	Read assigned chapters, complete quiz and discussion post	9/08/19
Module 3A Development & Organization	Chapters 6,7,13,14,15	Read assigned chapters, complete quiz and <i>Ice Breaker Speech Outline</i>	9/22/19
Module 3B Delivering Your Speech	Chapters 16,17,18	<i>Ice Breaker Speech Delivery & Submission</i>	9/29/19
Module 4 Informative Speaking	Chapter 22	Read assigned chapters, submit informative speech topic, complete quiz, <i>Rubric Assignment</i>	10/13/19
Module 5 Researching Your Speech	Chapters 8,9,10	Read assigned chapters, complete quiz, and <i>Informative Speech Outline</i>	10/27/19
Module 6 Informative Speaking	None	<i>Informative Speech Delivery & Submission</i>	11/03/19
Module 7 Persuasive Strategies	Chapters 23,24	Read assigned chapter, complete quiz, and <i>Persuasive Speech Outline</i>	11/17/19
Module 8 Persuasive Speaking	None	<i>Persuasive Speech Delivery & Submission</i>	11/24/19
Module 9 Moving Forward	25,26,29	Read assigned chapters, complete the quiz, complete discussion post	12/8/19
Module 10 Final Exam		<i>Final Exam</i> (will open at 8am and close at 11:59pm)	12/11/19 <i>This is a Wednesday!</i>