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**SPC 1608: Fundamentals of Speech**

**Valencia College, West Campus**

**SPC 1608**

## Fundamentals of Speech, SPC 1608

Ronda Bailey

**Contact Information:**   [rbailey27@valenciacollege.edu](mailto:rbailey27@valenciacollege.edu);

                                        Messages through Canvas are preferred

Office: Building 5, room 121  
Engagement Hours:

Monday/Wednesday 7:30-8:30; 12:45-1:45 (By appointment)  
 Tuesday: 8:00-8:30; 11:15- 12:45 (By appointment)

Thursday & Friday: 8:00-10:00 am <Online>

### Catalog Description:

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

### Course Learning Outcomes

Stephen Covey wrote the best-selling book, The 7 Habits of Highly Effective People. Habit #2 is, “Start with the end in mind.” A simple but yet powerful phrase. Let’s keep the end in mind:

1. Demonstrate a speaking goal as it relates to audience and contextual analysis.
2. Develop, organize, and support the verbal message.
3. Observe ethical responsibilities of both senders and receivers in oral communication.
4. Prepare and deliver an extemporaneous informative speech incorporating presentational aids.
5. Prepare and deliver an extemporaneous persuasive message incorporating presentational aids.

**Course 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.

Required Free Text:   Communication in the Real World: An Introduction to Communication Studies

[Communications in the Real World: An Introduction to Communication Studies](https://open.lib.umn.edu/communication/)

### Materials:

* Required eText: Communication in the Real World: An Introduction to Communication Studies. Book link posted above.
* Laptop to access Canvas for course materials, grades/feedback, and communication.
* Laptop for using In Discussion to record and view speeches.
  + PHONES are NOT a RELIABLE source for working in Canvas
* Microsoft Word, Microsoft PowerPoint, and In Discussion knowledge and access.
* Google Chrome for best accessing Canvas and In Discussion.

### Grading Scale:

A= 90 to 100     B= 80 to 89       C= 70 to 79       D= 60 to 69      F= 0 to 59

Important Note: Regardless of scores on individual assignments, \*\*you must complete all three major speech assignments: Special Occasion, Informative, and Persuasive, to be considered for a passing grade of C.

Disclaimer: Changes in the Syllabus, Assignments, grading, etc. may be made at any time. A written announcement will be posted on Canvas outlining any changes.

**Expectations for the course experience:**

Student Code of Classroom Conduct: Valencia 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, 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 professor. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the professor to leave the class.

#### **Specific learning outcomes:**

1. Refine ability to set a speaking goal and appropriate thesis.
2. Make choices appropriate to context and audience.
3. Manage time.
4. Research and document ideas.
5. Evaluate information sources.
6. Organize a message in an effective manner and reflect the plan in an outline.
7. Use language effectively.
8. Tone of voice and tone in writing.
9. Body language.
10. Use presentation aids to support audience comprehension.
11. Use appropriate strategies to appeal to audience reasoning.
12. Use a natural, conversational style of delivery.
13. Refine the ability to listen critically to a speaker's message – which includes considering the logic and appropriateness to context. This also includes understanding the distinctions between informative and persuasive speaking.

**Expectation for submitting Word Documents:** All work must be typed, formatted using Times New Roman font 12, black colored font only. Unless directions state differently.

**Expectations for Canvas Email and Office Hours:** You are to communicate with me through Canvas messages. Please remember to include your full name and course section. All messages will be answered, so if you do not receive a reply within 24 hours, assume that you should resend. However, do not send the same message over and over and over. Please give me 24 hours to respond.

I will not check messages/emails over the weekend. Those messages will receive an answer on Monday. All emails and messages sent through Canvas should be written in a professional format using proper grammar and complete sentences, and don't forget the importance of spell-check.

Office hours are posted on Canvas under Home/Announcements and at the top of the Syllabus. Please check those when wanting to schedule a meeting.

**Canvas:**  Canvas is our tool of communication. Check announcements regularly. New announcements will be posted on Thursday/Friday.

**Eliminating Email Distractions:** Before sending an email, consider how you would send it to your boss at work. I doubt you would use text lingo like OMG, have all lower-case words such as i or nyc, and/or mispeled words or incomplete sentences. Please use correct grammar.

I will not respond to emails sent thru Atlas.

### Valencia College Core Competencies:

Valencia faculty has defined four interrelated competencies that prepare students to succeed in the world community. In this course, through classroom lectures and discussions, group work, and other learning activities, you will further develop your mastery of these core competencies:

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

**In Class, Mixed Mode & Online:**

**Expectations for electronics and participation courtesy**: If you choose to attend class, then you must do your best to maintain the learning atmosphere of the class. Work with people in the classroom/online environment – not outside the classroom!

1. Again, participation requires good listening and a sincere effort to process what other people are saying. Please focus on the discussion/speech and do your best to share your own view. When speaking, project your voice so everyone involved may hear.
2. If you are recording your speech online, please silence your phone.
3. When presenting in class, no electronic devices will be allowed.

#### **Expectations for class activities and discussion:**

1. I want you to be successful. Come to class ready to learn and prepared to participate in interactive activities that involve your participation.
2. Take notes. Please let me know if you need instruction on a good note-taking style, and I will be happy to help you. Taking notes will be very helpful for you. Please study these notes before you return to class.
3. The expectation for this class is that EVERY STUDENT will ask and answer questions. This course is your opportunity to become a good communicator, so don't hold back. Even if it doesn't come to you naturally at first, our efforts will pay off by the end of the semester.
4. Participation requires good listening and a sincere effort to process what other people are saying. **Please focus on the discussion and do your best to share your own view**.
5. Class discussion is crucial for the understanding of the concepts. Think of your attendance as proof of your engagement and commitment to this class.
6. Keep in mind that we will do a lot of group work and do not fall victim to distractions. For example, do not take out your phone or work for other classes. **You will be asked to leave**. Most importantly, you can learn from each other.
7. There are no late entries on speech days. Once speeches have started, you may not enter the class at any time for the whole class session to be respectful to those who are speaking.

**Expectations for quizzes:**  Quizzes are scheduled and listed in Canvas. You'll want to study your class lecture notes, handouts, and assignments related to the quiz topics.

Face-to-Face, MM, and Online

1. Quizzes are online. Please check the weekly schedule and give yourself ample time to complete the quizzes.
2. Please read the directions provided on the quiz and take your time.
3. Late work is not accepted.

Mixed Mode:

Speeches will be online. Please read and follow the suggestions laid out in the Online Speech Module. This is your guide to successful online speeches.

Online:

All work will be done online. Please read and follow the suggestions laid out in the Online Speech Module. This is your guide to successful online speeches.

Discussion participation is important and classmate responses should be at least three sentences prompting discussion and furthered conversation.

### Summary of Important Policies:

* I do not accept late work. (Late means 60 seconds past the official class start time.)
* Speakers must wear appropriate attire on presentation days. Minimum requirements: no revealing garments (good: a shirt with collar and sleeves; bad: strapless tops, tank tops, plunging necklines, etc.); no exposed midriffs; no visible underwear; no shirts with words, slogans, pictures, or logos; no hats; and no sunglasses. Think business casual.
* I do not calculate grades for you. Check Canvas; it is right there for you.
* I do not offer extra credit to individual students. You should focus on successfully completing the work assigned throughout the session rather than waiting for a windfall at the end.
* I use Canvas to contact students. You should check your account(s) frequently and/or forward your Atlas email to the account you use regularly. If you send me an email, write in Standard English (don't "text" me), use spell check, and create an appropriate subject line.

**Expectations for speeches:** You are required to present extemporaneous speeches to an audience of your peers. Speeches must be original work created by you and not work from a previous course. Speaking assignments are assigned throughout the semester, and details will be provided in Canvas. There will be an informative with an international topic speech, a persuasive speech, a special occasion speech, and impromptu speeches; details will be provided in class.

1. Speeches are due when they are due on the assigned date; see Canvas for those dates. Make-up speeches are not permitted.
   1. All preliminary outline work is required in order to submit your speech.
2. For online & Mixed Mode: you will record your speeches and submit in Canvas. You can record straight in the assignment area. Your classmates will be able to view your speeches once you have submitted them.
3. You must complete the pre-assigned assignments and the outlines before you can submit a recorded speech.
   1. All preliminary outline work is required in order to submit your speech.
4. Late work is not accepted, and speeches cannot be submitted past the deadline.

**Communication/Humanities/Gordon Rule Syllabus Statement Template**

**Academic Integrity Statement:**

Valencia College (“College”) is dedicated to engaging in intellectual activity and maintaining an academic environment consistent with high academic standards including a shared commitment to transparency, integrity, and creating the right conditions for learning. In all areas of academic and instructional endeavors, the College expects work to be the result of individual knowledge, thoughts, research, effort, and self-expression or that appropriate citation/credit is given for the origin of the work.

For more on Valencia's Academic Integrity policy and procedure, click here:  [Valencia Policy 6Hx28:8-11: Academic Dishonesty](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-integrity.pdf).

**Expectations and Responsibilities: [*Use the elements relevant for your class/discipline and add your own policies as needed*]**

1. **Original Work:** All work submitted by students must be their own original effort, unless other expectations are explicitly stated otherwise by the instructor. This includes assignments, papers, exams, and any other academic exercises.
2. **Citing Sources:** Proper attribution of sources is essential. Whenever students use ideas, words, data, or other intellectual property from external sources, they must appropriately cite these sources following the conventions of the discipline. In this course, you will be expected to use [*insert your required or preferred citation style(s) here*].
3. **Collaboration:** Collaboration can be a valuable learning tool, but it must always be conducted ethically. Students must adhere to the collaboration guidelines set forth by their instructors, which may vary by course and assignment.
4. **Assignments, Quizzes, and Examinations:** During graded assignments, quizzes, and examinations, students are expected to adhere strictly to the rules and guidelines provided by the instructor. Any form of cheating, plagiarism, or unauthorized assistance is strictly prohibited.
5. **Consequences of Violations:** Violations of academic integrity, including, but not limited to, cheating, plagiarism, falsification of data, and unauthorized collaboration, are serious offenses that may result in disciplinary sanctions and academic consequences. In this course, consequences may include [*insert possible consequences for your course, considering severity and frequency of violation*]. Students will have a reasonable opportunity to respond to allegations of an academic integrity violation [*include specific time frame if desired*] and will be notified of the assigned penalty, if any.

**Statement regarding the use of tools considered "artificial intelligence" [AI]:**

[*Pick the one that aligns with your course and modify as necessary.*]

AI not allowed: The use of artificial intelligence tools, including, but not limited to, automated essay generators, content generators/synthesizers (e.g., ChatGPT, Google Gemini, etc.), translation tools, external grammar checkers (e.g., Grammarly), and plagiarism detection algorithms, is strictly prohibited. Students are expected to demonstrate their own understanding and original work throughout the duration of this course. Any violation of this policy will be subject to the consequences outlined in this syllabus and the College's academic integrity policy.

**Resources and Support:**

The College provides resources and support to help students understand and uphold principles of academic integrity. These resources may include workshops, tutorials, and access to academic advisors and instructors who can provide guidance on ethical academic practices.

Valencia Learning Support: <https://valenciacollege.edu/students/learning-support/>

Valencia Writing Centers: <https://valenciacollege.edu/students/learning-support/writing-consultations.php>

Valencia Library: <https://valenciacollege.edu/students/library/services/research-help-information.php>

Valencia Library Documentation Help: <https://valenciacollege.edu/students/library/mla-apa-chicago-guides/>

**Conclusion:**

By embracing the principles of academic integrity, students not only fulfill their educational responsibilities but also contribute to a culture of honesty and intellectual rigor within the College community. Upholding academic integrity is a shared commitment that enhances the value of the educational experience and prepares students for success in their future endeavors.

### Course evaluation and Grading

 Grades will be calculated and weighted in Canvas using percentages.

 Quizzes                                      10%

Narrative Speech                        10%

Informative Speech\*                   25%

Special Occasion Speech\*          15%

Persuasive Speech\*                     25%

Participation/Discussions          15%

                                                    100%

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

Important Note: Regardless of scores on individual assignments, you must complete all three major speech assignments indicated by \*  to be considered for a passing grade of C.

**Assignments:** I do not accept late\* work, regardless of the excuse. (\*Late is defined as 60 seconds past the official class start time.)  Any computer problems you may experience are not grounds for turning in late work. You should always have extra ink cartridges, enough paper, a Valencia copy card with a couple of dollars on it, and your work saved on a CD or flash drive in case you need to print elsewhere. Assignments must be word-processed using the MLA-style guidelines that follow in this Syllabus. Do not email assignments to me. I do not accept hand-written papers, which are a sign of last-minute work. Furthermore, I do not carry a stapler for your use.

Please NOTE: No Encyclopedias. All work must be submitted as a word document. Black font, white backgrounds, Times New Romans 12; unless otherwise stated.

**Submitting work to Canvas:**

I strongly encourage you to verify your submissions in Canvas by checking the submission status through the “Grades” tab. From "Grades," click on "Show All Details" in the upper right-hand corner to see my feedback along with the score. If experiencing technical difficulties, contact Canvas Help for technical assistance and email me your course work by the due date as a backup to avoid the late penalty. ***\*\*\**** Technology issues (computer crashing, video issues, uploading the wrong files, losing internet connection, etc.) will not exempt you from an assignment. ***\*\*\****

**General Classroom Policies (Face-to-Face, Online and Mixed Mode):** I expect you to behave in a manner that is consistent with the Valencia Code of Student Conduct at all times. (College Policy: [6Hx28: 8-03 Student Code of Conduct)](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/)

**Participation Policy:** Participation points will comprise of various in-class and out-of-class assignments, attendance, discussions, and activities.

**Final Exam Policy:** You are responsible for knowing when and where the final examination is scheduled and being present and on time. Valencia College places the final examination schedule online at http://valenciacollege.edu/calendar.   You may be absent from a final examination or deviate from the exam schedule only with the professor's approval. 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 the group project.

#### **General Presentation Information (Online, Mixed Mode, Face-to-Face):**

* I must approve your speech topics, and you must provide a word-processed sentence outline and reference list in MLA format on the day you are scheduled to present in order to be eligible to present the associated Speech. I will give more specific information on topic choices at the appropriate time.
  + All outline assignments and preliminary work for presenting a speech is required in order to present the speech. \*\*\*
* Firearms, other weapons, alcohol, and animals are not permitted on campus; therefore, they cannot be used as visual aids in any class mode. 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 every 10 seconds you are over or under the time limit.
* Face-to-Face: Students are expected to attend class and participate as audience members on presentation days. 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. Your cell phone's ringing/vibrating/shimmying during a presentation will result in up to a 25-point deduction.

**Attendance:**

This is a 3-hour credit course: How many hours a week should you study for a 3-credit class?

A good rule of thumb is to dedicate six hours a week for each credit hour you take — so for a standard three-credit class, you can expect to spend **18 hours per week** on it.

**Attendance is required.**

Face-to-Face: attendance is required. Students are allowed two excused absences in the semester. If you are absent past the two excused dates, you will lose a letter grade for every absence thereafter.  However, please note that you will not be allowed to make up missed work as I do not accept late work. If you miss a speech, you miss a speech.

Mixed-Mode (MM): attendance is required. Students are allowed one excused absence in the semester. This is a mixed-mode course and attendance is required. If you are not attending class, and submitting work only online your assignments will not be accepted, as this is not an online class. Assignments will be due on Monday/Wednesday, with the exception of 3 Sunday due dates found in the modules.

Online: attendance is required and will be reflected in assignment due dates. Your class schedule is Monday/Wednesday and all assignments will be due on Monday/Wednesday, with the exception of 3 Sunday due dates found in the modules.

**Attendance:**

**Class Attendance/No Show Policy**: Class attendance is critically important for your course success and meeting the learning outcomes. I highly encourage you to attend class and come ready to learn and engage in all face-to-face class activities. I also encourage you to complete all online activities in Canvas by their due dates to stay on track, as learning activities are designed to build upon each other in sequential order.

You must **attend during the first week of classes** to avoid being dropped 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.” You must attend and complete the required course assignment activity to not be withdrawn from the course. I will not withdraw students after the first week of class, this is the students' responsibility.

Face-to-Face: You get two days this semester, they are yours!

* Remember NO late Work.
* Every day you miss after your two days is a letter grade drop. For example, if you have an A, you drop to a B.
* Tardy/Leaving Early: 3 = an absence
* I'll see you in Class! Remember, communication is key and the best way to reach me is through Canvas Messenger.

It is going to be a great semester.

80% of Success is Showing Up. –Woody Allen

**Withdrawal Policy**: a student who withdraws from a class before the established deadline for a particular term will receive a grade of “W."  Students are not permitted to drop themselves after the withdrawal deadline, and I cannot drop students. The withdrawal deadline for a "W" grade can be found in Valencia Calendars online. Students may withdraw themselves by the deadline. After the deadline, students will receive the grade based on the course grading components as defined at Valencia. You will not be dropped for non-attendance after the first week, but missed work will get zero points, negatively impacting your grade.

#### **No-Show Policy | Required Attendance Activity**

Valencia College's Start Right policy, students must attend the first week of classes or be counted as a 'No Show.' A student cannot start class the second week. In an online course, attendance is shown through participation in course activities and submission of required course assignments. If you do not log in to the course during the first week and complete the Week 1 Required Submissions, you will be withdrawn from the class as a "no show" during the No-Show Reporting Period. Just logging into the course does NOT count as active participation and does not fulfill the required attendance activity. There will be no exceptions (unless due to an emergency with official written documentation). If you are withdrawn as a "no show," you will be financially responsible for the class, and a 'W' will appear on your transcript for the course.

Click the link to see information regarding [Valencia's attendance policy](https://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/).

\*\*\*\* Important note for International Students \*\*\*\*\*

Please be advised that withdrawal from this course may negatively impact your visa status. Consult the International Student Services office for more information on full-time enrollment requirements.

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### 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. You must properly cite any sources used in any assignment (including both direct quotes and information you synthesize and report in your own words). Consequences according to [Valencia Policies and Procedures](https://valenciacollege.edu/students/disputes/academic-integrity.php) include:

1. Failure of the assignment
2. Failure of the course
3. Being reported to the Dean of Communication may result in expulsion from the college.

**Academic Integrity:** Each student must do their own work. Although collaboration is valuable and generally helpful, it is not designed to let you avoid completing an assignment yourself. Research is required for most assignments, so we will cover the appropriate way to document a source on an outline and in a presentation. In addition, all presentations and assignments must consist of original work explicitly developed for this class. If I suspect you have plagiarized, used a source without acknowledgment, used sources that are inappropriate for a college-level course, or used previously developed materials, I will address the matter appropriately. Consequences begin at a zero for the assignment in question and could end with your suspension from the college. Multiple incidents of academic dishonesty will be referred to the dean.

**HB 233**: Students may record video and/or audio of class lectures for their personal use. Recordings may be a helpful tool to support your learning and provide a resource for review. It is important to be respectful of your peers' rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent, nor may you provide recordings to classmates as a substitution for class participation and attendance. If necessary, I will handle violations of this section through the College's Student Code of Conduct.

### Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning, but it 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 prohibited or unlawful acts that disrupt a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia's rules may lead to disciplinary action, including expulsion from Valencia. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. The [Student Code of Conduct](https://catalog.valenciacollege.edu/academicpoliciesprocedures/studentcodeofconduct/) is in the current Valencia Student Handbook.

You are expected to do all of your own work on all tests. Giving or receiving information concerning exam content is considered cheating. In NO instance will cheating of any type be tolerated. All work must be your own; any student involved in cheating or plagiarism (including the use of another student's work) may receive a grade of "F" on a specific assignment, examination, or project or may be assigned a grade of "F" for the course. The instructor(s) reserves the right to determine penalties within Valencia College's academic honesty policies.

### Students with disability

The [Office for Students with Disabilities (OSD)](https://valenciacollege.edu/students/office-for-students-with-disabilities/) is committed to fulfilling equal educational opportunity, autonomy, and full inclusion for students with disabilities. The OSD exists to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy, educate the Valencia community about disabilities, and to ensure compliance with the ADA, ADAAA, and Section 504 of the Rehabilitation ACT.

For the OSD to accommodate students at Valencia College, students MUST register with the OSD. Students are responsible for 1) providing appropriate documentation of the disability and how it limits participation in courses, programs, services, activities, and facilities; 2) following the OSD procedures to request accommodations in a timely manner; 3) presenting a Notification to Instructors (NTI) form each term to professors; 4) meeting and discussing accommodation needs with faculty. [OSD Student Handbook](https://valenciacollege.edu/students/office-for-students-with-disabilities/documents/osd-student-handbook.pdf)

### Baycare Student Assistance Services

Valencia College strives to ensure 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, and relationship problems dealing with school, home, or work. [BayCare Behavioral Health Student Assistance Program (SAP)](https://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or speak face-to-face with a licensed counselor.

\*\*  See Canvas course for week-to-week schedule, office hours, and grading criteria.

 Syllabus Disclaimer: Having read and gone over this Syllabus and by remaining enrolled in the course, you are entering into a contract to complete the course requirements and respect classroom policies. The above information and the course calendar are subject to written or verbal Change at the professor's discretion. Changes made to course requirements or the course schedule will be announced in class.

Part of exercising the Act Core Competency at Valencia is taking full responsibility for yourself and your work. Communication with your instructor is of the utmost importance should you encounter personal issues, computer problems, or health problems that prevent your regular attendance or timely work. I am happy and eager to help you succeed in this course, but ultimately you and only you are responsible for your success in this course.

\*\*Syllabus subject to Change

**Important Dates**

**Check Canvas for Important Dates, such as:**

* **Start Date**
* **End Date**
* **Drop/ Refund Deadline**
* **Withdrawal Deadline**
* **College Closed**

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### W****eekly Schedule****

For a more detailed look at your week, go to Canvas Modules.

1

Welcome Back: Syllabus, introductions & Informative Speeches <Module 1>

2

* Impromptu
* Discussion
* Read Ch. 10 (check the module for sections)

 3

* Language & Delivery
* Read Ch. 3 and Ch. 4 (Check the module for sections)
* Narrative Speech
* Power Pose

4

* Informative Speeches
* Building our Informative Speech
* Read Ch. 9 & 11 (Check Module for exact sections)

5

* Informative Speeches
* Delivery Challenge
* Building our Informative Speech Outline
* Read Audience Analysis (check the module for the reading)

6

* Informative Speeches
* Verbal Citations (check module for reading)
* Impromptu
* Respond to Classmates

7

* Informative Speeches due
* Informative Speech Final outline due

8

* Persuasive Speech topic due
* Read Ch. 11 (check module for reading section)
* Graffiti is Art speech

9

* Read Monroe's Motivational Sequence
* Read Ch. 11 (check the module for the section
* Persuasive Delivery Challenge

10

* Persuasive Speeches
* Persuasive speech Rough Drafts due
* Audience Analysis
  + Respond to Classmates
* Impromptu
  + Respond to Classmates

11

* Persuasive Speeches Due
* Persuasive Speech Final Outline Due

12

* Read Ch. 12 (check the module for reading sections)
* Read Special Occasion (S.O.) requirements (check module)
* S.O. outline rough draft due
* Impromptu
* Respond to 2

13

* Impromptu
* Respond to 2
* Keep working on S.O. rough draft

14

* Special Occasion

15

* Special Occasion Speech Due
* Special Occasion Final Outline Due

16

* Final Exam

\*\* Make sure you Check Canvas Assignments; all work and DUE dates are listed and labeled in this area. If you have questions, send me an email or message me through Canvas.

[Rbailey27@valenciacolleg.edu](mailto:Rbailey27@valenciacolleg.edu)

 \*\*SYLLABUS is subject to Change

Syllabus Disclaimer: Having read and gone over this Syllabus and by remaining enrolled in the course, you are entering into a contract to complete the course requirements and respect classroom policies. The above information and the course calendar are subject to written or verbal Change at the professor's discretion. Changes made to course requirements or the course schedule will be announced in class.

Part of exercising the Act Core Competency at Valencia is taking full responsibility for yourself and for your work. Communication with your instructor is of the utmost importance should you encounter personal issues, computer problems, or health problems that prevent your regular attendance or timely work. I am happy and eager to help you succeed in this course, but ultimately you and only you are responsible for your success in this course.

### Academic Resources

[Valencia Virtual Bookstore](https://valenciacollege.edu/students/campus-store/)

Free shipping is available, or you can choose VC Vault pick-up when purchasing your course materials. If you do, you'll be able to pick up your purchased materials on one of six campuses.

**West Campus Bookstore:**

Campus Store will be open Monday – Friday, 8 a.m. – 6 p.m.  
Campus store window pick-up will be available Monday – Saturday, 8 a.m. – 6 p.m.

### Customer Service

Monday – Friday 8 a.m. – 6 p.m.  
407-299-5000, extension 5310  
[onlineorder@valenciacollege.edu](mailto:onlineorder@valenciacollege.edu)

### Learning Support Services

Services are provided for 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 online tutoring and library research assistance, please visit the college-wide [Learning Support Services LibGuide.](https://libguides.valenciacollege.edu/distancetutoring)

**Please note**: Brainfuse is our new 24/7 online tutoring and learning hub, available to all Valencia's students. This service is best used as a backup to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting the [Valencia Tutoring Website.](https://libguides.valenciacollege.edu/distancetutoring)

 Academic Advising:

* Call: 407-582-1507
* Email: advising@valenciacollege.edu
* Visit [Student Support Services](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fstudent-services%2Fsupport.php&data=04%7C01%7Crbailey27%40valenciacollege.edu%7Cad25ffdd094e4512afbf08d963353406%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649902444705964%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=kw9k0KQjB1rdXmbOhFARUJtBZmNtcUNcUkAQjzyjzyY%3D&reserved=0)
* [Links to an external site.](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fstudent-services%2Fsupport.php&data=04%7C01%7Crbailey27%40valenciacollege.edu%7Cad25ffdd094e4512afbf08d963353406%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637649902444705964%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=kw9k0KQjB1rdXmbOhFARUJtBZmNtcUNcUkAQjzyjzyY%3D&reserved=0) for links and information on how to get connected to each of the following:
  + **Virtual Answer Center or Virtual Advising Center** (online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
  + **Make an appointment** (in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays - virtual only (DTC, LNC, WP, PNC).

### Enrollment Services:

* (phone access): Monday-Thursday 8a-6p and Fridays 9a-5p (407-582-1507)>

 Financial Aid:

Contact the [Financial Aid Office](mailto:FinAidOffice@valenciacollege.edu) for their financial aid questions and potential assistance with financial support.