

Course Syllabus
SPC 1608: Fundamentals of Speech
Course Number 13704
Fall Term 2009

Instructor: Kelly Ferris, M.A.

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Office Hours: By appointment only

Materials: Note cards

Period: Thursday (7:00 – 9:45pm)

Classroom: 115

Office: Room 126

Mailbox: Room 200

Required Texts: *Understanding Human Communication*, 10th Edition

Ronald B. Eller & George Rodman

Course Description:

Principles of oral communication common to speaking and listening. Emphasis on listening techniques, preparation, and delivery techniques for extemporaneous speaking
Prerequisites: none

Course Objectives:

This course is designed to provide the opportunity for improvement in both the theoretical understanding and practical performance of verbal and nonverbal communication in a variety of contexts. The specific learning outcomes for the course are to develop:

- The ability to create audience-centered messages after performing audience analysis
- The ability to determine your specific purpose for your communication
- The ability to apply elements of information, entertainment, and persuasion when appropriate
- The ability to understand and apply communication theory

Major Concepts:

- Audience and Contextual Analysis
- Develop, Organize and Support Verbal Message
- Ethical Responsibilities
- Extemporaneous Delivery of Informative Speech Using Presentational Aids
- Extemporaneous Delivery of Persuasive Message

Valencia Competencies:

This course will assist you in reinforcing the following Valencia Student Core Competencies:

- **Think** clearly, critically, and creatively
- **Communicate** with different audiences using varied means
- **Value** by making reasoned judgments and responsible commitments
- **Act** purposefully, reflectively, and responsibly

Course Policies:

Attendance:

1). Regular attendance is expected and will be a determining factor in your success while taking this course. You learn not only from your own speaking experiences, but also from listening to speeches done by others. Being a member of the audience is part of your obligation as a member of this class. You will be allowed **one absence** before absences will cause points to be deducted from your final grade. If you are going to be absent for an excusable reason (illness, tragedy, etc...) you **MUST** give me notice **in advance** and provide proper documentation. Multiple absences, excused or unexcused, will negatively affect your grade. After **four absences** you will be withdrawn from the course.

WITHDRAWAL DEADLINE FOR FALL: Friday, November 6

2). After the first day of class, an attendance sign-in sheet will be passed around class. You **MUST** sign this sheet in order to receive credit for attending class each day. If you arrive to class late, it is your responsibility to find the sign-in sheet. Repeatedly being tardy to class will negatively impact your overall grade for this course.

3). If you miss a class, you are responsible for finding out what assignments, activities, notes, and/or handouts you missed. It is a very good idea to exchange contact information with fellow classmates for this reason. Failure to obtain missed materials will not be accepted as a sufficient reason for late assignments.

Student Interruptions:

4). Students are expected to show respect for each other and their instructor at all times. In addition, students are expected to show respect for diverse topics and opinions during class discussions as well as speeches.

5). Do not talk with other students while the instructor is lecturing or during speeches. All cellular phones, ipods and any other electronic devices that could be disruptive should be kept off while in class. Multiple offenses in violation of these rules will result in a reduced final grade.

6). **Interruptions during student speeches will not be tolerated.** Any interruption of another student's speech will result in a **10% reduction on the disruptive student's similar assignment.** For example, if a tardy student interrupts a student's Informative speech, the tardy student will incur a 10% grade reduction on their Informative speech grade.

Speech Policies:

6). You must be fully prepared to present your speech on the day that it is due. Speeches will be assigned for specific days throughout the semester. You will be allowed **ONE** make up speech at the discretion of the instructor.

7). Reading and homework assignments are due on the day noted on the assignment sheet. Late work is worth half credit and will only be accepted within 24 hours of the due date unless otherwise noted. You are to sign up for the day you are to give your speech

On the day the class meets before the first day of speeches. If you are absent, you will need to contact someone to find out what day you were assigned.

8). All speeches will have a specific time limit in which they are to be completed in. For every 30 seconds a speech is under OR over in time you will lose 10 points from the overall speech grade. Preparation is key to developing your speech. If you fail to end within the time limit, it typically means that you have not practiced and/or planned out your speech very efficiently.

9). You **MAY** be required to provide a videotape and have your speeches recorded. If a video camera is available and we are able to record your speech, you will be required to have the videotape. If you choose not to have your speech recorded, **you may not appeal your speech grade**. The grade assigned will stand. It is **strongly recommended** that you have your speech recorded if that technology is available to us.

10). **Speech Attire:** Please dress appropriately on the days you are to present your speeches. For males, this means nice slacks (NOT cargo pants) and a collared shirt (i.e. polo or dress shirt). Dress shoes complete the outfit, no sandals or sneakers please. Ties and jackets are optional, but not required. However, it won't hurt if you wear them. For females, business attire is best. This means nice pants with a dress shirt or a business professional dress. Be sure that dresses, skirts or city shorts reach to the knee or longer. Tops **must** have sleeves and should not be cut too low or revealing. For both genders: **ABSOLUTELY NO JEANS, SHORTS, SNEAKERS, FLIP-FLOPS OR T-SHIRTS** should be worn during your speech presentations. Remember, if your attire is distracting, revealing or just plain "grungy," it will detract from your message and your grade will be affected. It is usually a good idea to be more conservative than trendy in your appearance when giving your speech. A good rule of thumb is, if you wouldn't wear to a job interview than you probably shouldn't wear it on speech day.

Withdrawal Deadline:

You may wish to withdraw from a class or from all of your classes. To withdraw **BEFORE** the withdrawal deadline (See class schedule), You must withdraw yourself via ATLAS by the deadline (see class schedule) or complete a withdrawal at your campus's center by the end of the business day. If you withdraw before the deadline you will receive a (W), after the withdrawal deadline your professor will assign you a withdrawal grade based upon your academic achievement in the class as of your last date of attendance.

WITHDRAWAL DEADLINE: November 6, 2009

Ethics:

While presenting your speech you are expected to adhere to ALL Valencia conduct and campus rules in addition to state laws and regulations. In addition, please be culturally sensitive and aware in executing in your speech.

Grading:

Assignment	Points/Grade
Extemporaneous Speech Outline	20 pts
Extemporaneous Speech	50 pts
Informative Speech Outline	20 pts
Speech to Inform w/ visual aids	100 pts
Persuasive Speech Outline	20 pts
Persuasive Speech	150 pts
Pass/Fail Speeches	20 pts
Movie Paper	30 pts
Homework & In-class Assignments	20 pts
Exam #1	100 pts
Exam #2	100 pts

A: 100-90 B: 89-80 C: 79-70 D: 69-60 F: 59-below

Special Notes:

Please make note of any information posted on the bulletin board regarding the following important college policies:

1. Withdrawal Policy
2. Academic Honesty Policy Number: 6Hx28: 10-16
3. Student Code of Classroom, Conduct Policy Number: 6Hx28: 10-18
4. Students with disabilities who qualify for academic accommodations must provide a letter from the Office of Student with Disabilities (OSD) and discuss specific needs with the professor, preferable during the first weeks of the class. OSD determines accommodations based on appropriate documentation of disabilities (Winter Park Campus, Room 203, 407-582-6887)
5. We ask that you follow college policy relating to children on campus. Please make arrangements for childcare outside of the classroom.
6. Please make note of the evacuation route from your classroom in case of an emergency. Interpret all audible alarms as valid and act accordingly.

WebCT:

WebCT will be used for organizational purposes throughout this course. The syllabus, exams, assignments and various other items will be posted online using WebCT. Direct all WebCT issues to the WebCT helpdesk. In most cases, for example, if you cannot see a document, it is because due to one of your computer settings.

WebCT Helpline: 407-582-5600

WebCT Online Help: <http://www.webcthelp@valenciacc.edu>

******NOTE:** As efficient and necessary as computers are these days, they do and will cause problems from time to time. It is **YOUR** responsibility to take care of any computer problems you may be having. Please keep in my mind that broken or ill-functioning computers, and the inability to retrieve, produce or submit assignments as a result of a computer problem **WILL NOT** be a valid excuse for turning your work in late or not at all. ****

Course Schedule:

DATE	WEEK	TOPICS	CH. READING
9/3	1	Course Overview Introductions Chapter 1: Human Communication What & Why?	
9/10	2	Chapter 1 cont. Chapter 2: The, Self, Perception & Communication	1 & 2
9/17	3	Chapter 6: Understanding Interpersonal Relationships Chapter 7: Improving Interpersonal Relationships	6 & 7
9/24	4	Chapter 10: Choosing & Developing a Topic Chapter 11: Organization & Support	10 & 11
10/1	5	Chapter 12: Presenting Your Message Workshop/Activity	12
10/8	6	College Night (NO CLASS)	
10/15	7	Speech Outlines Due Extemporaneous Speeches EXAM #1 DUE	
10/22	8	Chapter 3: Language Chapter 4: Listening Chapter 5: Non-verbal Communications	3 - 5
10/29	9	Movie Paper Due Chapter 13: Informative Speaking	13
11/5	10	Review Workshop/Activity	
11/12	11	Speech Outlines Due! Informative Speeches	
11/19	12	Informative Speeches cont. Chapter 8: The Nature	8 & 9

		of Groups Chapter 9: Solving Problems in Groups	
11/26	13	THANKSGIVING DAY	
12/3	14	Chapter 14: Persuasive Speaking Workshop/Activity	14
12/10	15	Persuasive Speech Outline due Persuasive Speeches	
12/17	16	EXAM #2 DUE Persuasive Speeches	

****NOTE: The course schedule may be changed at the discretion of the professor****

Important Dates:

September 7 – Labor Day, No Class!

September 9 – Add/Drop Deadline

October 8 – College Night @ East Campus (No Class)

November 6 – Withdrawal deadline for “W” grade

November 25 to November 27 – Thanksgiving Holiday, No Class!

December 17 – Last Class

Extra:

The information here and on the assignment sheet is subject to change at the discretion of the instructor. Eating, drinking, and smoking are not permitted in the classroom. Gum chewing is not permitted when you’re giving a speech. Points will be deducted. Firearms, alcohol, and animals are not permitted on campus. Speakers should be especially conscious of biases language and should avoid references that reflect stereotypes of gender, race, age, life-style, national origin, or any other quality of individual and or group diversity.