

SPC1608 Fundamentals of Speech Course Syllabus Spring 2024

Professor: Michael Moniz
Office Location: DPAC – 340G
Office Hours: *Located in Canvas*

E-mail: mmoniz@valenciacollege.edu
Students should use Canvas to contact me

Course Materials:

- Required eText Canvas course: *Communication in the Real World: An Introduction to Communication Studies*
- Laptop to access Canvas for course materials, grades/feedback and communication.
- Microsoft Word (free to all students) and Google Chrome for best accessing Canvas.

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

Course Objectives:

- Demonstrate a clear speaking goal as it relates to audience and contextual analysis.
- Develop, organize, and support the verbal message.
- Observe ethical responsibilities of both senders and receivers in an oral communication transaction.
- Prepare and deliver extemporaneous speeches incorporating presentation aids.
- Use critical thinking skills when preparing and delivering persuasive messages.

Valencia Core Competencies: Valencia faculty has a 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.

Expectations for Canvas Messages and Office Hours: You are to communicate with me through *Canvas messages only*. Please remember to include your full name and course section. Please review the course syllabus and/or Canvas before sending a message as your answer might be there already. All messages will be answered so if you do not receive a reply within 24 hours, assume that you should resend. I will not be checking messages on Saturday and Sunday of each week. Those messages will be responded to on Monday so plan ahead. Office hours are posted on Canvas. You can message me to set up a time to meet before class, after class, on Zoom, or during office hours. You should not message me to ask for an exception to the course syllabus, course policies or assignment requirements.

Expectations on the course experience: I want you to have a great experience in the course. I want this course to be inviting, to be dynamic and fun. I work to create a safe environment where everyone gets to know each other, we all share and participate and we learn from each other. I also seek to be very fair and that is why I reinforce all course policies to support each student in the course experience. I want you to be successful in the course and beyond so I will always be glad to help and support you the best that I can. You will never have to worry that another student is getting an exception to a course requirement.

Course Evaluation and Grading

Assignment	Due	Points
Syllabus Quiz	Canvas	10
Narrative Speech	In Class	100
Informative Speech Outline	Canvas	15
Informative Speech	In Class	200
Informative Speech Reflection Paper	Canvas	15
Group Presentation Outline	Canvas	15
Group Presentation	In Class	200
Group Presentation Reflection Paper	Canvas	15
Persuasive Speech Outline	Canvas	15
Persuasive Speech	In Class	200
Persuasive Speech Reflection Paper	Canvas	15
Impromptu Speech	In Class	100
Class Participation		100
Grading Scale: A = 1000-900; B = 899-800; C = 799- 700; D = 699-600; F = 599-0		1000

Refer the **Course Schedule and Canvas** to get exact due dates for all assignments in the course. Clear requirements are provided in the Canvas space and/or in class for all assignments.

Coursework and Policies:

Syllabus Quiz: Attendance in our **First Class** and **The Syllabus Quiz** due before **Sunday @11:59pm** will count as your attendance for the first week. In compliance with federal regulations, if you do not complete the required attendance activities that take place during the first week of class, this must be reported in the manner outlined by the educational institution at which you are enrolled. Please refer to the Course syllabus for details. Both are required. No Exceptions.

Speech Outlines: You will complete **3 speech outlines**. Your fully developed speech outline must consist of all the required parts for the format of the speech. All outline components must be clearly identified, and a proper outline format must be used. They are due before Sunday at 11:59pm on Canvas. A required template is provided in Canvas. Outlines must meet the required page length. References are required at the bottom of the outline. Outlines are only accepted through the Canvas assignment link. An approved outline submitted on time is required to present a speech.

Speeches: You are required to present extemporaneous (without note cards or outlines) speeches to an audience of your peers. Speeches must be original work created by you. Detailed instructions will be provided for each speech in class and on Canvas. A broad topic will be provided, and you will select an option that is most interesting to you and the audience. Making time in your speeches will greatly impact your grade. You will present 5 speeches in this course: a narrative speech, an informative speech, a group presentation, a persuasive speech, and an impromptu speech. You must present a speech in class to be able to complete the reflection paper.

Reflection Papers: You will complete *3 reflection papers* for this course. Papers are double-spaced, 12-point font, paper addressing what you learned from the speech experience. You are expected to address all the questions on the template. They are due before Sunday at 11:59pm on Canvas. A required template is provided on Canvas. Reflection papers are only accepted through the Canvas assignment link. Reflection papers have a required page length of 3 to 4 pages in length.

Class Policies:

- Attendance is required in all class sessions in a Face to Face (F2F) course. The class sessions are not optional. If you miss a class, you are responsible for the course content. I will not provide overviews of missed classes. Students are held accountable for in-class content for assignments and grading. There aren't excused absences in this course.
- Being late to class, leaving early, disappearing from class, texting in class and/or not participating in-class activities can result in being marked absent from the class determined by the professor. Class Participation grade is defined in the Canvas Course. Please make sure you review this to help you understand and achieve this grade.
- Students will not be allowed to enter the class late on speech days or in-class assignments throughout the course. These days will be highlighted on the schedule and in our class discussion to give you a warning about these days.
- All students are to be prepared to present their speeches on the first day of the course schedule. Students will learn the order in class and the order is assigned by the professor. You may not change the order. Should you not be present or not want to present your speech when it is your turn, it will result in a zero. Late students will not be allowed to present their speeches.
- Every Monday, log in Canvas, review the work assigned for the week, read all course assignment pages and deadlines. This will help you plan out your week so you are successful in the course. Canvas assignments are due on **Sunday** before 11:59pm. This is set to make it easy to remember deadlines. You should be active and regularly log into the course, so you do not miss any deadlines or assignments.
- During the group presentation, students are allowed to remove a group member if they are not following the group contract. There is a process for this which will be explain in class. The professor will have the final decision, and this will result in a zero on the presentation for the removed group member. There will not be an alternative assignment or make-up assignment if you are removed from a group.
- All course communication will happen on Canvas. Not following instructions on Canvas can greatly impact your grade and/or result in a zero. Make sure you regular review course assignments instructions. This is your responsibility.
- Grades are posted with a rubric and feedback. It is very important you review the grade and the feedback to help you be successful in the course. Students who wish to discuss any of their feedback should contact the professor within 24 hours of grades being posted by me (Grades are timestamped in Canvas). After the 24 hours we will no longer discuss a graded assignment as it is completed and accepted by you.
- Late assignments are not accepted in this course. You have the course schedule with all the due dates. It is your responsibility to complete assignments before the deadline. You shouldn't wait until the deadline to post assignments on Canvas. This course doesn't offer extra credit or make up assignments. **Do not rely on the To Do List function in Canvas** – you need to use the course schedule to be safe.

- Students are required to review all their posted assignments to make sure they are posted correctly and able to be reviewed after the student posts their assignment. Please review all your assignments to make sure you posted the correct one and it can be reviewed by me. You can do this from the assignment page or gradebook, after you have posted your assignment. Turning in a blank assignment or posting the wrong assignment will result in a zero.
- Students should know who to contact for technical issues. Posting wrong or blank assignments, technical issues, and/or Canvas/Laptop/Internet issues will not be excuses for missing deadlines. Assignments are not accepted through email or Canvas messages.
- Templates are provided for outlines and reflection paper assignments to help you be successful. You are required to use the template. Not using the template or altering the spacing or font size will result in a zero on the assignment. Not meeting the required page length will result in a zero on the assignment and a make-up will not be offered.
- I am setting you up to be successful in your speeches. Assignments are required to complete the next assignment in a module. If you miss or get a zero one of these assignments, you won't be allowed to complete the next assignment. This will result in a zero on the attached assignments including the speech. You need the feedback, so you need to complete them. This is a process that connects, and you learn through each assignment as part of the required process. You demonstrate your learning through the assignments– not just in the speech. No exceptions.
- I do not offer special treatment for any students. I want everyone to have the same fair experience in this course. This why I do not allow late assignments, make up work, negotiating grades, rounding up final grades or allow any excuses. You never have to worry that someone is getting a better deal in the course than you. You all will get the same opportunity to be successful.
- I will expect a respectful class environment. You will communicate in a respectful and kind way to each other and the professor at all times. There are zero warnings – you will be removed from the course if you do not follow this policy.
- Using mobile devices during in-class activities will be considered cheating. You can never use your phone during speech days. Using your phone during a speech day or an in-class assignment will result in a zero. It could result in zero for other students as well depending on the experience. Laptops and mobile devices will not be needed in class – using these items too much in class can result in class participation grades being reduced.

Additional Policies:

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>

Academic Honesty: You are required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. Any form of cheating, including plagiarism, will result in 0 points being awarded for a given speech, or assignment.

No Show Policy: Attendance in our **First Class** and **The Syllabus Quiz** due before **Sunday @11:59pm** will count as your attendance for the first week. In compliance with federal regulations, if you do not complete the required attendance activities that take place during the first week of class, this must be reported in the manner outlined by the educational institution at which you are enrolled. Please refer to the Course syllabus for details. Both are required. No Exceptions.

Valencia College requires that students be withdrawn from the class as a "no show." If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course. **UCF** requires that students be marked as absent becoming ineligible for federal financial aid.

Withdrawal Policy: The withdrawal deadline can be found in Valencia Academic Calendar, <https://valenciacollege.edu/academics/calendar/>. You may withdraw yourself from the course until that date. Keep in mind that dropping a course may affect your financial aid or status for international students. Please consider speaking with the instructor about your options before withdrawing. It is the student's responsibility to withdraw from the course and the professor will not withdraw students per their request.

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)."

Student Assistance Program Information: 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.

Learning Support Services: provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: www.valenciacollege.edu/tutoring

Please note: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

Students may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a planned presentation by a college faculty member or instructor, during a scheduled class, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, student presentations, labs, academic exercises involving student participation, and private conversations, is prohibited. This course will cover those areas and not have lectures to record. Recordings may not include the image or voice of other students in the class, may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the College's Student Code of Conduct.

Syllabus Disclaimer: Having read the syllabus and by participating in the course, you are entering into an agreement to complete the course requirements and respect classroom policies. *Professor reserves the right to change the assignments, the schedule and/or due dates as needed. Additional policies might be added to the course based on class performance. The professor reserves the right to adjust course policies for individual students per the professor's discretion based on student needs, personal issues or academic issues.*

SPC1608 Fundamentals of Speech - Course Schedule Spring 2024 MW

Day	Date	Class Topic / Activity	Assignment Due
<i>Welcome and Narrative Speech</i>			
Monday	1/8	Welcome to Class*	
Wednesday	1/10	Managing Speech Anxiety	Syllabus Quiz Due Before Sunday on Canvas*
Monday	1/15	No Class - Holiday	
Wednesday	1/17	Narrative Speeches	
<i>Informative Speech</i>			
Monday	1/22	Selecting a Topic / Research and Citations	
Wednesday	1/24	Organization of a Speech	
Monday	1/29	Starting, Finishing and Styling a Speech	
Wednesday	1/31	Informative Delivery Skills	Informative Speech Outline Due Before Sunday on Canvas
Monday	2/5	Informative Delivery Skills	
Wednesday	2/7	Informative Delivery Skills	
Monday	2/12	Informative Speeches	
Wednesday	2/14	Informative Speeches	Informative Speech Reflection Paper Due Before Sunday on Canvas
<i>Group Presentation</i>			
Monday	2/19	Group Work	
Wednesday	2/21	Development / Structure Review	
Monday	2/26	PowerPoint / Visual Aids	
Wednesday	2/28	Presenting in Teams	Group Presentation Outline Due before Sunday on Canvas
Monday	3/4	Group Delivery Skills	
Wednesday	3/6	Creative Delivery Challenge	
Monday	3/11	Group Presentations	
Wednesday	3/13	Group Presentations	Group Presentation Reflection Paper Due Before Sunday on Canvas
Monday	3/18	No Class – Spring Break	
Wednesday	3/20	No Class – Spring Break	
<i>Persuasive Speech</i>			
Monday	3/25	Persuasive Organization	
Wednesday	3/27	Development of an Argument	Persuasive Speech Outline Due Before Sunday on Canvas
Monday	4/1	Persuasive Delivery Skills	
Wednesday	4/3	Persuasive Delivery Skills	
Monday	4/8	Persuasive Speeches	
Wednesday	4/10	Persuasive Speeches	Persuasive Speech Reflection Paper Due Before Sunday on Canvas
<i>Impromptu Speech</i>			
Monday	4/15	Impromptu Speaking	
Wednesday	4/17	Impromptu Speeches – Final Exam	

**Professor reserves the right to change the schedule or due dates as needed.*

SPC1608 Fundamentals of Speech - Course Schedule Spring 2023 MW

Assignment	Due Day	Due Date	Points
<i>Welcome and Narrative Speech</i>			
Syllabus Quiz+	Before Sunday	1/14	10
Narrative Speech	In Class	1/17	100
<i>Informative Speech</i>			
Informative Speech Outline*	Before Sunday	2/4	15
Informative Speech*	In Class	2/12	200
Informative Speech Reflection Paper*	Before Sunday	2/18	15
<i>Group Presentation</i>			
Group Presentation Outline*	Before Sunday	3/3	15
Group Presentation*	In Class	3/11	200
Group Presentation Reflection Paper*	Before Sunday	3/17	15
<i>Persuasive Speech</i>			
Persuasive Speech Outline*	Before Sunday	3/31	15
Persuasive Speech*	In Class	4/8	200
Persuasive Speech Reflection Paper*	Before Sunday	4/14	15
<i>Impromptu Speech</i>			
Impromptu Speech	In Class	4/17	100
<i>Class Participation</i>			100
Grading Scale: A = 1000-900; B = 899-800; C = 799- 700; D = 699-600; F = 599-0		<i>Total</i>	1000

*Assignments are due on **Sundays before 11:59pm** on Canvas.
Unfortunately, late assignments or make-ups are not offered in this course.*

+ *Attendance in our **First Class** and **The Syllabus Quiz** due before **Sunday @11:59pm** will count as your attendance for the first week. In compliance with federal regulations, if you do not complete the required attendance activities that take place during the first week of class, this must be reported in the manner outlined by the educational institution at which you are enrolled. Please refer to the Course syllabus for details. Both are required. No Exceptions.*

***** *All assignments are required in a module.
Assignments are required to complete the next assignment in a module.
If you miss or are not approved for an assignment, you won't be allowed to complete the next assignment. This will result in a zero on the attached assignments.*

Professor reserves the right to change the schedule or due dates as needed.

SPC1608 Fundamentals of Speech - Course Schedule Spring 2024 TR

Day	Date	Class Topic / Activity	Assignment Due
<i>Welcome and Narrative Speech</i>			
Tuesday	1/9	Welcome to Class*	
Thursday	1/11	Managing Speech Anxiety	Syllabus Quiz Due Before Sunday on Canvas*
Tuesday	1/16	Introduction to Delivery	
Thursday	1/18	Narrative Speeches	
<i>Informative Speech</i>			
Tuesday	1/23	Selecting a Topic / Research and Citations	
Thursday	1/25	Organization of a Speech	
Tuesday	1/30	Starting, Finishing and Styling a Speech	
Thursday	2/1	Informative Delivery Skills	Informative Speech Outline Due Before Sunday on Canvas
Tuesday	2/6	Informative Delivery Skills	
Thursday	2/8	Informative Delivery Skills	
Tuesday	2/13	Informative Speeches	
Thursday	2/15	Informative Speeches	Informative Speech Reflection Paper Due Before Sunday on Canvas
<i>Group Presentation</i>			
Tuesday	2/20	Group Work	
Thursday	2/22	Development / Structure Review	
Tuesday	2/27	PowerPoint / Visual Aids	
Thursday	2/29	Presenting in Teams	Group Presentation Outline Due before Sunday on Canvas
Tuesday	3/5	Group Delivery Skills	
Thursday	3/7	Creative Delivery Challenge	
Tuesday	3/12	Group Presentations	
Thursday	3/14	Group Presentations	Group Presentation Reflection Paper Due Before Sunday on Canvas
Tuesday	3/19	No Class – Spring Break	
Thursday	3/21	No Class – Spring Break	
<i>Persuasive Speech</i>			
Tuesday	3/26	Persuasive Organization	
Thursday	3/28	Development of an Argument	Persuasive Speech Outline Due Before Sunday on Canvas
Tuesday	4/2	Persuasive Delivery Skills	
Thursday	4/4	Persuasive Delivery Skills	
Tuesday	4/9	Persuasive Speeches	
Thursday	4/11	Persuasive Speeches	Persuasive Speech Reflection Paper Due Before Sunday on Canvas
<i>Impromptu Speech</i>			
Tuesday	4/16	Impromptu Speaking	
Thursday	4/18	Impromptu Speeches – Final Exam	

**Professor reserves the right to change the schedule or due dates as needed.*

SPC1608 Fundamentals of Speech - Course Schedule Spring 2023 TR

Assignment	Due Day	Due Date	Points
<i>Welcome and Narrative Speech</i>			
Syllabus Quiz+	Before Sunday	1/14	10
Narrative Speech	In Class	1/18	100
<i>Informative Speech</i>			
Informative Speech Outline*	Before Sunday	2/4	15
Informative Speech*	In Class	2/13	200
Informative Speech Reflection Paper*	Before Sunday	2/18	15
<i>Group Presentation</i>			
Group Presentation Outline*	Before Sunday	3/3	15
Group Presentation*	In Class	3/12	200
Group Presentation Reflection Paper*	Before Sunday	3/17	15
<i>Persuasive Speech</i>			
Persuasive Speech Outline*	Before Sunday	3/31	15
Persuasive Speech*	In Class	4/9	200
Persuasive Speech Reflection Paper*	Before Sunday	4/14	15
<i>Impromptu Speech</i>			
Impromptu Speech	In Class	4/18	100
<i>Class Participation</i>			100
Grading Scale: A = 1000-900; B = 899-800; C = 799- 700; D = 699-600; F = 599-0		<i>Total</i>	1000

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Assignments are required to complete the next assignment in a module.
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