Fundamentals of Speech (SPC 1608)
Course Syllabus – Spring 2020
Credit Hours: 3.0

(3 credit hours = 3 hours in class per week = 6-9 hours study time per week)

Instructor: Tina Tan
E-mail: Canvas email (Access this course on Canvas, www.online.valenciacollege.edu and click on the Inbox icon)
Emails are generally answered within 24 hours (Monday – Friday).
Office: West Campus 1-222, Phone: (407) 582-5679

Student Engagement Hours:
Mon (Email: 8:00 - 9:00am)
   East Campus, 4-133, 2:00 – 3:00pm,
   West Campus, 1-222, 8:45 – 10:00am
   West Campus, 1-222, 12:45 – 1:00pm
   (Email: 4:00 – 5:00pm)
Tues
   West Campus, 1-222, 8:45 – 10:00am
   West Campus, 1-222, 12:45 – 1:00pm
   (Email: 4:00 – 5:00pm)
Wed (Email: 8:00 - 9:00am)
   East Campus, 4-133, 2:00 – 3:00pm,
   West Campus, 1-222, 8:45 – 10:00am
   West Campus, 1-222, 12:45 – 1:00pm
   (Email: 4:00 – 5:00pm)
Fridays 8:00 - 9:00am (email)

Course Materials & Assignment Submissions will mainly be through Canvas, www.online.valenciacollege.edu

Catalog Course Description
This course explores oral communication principles common to speaking and listening. It emphasizes listening techniques as well as preparation and delivery techniques for extemporaneous speaking.

Required Materials
   This is a free textbook written by Communication professors from various universities
2) USB/ Flash Drive – Speech presentations will be recorded and saved for self-evaluation assignments
3) 4 X 6 Note Cards

Student Learning Outcomes
1) Identify a specific speaking goal and articulate a thesis appropriate to audience and context
2) Fully develop the central thesis with appropriate and adequate main points; use organizational pattern appropriate to speech purpose and context
3) Evaluate quality of information (source, currency, accuracy, authenticity, bias), provide appropriate research documentation and effectively incorporate verbal citations in the speech
4) Use correct, clear, concrete, and context-appropriate language to express ideas clearly and fluently
5) Incorporate nonverbal communication (eye contact, facial expressions, posture, and gestures) to enhance the verbal message and speaker credibility
6) Use visual aids to clarify, emphasize, and support main points relevant to speech thesis
7) Use appropriate persuasive strategies to appeal to audience reasoning; construct valid arguments; recognize and avoid the use of fallacies of reasoning
8) Use appropriate persuasive strategies to appeal to audience emotions in an ethical manner
9) Appraise own and others’ reasoning and perspectives fairly and objectively; recognize implications and consequences of message on audience and society.
Course Assignments
Grading for the semester is out of 1000 points

Speech Presentations
You will plan/ prepare and deliver three extemporaneous speech presentations – a Narrative Speech (100 points), a Persuasive Speech (200 points) an Informative Speech (150 points). These three speeches, delivered to an audience of peers, must be extemporaneous. An extemporaneous speech is not scripting a speech word for word and is not a memorized speech. Extemporaneous Speech – prepare well, practice in advance, giving full attention to all facets of the speech – content, arrangement, and delivery alike.

These prepared and practiced speeches are worth a total of 45% of your final grade.

In addition, there will also be short impromptu and practice speeches through the semester. Impromptu Speech – unpracticed, spontaneous, or improvised, with little time to prepare.

Planning Paper, Speech Outlines
The Persuasive Speech Planning Paper (30 points) and the Informative Speech Planning Paper (30 points) are due fairly soon after we begin work on them. I will grade and provide you timely feedback.
A Speech Outline is due for each Speech a few days before the first day of speeches. Each Speech Outline (there are three) is worth 30 points.
The Planning Papers and Speech Outlines are worth a total of 15% of your final grade.

Peer Evaluations, Self Evaluations
Peer evaluations allow us to provide feedback on speeches while affirming what we’ve learned are best practices in public speaking. You will complete two peer evaluations (20 points) for the Persuasive Speech and two peer evaluations (20 points) for the Informative Speech.
A Self Evaluation is due after the Narrative, Persuasive and Informative Speeches. Each is worth 20 points.
The Peer Evaluations and Self Evaluations are worth a total of 10% of your final grade.

Quizzes
There are six quizzes but only five quiz grades will go towards the final grade (lowest grade dropped.) 15 – 20 minutes to complete each quiz (20 points) - 6 multiple-choice questions - at the start of class. Check Course Schedule for Quiz dates.
The five quizzes are worth a total of 10% of your final grade.

Impromptu Speeches/ Assignments/ Discussions
These are worth a total of 15% of your final grade.

Final Exam
The final will test your understanding of the various components in a speech – question/ (short) answers. The final test is of 5% of your final grade.

Grade Distribution

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<tr>
<th></th>
<th>Maximum Possible Points</th>
<th>Points Scored by Student</th>
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<tbody>
<tr>
<td>Quizzes (5)</td>
<td>100 points</td>
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<tr>
<td>Speech 1, Narrative Speech Outline</td>
<td>30 points</td>
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<tr>
<td>Speech 1, Narrative Speech</td>
<td>100 points</td>
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<tr>
<td>Speech 2, Narrative Speech Self-Evaluation</td>
<td>20 points</td>
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<tr>
<td>Speech 2, Persuasive Speech Planning Paper</td>
<td>30 points</td>
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<tr>
<td>Speech 2, Persuasive Speech Outline</td>
<td>30 points</td>
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<td>Speech 2, Persuasive Speech Peer Evaluation</td>
<td>20 points</td>
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<tr>
<td>Speech 2, Persuasive Speech Self-Evaluation</td>
<td>20 points</td>
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<tr>
<td>Speech 3, Informative Speech Planning Paper</td>
<td>30 points</td>
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<tr>
<td>Speech 3, Informative Speech Outline</td>
<td>30 points</td>
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<tr>
<td>Speech 3, Informative Speech Peer Evaluation</td>
<td>150 points</td>
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<tr>
<td>Speech 3, Informative Speech Self-Evaluation</td>
<td>20 points</td>
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<tr>
<td>Impromptu Speeches/ Assignments/ Discussions</td>
<td>150 points</td>
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<tr>
<td>Final Test</td>
<td>50 points</td>
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<tr>
<td>TOTAL</td>
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BONUS POINTS (Additional Assignments, if time permits): 10 - 30 points
900 – 1000 = A  800 – 890 = B  700 – 790 = C  600 – 690 = D  590 or less = F
Course Policies

Attendance and Class Preparedness

Attendance is important in this course. Absences and tardies can greatly affect your final grade. Please review this section carefully and make plans to successfully attend class.

As a student, you are expected to come to class prepared and ready to learn - (1) attend class on time, (2) complete assigned readings and homework prior to each class meeting, (3) listen attentively to others’ ideas, and (4) provide insightful responses or ask relevant questions from readings and class discussions as appropriate. Your class demeanor and behavior will have an impact on your credibility as a speaker.

Absences

- 1 – 2 absences* (excused or unexcused) No penalty incurred
- 3 or more absences* (excused or unexcused) 30-point reduction from final grade

* If you arrive 10 minutes after class has started (or leave 10 minutes before it ends), it will be counted as an absence.

Tardies, leaving in the middle of class (and returning), or leaving early (5 to 10 minutes)

Class begins at the scheduled time (Tuesday, Thursday). Arriving to class late is rude and disrespectful – to your fellow classmates and me. Since you chose your schedule, please make sure you can fulfill your commitment to this course. Otherwise you should look at other class options. It is your responsibility to plan for your ride, traffic delays, parking issues and other complications.

- 1 – 2 tardies (or leaving early)** No penalty incurred
- 3 or more 5 tardies or leaving early** 20-point reduction per occurrence

** This includes leaving in the middle of class for more than five minutes

If you are absent, tardy or leave early, it’s your responsibility to follow-up on material covered & any announcements made. You may NOT make-up any missed class activity, quiz, or assignment due to absences or tardies, unless official, written documentation of emergency is provided (it is a 20% penalty.)

Technology Use

Becoming a good communicator includes knowing when it is appropriate to use technology. The addiction is real! It’s also rude. You will not need your laptop or cell phone. Please silence them and do not use them during class. If you are expecting an emergency call/ text, let me know before class starts. You would do the same in a professional environment.

Here is the college policy on use of phones in the classroom:

Phone use in the 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 immediate call to security, who will be asked to remove the student from class for obstructing the learning environment of other students.

Grammar and Plagiarism

Poor grammar can be a reflection of a poor communicator or an individual who takes little pride in his/ her work. All assignments completed outside of class must be proofread and of college quality. The West campus has a Writing Center (Building 5-155) This free service often requires making an appointment in advance.

All Speech Outlines will be submitted through Unicheck (a plagiarism tool) in Canvas. Speeches must be original work produced by you. Plagiarized speeches will result in a “0” and college policies for Academic Dishonesty will apply.

Speech Delivery Policy

You will be assigned a Speaking Day for each Speech assignment. The following applies to all speeches:

• If you walk in late for class on Speech Day, 10% will be deducted from your speech grade.
• If you miss your speech, you must contact me within 24 hours of the scheduled speech time to be considered for a make up delivery. It is a 20% late penalty. Please do not assume you can make up a
speech if you miss your scheduled speech time. Forgetting to bring a visual aid, bringing the "wrong" computer file...unable to open file, etc. will not excuse you from the late penalty. Only in extreme cases may you make up the speech without the grade penalty. Official, written documentation of emergency (e.g., hospitalization documents, police report, court order) will be required to waive the grade penalty. Failing to give the "make-up" speech on make-up day (See Course Schedule for specific date) will result in a "0." You can only make up one speech during the term. If you miss two scheduled speeches, the second make up speech is a 30% penalty.

- **Speech grade appeal:** You may request a conference (within one week of receiving disputed grade) with me to discuss/appeal a speech grade. You MUST make the recorded speech available.

**Student Code of Classroom Conduct**

[Valencia's Code of Classroom Conduct](https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-03-student-code-of-conduct.pdf)

According to College Policy 6Hx28:8-03, all forms of academic dishonesty and misconduct are prohibited at Valencia College. **Academic dishonesty** includes, but it is not limited to, plagiarism, cheating, and furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive. **All assignments must be the student's original work.**

It is unethical to abstract a speech from an outside source and pretend it is your own work. Plagiarized speeches will result in a "0." **Disruptive or distracting** activities such as "side discussions which are irrelevant to the subject matter of the class, distract from the learning process, or impede or hinder the ability of other students to obtain the full benefit of the educational presentation" may result in a grade reduction or, in extreme cases, a grade of "F" in the course (1006.60, FS).

**Disruptions during student speech presentations** (including, but not limited to entering or leaving the classroom, cell phones, beepers, or any other electronic devices, or "side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede or hinder the ability of other students to obtain the full benefit of the educational presentation") will result in a 30-point deduction from your own speech (per occurrence).

**Withdrawal Policy**

You should familiarize yourself with Valencia College's withdrawal policy (see college catalog). **Mar 20 (Friday) is the withdrawal deadline to receive a “W” for this Spring 2020 session.**

**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 me, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus, SSB).

**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.

*You must complete the online Acceptance of Course Syllabus assignment.*
# Fundamentals of Speech (SPC 1608) Course Schedule - Spring 2020

## Week 1
- **Tuesday, Jan 7**  
  Welcome to the Course, Review: Course Syllabus and Course Schedule  
  Chapter 1, Introduction to Public Speaking
- **Thursday, Jan 9**  
  Public Speaking Anxiety  
  Narrative Speech Structuring and Organization  
  *(Read before class): Chapter 11, Speaking with Confidence*

## Week 2
- **Tuesday, Jan 14**  
  *(Reading Quiz 1 on Chapter 11)*  
  *(Read before class): Chapter 9, Introductions and Conclusions*
- **Wednesday, Jan 15**  
  Individual Conference Sessions – **One-on-one conference sessions**
- **Thursday, Jan 16**  
  *in Room 1-222 - [Bring draft copy of the Speech Outline you've created - use the Outline Worksheet. Please do not bring in a scripted speech.]*

## Week 3
- **Tuesday, Jan 21**  
  *(Printed Copy of Narrative Speech Outline due in class)*  
  Trial Presentation of Narrative Speech  
  *(Read before class): Chapter 12, Delivering Your Speech*
- **Thursday, Jan 23**  
  **Speech One – Delivering the Narrative Speech**

## Week 4
- **Tuesday, Jan 28**  
  **Speech One – Delivering the Narrative Speech**
- **Thursday, Jan 30**  
  *(Reading Quiz 2 on Chapter 9)*  
  *(Read before class): Chapter 6, Critical Thinking and Reasoning*

## Week 5
- **Tuesday, Feb 4**  
  *(Reading Quiz 3 on Chapter 6)*  
  *(Read before class) Chapter 3, Ethics in Public Speaking  
  *(Read before class) Chapter 16, Persuasive Speaking*
- **Thursday, Feb 6**  
  Researching and Structuring the Persuasive Speech  
  **Library Session – Class Meets in Room 6-220**  
  *(Read before class) Chapter 7, Supporting Your Ideas  
  *(Read before class) Chapter 8. Organizing and Outlining*

## Week 6
- **Tuesday, Feb 11**  
  Building the Persuasive Speech  
  *(Read before class): Chapter 4, Listening Effectively  
  *(Read before class): Chapter 5, Audience Analysis*
- **Wednesday, Feb 12**  
  **Individual Conference Sessions - One-on-one conference sessions**  
  *in Room 1-222 - [Read comments on Planning Paper before coming and be prepared to discuss details and new adjustments you will make to the Introduction. Also have ideas for a Call To Act before coming]*
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<th>Week 7</th>
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<tr>
<td>Tuesday, Feb 18</td>
<td>[Reading Quiz 4 on Chapter 16; Trial Presentation of the Persuasive Speech]</td>
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<td>(Read before class) Chapter 10, Using Language Well</td>
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<td></td>
<td>(Read before class) Chapter 13, Visual Aids</td>
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<td>Thursday, Feb 20</td>
<td>(Printed copies of Persuasive Speech Outline, Citation Page, Copies of Sources due in class; Trial Presentation of the Persuasive Speech)</td>
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<th>Week 8</th>
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<tr>
<td>Tuesday, Feb 25</td>
<td>Speech Two - Delivering the Persuasive Speech</td>
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<td>Thursday, Feb 27</td>
<td>Speech Two - Delivering the Persuasive Speech</td>
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<th>Week 9</th>
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<tr>
<td>Tuesday, Mar 3</td>
<td>Speech Two - Delivering the Persuasive Speech</td>
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<td>Thursday, Mar 5</td>
<td>Online Day – Starting the Informative Speech</td>
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<td>Researching and Structuring the Informative Speech</td>
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<tr>
<th>Week 10</th>
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<td>Spring Break - College is closed this week</td>
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<tr>
<th>Week 11</th>
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<tbody>
<tr>
<td>Tuesday, Mar 17</td>
<td>(Read before class) Chapter 15, Informative Speech</td>
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<tr>
<td>Wednesday, Mar 19</td>
<td>[Reading Quiz 5 on Chapter 4]</td>
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<td></td>
<td>Building the Informative Speech</td>
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<tr>
<th>Week 12</th>
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<tbody>
<tr>
<td>Monday, Mar 23</td>
<td>Individual Conference Sessions - One-on-one conference sessions</td>
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<td>- Tuesday, Mar 24</td>
<td>in Room 1-222 – [Bring draft copy of the Speech Outline you’ve created – use the Outline Worksheet. Please do not bring in a scripted speech.]</td>
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<tr>
<td>Thursday, Mar 26</td>
<td>[Reading Quiz 6 on Chapter 5]</td>
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<td></td>
<td>Finalizing the Organization of the Informative Speech</td>
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<th>Week 13</th>
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<tr>
<td>Tuesday, Mar 31</td>
<td>[Printed copies of the Informative Speech Outline, Citation Page and Resources due in class; Trial Presentation of the Informative Speech]</td>
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<tr>
<td>Thursday, Apr 2</td>
<td>Speech 3 - Delivering the Informative Speech</td>
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<tr>
<th>Week 14</th>
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<tbody>
<tr>
<td>Tuesday, Apr 7</td>
<td>Speech 3 - Delivering the Informative Speech</td>
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<td>Thursday, Apr 9</td>
<td>Speech 3 - Delivering the Informative Speech</td>
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<th>Week 15</th>
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<tbody>
<tr>
<td>Tuesday, Apr 14</td>
<td>Make Up Speeches</td>
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<tr>
<td>Thursday, Apr 16</td>
<td>Short Speech</td>
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<th>Week 16</th>
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<td>Finals Week</td>
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