**SPC1608 Fundamentals of Speech Course Syllabus**

Professor: Staser (stay-sir) E-mail: tstaser@valenciacollege.edu

Office Location: Virtual *Students should use Canvas to contact me*

Office Hours: *By appointment*

**Class Details:**

*Meet in DPAC 277 on Thursdays 2:30pm-3:45pm*

**Course Materials**:

* Required eText Canvas course: <https://open.lib.umn.edu/publicspeaking/>

**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 Email and Office Hours:**

**Course Evaluation and Grading Scale**

*A: 900 - 1,000 points*

*B: 800 - 899 points*

*C: 700 - 799 points*

*D: 600 - 699 points*

*F: < 600 points*

*50% speeches  - 25% assignments - 25% participation*

**Speeches** *(up to 500 points)*

1st Speech: Informal *(50 points)*

2nd Speech: Informative *(150 points)*

3rd Speech: Persuasive  *(200 points)*

Informative Speech outline and peer review *(50 points)*

Persuasive Speech outline and peer review *(50 points)*

**Assignments** *(up to 250 points)*

Reflections x5 *(50 points each)*

**Participation** *(up to 250 points)*

Engagement activities x10 *(25 points each)*

*Note: your engagement activities will be completed in class and cannot be made up unless otherwise agreed upon with Ms. Staser.*

**Class Policies:**

-Attendance is mandatory for all face to face or virtual meetings.

-Masks should be worn appropriately (covering nose and mouth) at all times during face to face meetings.

-Students should conduct themselves with respect for themselves, their peers, and their professor.

-Honesty is golden. Be honest and you will find yourself with the help you need.

-Late-work is accepted for a reduced grade up to the discretion of the professor.

***Note: Speeches do NOT qualify for late-work and will not be accepted except in extreme circumstance.***

**Speech Recording Guidelines:**

Students will be expected to record their speeches and upload them for review/grading.

Requirements:

-Students and visual aids must be in-frame and visible at all times.

-Students must be wearing appropriate attire.

-Students should be in a quiet, appropriate location, and reduce distractions to a minimum.

**-Students are NOT permitted to edit their recording whatsoever. It must be taken in 1 take from start to finish.**

-All other speech requirements (time, topic, etc..) must be met during the recording of the speech.

**-Students MUST upload their speech to YouTube and submit a URL link (instructions available via CANVAS).**

***Note: videos MAY be uploaded as “unlisted” but are not permitted to be uploaded as “private”. Links to private videos will NOT be graded.***

**Additional Policies:**

Due to the COVID-19 Pandemic all students will be required to wear a mask throughout the entire duration of any class met physically face to face/in person.

**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 results in 0 points being awarded for a given speech, or assignment.

**No Show Policy:**  You will be removed from the course in the first week if you do not complete the first week required attendance assignments due on Wednesday.

**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 reasonability 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](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Cmmoniz%40valenciacollege.edu%7C43491ead671b446ccb0808d95ffabe08%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637646352796819094%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=TjHsaU5ngoAyErV7cDywpnA8S%2FMhIk%2Fqko%2BQv4Rc%2FMw%3D&reserved=0)

**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](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=04%7C01%7Cmmoniz%40valenciacollege.edu%7C43491ead671b446ccb0808d95ffabe08%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637646352796829091%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=MiACflT7cU2Qjdzy4DHnc7kTuAo82yk8BuIWs0QYjbs%3D&reserved=0)

*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 a contract to complete the course requirements and respect classroom policies. Professor holds the right to adjust course as needed.

**Class Schedule: \*subject to chance**

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| **Week** | **Content/Readings** | **Assignments Due Wed. @11:59pm** |
| Week 1 | Read Chapters 1 and 2  Course introduction and overview | Engagement Activity |
| Week 2 | Informal Speech Presentations (DUE ONLINE) | Engagement Activity |
| Week 3 | Read Chapters 3 and 4 | Engagement Activity  Reflection 1 |
| Week 4 | Read Chapters 5 and 6 | Engagement Activity |
| Week 5 | Read Chapters 7 and 16 | Engagement Activity  Reflection 2 |
| Week 6 | Read Chapters 8 and 9 | Engagement Activity |
| Week 7 | Read Chapters 10 and 11 | Engagement Activity  Reflection 3 |
| Week 8 | Read Chapters 12 and 13 | Engagement Activity  Informative Speech Outline |
| Week 9 | NO CLASS: SPRING BREAK |  |
| Week 10 | Informative Speech Outline Peer Review workshop | Reflection 4 |
| Week 11 | Read Chapters 14 and 15 | Engagement Activity |
| Week 12 | Informative Speech Presentations (DUE ONLINE) | Reflection 5 |
| Week 13 | Read Chapter 17 | Engagement Activity |
| Week 14 | Read Chapter 18 | Persuasive Speech Outline |
| Week 15 | Persuasive Speech Outline Peer Review Workshop |  |
| Week 16/Finals Week | Persuasive Speech (DUE ONLINE) |  |