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**SPC 1608 FUNDAMETALS OF SPEECH, ONLINE SYLLABUS,**

**Instructor**:     Suzette Ashton

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The best way to contact me is in Blackboard in the Messages section.  You can expect a response within 24 hours barring any unforeseen circumstances. I check messages in Blackboard Monday – Friday from 9:00 AM-10:00AM. If you email me after 10:00AM on Friday, do not expect a response until Monday morning.

**Office Hours:**

**Online:** Determined each term

**Winter Park Campus Room 219**: Determined each term

**Accessing the Course:**

This is an online course, managed through Blackboard.  You must have access to the Internet (available on all Valencia campuses) to complete the course requirements.  If you have not used Blackboard before and would like additional help getting started in the course, please contact me during the first week of classes.

There will not be any required meetings on campus and we will not have set chat or discussion times each week.  You will have full access to the course 24/7 and may participate at the times most convenient for you.  I will arrange an on-campus speech delivery session for each speech assignment that requires an audience in the Speech Lab on Winter Park Campus; for those of you who have difficulty assembling an audience to watch your speech. These meetings are not mandatory but STRONGLY encouraged.

**Course Materials:**

**Textbook:** You can either purchase the hard copy from the bookstore on the Winter Park Campus or purchase an e-text. To purchase the e-text follow the instructions below

1. Go to <https://create.mheducation.com/shop/>

2. Search for and select book by ISBN: 9781307042269, Title: Fundamentals of Speech

3. Add the book to your cart and pay using a credit card or access code.

For detailed instruction handouts for your students use the links below.

- Purchasing a book with an access code - PDF

<http://create.mheducation.com/shopresources/pdfs/eBookstore_instructions_access_code.pdf>

- Purchasing a book using a credit card - PDF

<http://create.mheducation.com/shopresources/pdfs/eBookstore_instructions_access_code.pdf>

If you have any technical questions regarding the ebook, call 1-800-962-9342 STUDENT PROMPT or 1-800-331-5094 (Customer Experience Team).If you are receiving a particular error messages, be prepared to provide that information in order to assist Technical Support in remedying the issues at hand in an expedited manner.

**Internet:** Access to the Internet and an active e-mail address

**Camera:** Digital camera for recording speeches (available on all of the campuses). “Flip” videos are inexpensive and work very well for this course, along with smart phones. . Make sure that your speech will play on any computer before you turn it in. If I cannot watch your speech it WILL BE RETURNED and you will be expected to submit it again. You will also incur the late penalty.

**Audience for Speeches**: An audience of at least 5 adult listeners over the age of 16 for your Informative and Problem Solution speeches. Please give this serious consideration – most students find this to be one of the most challenging parts of successfully completing the class. This requirement is not negotiable and speeches without an audience will not be graded.

**The Course:**

SPC 1608 is a three-credit hour course required for an Associate in Arts degree and for many Associate in Science programs.  There are no prerequisites.  The purpose of this course is to enhance students’ communication skills in a variety of areas.  Specifically, this course focuses on skills such as critical thinking, listening, language use, delivery, non-verbal techniques, small group communication, professional communication, interviewing skills, and effective presentation of ideas in both interpersonal and public speaking contexts.  Skill improvement will be accomplished through both enhanced knowledge base and practical application.   The course will reinforce the following competencies:

**Valencia Competencies:**

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

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

**Course Objectives**

This course is designed to provide the opportunity for improvement in both the theoretical understanding and practical performance of verbal and nonverbal communication in a variety of contexts.  The specific learning outcomes for the course are to develop:

* The ability to conduct audience and contextual analysis
* The ability to locate and evaluate pertinent and valid information to support a thesis
* The ability to present information in an organized, concise and objective manner
* The ability to present a persuasive message to a targeted audience
* The ability to create and utilize presentation aids (including PowerPoint) to enhance audience comprehension
* The ability to demonstrate credibility by using effective delivery skills
* The ability to listen to, evaluate and respond critically to messages presented by others
* The ability to practice the ethical responsibilities of a communicator
* The ability to work in groups toward a common goal and purpose

**Expected Student Conduct**

Valencia Community 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 Community 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 will find the Student Code of Conduct in the current Valencia Student Handbook.

**Attendance Policy**

This class follows an online-only format.  While the course has no required meeting place on campus, you are expected to log on to the course website at least twice each week (but preferably daily) and to keep current on the course schedule and discussion boards.  ***You must log into the class within the first five days of the term and submit the “If You” assignment to avoid being dropped for non-attendance.***  Your online attendance will be checked each week.  In the event of an extended absence, you should contact me via email or phone as soon as possible to indicate the reason and to obtain necessary information to make up the loss.  If you do not access the course website or contact me for a period of two consecutive weeks, you may be withdrawn from the course.

**Late Assignments**

All assignments are due as stated on the course calendar and will be submitted in Blackboard. When there are 2 weeks to complete assignments, feel free to turn them early! Please – **do not email** the assignments to me, they will be returned for correct submission and may be counted late. I accept late assignments; however they are worth half credit. D**iscussion board postings and Quizzes; however, are not accepted late**. If you are able to document a legitimate excuse, i.e. Drs. Appointment, court summons, etc. then the late penalty may be waved. You can email or fax the documentation to me. Once I have followed up with the source, I will contact you regarding the late penalty.

**Plagiarism**

It is unethical to use as your own, a speech or outline prepared in whole or in part by someone else and to do so is cause for immediate failure of the assignment and may result in failure of the class.  It is unethical to abstract a speech totally from a magazine article or other source and pretend it is your own work. **Any sources used must be credited in the speech**.  Remember that the best speeches do not rely on a single source but represent ideas from several sources.

**Coursework and Grading**

You will earn your grade through a combination of class participation opportunities, graded speeches, written work, quizzes, (all submitted in Blackboard) and attendance.  A complete breakdown of your grade can be found at the end of the syllabus on the “grading information” sheet.  All written work (outlines, self assessments and the speaker critique) must be submitted as a doc. docx (Word Document), rtf (rich text format file) or PDF (portable document format). Any other types will NOT be graded.

**Speeches:**  The following speaking assignments are required for the successful completion of the course. **YOU CANNOT PASS THE CLASS UNLESS YOU COMPLETE ALL SPEECHES,** regardless of your grade average.  Detailed written instructions are provided in Blackboard for each speech.  You must adhere to specific speech directions including but not limited to topic selection.

1.     “If You” Speech -- No Audience Required

* Videotaped speech
* Typed speech outline

2.       Informative Speech -- Audience required

* Videotaped speech
* Typed speech outline
* Typed self-assessment paper

3.       Problem - Solution Speech -- Audience Required

* Videotaped speech
* Typed speech outline
* Typed self-assessment paper

4.       Persuasive Infomercial – No Audience Required

* Videotaped Infomercial
* Typed written assignment
* Peer review

***You are expected to use brief notes to deliver your presentation.***  If you choose to read your speech, your grade will be reduced accordingly.  In addition, your grade will be reduced significantly should you fail to adhere to the time guidelines for each speech.  You can find specific speech grading forms with each speech .***You are expected to dress appropriately for each of your presentations***. In most cases, this means casual professional or casual dress attire. ***You are expected to submit your speech on time,*** in a quality sufficient for grading, and in the proper format/manner.

**First Week’s Speech:** The assignment for the first week is critical; it is an opportunity for you to decide if an online Speech class is for you. You must be able to videotape your speech, deliver it in the correct format (see the syllabus) and be able to submit it in Blackboard on time. You will find the information in Week 1, the name of the assignment is “If You”. If you are not able to successfully complete this assignment, you may want to consider withdrawing from the class.

**Delivering Your Speeches:** You are required to deliver each speech (with the exception of the “If You” Speech and the Persuasive Infomercial) to an audience of at least 5 adult listeners (over the age of 16). Missing adult audience members will significantly lower your grade. Please follow these instructions carefully as failure to comply will result in a zero (0) for the assignment. **You have 2 options**:

* **Option 1** **The Speech Lab on Winter Park Campus**

STRONGLY ENCOURAGED

There is a Speech Lab reserved for you to use for the Informative and Problem Solution speeches on the Winter Park Campus, which is located at 850 West Morse Blvd. Winter Park, 32789. All you need to bring is yourself, a flash drive, and your 5 audience members! Another idea would be to form a group with at least 4 of your fellow class mates- that way you can be each other’s audience. A staff member will be there to videotape and then save your speech on your OWN flash drive so that you will be able to watch your speech and complete the Self-Assessment Assignment. All of the speeches will be saved on a Valencia flash drive so that I can watch and grade them. Make sure you upload your outline prior to coming to the Speech Lab. Be on time and be prepared to stay the full 2 hours.

**Speech Lab** **Room,**

Winter Park Campus, dates and times: Determined each term

Informative Speech

Problem Solution Speech

* **Option 2:** **Do it Yourself/YouTube**

If you do not attend the Speech Lab on the Winter park Campus, you will submit all videos and speeches using YouTube. In order to do so, you'll need to create an account in YouTube. While it isn't required, you may want to create a specific Valencia account (separate from your personal account, if you have one). It is also highly suggested that you set all of your speech videos to "unlisted" so that only people who you give the direct URL to can view it. You will need to submit a hyperlink of the direct URL to your YouTube video in the assignment submission box. Not sure how? Directions are in Blackboard.

If you have any concerns about using YouTube and are unable to attend the Speech Lab, you may "opt out" and submit your speech using a USB. In order to "opt out" of YouTube, please contact me during the first week of classes so that we can make appropriate arrangements.

**Videotaping Instructions if you choose Option 2—YouTube or USB:**

Your speech will be returned for resubmission and will be considered late if . . .

1. the audience was not panned at the beginning and at the end of the speech, or

2. I can hear background noises (animals, phone, TV etc.), or

3. you did not stand when you delivered your speech, or

4. you looked at the camera or the computer monitor, instead of the audience, or

5. it was too dark and I could not see your face, or

6. if anyone in your audience is younger than 16, or

7. if there are any animals in your audience, or

8. you edited your speech – keeps the camera running the whole time.

Treat your audience and the location as if it were a classroom setting where there are no children or animals.

**Audience Requirements:** You will receive an automatic grade of \_\_\_\_\_\_ (see below) regardless of the speech grade, if there are less than 5 adults in your audience. For example, if your speech grade is a 110/120 or an A, but there were only 2 people in your audience, your grade will be reduced to a F.

**F or 0 if there are 0-2 people in the audience D if there are 3-4 people in the audience**

**Discussion Boards, Quizzes and Assignments:** Each week, you may have access to a variety of assignments, quizzes and discussion boards to help you master the course objectives and share your learning with your classmates.  These activities are required for successful completion of the course and your full participation is expected.  In addition, you will create a PowerPoint presentation (details on class website) and write a critique paper of a speech you watch in the community or at Valencia. Here is the link to Valencia’s Events calendar if you need help finding a speaker to critique. <http://events.valenciacollege.edu/>

All assignments, except Discussion Postings and quizzes are accepted late; however, they are only worth half credit.

In each **discussion board**, you are expected to post your own response to a question and then read your classmates postings, replying to at least two others. Please note the following:

• Your initial response to the discussion board question/issue should be posted by two days after the board opens. Your own posting should be between 75-100 words (just a guideline) and should reflect your own thinking, examples, and if possible, outside references on the topic.

• You should return to read what others have posted and what others have had to say about your posting several times through the end of the session. You are required to reply to at least two of your classmates. Good reply postings are thoughtful, insightful and offer useful comments or questions on the author's thoughts. Discussion replies that simply say things like "I agree" or "good job" don't move the discussion forward and are not satisfactory.

• You receive 15 points for completing your initial response and 5 points each for replying to classmates (up to 10 points) for a total of 25 points. See the syllabus for the due dates, they are not accepted after that time. However, discussion boards are left open for your continued discussion - you are encouraged to continue discussions that are of interest to you and the class.

**\*Remember,** you can access your grades in the Blackboard classroom.

**Miscellaneous Course Policies and Expectations**

• Information in the syllabus, calendar, grading information sheet, and on the course website is subject to change at the instructor’s discretion. Changes will be announced on the course homepage.

• All written assignments must be typed, submitted in Blackboard as Microsoft Word documents and free of grammatical and spelling errors.

• If you have a disability that may affect your participation in the class, please contact me or see me at the beginning of the semester so we may work together to make proper accommodations.

• If you are having any difficulty in the course, you are encouraged to contact me as soon as possible so that I may better meet your personal learning needs.

**Withdrawal deadline:** The Withdrawal Policy states that: students are only able to withdraw themselves up to the Withdrawal Deadline. Only Faculty are able to withdraw students after the Withdrawal Deadline; if they are in violation of the course attendance policy, up to the beginning of the final exam period. See the Class Calendar for the withdrawal date.

**Baycare:** 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.

**Grading Information – subject to changes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assignment** | **Due Date** | **Possible Points** |
| **SPEECHES** | **IF YOU Speech & Outline** |  | **10** |
|  | **Informative Speech & Outline** |  | **100** |
|  | **Informative Self Assessment** |  | **50** |
|  | **Problem Solution Speech & Outline** |  | **120** |
|  | **Problem Solution Self-Assessment** |  | **50** |
|  | **Persuasive Infomercial** |  | **45** |
|  | **Persuasive Infomercial Written Assignment** |  | **25** |
|  | **Persuasive Infomercial Peer Review** |  | **15** |
| **Additional Assignments** |  |  |  |
|  | **Getting to Know You PowerPoint** |  | **50** |
|  | **Speaker Critique Paper** |  | **50** |
|  | **Language and Audience Analysis** |  | **30** |
|  | **Information Literacy/LibGuide** |  | **30** |
| **NOT ACCEPTED LATE** |  |  |  |
|  | **8 Discussion Postings; 15 for initial response and 5 for each reply up to 25 points total** | **Weekly** | **200** |
|  | **5 Quizzes** |  | **50** |
| **Total Points** |  |  | **825** |

**Class Calendar SUBJECT TO CHANGES**

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| --- | --- | --- |
| **Session Ending**  **Sunday** | **Readings** | **Assignments due by 11:59 p.m. on the session ending date.** |
| WEEK 1 | None | * Syllabus Quiz * If You Speech * Discussion : Class Introduction |
| WEEK 2 | **Chapter: 1 “**Practical Speaking”  **Chapter 2**  “Perception, Self, and Communication**”** | * Discussion: Value of Fear * Discussion: Communication Apprehension * Getting To Know You PowerPoint * Quiz Chapter 1 * Quiz Chapter 2 |
| WEEK 3 | **Chapter 3**  “Interpersonal Communication” | * Discussion Google You * Discussion: Gibbs Behaviors * Discussion: Active Listening * Quiz Chapter 3 |
| WEEK 4 | **Chapter 4**  “Analyzing Your Audience” | * Discussion: Top 100 Speeches * Speaker Critique * Language and Audience Analysis |
| WEEK 5 | **Chapter 1** Review pages 14-25 | * Informative Speech * Outline * Self-Assessment |
| WEEK 6 | **Chapter 4** Review  “Analyzing Your Audience” | * Discussion : Ethos, Logos, Pathos * Information Literacy Lib Guide |
|  | **WITHDRAWAL DEADLINE** | Please speak to me or an Advisor before you withdraw |
| WEEK 7 | **Chapter: 5 “Developing Your Argument”** | * Problem Solution Speech * Outline * Self-Assessment |
| WEEK 8  **2 DUE DATES** | **Chapters 1 & 5**  Review 5 and pages 14-25 | * Monroe’s Motivate Sequence Quiz * Persuasive Infomercial * Persuasive Infomercial Written Assignment * Persuasive Infomercial Peer Review |