**Valencia College**

**Winter Park Campus**

**SPC 1608: Fundamentals of Speech**

**CRN 11267**

**Fall 2017**

**Instructor:** Ms. Marlene Diaz

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**Office:** Adjunct Office Room 123

**Office Phone Number:**  (407) 582-6810

**Office Hours:** Mondays, Wednesdays, & Fridays from 12:30 to 1:00 pm.

**Class Meeting Times:** Meets on Fridays from 1:00 pm-3:45 pm in Room 115.

**Required Texts:**

A Pocket Guide to Public Speaking, 4th edition Dan O’Hair, Hannah Rubenstein, and Rob Stewart

Fundamentals of Speech SPC 1608 Suzette Dohany, Valencia College.

**Materials:** Index cards, folder or binder, and notebook

**Course Description:** Principles of Oral Communication common to speaking and listening. There will be an emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking. Prerequisites: none.

**Major Topic/Concepts/Skills/Issues:**

* Audience and Contextual Analysis
* Develop, Organize, and Support Verbal Message
* Ethical Responsibilities
* Extemporaneous Delivery of Informative Speech using Presentational Aids
* Extemporaneous Delivery of Persuasive Message

**Valencia Competencies:** This course will assist you in reinforcing the following Valencia Student Core Competencies:

* **Think:** Think clearly, critically, and creatively. Analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
* **Communicate:** Communicate with different audiences using varied means.
* **Value:** Make reasoned value judgments and responsible commitments.
* **Act:** Act purposefully, reflectively, and responsibly.

**Attendance:**  Because you learn from listening and actively participating in the classroom, you should attend all class meetings. I will take attendance every time class is held at the beginning of class. Tardiness will be counted against your grade. If you do arrive late to class, it is **your responsibility** to let me know sometime during class that you have arrived, so I can make note of that on the attendance records, but this will be noted. Since this class meets **once a week**, missing more than one class barring extraordinary, documented circumstances, will result in a grade reduction of .5 points for each absence. In addition to that, missing class can result in missing any in class activities, assignments, speeches, etc. covered in that class session. Students who miss class, assume responsibility for contacting fellow students or the professor to reconstruct the notes, exercises, handouts, etc. that were covered. Failure to obtain handouts and or assignments will not be accepted as sufficient reason for late assignments. Please keep in mind that Attendance is CRITICAL and can have a profound impact on the final grade. Missing a class can result in missing in-class assignments and participation activities. Assignments that are not turned in during an absence will result in a zero. Those zeros can end up affecting you later on down the term and ultimately, towards the Final Grade.

**Academic Honesty:** Policy #6Hx28:10-16 (Posted in the classroom). Plagiarism is claiming as your own speech, article, outline, or paper which in whole or part was prepared by someone other than yourself. Plagiarism can result in the failure of the course. You will be instructed in proper attribution to sources.

**Student Code of Classroom Conduct:** Policy #6Hx28: 10-18 (Posted in the classroom). **:** Policy #6Hx28: 10-18 (Posted in the classroom). I expect courtesy and respect at all time during class towards one another. This means during class time and includes being silent during the speeches of fellow classmates as well as during lectures. You must also be respectful and consider the audience as well as the nature of the occasion when selecting a topic for any speech in this class. If the topic is considered inappropriate, taboo, or risqué and you have not consulted with me as to what your speech topic is prior to your speech delivery, I will not hesitate to stop you and give you a zero. There are to be no interruptions when someone is talking. If you have a question, please raise your hand. If you are outside when a speech is going on, please wait outside until you hear the applause indicating that the speaker is finished with the presentation. You are not to use laptops, cell phone devices, talk with fellow classmates, etc. during a classmate’s speech. If this occurs, you will be given a warning immediately. If it continues, you will be asked to leave with points taken from your grade. The same rule applies during a lecture or discussion. You will be given a warning first, and if it continues, you will be asked to leave the classroom with points deducted from your grade. Rudeness, disrespect, and insults will not be tolerated. This is a class where expression is encouraged. However, when we interact with one another, it also means that we get our points across in a respectful manner.

**Students With Disabilities:** 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 OSD determines accommodations based on appropriate documentation of disabilities (Winter Park Campus, Room 203, (407) 582-6887. We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of classrooms or labs.

**Evacuation Route:** Please make note of evacuation route from your classroom in case of emergency. Interpret all audible alarms as valid and act accordingly.

**Assignments Due:**  Reading and homework assignments are due on the day noted on the assignment sheet as mentioned in class & on Blackboard. Late work is worth half credit. If you are absent, you will need to contact someone to find out what day you were assigned.

**Speeches:** You must be prepared to give a speech the day it is due. Speeches will be assigned for a specific day (and will be announced in class well in advance-you may also keep track according to the attached schedule). You may make up a speech so as long as you provide documentation.

**Important Note:** Once we have completed a particular speech theme, we are completed with that theme. It is not to be made up at the end of the semester nor at any other time outside of class.

**Withdrawal Deadline:** You may wish to withdraw from a class or from all of your classes. To withdraw BEFORE the withdrawal deadline (see class schedule), you must withdraw yourself via ATLAS by the deadline (see class schedule) or complete a withdrawal at your campus’s center by the end of the business day. If you withdraw before the deadline you will receive a (W), after the withdrawal deadline your professor will assign you a withdrawal grade based upon your academic achievement in the class as of your last date of attendance.

**Cell Phone/Texting/Laptop Policy:** You will be expected to be paying attention during the entire class period. Therefore, you are to refrain from using any of these electronic devices during class time. You are to close laptops during speeches as well as lectures or discussions. The only time you may use them is before class begins or during break time.

**Grading & Grading Scale:**

Homework: 10 pts. (Each)

In-class participation activities: 10-15 pts. (Each)

Self-Metaphor Speech: 15 pts.

Research speech & handout: 25 pts. (Each)

Group Presentation: 100 pts.

Group typed Outline & Summary: 50 pts.

Midterm Exam: 50 pts.

Speech to Inform with Visual Aids: 100 pts.

Informative typed Speech Outline: 50 pts.

Persuasive Speech with Visual Aids: 120 pts.

Persuasive typed Speech Outline: 50 pts.

Final Exam: 50 pts.

**The total number of points that you have accumulated throughout the entire semester will be divided by the total number of points of every assignment, speech, exam, etc.**

**Important note:**  Just because you have been coming to class and doing participation activities, does not mean that you can skip a speech. Speeches are **NOT** optional. This is a Speech class; you are expected to deliver each and every speech in this class. This is how the Final Grade will be reached.

**Grading Scale:** A: 100-90; B: 89-80; C: 79-70; D: 69-60; F: 59-below

**Extra Course Information:** The information here and on the assignment sheet is subject to change at the discretion of the instructor. Eating, drinking, and smoking are not permitted in the classroom. Gum chewing is not permitted when you’re giving a speech. Points will be deducted if this happens. You are to respect your classmates at all times including during a speech. You cannot talk, use laptops, cell phones, etc. during a speech. I will ask a student to leave who may be distracting others. Also, if you arrive late during a speech day, stand outside while the speaker is currently delivering a speech. You may come in once the speech is over and the applause begins. Firearms, alcohol, and animals are not permitted on campus. Speakers should be especially conscious of biases language and should avoid references that reflect stereotypes of gender, race, age, lifestyle, national origin, or any other quality of individual and/or group diversity. As I mentioned before, attendance is critical and has a profound influence on the grade. However, it is important that I take this opportunity to mention that as important as attendance is, that does not mean that you can just turn in any random, sloppy assignment and get the full grade for it. The same thing goes for the delivery of speeches. We will spend a significant amount of time on the presentation styles of speeches as well as the format of the outlines. Therefore, I expect that you devote time and effort into these assignments. Consequently, the **quality of the assignments as well as the speeches** is greatly taken into consideration when giving grades. I expect that the quality of all of the assignments, outlines, speeches, etc. turned in is of college level status. If you have any difficulty, please keep in mind that our Winter Park Valencia campus has a lab which can be helpful to you. If you would like further assistance, I have provided the contact information below:

**The Communications Student Support Center (CSSC)**

**In room 136**

**407-582-6818**

[**http://valenciacollege.edu/wp/cssc/**](http://valenciacollege.edu/wp/cssc/)

**Blackboard Learn:** This course can be found on Blackboard. Power Point presentations as well as Announcements will be posted there. However, this in no way is a substitute for the class. In fact, you are expected to come to class every time class meets. Blackboard 9.1 is a tool you may use to discuss online with classmates topics covered in class. It also helps you be able to review and look over the information we cover in class. You may also read through some handouts which may be posted there. You are encouraged to log in on a weekly basis and participate in the threaded discussions. The purpose of these threaded discussions is to participate and interact online with each other throughout the semester. You will basically log on to Blackboard by going under the main Valencia website (http://valenciacollege.edu), and go under Quick Links. Then, select Blackboard. This will take you to the main Blackboard page. You are to log onto it with the same Username and Password you use for Atlas. This is how to reach our Speech course in Blackboard. The course schedule may be changed at the discretion of the professor. However, if there are any changes, developments, etc., I will always keep you posted in class as well as via the Announcements Section of Blackboard.