

# Fundamentals of Speech SPC 1608

## Instructor Information

- Instructor: LaShonda L. Eaddy
- Office:
  - VC Osceola -Building One – Room 243 or Building One – Room 229
  - VC Lake Nona - Building One – Room 213
  - VC West: TBD
- Office Hours: TBD  
Or by appointment (appointments must be made at least 24 hours in advance by email)
- Email: leaddy@mail.valenciacollege.edu
- Credit Hours: 3
- Class Times
  - VC Osceola:
    - S30: Tuesdays & Thursdays, 10:30 a.m. – 11:45 a.m.
    - S25: Tuesdays & Thursdays, 12:00 p.m. – 1:15 p.m.
  - VC Lake Nona: Tuesdays, 7 p.m. – 9:45 p.m. in Building One Room 101
  - VC West: Wednesdays, 6 p.m. – 8:45 p.m. in Building One Room 131

## Required Course Materials

- Access to a computer with Internet access (to access research databases, Blackboard, and additional textbook materials at <http://www.abpublicspeaking.com>)
- Activated Valencia student ID card / library card
- 4 GB USB
- Index cards (4x6 preferred)
- Stapler

## Course Description

Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking. 3 credit hours.

## Course Goals & Learning Objectives

This course is designed to help you:

- organize and deliver informative and persuasive presentations
- research using library database sources
- listen and learn from others' presentations
- understand and use ethics, audience awareness, effective language, and related skills
- work with others on a group presentation
- reflect on your own skills and development as a public speaker

## Valencia Core Competencies

Valencia faculty has defined four interrelated competencies (Think, Value, Communicate, Act) that prepare students to succeed in the world community. These competencies are outlined in the college catalogue. In this course, through classroom lecture and discussion, group work and other learning activities, you will further your mastery of these core competencies.

**Disclaimer:** Information on this syllabus is subject to change and clarification at the discretion of the professor.

## Speech Assignment Descriptions

### 1. Informative Speech – “What’s Important for YOU to KNOW”

The purpose of this speech will be for you to inform your audience about a **worthwhile** topic of interest, a current community, state, national issue, or current university issue. You will use the "Information Grading Form" to organize your content and review all requirements. Delivery style will be extemporaneous and formal. You will use **4 scholarly research sources** to develop and validate information (Please use only 1 website source). You will be required to cite and qualify all sources during the speech to receive full credit. You will use PowerPoint (PPT) software to design your visual aids and follow all current theory on style and delivery rules when using PPT. Delivery style will be extemporaneous and formal.

**Speech time = 5 to 6 minutes**

### 2. Persuasive Speech – “Will you Take ACTION?”

The purpose of this speech will be for you to persuade your audience to change their attitudes or behaviors regarding a familiar topic of **controversy**. The topic must be a worthwhile, current community, state, national or university issue. You will use the "Persuasive Grading Rubric" to organize your content and to review and include all competency and delivery requirements. You will use **4 scholarly research sources** to prepare speech and validate your arguments (Please use only 1 website source). You must cite and qualify all sources during the speech delivery. You will use visual aids and follow all current theory on style and delivery rules. Speech Delivery style will be extemporaneous and dynamic.

**Speech time = 6 to 7 minutes**

### General Presentation Information:

- Your topics must be approved by me.
- Firearms, other weapons, alcohol, and animals are not permitted on campus; therefore, they cannot be used as visual aids. Consult me about the appropriateness of a particular visual aid.
- Time limits are designated for each presentation. You must stay within the assigned time limit; I will deduct 1 point for each 10 seconds you are over or under the time limit.
- On presentation days, students not presenting are expected to attend class and to participate as audience members. As audience members, you should refrain from distracting behavior, including sleeping, doing homework for another class, texting and/or fiddling with your cell phone, or talking with classmates. If I must address your behavior, you will receive a deduction on your own presentation grade.
- If you have an unexcused absence on a presentation day and not scheduled to present, you will lose 10 points off your own presentation grade.

## Grading Percentages

There will be a total of 1000 points in this class. 500 points come from speeches, another 400 points are earned through assignments and exams, and 100 points are accumulated from class participation and attendance. Assignments and point values are listed below. To determine your grade at any time, divide the points you have actually earned by the points you could have earned. The result is the percentage grade you have at that time. At the end of the semester, points will be totaled and the sums will be equivalent to grades as shown:

<b><u>1. Speeches</u></b>		<b><u>50%</u></b>
Informative Speech (15%)	150 pts.	
Impromptu Speech (5%)	50 pts.	
Persuasive Speech (30%)	300 pts.	(500)

<b><u>2. Assignments</u></b>		<b><u>40%</u></b>
Assignments (25%)	250 pts.	
Pop Quizzes (2.5%)	25 pts.	
Final Exam (12.5%)	125 pts.	(400)

<b><u>3. Participation and Attendance</u></b>		<b><u>10%</u></b>
Class Participation (Critiques, Helpers) (5%)	50 pts.	
Attendance (5%)	50 pts.	(100)

**Your final grade will be viewable in Atlas on December 18, 2012. Do not e-mail me before that date with a request to know your grade.**

## Assignments, Speeches, Quizzes and Exams

**Must have been completed** (according to assignment description and due date) **and** turned in all assignments **on time** to get full credit. NO LATE or EMAIL accepted. Students are expected to stay current with textbook reading, in-class information and activities if absent from class. There will be periodic pop quizzes based on the textbook reading assignments and previous class discussions.

Assignment	Earned Points	Possible Points
Informative Choose Your Topic		35
Informative Outline		60
Informative Slides		5
Informative Presentation Self Evaluation		15
Impromptu Notes		15
Persuasive Choose Your Topic		35
Persuasive Outline		60
Persuasive Presentation Self Evaluation		15
Contingency Assignment (TBD)		10
Pop Quizzes		25
Impromptu Speech		50
Informative Speech		150
Persuasive Speech		300
Class Participation		50
Attendance		50
Final Exam		125
<b>Total</b>		<b>1,000</b>

Points	Letter Grade	GPA Value
1000-900	A	4.00
899-800	B	3.00
799-700	C	2.00
699-600	D	1.00
599-0	F	0.00

**\* Grades will be reported one-on-one (confidentially) in person during class time and on the course webpage.**

## 1) Grading Descriptions

It will help you to understand your grades and your evaluation on tests and papers to remember that an “A” is not average; a “C” is average. A “C” means that you have met the minimum requirements for a particular class work. In other words, if you only do everything outlined in the syllabus you are doing “C” work.

- A = outstanding work that is superior and demonstrates an in-depth understanding of the skills and material that far surpasses the minimum expectations of a student in the class.
- B = above average work that demonstrates an understanding of the skills and material that exceeds the minimum requirements.
- C = average work which illustrates that the student has met the minimum requirements and expectations for a particular assignment.
- D = below average work in which the student does not meet the minimum expectations for a given assignment.
- F = below average work in which little or no effort seems to be expended by the student.

## 2) Presentation Standards

The following criteria will be used for evaluating presentations: audience adaptation, content, source material, understandability, transitions, language, posture, movement, eye contact, enthusiasm, overall presence, and time. Speeches will be converted to a 100 point scale, averaged, weighted 50% of grade. The descriptions below will serve as guidelines:

- 90-100 = excellent performance of competency skills
- 80-89= above average performance of competency skills
- 70-79= average performance of competency skills
- 60-69= below average performance of competency skills
- 59 and below = did not fulfill competency requirements of presentation

**The A presentation** is an excellent presentation. The speaker prepares an interesting, thoughtful, and perhaps creative presentation. The speaker uses conventions such as an opening that creates interest, visual aids that are appropriate, and an awareness of audience. The speaker demonstrates full knowledge of the topic and cites the required number of credible sources. Verbal fillers are rare, and the speaker meets the time requirements.

**The B presentation** is an above-average presentation. The speaker prepares a thoughtful and original presentation. The speaker uses conventions such as an opening that creates interest, visual aids that are appropriate, and an awareness of audience. The speaker is at ease with the content of the presentation, but fails to elaborate or cite the required number of credible sources. Verbal fillers (e.g., um, uh) occur, but they are not so frequent as to interfere with the communication process. The presentation may be a bit long or a bit short.

**The C presentation** is an average presentation. The speaker prepares a presentation, but it is not particularly insightful. The C presentation may also have some elements of rote memorization, although that speaking pattern is accompanied by an attempt to speak extemporaneously. The presentation itself may be disorganized and rambling. The speaker is uncomfortable with the content of the presentation, although he or she is able to demonstrate basic concepts. Citations of credible sources are incoherent or nonexistent. Verbal

fillers occur with frequency and interfere with comprehension. The presentation is more than one minute too long or too short.

**The D or F presentation** is one that consists primarily of a memorized or poorly rehearsed speech. The speaker does not engage the audience; he or she merely reports on a topic. The speaker cites no sources or only non-credible ones. The presentation quality is such that the audience can assume the assignment was done at the last minute, late at night, or with total disregard.

### 3) Participation and Attendance

**Volunteer and in-class participation:** Frequent participation in class discussions and speech day volunteers.

#### Attendance

You are allowed three absences and each additional unexcused absence will result in a 20-point deduction from your participation grade. Absences will not be excused without written documents from a professional supporting viable purpose for the absence. The instructor will make the final determination of whether or not an absence is excused on case by case basis. Students arriving more than 15 minutes late or leaving more than 15 minutes early will receive an unexcused absence. You may be withdrawn from the course upon your fifth absence, if your fifth absence occurs before the withdrawal deadline. I may or may not withdraw you after the withdrawal deadline for excessive absences.

**Grade Ramifications of Absences and Tardies:** It is your responsibility to be aware of the number of absences and tardies you have. You can earn 100 points for attendance and participation. You will lose 20 points for each absence above three absences. Also, an UNEXCUSED absence on **any** presentation day will result in an additional 10 points off your own presentation grade. The instructor reserves the right to deduct attendance or participation points for students who are repeatedly tardy.

#### Withdrawal Policy:

A student who withdraws from class before the established deadline for a particular term will receive a grade of W. The last day you may withdraw from this course is **November 2, 2012; the deadline is 11:59 p.m. on that date**. A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period 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. 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. Please consult the most recent *Catalog* for detailed information about how withdrawal from this or other classes may affect your academic standing and financial aid.

#### Final Exam Policy:

It is your responsibility to know when and where the final examination is scheduled and to be present and on time. The Osceola Campus final examination schedule is available online at <http://valenciacollege.edu/osceola/documents/NewFinalExamSchedule.pdf>. You may be absent from a final examination or deviate from the examination schedule only with approval by the professor. If you do not take the required final examination and do not have an approved absence, you will receive a grade of F for the course. The final exam in this course requires your participation in in-class debates.

#### Learning 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 week of class. The OSD determines accommodations based on appropriate documentation of disabilities.

## 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.

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.

Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

Academic penalties for dishonesty may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course. Disciplinary penalties for academic dishonesty may include, without limitation, warning, probation, suspension and/or expulsion from the College. Anyone observing an act of academic dishonesty may refer the matter to the professor, as an academic violation, and/or to the Dean of Students or designee, as a violation of the Student Code of Conduct.

## In-Class Policies

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 for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by a disciplinary conference or hearing, as set forth in the Implementing Procedures of this Code.

- BE aware that **NO late or email** assignments will be accepted
- BE prepared for class: exams, assignments, textbook reading assignments
- BE aware that **NO** make-up exams w/o prior permission from professor
- BE sure to bring textbook, class coursepack, note cards to all classes
- BE on time; **15 minutes** late to class may count as absence (see absentee policy)
- BE AWARE = **NO** late assignments will be accepted in class or by email
- BE careful to turn **off cell phones** (no texting) failure to do so may result in class expulsion
- BE careful to turn **off computers**, even for notes, failure to do so may result in class expulsion
- BE responsible and read schedule for upcoming assignments, no email inquiries will be answered
- BE responsible **for keeping all assignments**, grades, exams, dates absent, written absence excuses for final grade review and discussion with professor!!! It is **not** the responsibility of professor. ANY missing documentation will result in discrepancy favoring professor's records.
- Discussion of semester and final grades must be scheduled during regular office hours before the last week of classes.
- BE responsible = **NO** discussion of grades by email or phone is permitted by the College. Discussion of grades must be completed during regular semester **NOT** during finals week.
- BE responsible to check email **4 times weekly**. Calendar **changes may occur** during the semester. The changes will be announced in class and/or by email. It will be **student's** responsibility to find out what they missed in class!
- Professor will **not review details** of missed class content via email. Student must get missed class information from other student.
- BE responsible = **SIGN** the syllabus page that acts as a "contract" and indication of your agreement with course policies and assignments. By signing, you forfeit end of semester challenges to grade and class policies.

## Assignment Policies

- Class assignments that are listed on your **course schedule may not be announced** in class. It is **your responsibility** for knowing what assignments are due! You must ask a classmate (not your instructor) what you missed in class and remember changes will occur that may not be on the schedule.
- EMAIL of late assignments is **NOT permitted**
- Late assignments **will not** be accepted!
- Instructor may change or add assignments which will be counted as participation points to be included in final grade tabulation.
- ALL discussions of **final grade** must be done in office and by appointment **NO** later than the **last week of classes**

## Late/Missed Speeches

- THERE IS NO MAKE UP FOR SPEECHES. A student must submit the proper documentation in order to be allowed the opportunity to speak on a different day. Two missed speeches will be grounds for automatic failure in this class, regardless of grades on other assignments.

## Speaking Order

- Volunteer will be allowed to speak first. If there are no volunteers, speakers will be selected randomly.
- You must have your speech copied on working USB device
- You must email your speech to self as back-up only for USB or technological problems

## Email

- **Check Atlas Mail 4 times per week at a minimum.**
- **All email** must have full name, class prefix (SPC), and section in "Subject" to be answered
- **IMPORTANT NEW POLICY FOR EMAIL CORRESPONDENCE**
- **All correspondence from instructor will be sent to your Atlas email account.**
- **EMAIL Don'ts**
  - Attach a late or any in-class assignment to an email
  - "what happened in class" inquiries...it is your responsibility to find out from another classmate
  - Expect an answer immediately... may take 24 hrs to return (48 on weekends)

## Assumptions

- College level work: The technical quality and content of all your work is expected to reflect the standards of higher education. All assignments must be typed and **STAPLED**. For outlines, follow the examples in your textbook. Reference lists must follow APA Style (American Psychological Association) or MLA style.
- English language skills: If you are a foreign student or non-native speaker of English, some allowances will be made; however, English proficiency is the goal. If your technical skills (i.e., grammar, punctuation spelling, etc.) are weak, use a word processing program with a good language usage tool (such as MS Word) It is also a good idea to have a native speaker of English listen as you practice your speech to give you advice on diction and pronunciation.

## Dress Policy/ Expectations

The intention of this class is to prepare you with useful skills for the workplace. In the professional workplace, there are formal and informal rules of conduct for appropriate attire. Flip-flops, shorts and t-shirts should NEVER be worn when delivering a speech. Failure to adhere to this dress policy will result in a penalty of 5% for the appropriate speech delivered

## Student Grievance

Students have recourse through the Student Academic Dispute Resolution process to seek a fair determination for the assignment of a final course grade. However, final grades of "W" and "I" based upon the failure of the student to take the final examination, excessive absences, or other administrative reasons may not be grieved to the Student Final Grade Dispute Resolution Committee. For non-final grades and matters, each Campus President shall be responsible for designating a person or persons to assist students who wish a review of decisions that are related to access to courses and credit granted toward the degree (excluding final grades).

## Video taping

In order to assess the effectiveness of our course, student speeches will be videotaped for evaluation. Additionally, student speeches will be recorded to aid in the self evaluation process. **If you are unwilling to allow your videotape to be used for any purpose other than your own self evaluation**, please make a note with your initials on the consent form located on the last page of this syllabus and return it to your instructor. If you do not return this notice, your videotaped speech may be used in the future as an example either in your instructor's class, or for other educational purposes.

## Disclaimer

The instructor reserves the right to adjust the course syllabus and/or course schedule upon notification of the class by in-class or email. It is the student's responsibility to be aware of any adjustments announced by instructor through either communication method.

## Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

## Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.



## Participant Informed Consent Form

Valencia is conducting research to assess General Education Program student learning outcomes. Student work will be collected at random from students enrolled in General Education courses each academic term. Your instructor may be asked to submit an article of work that you complete during the course of the semester. Your name will be removed from the work to preserve your anonymity and confidentiality. The entire collection of student work will then be scored using a rubric. The results will be used to assess the General Education Program, not to assess you as an individual student. Beyond consenting to the use of your work for assessment purposes, you will not be asked to do anything in addition to your normal class assignments. The use of your work as part of this assessment process is completely separate from its use as an assignment that contributes to your class grade. The score it receives during the assessment process will not be connected to you and will have no effect on your class average or final course grade. Participating in this research carries no identifiable risks to you. The records of this study will be kept private. In any sort of report Valencia might publish, we will not include any information that will make it possible to identify you. Research records will be stored securely and only researchers will have access to the records. All information is subject to the Family Educational Rights and Privacy Act (FERPA) of 1974, which is designed to protect the privacy of educational records.

Your participation in this study is voluntary, and you may withdraw at any time without negative consequences. To withdraw at any time during the study, simply ask your instructor not to submit any of your work.

Please feel free to contact Roberta Brown (407-582-3421) or Kurt Ewen (407-582-3413) if you have any questions about the study. Or, for other questions, contact the chair of Valencia's Institutional Review Board at [irb@valenciacollege.edu](mailto:irb@valenciacollege.edu).

I am at least 18 years of age, and not requesting exclusion from the study constitutes my informed consent.



**Please sign this contract and turn it in during the first week of class.**

Please sign:

I agree to all course terms, requirements, and grading percentages and policies.

I agree to grant Instructor FERPA Permission to publish name, phone, and email address to all students in the course for purpose of presentation group work and delivery practice.

I agree to be video taped for Speech Department assessment purposes.

Upon signing this document, I agree my signature will serve as a contract between myself and professor. No dispute of class policies will be forthcoming.

Signature \_\_\_\_\_

Class and Section: SPC 1608- \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_