Objective: SPC 1608 presents principles of oral communication common to speaking and listening. Emphasis is on listening techniques and on preparation and delivery techniques for extemporaneous speaking.

Instructor: Beth Perrell
Office location: West Campus, Building 1, Office 241-B
Office phone: (407) 582-5505
Office Hours: Location – Building 1, Office 241-B
Monday: 8:45 a.m. – 9:45 a.m.
Tuesday: 8:45 a.m. – 12:45 p.m.
Wednesday: 8:45 a.m. - 9:45 a.m.
Thursday: 9:00 a.m. – 9:30 a.m.

Virtual Hours: Mobile phone (407) 592-7487
Thursday: 10:00 – 12:30 p.m.
Friday, 11:00 a.m. – 12:00 p.m.

Email: Email via Canvas or at bperrell@valenciacollege.edu

Drop/Refund Deadline: 9/3/19, 11:59 p.m.

Final exam: _______________________

No Show Policy: It is assumed that a student who has not contacted the instructor during the first week is a ‘no show’ and will be dropped from the roll.

Withdrawal Policy: The withdrawal deadline is 11/1/19. You may withdraw yourself from the course until that date. However, consider speaking to the instructor about your options before withdrawing. Please note that the instructor will NOT withdraw you from the course due to absences. You will be assigned a grade even if you do not attend class regularly.

How and when to contact the instructor: Contact me whenever and however you need, as I am happy to help. I do have specific office and virtual hours listed above but I am fine with you contacting me outside of those hours, though it may take me a little longer to respond. Be advised that I will not respond to text messages other than to call back. You may email anytime, preferably through Canvas.

Expectations for email: Because we share a Canvas page, it is sensible for you to email through Canvas. You are welcome to email me at the email address on this syllabus but it’s just another step for both of us. When you send an email, use capital and lowercase letters, correct punctuation, and good grammar. All email will be answered so if you do not receive a reply within 24 hours – with the exception of Saturdays - assume that you should resend. (Note: You are welcome to call or come by my office any time you wish.)
Major Topics/Concepts/Skills/Issues:
1. Audience and Contextual Analysis
2. Develop, Organize, and Support Verbal Message
3. Ethical Responsibilities and Effective Listening
4. Critical Thinking Skills
5. Extemporaneous Delivery of Informative Speech Using Presentational Aids
6. Extemporaneous Delivery of Persuasive Message

Related Skills:
1. Refine ability to set 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 message in an effective manner and reflect the plan on an outline;
7. Use language effectively;
8. Use presentation aids to support audience comprehension;
9. Use appropriate strategies to appeal to audience reasoning;
10. Use a natural, conversational style of delivery;
11. Refine 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.

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Suggested tools: USB drive and white 4x6 note cards.

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

How can I know my grade? You can contact the professor in her office, by phone, or by email to discuss your grades.

It is important for you to keep track of your grades. Keep in mind that all of your grades together add up to 100 points for the semester. So, if you fail to do a 3 point homework assignment, your semester average is 100-3=97. You can track your grades on the grade section of Canvas. You will receive feedback, including a score, for all assignments so you can track your grade. Note that there are ‘extra credit’ points built into the course to accommodate illness or just ‘having a bad day.’ Do all of the work
on time and you’ll wind up with these points. Do not pay too much attention to Canvas averaging because it is often wrong and doesn’t include extra credit. The instructor keeps a separate, accurate accounting of your assignments, so if you’re concerned just ask her.

**Important Note:** Regardless of scores on individual assignments, you must complete at least three of the four major speech assignments to receive a semester grade of ‘C’ or above.

**Grades:** The most important information for you to track is your understanding of concepts. So, read and use the feedback because if you do, your grades will take care of themselves.

**Attendance is necessary.** Being on time is also necessary and will influence your activities grade. A sign-in sheet will be out during each class period. You are responsible for putting your initials in the proper space when you arrive each day. If you arrive late, you will see a circle in that space. Initial over the circle, thereby indicating that you were tardy. You will not be allowed to sign for attendance on a given day after that day has ended. If you are tardy, you will not receive attendance extra credit for that day.

**Meeting Objectives:**
1. Activities including practice speeches/ Evaluations/ Homework Assignments: 25%
2. Quizzes: 35%
3. Four ‘major’ speeches: 40%

**Important Note:** Regardless of scores on individual assignments, you must complete at least three of the four major speech assignments to receive a grade of C or above.

**Late Assignments:**
1. There is no opportunity to make up a missed quiz.
   
   For ONE missed quiz, you have the option of completing a 400 word essay on the subject of the instructor’s choosing. You will only have seven days after the day the quiz was given to complete this assignment. So contact the instructor right away via Canvas email when you’ve missed the deadline.

2. Written evaluations and homework assignments will only be accepted up to seven days late. Please note that any late assignment is subject to a 30% penalty. You must submit late assignments as an attachment to a Canvas email rather than as an upload to the assignment link.

3. Only one speech may be delivered late and is subject to a 25% penalty, unless you have professional documentation related to a medical issue, court-related activity, or other legitimate issue. The make-up speech must be received no later than 12/3/19, 11:59 p.m. You must submit the make up speech as an attachment to a Canvas email. **There are no make ups for speech four.**
Expectations for written assignments:
1. Put your first and **last name** on every assignment.
2. Always focus on doing your best: Check your spelling, grammar, and appropriateness before sending your work or posting in discussion. Also, if you need help with your writing, seek assistance at the West Campus Communications Center in Building 5, 155. Another option is the Smart Thinking Online Tutoring available through Atlas. (These are great free services - use them!)
3. Turning in assignments: You can turn in your work during class or email it as a Canvas email attachment. If you email work, I will immediately let you know that I have received your work, so that you can rest easy. Therefore, if you do not receive a confirmation within 24 hours, assume I did not receive it and resend. After the due date/time has been reached, the work will be considered late so allow yourself some 'wiggle room.'
4. All assignments are to be **TYPED** in a legible font. Please, no 'fancy' font styles unless it is appropriate to the project.
5. **If you email your work, send a .doc file rather than a .pdf.** Doing so makes it easier for me to provide feedback.

Expectations for quizzes: Quizzes are scheduled and listed on the Course Calendar. You’ll want to study your class lecture notes, handouts, and assignments related to the quiz topics.

1. There are no make ups for missed quizzes.
2. Quizzes are timed and must be completed within 20 minutes.
3. Please always read the directions provided on the quiz.

Expectations for speeches:
1. Speeches are due when they are due so plan ahead (see the Course Calendar for due dates.)
2. Special scheduling: Whether it is a speech or a quiz, if you know at least **two weeks** ahead of time that you will be unable to ‘be in class’ for an acceptable reason (jury duty, etc.) then we can ‘reschedule.’ This is simply normal professional practice. However, the final quiz will not be rescheduled.
3. One speech make up: You may make up ONE missed speech, subject to a 25-point penalty. (See Course Calendar for due date.)
4. The final speech of the semester must be delivered on time or you will receive a zero (no make-ups!)

Use of phones in the classroom: Phone use in class is not permitted. Phones must be put away (out of sight) and silenced. The first two violations of this policy will result in a warning. Upon the third violation, the student will be referred to the Dean of Students in violation of the **Student Code of Conduct**. Failure to respect this policy will result in an immediate call to security, who will be asked to remove the student from class for obstructing the learning environment of other students.
**The Speech Video Room (5-155D)** is located within the Communications Center, West Campus, in Building 5, Room 155. Our recording studio is a sound-insulated, quiet room, equipped with tools to help you. We offer a state-of-the-art video and audio studio, practice space, and knowledgeable staff. We can help with recording your speech assignments, editing a PowerPoint, timing, and improving your overall presentation skills.

Active Valencia students, staff, and faculty may book the room by visiting our website and clicking on Speech Video Room, which is located on the top right of our page online at [https://valenciacollege.edu/students/learning-support/west/communications/](https://valenciacollege.edu/students/learning-support/west/communications/)

**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. Any sources used in any assignment must be properly cited (this includes both direct quotes as well as information that you synthesize and report in your own words). Consequences according to Valencia Policies and Procedures might include:
- 1. Failure of the assignment
- 2. Failure of the course
- 3. Being reported to the Dean of Communication which may result in expulsion from the college

**Students with Disabilities:** “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 class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (SSB 102, ext. 1523).”

**Counseling Services for Students**
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.