**SPC 1608 FUNDAMETALS OF SPEECH ONLINE SYLLABUS**

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This is the best way to contact me.  You can expect a response within 24 hours during regular college business hours i.e. Monday – Friday, 8am-5pm.  I check emails Monday – Friday from 7am-8am and occasionally on the weekends.

**Office Hours**: By appointment only in person or online at your convenience

**Accessing the Course:**

This is an online course, managed through WebCT.  You must have access to the Internet (available on all Valencia campuses) to complete the course requirements.  If you have not used WebCT 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 for those of you who have difficulty assembling an audience to watch your speech. These meetings are NOT mandatory.

**Logging into the course:**

1.      Point your web browser to <http://webct6.valenciacc.edu> and log in using your Atlas username and password.  This address allows you to go around Atlas so if/when Atlas is down, you can still access the course.

2.      If you are unfamiliar with WebCT6, please visit <http://valencaicc.edu/ltad> and examine the student resources.

3.      If you are having technical difficulties, please contact WebCT help.  Their contact information can be found at <http://valenciacc.edu/ltad>.

**Course Materials:**

* Required Text: Communication Works (most current edition) Gamble & Gamble. (You can either purchase the hard copy from the bookstore or purchase an e-text through the publisher - details below)
* Access to the Internet and an active e-mail address
* Digital camera for recording speeches (available on all of the campuses). “Flip” videos are inexpensive and work very well for this course. Make sure that your speech will play on any DVD player (not just your camera) or on their 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.

* Blank CD’s or DVD’s clearly labeled with name & class CRN on the CD or DVD. CD’s or DVD’s  without this information  will not be graded.
* Microsoft Word for completing and submitting assignments (Microsoft Works and Word Perfect files are NOT acceptable) and access to Microsoft PowerPoint
* An audience of at least 7 adult listeners over the age of 16 for your speeches. **(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).**

**Purchasing an e-text (Cost $42.60)**

 Go to [http://ebooks.primisonline.com](http://ebooks.primisonline.com/).  Click on McGraw-Hill ebooks, then on next to browse the catalog.  Select Social Sciences and Humanities and then click on Communication.  Finally, select Gamble & Gamble, Communication Works: 9th Edition.  Be very careful to select the 9th edition book.  Choose the purchase option that best meets your needs.

**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:  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.

**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 regular 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 schedule.  Getting to Know You Power Point, Speeches and papers are accepted late at a 10%/day penalty up to four days past the due date.  **Discussion board postings and learning module assessments are not graded after the due date**.

**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.

**Miscellaneous Course Policies and Expectations**

* Information in the syllabus, schedule, 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 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.**

**Coursework and Grading**

You will earn your grade through a combination of practice speeches and class participation opportunities, graded speeches, written work, exams, and attendance.  A complete breakdown of your grade can be found at the end of the syllabus on the “grading information” sheet

The assignment for the first week is critical; it is not a Module but rather just an assignment. It is also 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 TO ME ON TIME. You will find the information in the Assignment Tab, 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.

**Speeches:**  The following speaking assignments are required for the successful completion of the course. **YOU CANNOT PASS THE CLASS UNLESS YOU PRESENT ALL GRADED SPEECHES,** regardless of your grade average.  Detailed written instructions are provided on the website.  You must adhere to specific speech directions including topic selection guidelines.

1.            “If You” Speech

             a.        Videotaped speech

             b.       Typed speech outline

2.       Informative Speech

a.        Videotaped speech

b.       Typed speech outline

c.        Typed self-assessment paper

3.       Persuasive Speech

a.        Videotaped speech

b.       Typed speech outline

c.        Typed self-assessment paper

4.       Problem-Solution Speech

a.        Videotaped speech

b.       Typed speech outline

c.        Typed self-assessment paper

***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 (10% per minute over/under) should you fail to adhere to the time guidelines for each speech.  You can find specific speech grading criteria on the course website.

***You are expected to dress appropriately for each of your presentations***. In most cases, this means casual professional or casual dress attire. Specifically, please do not shorts, t-shirts, belly shirts,  flip flops, , or any other attire that would be unsuitable for a casual professional workplace. A penalty of 10% of the speech grade will be assessed for inappropriate attire.

***You are expected to submit your speech on time, in a quality sufficient for grading, and in the proper format/manner*.** If you are submitting a CD or DVD, Speeches must be recorded digitally using a webcam or digital video camera. Remember that all campuses have digital cameras that you can use (you must still supply your own audience).

**Discussion Boards, Quizzes and Activities:** In each learning module, you will have access to a variety of activities, a multiple-choice quiz and a discussion board 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 (details on class website).  All papers and speeches are accepted late at a 10%/day penalty.  **Discussion boards and learning module assessments, however, are not accepted after the due date.**

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 10 points for completing your initial response and 5 points each for replying to classmates. Discussion postings are due at the end of the week (11:59 p.m. on Sunday) and 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.

**Delivering your speeches**

**You are required to deliver each speech (with the exception of the “If You” Speech) to an audience of at least 7 adult listeners (over the age of 16). Each missing adult audience member results in a 10 point deduction from your grade.  Please follow these instructions carefully as failure to comply will result in a zero (0) for the assignment. You have 3 options:**

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

There is a Speech Lab available for you to use in room 220 on the Winter Park Campus which is located at 850 West Morse Blvd. Winter Park, 32789, during the following dates and times. All you need to bring is yourself and your 7 audience members! Another idea would be to form a group with 6 of your fellow class mates- that way you can be each other’s audience. A staff member from the CSSC will be there to videotape you.  They will upload your speech to your assignment page. 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. You will be able to watch your speech from your assignment page so that you can complete the Self Assessment Assignment. Speech Lab dates and times vary each term.

**Option 2 : Do it yourself DVD or CD**

* Speeches must be recorded digitally, saved on CD’s or DVD’s and submitted to me. You can mail it to me at: Suzette Dohany, 850 West Morse Blvd. Winter Park Fl, 32789, or you can bring to my office (room 249) on Winter Park Campus. If I am not there, you can put it in the box by the door outside of room 249. Make sure you check when the campus is open and closed, to avoid turning in work late. If you are mailing your speech to me; it needs to postmarked by the due date to avoid the late penalty. The technical requirements for this course are fairly intense and you will be expected to record and deliver your first speech during the first week of class to ensure you have the technical capabilities required.

Video Taping Checklist

* Check the sound and picture quality produced by your video camera.  I will not grade your speech if I cannot easily hear you or if the picture is distorted.
* Pan the audience at the beginning and at the end of the speech.
* Pan the audience at least one time during the speech.
* Omit background noises (animals, phone, TV etc.).
* Stand when presenting.
* Look at the audience NOT the camera.
* Avoid bright lights.
* Do not edit your speech – keep the camera running the whole time.

Failure to adhere to ALL of the guidelines on the checklist above will result in your speech being returned NOT GRADED. Another video that adheres to the checklist will then have to be submitted for grading.

**Option 3: Do it Yourself/Vimeo.com**

Please follow these instructions carefully for uploading your speech videos

1. Record your speech using a digital video camera and transfer the file to your computer (or use a

flash drive, DVD, etc.).

2. Go to www.vimeo.com and log in with the following username and password:

a. Username: [sdohany@valenciacc.edu](mailto:sdohany@valenciacc.edu)

b. Password: speechlab115

3. At the top of the screen, place your cursor over “Videos” and select “My Groups”

4. Then, click on the group for your section of SPC 1608 by matching the last five digits of the group

name with your CRN.

5. When you have clicked into the correct group for your class, click on “upload video” on the right

side of the screen.

6. Click “choose a file to upload” and then browse to find your speech file, just as you would an

email attachment.

7. While your speech is uploading, click on “basic info” on the left side of the screen. In the “title”

box, please label your speech video with your CRN, last name, first name, and speech assignment

name. For example: “33110 DohanySuzette career speech” – and be sure to click “save changes” on

the left side of your screen to ensure that your speech title is saved.

8. While you wait, you can also click on “privacy” on the left side of the screen and set the privacy

settings for your video. If you select “nobody else,” your video will remain private for the

members of this class. Make sure you click “save changes” to ensure that your privacy settings

have been saved.

9. Vimeo will convert your video (it may take a while, depending on how many videos are in the

cue). You should be able to log in and see your video within a few hours.

Video Taping Checklist

* Check the sound and picture quality produced by your video camera.  I will not grade your speech if I cannot easily hear you or if the picture is distorted.
* Pan the audience at the beginning and at the end of the speech.
* Pan the audience at least one time during the speech.
* Omit background noises (animals, phone, TV etc.).
* Stand when presenting.
* Look at the audience NOT the camera.
* Avoid bright lights.
* Do not edit your speech – keep the camera running the whole time.

Failure to adhere to ALL of the guidelines on the checklist above will result in your speech being returned NOT GRADED. Another video that adheres to the checklist will then have to be submitted for grading.

\*Remember, you can access your grades in the WebCT classroom by clicking on My Grades.  Find your average at anytime by adding up the total points you’ve earned and dividing by the total points possible at the time.

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| Fundamentals of Speech     SPC 1608 - Online | | | | |
| Grading Information Sheet | | | | |
|  |  | Due Date | Pts Available | Pts Earned |
| **Speeches** | “**If You” Speech** |  | 5 |  |
|  | “If You” Speech Outline |  | 5 |  |
|  | **Informative Speech** |  | 100 |  |
|  | Informative Speech Outline |  | 50 |  |
|  | Informative Speech  Self assessment |  | 50 |  |
|  | **Persuasive Speech** |  | 100 |  |
|  | Persuasive speech outline |  | 50 |  |
|  | Persuasive Speech Self-assessment |  | 50 |  |
|  | **Problem-Solution Speech** |  | 100 |  |
|  | Problem-Solution Speech outline |  | 50 |  |
|  | Problem-Solution Self-assessment |  | 50 |  |
|  |  |  |  |  |
| **Additional Grading** |  |  |  |  |
|  | Getting to Know You PowerPoint Assignment |  | 100 |  |
|  | Speaker Critique Paper |  | 100 |  |
| NOT ACCEPTED LATE | Learning Module Assessments (quizzes) | Weekly | 180 |  |
| **NOT ACCEPTED LATE** | Participation in online discussions and activities (12 at 25 pts ea) | Weekly | 300 |  |
|  |  |  |  |  |
|  | **Total Points available** |  | 1290 |  |
|  |  |  |  |  |
| Final grades will be based on a 10% scale. | |  |  |  |