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.

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Section A: How to Contact the Professor / Student Engagement Hours

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: 8:30 a.m. – 9:45 a.m.
   Tuesday: 8:30 a.m. – 12:45 p.m.
   Wednesday: 9:15 p.m. - 9:45 a.m.
   Thursday: 9:00 a.m. – 11:00 a.m.
Virtual Hours: Mobile phone (407) 592-7487
   Friday, 9:30 a.m. – 11:30 p.m.
Email: Send all course related email via Canvas
       For non-course related email you can use bperrell@valenciacollege.edu

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: It is sensible for you to email through Canvas. 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.)
Section B: Important Valencia College Dates

NOTE: Dates specific to this course are listed in the Course Calendar, which is posted in the same module as this syllabus.

1/13/20 - Drop/Refund Deadline: 1/13/20, 11:59 p.m.

1/20/20 - College is closed for the Dr. MLK Holiday

3/9 – 3/15 – College closed for SPRING BREAK

4/20/20 – Withdrawal Deadline

4/19 - Week 15: The semester ends on Sunday, April 19th (Don’t forget the exam week though!)

Final Exam Week: Your final quiz will assigned during final exam week, (4/20-4/26.) Please see the Course Calendar for specifics.
Section C: Course Objectives and Learning Points

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.

Major Topics:
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
Section D: Materials and Tools


You may purchase a copy of the textbook at the West Campus Bookstore. However, here are some other access options:


**Required tools:**

**Computer access:** You’ll need reliable access to your course’s Canvas home page. Remember that you are always welcome to use the computers at a Valencia College library when necessary.

Section E: Ethical Scholarship

**Honest Expression**

The whole point in taking a speech course is to build your ability to express yourself. So pick topics you care about and be willing to share your perspective.

**Anti-Plagiarism Statement**

**Academic Integrity:** According to College Policy 6Hx28: (10-18), all forms of academic dishonesty and misconduct are prohibited at Valencia Community College. Discussion posts, assignments, and speeches must be the student's original work. Academic dishonesty includes, but it is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct, and misuse of identification with intent to defraud or deceive. Academic dishonesty will result in a failing grade for the assignment/speech and/or a failing grade for the course.
Managing Context

Part of managing context is being appropriate to the situation and respectful of the audience; this means being appropriate to the specific assignment and making choices that are honest and supportive of audience safety and security. It is also ethical to adhere to the guidelines for documenting your speeches.

Listening to and Learning from Others

We listen to speeches more than we give them. In fact, listening to presentations is how we acquire the information and opportunities that help us to move forward in life. Speakers have taken the time to prepare a speech, so listeners should invest the effort to process those messages. And if one does listen to speeches, one learns techniques and strategies to use in one’s own speeches. Besides, it’s also polite – and being polite is ethical.
Section F: Assessment and Grade calculation

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 or your make-up work. 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.

List of assignment percentages

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

Monitoring grades

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.

The Weekly Overview

Each week's module will be made available early Tuesday morning. Each week, you will have some combination of reading assignments, homework, activities, and quizzes. Pay close attention to due dates. You do have a Course Calendar that lists the due dates for speeches and quizzes. Other assignment due dates will be listed on the Weekly Overview.
How to schedule yourself:
The materials and work for each week will be made available through a MODULE folder. When you look at your Canvas screen, you’ll see the menu on the left. Proceed down to ‘Modules.’ When you click on ‘Modules’ you’ll see a folder for the week. Open up the Weekly Overview to see what we will be doing in class.

Directions: Here’s how to use the weekly folder:
1. Go to the ‘Modules’ section.
2. Open the module for the week.
3. Read and follow the Weekly Overview. Follow the instructions, opening files in the order established on the Weekly Overview. Note that you can just click on the blue highlighting to open each file.
4. How to turn in assignments: You may print your work and submit it through the Work and Homework folder, which is always in class next to the roll. or you may upload homework via the link.

Professional work

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.
3. Turning in assignments: Be on time. But turn your work in, even if it is late. You can turn work in late for up to 7 days.
4. All assignments are to be TYPED in a legible font. Please, no ‘fancy’ font styles unless it is appropriate to the project.
5. Whenever possible, please send your work as a .doc file rather than a .pdf. Doing so makes it easier for me to provide feedback. Google .docs will NOT BE ACCEPTED.

Uploading assignments
To upload your work, click on the assignment submission link provided in your Weekly Overview. Once you click on the link, you’ll see a tab in the upper right hand side of the screen that will allow you to choose and attach your file. Attach the file and click on submit.
Section G: Important Class Policies

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.

Policy for late assignments

- Homework
  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.

- Quizzes
  There is no opportunity to make up a missed quiz.

Alternative quiz: For ONE missed quiz, you have the option of substituting 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 and let her know that you want to write the essay.

Expectations for quizzes: Quizzes are scheduled and listed on the Course Calendar. You will also see them listed in the week’s Weekly Overview (available in the module that week.) 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. This includes technology issues. If there is a technology issue related to the quiz and you alert me WITHIN 24 hours of the quiz deadline, I can arrange for you to take a quiz in the Testing Center on West Campus. However, this can only be done once. (Accidentally hitting ‘submit’ before you are done is not a technology issue.)
2. Quizzes are timed and must be completed within 20 minutes.
3. Please always read the directions provided on the quiz.
4. Don’t Google search answers – it’s insanely ridiculous because the answers are always off-topic. When someone cuts an answer into the essay space, I can always tell because the answer makes no sense. Just answer the questions yourself.
- 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!)

BE ADVISED: Students who are more than 15 minutes late for a speech session will be penalized 10 points off of their speech.

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.

One speech make up: You may make up ONE missed speech. (see calendar.) This will result in a 25-point reduction on the speech grade unless you have acceptable documentation that clearly indicates you were unable to deliver the speech at the scheduled time. See the Course Calendar for deadlines.

4. The final speech of the semester must be delivered on time or you will receive a zero (no make-ups!)

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/
Attendance and Withdrawal Policy

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.

If you fail to attend class two sessions in a row, you'll be contacted via Canvas email just to check on you. However, the instructor will NOT drop you from the course; the decision to drop remains your own. So understand that if you stop attending but fail to withdraw yourself, you will probably receive an “F.”

The withdrawal deadline is 3/20/20. You may withdraw yourself from the course until that date. After that date, you may contact the instructor to withdraw you. However, consider speaking to the instructor about your options before withdrawing.

Behavior in Classroom

In order for all to learn, we must be civilized and respectful in the classroom; if we all maintain a positive outlook and courteous behavior, we will all succeed. You, your classmates, you’re your professor are real people who deserve to be treated with respect. So, let’s use respectful language in our classroom discussions, our online posts, and the email we exchange. Recognize that we do not bully each other or fail to hold up our end of the work. We learn by hearing differing perspectives and by recognizing the difference between facts and opinions. College is about opening our minds to possibilities, so let’s do that and be amazed at how our horizons are expanded.
Section F: **Important Valencia College Policies and Services**

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.

**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.