

Introduction to Oral Communication Syllabus

SPC 1608, Summer 2019, June 24 - July 26

Course & Faculty Information

Lecturer: TBA

E-mail: TBA

Time: Monday through Friday (1.8 contact hours each day)

Contact hour: 45 hours

Credit: 3

Office hours: By Appointment

Course Description

The purpose of this course is to improve the basic skills of speaking and listening. Class exercises emphasize preparing and delivering public speeches, speaking with clarity and variety and listening with literal and critical comprehension.

Textbook Information

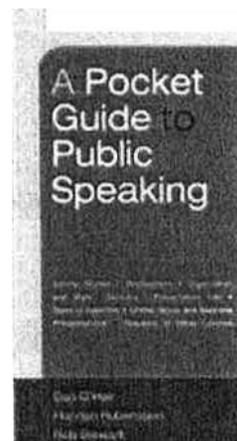
Pocket Guide To Public Speaking

Author: Ohair, Dan

ISBN: 9781319087654

Publisher: Mac Higher

Edition: 5TH



Materials Needed

Required:

- Introduction to Oral Communication Public Speaking Modules

Note: You will be expected to have read the text on the assigned day. Quizzes will be due before the class we review the text to test for reading and comprehension. This class will be text and class note based. Exams will be based on a combination of all, so please take good notes.

Cell Phones

ALL CELL PHONES AND PAGERS SHOULD BE SHUT OFF FOR THE ENTIRE CLASS PERIOD!

1. First instance: a verbal warning from the instructor
2. Second instance: student will be asked to leave the class for that day
3. Third or more instances: student will have to leave class and receive a meeting with a judicial officer.

Measurable Course Objectives

Measurable Course Objectives are outcomes, students are expected to achieve by the end of the course.

- Understand the basic oral communication model (speaker-listener message-channel/feedback-situation).
- Plan and develop speech outlines, employing basic research skills.
- Plan and prepare informative and persuasive speeches for delivery.
- Use appropriate language in a speech while recognizing and respecting cultural and ethnic diversity in dialects and speech patterns.
- Speak with clarity and variety.
- Use non-verbal communication effectively.
- Practice good listening skills.
- Deliver speeches using skills suitable to diverse audiences, occasions, and purposes.

Collegewide Student Learning Outcomes

The Collegewide Student Learning Outcomes assessed and reinforced in this course include the following:

- Communication
- Critical Thinking
- Information Literacy

Course Objectives Specific to this Class

Course Objectives:

Communication Process

The student will be able to:

1. Define communication.
2. Discuss the importance of communication skills.
3. Recognize and define the elements of the communication process.

Verbal

The student will be able to:

1. Identify and provide alternatives for excessively vague or jargon-filled language and evaluate when it is appropriate to use them.
2. Detect biased and emotional language, and replace it with more neutral terms.
3. Have an awareness of the misunderstandings that can arise from equivocal statements, highly abstract language and excessive jargon.
4. Prepare and deliver clear instructions.

Nonverbal

The student will be able to:

1. Explain the importance of nonverbal messages.
2. Define the different categories of nonverbal communication.
3. Interpret nonverbal variables such as a voice, clothing, facial and body expression, time, space, and physical environment.

Listening

The student will be able to:

1. Discuss the organizational and personal benefits of listening effectively.
2. List reasons for poor listening.
3. Describe how to become a more effective listener.
4. Practice effective listening skills.

Public Speaking:

The student will be able to:

1. Conduct an analysis of the audience and speaking occasion and describe how relevant situational factors should influence the speaker's presentation planning.
2. Define the general purposes for speaking.
3. Formulate specific thesis statements for presentation.
4. Conduct research for developing a speech topic.
5. Develop the body of a presentation, choosing the most appropriate organizational pattern, whether informative or persuasive in nature.
6. Identify the purpose, selection, and placement of transitions for presentations.
7. Name the content and functions of introductions and conclusions.
8. Construct appropriate introductions and conclusions to match the body of presentations.
9. Explain the functions of verbal and visual support in presentations.
10. Develop and present the best support to add interest, clarify, and prove a given

- point.
11. Create and appropriately use audio-visual aid to enhance a presentation.
 12. Develop and use a set of speaking notes that enhance delivery.
 13. Deliver brief, impromptu remarks effectively.
 14. Deliver extemporaneous presentations that follow the guidelines for visual, verbal, and vocal behavior.
 15. Respond effectively to questions arising from presentations.
 16. Constructively appraise peer and self-presentations according to critique guidelines.
 17. Manage communications apprehension (communicator anxiety).

Attendance Policy

The College recognizes the correlation between attendance and both student retention and achievement. Per College Policy 3.060 **Students are expected to attend all class, actively participate and complete all assigned course work for all courses for which they are registered.**

What this means in this class:

Attendance and tardy policy:

Students are expected to attend all class sessions; however, there are circumstances in life, which cause students to miss class. Students are permitted zero absences without penalty; subsequent absences will require written documentation of a medical emergency or ongoing medical condition to be presented on the first day of the student's return to class. Please stay in contact with the instructor if you know of upcoming scheduling issues. If you are absent or tardy for any reason, you are still responsible for the material covered and any announcements made. All missed assignments are at the instructor's discretion to allow makeup.

In addition to Seminole State's college wide attendance policies, in this class a student's participation grade will be adversely affected after they have missed one or more class periods. Any one (1) class period missed receives a 10-point deduction. In addition, no in-class assignments may be made up without documentation.

Monday - Thursday Class

1. Your fourth absence will lower your course grade total by 10 percentage points.
2. Each subsequent absence will lower your final course grade total by 5 percentage points.
3. More than four absences will be considered excessive and if in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should withdraw from the course.
4. There is no distinction between "excuse" and "unexcused" absences for this course. If you are not in class, you are not in class.
5. The attendance grade will be calculated by deducting a minimum of 10 points for each absence and 5 points for each tardy. 2 tardies = 1 absence.
6. **Entering class more than 10 minutes late**, regardless of whether the student stays until the end of class, will be counted as an **ABSENCE**. No exceptions! **Leaving the class early will count as an absence.**

Hybrid Class

- 1. Each Absence from a speech night will deduct 25 points from your attendance grade.***
- 2. Each tardy or leave early will deduct 10 points from the attendance grade.***

Make-Up Policy:

MAKE-UP EXAMS & LATE ASSIGNMENTS:

Quizzes: Must be taken within the time period allotted. Failure to complete any quizzes or exams within the specified time period will result in a grade of 0. Since the quizzes will be available for several days, they may not be made up for any reason. Likewise, all other assignments for the course are available for extended periods of time, and therefore will not be accepted late. Please be very aware of availability dates on the Course Calendar/ Syllabus. Speeches cannot be made up for any reason unless the excuse is acceptable from documented school exceptions. (Jury duty, deployment, etc.) Please see Student information on the school website for these exceptions, and prepare to bring proper legal documentation of the absence. Doctor's appointments (outside of hospitalization), car troubles, etc. do not count as valid excuses.

All Quizzes are to be submitted by the due date to receive credit.

All Exams are to be submitted by the due date to receive credit.

Assignments: All assignments are due and will become unavailable at due time. On the final day listed. Waiting until the very end of the period of availability is not an excuse for not completing quizzes or assignments. Do yourself a favor and submit early and correctly.

Grade Scale and Evaluation Methods

Grading Standards: Course grade will be assessed according to the completion of the following:

COURSE EVALUATION

COURSE WRITING REQUIREMENTS:

Students will be required to write three speech outlines for their presentations. The outlines should be done in the proper OUTLINE format and include a bibliography (works cited) page and visual aids list. There will also be some speech exercises and a contract.

UNIT EXAMS:

There will be 2 exams for this course, one for each major unit of the text. With the exception of the final, each exam will consist of objective questions based on the material covered in the reading and lectures. You may take each exam only ONCE.

SPEECHES:

Students will give three speeches: an informative, a persuasive, and a special occasion speech.

QUIZZES ON ASSIGNED READING:

It is expected that students will complete the assigned reading for the course. There are designated chapter quizzes included for each module.

COURSE ASSIGNMENTS POINTS

| | |
|-------------------------|-------------------|
| Informative Speech | 55 points |
| Persuasive Speech | 60 points |
| Special Occasion Speech | 50 points |
| Midterm | 50 points |
| Final | 100 points |
| Attendance | 80 points |
| Assignments | 70 points |
| Total Points | 465 points |

COURSE GRADING SCALE:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

FINAL GRADES:

Failure to do a single speech, for any reason, will result in the loss of one letter grade.

Failure to do two speeches, for any reason, will result in the student failing course, no matter what their current standing grade may be.

Seminole State College of Florida no longer mails grade reports to students. After the term is complete, you may access your grade online.

The instructor will not report final grades by e-mail, telephone, or in person.

********Your final grade will be based on the work you submit and class attendance. The level of effort you have expended, the urgency of your need to pass this course, the personal circumstances that burden you this term, and all other such considerations are not relevant.********

Evaluation Methods

Grades are based on several aspects; Completion of projects, presentation of work, class participation, a written report, the ability to follow directions and execute concepts, craftsmanship and professionalism (including punctuality and attendance) all will determine your final grade. *Each absence and tardy will affect your final grade. Tardies and leaving class early could count as an absence. More than 3 absences could result in an "F" for the course. Any work missed by the student is the student's responsibility to make up by the due date. Work turned in late will affect your final grade.*

Student Responsibilities (Be sure to read this!):

1. To read the information assigned in the text, notes, handouts, syllabus, and addendum; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To submit, unless otherwise noted, all assignments through Email and in the proper format, which for written submission is rich text format or docx format ONLY.
4. **To actively participate in class discussions and group activities, including having read assignments for the day to talk about in class. Doing work from other classes or writing one's speech during another's presentation will count as an absence for the day. Do not listen to I-Pods or other musical devices during class and use computers and /Pads ONLY for note taking and only if approved by the instructor to do so. Cell phones should be turned OFF in class. Anyone not following these procedures will be asked once to turn off the device and if they do not do so, will then be asked to leave. No cigarettes, pipes, cigars, chewing tobacco or electronic cigarettes are allowed in class.**
5. To show **maturity and professionalism** in the preparation of assignments and class behavior. Disruptions of the class (including cell phones and beepers ringing, talking OR TEXT/NG on a cell phone in class, talking while the instructor or other students are talking, talking at inappropriate times, playing games or doing anything else other than SPC 1608 work on the computer: including during note taking and exams, using profane language, disrupting someone's speech by packing up or not paying attention; sleeping in class, any physical contact, any racial, social or personal verbal or physical attacks, disrespect towards the teacher and/or fellow students, wearing offensive attire, attending class in an inebriated or drug affected state, bringing a weapon to class and conducting oneself in a way that is not mature, professional and in accordance with College standards) will result in :
 1. A verbal warning telling the student that he/she has to stop the behavior,
 2. The student being asked to leave, having that day counted as an absence, and having 2 percentage points taken off of his/ her final grade. Students who prove that their behavior will improve may be permitted back into the class. Further disruptions will result in the person being dropped from the course WITH AN F.

- 6. To show courtesy to fellow classmates/speakers and the instructor.
- 7. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
- 8. To act with academic integrity:

9. Taking Exams:

- Absolutely no cell phones or other electronic devices are to be on and/or used during the exams. Any exceptions must be cleared with the instructor prior to the exam. Use of said devices without prior approval from the instructor will result in automatic failing grade for the exam.
 - All extraneous materials must be cleared from the tables during the exam
 - Once a student has begun an exam, leaving and reentering the room is not allowed. If a student wishes to leave the room during an exam, the exam must be submitted before the student leaves and this will be considered the student's completed exam.
10. Unless specifically stated in class, ALL PAPERS MUST BE SUBMITTED VIA EMAIL.
11. If you have any questions about the syllabus, please feel free to ask for clarification. Students will be expected to abide by the rules and stipulations put forth in the syllabus. The instructor reserves the right to change and revise the syllabus at any time during the semester for any reason.

Course Outline:

Please note that this outline is meant to give an overview of the major concepts this course. Changes may occur in this calendar as needed to aid in the student’s development.

Course Calendar

| Week | Date | Topic/ Deliverables/ Due Date (Usual deadlines Tuesdays by 11:59 PM) |
|-------------|-------------------|--|
| 1 | June 24 – June 28 | <p style="text-align: center;">PART I Getting Started</p> <ol style="list-style-type: none"> 1. Becoming a Public Speaker 2. Preparing Your First Speech 3. Managing Speech Anxiety 4. Ethical Public Speaking 5. Listeners and Speakers <p style="text-align: center;">PART II Development</p> <ol style="list-style-type: none"> 6. Analyzing the Audience |

| | | |
|---|-------------------|--|
| | | <p>7. Selecting a Topic and a Purpose 8. Developing Supporting Material 9. Finding Credible Sources in Print and Online 10. Citing Sources in Your Speech</p> <p>How to Orally Cite in Speech Review Informative Speech Review Persuasive Speech</p> |
| 2 | July 1 – July 5 | <p>PART III Organization and Style 11. Organizing the Body of the Speech 12. Selecting an Organizational Pattern 13. Outlining the Speech 14. Developing the Introduction and Conclusion 15. Using Language to Style the Speech</p> <p>PART IV Delivery 16. Methods of Delivery 17 Your Voice in Delivery 18 Your Body in Delivery</p> <p>Informative Speech Rough Draft Persuasive Speech Rough Draft Midterm</p> |
| 3 | July 8 – July 12 | <p>PART VI TYPES OF SPEECHES 22. Informative Speaking 23. Principles of Persuasive Speaking 24. Constructing the Persuasive Speech 25. Speaking on Special Occasions</p> <p>Informative Speech, PowerPoint, and Documentation File</p> <p>Final Exam</p> |
| 4 | July 15 – July 19 | <p>Icebreakers Great Debate</p> <p>Persuasive Speech, PowerPoint, and Documentation File</p> |
| 5 | July 22 – July 26 | <p>Special Occasion Speech</p> |

Academic Integrity

As members of the Seminole State College of Florida community, students are expected to be honest in all of their academic coursework and activities.

Academic dishonesty, such as cheating of any kind on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examinations or other course-related materials, is prohibited.

Plagiarism is unacceptable to the college community. Academic work that is submitted by students is assumed to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as the student's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.

Students who share their work for the purpose of cheating on class assignments or tests are subject to the same penalties as the student who commits the act of cheating.

When cheating or plagiarism has occurred, instructors may take academic action that ranges from denial of credit for the assignment or a grade of "F" on a specific assignment, examination or project, to the assignment of a grade of "F" for the course. Students may also be subject to further sanctions imposed by the judicial officer, such as disciplinary probation, suspension or dismissal from the College.

What this means in this class:

This course strictly adheres to all policies concerning academic integrity as set forth in the current Seminole State College of Florida Catalogue. Any student who violates these policies is subject to receiving a failing grade for the course. This includes, but is not limited to, plagiarism, collusion (taking tests or quizzes with other classmates instead of only on their own), 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. Plagiarism includes using any other person's speech or outline as their own, copy and pasting a bibliography from a work the student did not create or find the research for by him/herself, or reusing a work that was previously submitted to another class and received a grade, using outlines from other students or papermills/ websites. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. These penalties may include, but not be limited to, one or more of the following:

Loss of credit for an assignment, examination, or project; reduction in the course grade, at the very least an "F" for the assignment a grade of "F" in the course.

Special Notes on Writing Assignments and Plagiarism:

All plagiarized work, whether intentional or unintentional, will receive a "0". You are responsible for making sure that your work is not plagiarized. Oversight on your part will not be accepted as an excuse for plagiarism. At the first instance of plagiarism, a student will receive a "0" for the assignment. At the second instance of plagiarism a student will receive an "F" in the course and will be subject to disciplinary action by the College. Please refer to the plagiarism tutorial available on the Seminole State College of Florida English Department website <http://www.seminolestate.edu/english/plagiarism/> for more information on how to avoid plagiarism in your work.

Speech Outlines and Activities will be submitted to Turnitin.com to be checked for plagiarism.