Course Syllabus – Spring 2011

Course Title: SPC 1608 Fundamentals of Speech


Course Location: Osceola Campus, Valencia Community College

Office Location: Adjunct offices Building 2 (By appointment only as this is not a permanent office)

Telephone: 407-433-6349 (Hours: 8:30 a.m. – 5:00 p.m. M-F)

E-mail: Please use the WebCT-6 e-mail address for all correspondence


In addition to the text, you need to purchase a packet of 3 x 5 index cards, as these will form the size of the notes you may take to the front of the room when delivering speeches.

INSTRUCTOR’S NAME: Donald R. Goss, MA

AVAILABILITY: Before and after class or by appointment

INSTRUCTOR BIO: Your facilitator, Donald Goss received a Bachelor of Science degree from the Colorado State University – Pueblo in Mass Communication and a Master of Arts degree from the University of Northern Colorado in interpersonal and organization communication. Goss serves Valencia Community College as an Associate Faculty and the University of Phoenix as Area Chair for Communication where he facilitates classes in oral communication; effective written communication; intercultural communication; team building and conflict resolution; research writing; and, communication in the virtual workplace. By profession, he is a communication consultant specializing in oral presentation style and delivery, group communication, team building and conflict resolution, as well as public relations planning and marketing communication. Goss is also actively involved as a speech coach working with corporate executives.

COURSE DESCRIPTION: You will learn the skills and strategies necessary to prepare and deliver a variety of speeches. The course will give special consideration to adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; conduct responsible research on appropriate topics; and how to argue, develop, and polish effective presentation skills.

COURSE OBJECTIVE: You will develop the skills needed to provide you with fluency and poise in front of an audience.

LEARNING OBJECTIVES: From the moment we are born, we begin to make sounds and develop symbolic behaviors in order to get the responses we want. A specific goal of this course is to help you gain the responses you seek through oral communication. To do this, you must develop or sharpen your (1) research skills, (2) ability to select, evaluate, and organize materials, (3) language skills, (4) critical listening abilities, (5) creativity, and (6) fluency and poise in front of an audience. Various studies demonstrate that each of the competencies contribute in some way to self-image, success as a student and in whatever career one chooses, and one’s potential to be an effective instrument of social and political change.

To achieve these goals, you will study the theory and practice of public speaking. Each of you will participate in class exercises and give a series of speeches, both graded and not graded or “developmental,” with critiques by class members and your facilitator.
Through the speeches, exercises and course material you will gain practical experience working with the four core competencies Valencia Community College has identified as learning outcomes: Think, Value, Act, and Communicate.

**SOURCES OF INSTRUCTION:** Sources of instruction include the textbook along with any additional assigned materials. This might include lecture, discussion, student reports, out-of-class assignments, and in-class exercises.

**WEB ENHANCEMENT** – Like any traditional class, we will meet in the classroom twice a week. Our class will also utilize the tools available through Web CT6. Web CT6 is the location where you will take exams and submit formal outlines for your speeches. I have placed PDF copies of the grading rubrics along with full descriptions of speeches in folders on the course home page. You can access the class by going to [http://webct6.valenciacc.edu](http://webct6.valenciacc.edu). You will need to use your Atlas user name and password to access Web CT6. Once there, you will note that I have placed all the assignments for the course under the assignments tab. Tests are under the assessment tab. I have coupled the assignments and assessments with the course calendar, which will reflect all due dates and deadlines. If you are not familiar with Web CT6, you will want to become acquainted with this computer-based tool early in the semester to ensure that you understand how to complete tests and written assignments.

**WITHDRAWAL** – Withdrawal from the course will follow the guidelines established by Valencia Community College. Full details of this policy are available at [http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75](http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75). The withdrawal deadline for fall semester is *March 25, 2011*.

**COURSE ASSIGNMENTS:** The course consists of speeches and examinations over the text chapters, lectures, and class discussions. Everyone must complete three formal speeches and the written documentation that accompanies each speech. *The speech and speech documentation portions of the course assignments constitute 78% percent of the total course grade.* The chapter tests make up the remainder of the points for the course. **There are three assignment rules for the course:**

1. **You cannot substitute other grades for that of the required speeches and speech documentation. Failing to deliver all speeches will result in a failing grade for the course.**

2. **Due dates are due dates – we all have busy lives and schedules, which means that we need to plan to meet due dates and deadlines. For this course, once the due date and time for an assignment has passed, you may not submit the work for credit unless you have an agreement in advance of the due date for late submission. A 20% per day penalty will apply to those assignments that have a prior agreement for late submission up to three days, after which the assignment will not be accepted. If there is no prior agreement, **DO NOT ASK FOR A WAIVER OF THIS RULE, AS I WILL NOT GRANT A WAIVER.****

3. **You must submit ALL WRITTEN ASSIGNMENTS via the WebCT-6 classroom Assignments Link. I will not accept assignments via e-mail in WebCT-6, or my Atlas e-mail accounts. Plan ahead, as computer problems are not considered a reasonable excuse for not submitting assignments in the appropriate location. If you are having computer problems contact Technical Support to work through the problem.**

**EXAMS** – Exams will cover chapter material in the text, lectures, and class discussions. You should consider these exams as summative assessments of your learning in the course. There will be four tests of the chapters. The dates for these formative tests are in the course calendar. *There are no makeup dates available for missed exams.* (200 total points available)
**SPEECH ASSIGNMENTS**

**STUDENTS WILL DELIVER ALL SPEECHES EXTemporaneously USING KEY WORD/PHRASE NOTES PLACED ON 3 X 5 INDEX CARDS—NOT MEMORIZED OR READ FROM A MANUSCRIPT.**

**NARRATIVE SPEECH (WARM-UP SPEECH):** One good way to begin speaking before others is to tell a story. We all enjoy hearing an interesting, entertaining, or inspirational story. Former President Ronald Reagan was famous for his stories of heroic individuals. Your assignment is to tell the class a story. This may be about an event that has shaped your life, or something you have heard or read about, or designed to illustrate a moral. You will have 2-3 minutes to share this story with your classmates.

**INFORMATIVE SPEECH:** Present a speech to inform. Select a topic from current events in the news (current means within the past 24-months) that interests you and one that you can relate to your audience. Investigate the topic by researching and constructing a well-organized presentation that has an effective introduction, a body with 3 main points, and a conclusion that successfully summarizes and closes. Each main point in the speech should incorporate a variety of supporting materials (between two to five sub points), some of which will come from the outside sources (three minimum) that you need to cite clearly in the speech body to add credibility to you and the content of your speech. You must use two different types of presentation aids in this speech.

At least two prepared presentational aids are required. Use of the chalkboard/whiteboard does not count as a presentational aid. Time Limit: 5-6 minutes). Refer to the full speech descriptions for the details of how to prepare for this speech. (Time Limit: 4-5 minutes). Total value: 160 points – 110 Points Speech | 20 Points Planning Document | 30 Points Outline. (Refer to the grading rubric for details on the speech evaluation criteria.) (Refer to the full speech description for details on requirements for this speech.)

**PERSUASIVE SPEECH:** By this point in the semester, you should be thoroughly familiar with the mechanics of speaking. This speech is to introduce you to persuasive speaking by working first on the logical substance, or *logos*, that is the essence of any persuasive effort. Second on *ethos*, which is the essence of credibility of you as the speaker and for the material you present in the speech. Third on *pathos*, which shares the emotion you feel for the subject on which you speak to your audience. If you advocate a change, you should be able to clearly document the existence of some sort of a problem and then explain specifically what course of action is necessary to solve that problem. Select a current topic from the news that society has identified as an issue (current means within the past 24-months). For this speech, assume that you are speaking to a logical, unbiased audience. You should relate to your audience through effective psychological orientation in the introduction and psychological closure in the conclusion, and through effective use of attention factors. However, the emphasis of this speech is on sound reasoning and solid support for your points. Extensive research should be evident from the speech and documented in the outline. You may use 3 to 5 3 x 5-index cards for notes. You must provide me a fully annotated sentence outline with bibliography before you are eligible to speak. (170 Point value | 120 Points Speech | 20 Points Planning Document | 30 Points Outline) (Refer to the grading rubric for details on the speech evaluation criteria.) (Refer to the full speech description for details on requirements for this speech.)

**COMMUNITY ISSUES PRESENTATION:** Public speakers need to explore and bring attention to issues that affect the community. Select a community issue that has consequences to the community and prepare a group presentation that discusses the issue and persuades the audience to take action to either solve the issue or become actively involved with the issue. Prepare a formal full sentence outline that contains three-points with appropriate support that a speaker could use to speak about the issue to select community groups and organizations. The outline should bring to light the information researched through interviews and other sources that help validate the existence of the issue, the team’s perspective of the issue, and what action(s) the team believes the audience should take to address further the issue. Be sure to use appropriate in-text citations.
for the work paraphrased or quoted from outside sources referenced to develop the team’s oral presentation.

Time: 20-25 minutes (Point Value 180 Points | 30 Points Outline | 150 Points Presentation. (Refer to the full speech description for details on requirements for this speech.)

**SPEECH TOPICS NOT ACCEPTED:** Smoking; Seat Belts; Abortion; Baking Cookies or any other food preparation; legalization or use of marijuana or other drugs; the use of steroids; tattooing; body piercing; capital punishment; gun control; the use of alcohol or drunk driving; dieting and nutrition, or the creation of an exercise program. These topics represent subjects that are worn (people already know everything about them) or they are too complex to effectively develop within the time constraints. Should you choose to continue to pursue one of these topics, I will not prevent you from speaking. However, I will only evaluate the mechanical aspects of delivery. No grade will be issued for content.

**SPEECH TIME LIMITS:** Speech time limits are set to ensure that you have practiced, planned, and organized your ideas to fit the allotted time. My expectations of delivery are that you should be able to deliver the assigned speech extemporaneously within the set time limits. I will not award any points for elements presented after the maximum time allowed. There will be a penalty of one-point per each 15 seconds or fraction thereof above or below the time limit.

**SPEECH PLANNING DOCUMENTS:** Speech planning documents are not an option. You must submit a speech topic proposal two weeks prior to delivering a speech and a full sentence outline one week prior to speaking. Failing to submit these documents will negate your ability to deliver the speech for credit.

**WRITTEN WORK:** With the exception of in-class reaction and reflection papers, **ALL WRITTEN WORK MUST BE TYPEWRITTEN** using Times New Roman or Arial in a font size of 12 points **DOUBLE-SPACED. OUTLINES MUST USE 1.5 OR 2 LINE SPACING.** Submitted work that does not meet these standards will not be graded.

All writing must be college level. Up to 40% of each evaluation grade will be determined by the level of written Standard English.

**RESEARCH SOURCES:** I need to make one comment regarding outside research and reference sources. I encourage you to use the databases that are available to you through the Valencia Community College library system. These are the most reliable sources available to you for support for your speeches. The one source that I will not accept as a valid source is *Wikipedia*. Due to the nature of the on-line encyclopedia and the lack of peer review integrity, I have determined the source is not reliable, nor can you depend on the validity of information retrieved from the source.

**PLAGIARISM:** Valencia Community College prohibits any kind of academic dishonesty. This includes, but is not limited to, plagiarism, 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 work submitted by students is expected to be the result of the students’ individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students’ individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of “F” in the course. At the option of the professor, the campus provost
may be furnished with written notification of the occurrence and the action taken. If such written notice is
given, a copy shall be provided to the student.

Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic
dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning,
probation, suspension and/or expulsion from the College.

The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13
Student Academic Grievances or 6Hx28:10-15 Student Rights of Appeal of Administrative Decisions as
determined by the nature of the action taken.

CLASSROOM MANAGEMENT POLICIES

ATTENDANCE  –  Attendance is mandatory! Attendance is extremely important, as this is an interactive course.
This course relies on discussion and student involvement. Additionally, some of the assignments are in-class
activities; you must be present to receive credit for them. Valencia Community College policy states that more
than three (3) absences are excessive. Should you be absent more than three (3) times from the class, I reserve
the right to withdraw you from the course in accordance with the attendance policy.

I do not distinguish between excused and unexcused – an absence is an absence. This means that whether you
are sick, a family member dies, or you choose not to come to class, all will count as an absence.

I expect you to be ON TIME to attend class. Arriving to class late is rude and disrespectful of other students and
my time. I will take roll within the first five (5) minutes of class. If you are not in class by that time, attendance
records will note that you are late. Two late arrivals equal an absence.

SPEECH ASSIGNMENTS  –  The course calendar notes the dates for each formal speech you will give. We
will determine the order for each speech by lottery one week prior to the due date for the speech. You should
come to class prepared to present your speech regardless of where your name appears on the list of speeches for
that day. If you know that you cannot attend class on an assigned speech day, it is your responsibility to trade
with another student and to let me know in a timely manner (24-hours prior to the speech day) of that change.
Keep in mind; Speeches are an in-class activity. There are no make-up’s for in-class activities.

CELL PHONES/ PDA’S AND COMPUTERS  –  Please show courtesy to your fellow classmates and me by
turning off your cell phone or PDA prior to entering class. Once class begins, if you are seen holding,
touching, or looking at a cell phone, you will be marked as absent for the day and this absence will count
as one of your three (3) absences. I allow computers in the classroom for note taking purposes only. If I find
people abusing this privilege, I will ban their use.

LATE ARRIVAL TO CLASS  –  Please show courtesy when entering class late. Enter quietly so that your
entrance does not create a disruption to the activities of fellow class members. If late for class on a speech day,
look before entering so that you do not interrupt a fellow student’s speech. Please take care of personal
bathroom needs prior to coming to class.

GRADING SCALE  –  I will determine your grade for the course based on your speech documents, speeches,
and scores on the chapter tests. Below you will find a copy of the grade calculator for the course.
# Course Syllabus – Spring 2011

## Grade Calculator Spring Semester 2011

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Available</th>
<th>Points Received</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Speeches</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech 1 - Narrative Speech</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Group PowerPoint® Presentations</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Speech 2 - Informative Speech</td>
<td>110</td>
<td></td>
</tr>
<tr>
<td>Speech 3 - Persuasive Speech</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Speech 4 - Group Presentation</td>
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<td></td>
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<tr>
<td>Total Speech Points</td>
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<td>0</td>
</tr>
<tr>
<td><strong>Speech Planning Documents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narrative Speech Outline</td>
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<td></td>
</tr>
<tr>
<td>Informative Speech Topic Proposal</td>
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<td></td>
</tr>
<tr>
<td>Speech 2 - Informative Speech</td>
<td>30</td>
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<tr>
<td>Persuasive Speech Topic Proposal</td>
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<tr>
<td>Speech 3 - Persuasive Speech</td>
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<tr>
<td>Speech 4 - Group Presentation</td>
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<td></td>
</tr>
<tr>
<td>Total Speech Document Points</td>
<td>160</td>
<td>0</td>
</tr>
</tbody>
</table>

### Grade/Points Needed

| 90-100 = A                  | 801 | 890  |
| 80-89.9 = B                 | 712 | 800  |
| 70-79.9 = C                 | 623 | 711  |
| 60-69.9 = D                 | 534 | 622  |
| 59 Below = F                | 533 | 0    |

### Chapter Exams

| Chapter Test 1               | 50  |      |
| Chapter Test 2               | 50  |      |
| Chapter Test 3               | 50  |      |
| Chapter Test 4               | 50  |      |
| Total Exam Points            | 200 | 0    |

Total Points Available 890 0