

**SPH1001.01, SPH1001.02 & SPH1001.03 FUNDAMENTALS OF SPEECH
COURSE SYLLABUS- FALL 2019**

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Office Hours: M,W,F 9am-10am

T,TH: 10:45am-12pm

Required Text: Grice, G. L. & Skinner J. F. (2016). Mastering public speaking (9th ed)

Objectives: This course is intended to introduce you to the various aspects of public speaking including:

1. Orientation
2. Communication Apprehension
3. Ethics of Public Speaking
4. Types of Public Speeches
5. Research
6. Preparation and Organization
7. Presentation
8. Listening
9. Audience Analysis
10. Language
11. Technology & Visual Aids
12. Small Group Communication

If you are a student with a documented cognitive (learning disability), physical or psychiatric disability (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, and others) you *may* be eligible for academic support services such as extended test time, texts in audio format, note taking services, etc...

If you are interested in learning if you can receive these academic support services, please contact Tina Hardy (tina_hardy@ivcc.edu, or 224-0284), or stop by the Disability Services Office in C-211.

Course Policies

Attendance: Attendance is mandatory. Absences will only be **excused** with prior notice to the instructor, and with the instructor's permission. If a student receives **2 unexcused absences**, his/her final grade will be reduced by 1 letter grade. If **3 unexcused absences** are received, the student's final grade becomes an automatic "F". **The student may withdraw from the course prior to the last day to withdraw.**

Withdrawal: If a student wishes to withdrawal from class, it is his/her responsibility to complete the proper form in the Records Office or at www.ivcc.edu/withdraw. This authorizes IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. IVCC has the right to rescind a withdrawal or create a withdrawal in cases of academic dishonesty, plagiarism, cheating, or class disruption. Students should be aware of the impact of a

withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. **The last day to withdraw is November 4, 2019**

Late Work: Late work will only be accepted if a student has an excused absence. It is **the student's** responsibility to contact the instructor to schedule a time for the make-up assignment.

Plagiarism/Cheating: DON'T DO IT!! If a student is caught plagiarizing and/or cheating before the drop date, he or she will be withdrawn from the course. If it occurs after the drop date, he or she will receive an "F" as a final grade in the course. Also know that this constitutes as "academic dishonesty" as defined in the student code of conduct and will be handled in that manner.

Attire: On the days that speeches are presented, presenters cannot wear hats or chew gum. Violations will result in a point deduction for the assignment.

Evaluation: Students will be evaluated on the following criteria:

1. Oral presentations (A minimum of four speeches)
2. Outline for each speech
3. Peer evaluations
4. Quizzes (Announced and announced)
5. Class activities
6. Outside speech critique

****All final outlines handed in must be typed. Hand written final outlines will not be accepted. A student will not be able to present unless he/she has handed in a typed outline, and the student will receive a 0 for that speech if a typed outline is not handed in on or before his/her speaking day.**

****If a student fails to complete one of the four major speeches, he/she cannot pass the course.**

****All outlines for speeches are due on the first day of presentations. Each day that the outline is late will result in a deduction of a letter grade.**

****If a student plans on using an outline for a speaking guide, he/she must have an additional copy for the instructor. If there is only one, it must be handed in to the instructor.**

****STUDENTS ARE NOT TO ENTER THE ROOM WHEN SPEECHES ARE IN PROGRESS. IF A STUDENT ENTERS DURING A SPEECH, HE/SHE WILL RECEIVE AN "F" FOR THAT SPEECH.**

****NO CELL PHONES SHOULD BE ON DURING CLASS. IF A CELL PHONE GOES OFF DURING A SPEECH, THE STUDENT WITH THE CELL PHONE WILL RECEIVE AN "F" FOR THAT ASSIGNMENT. IF A STUDENT HAS A NEED TO HAVE A PHONE IN CLASS, THE INSTRUCTOR MUST KNOW AT THE BEGINNING OF THE CLASS.**

GRADING Students will be evaluated on the following scale:

90-100%=A

80-89%=B

70-79%=C

60-69%=D

<60%=F

****ALL STUDENTS SHOULD RETAIN EVERY ASSIGNMENT THAT IS GRADED AND HANDED BACK. THIS WILL ALLOW YOU TO KEEP TRACK OF YOUR OWN GRADES. FINAL GRADES ARE CALCULATED ON A TOTAL POINTS SCALE.**

TENTATIVE SCHEDULE

<u>DATE</u>	<u>TOPICS TO BE DISCUSSED & ASSIGNMENTS</u>
Aug 16	Introduction to class
Aug 19	Chapter 1
Aug 21	Chapters 2
Aug 23	Chapter 2
Aug 26	Chapter 3
Aug 28	Chapter 4
Aug 30	Quiz #1
Sep 2	Labor Day- COLLEGE CLOSED
Sep 4	Discuss Speech #1/ Outlining
Sep 6	Topics Due/Work on Speech #1
Sep 9	Work on Speech #1
Sep 11	Work On Speech #1
Sep 13	Rough Drafts Due
Sep 16	Speech #1
Sep 18	Speech #1
Sep 20	Speech #1
Sep 23	Chapter 5
Sep 25	Chapter 16
Sep 27	Chapter 17
Sep 30	Quiz #2/Discuss Speech #2/ Outlining
Oct 2	Topics Due Speech #2/Work on Speech #2
Oct 4	Development Day: No Classes
Oct 7	Work on Speech #2
Oct 9	Work on Speech #2
Oct 11	Work on Speech #2
Oct 14	Rough Drafts Due
Oct 16	Speech #2
Oct 18	Speech #2
Oct 21	Speech #2
Oct 23	Speech #2
Oct 25	Group Information/Create Groups/Group Activity
Oct 28	Discuss Speech #3/ Outlining
Oct 30	Topics Due Speech #3/Work On Speech #3
Nov 1	Work On Speech #3
Nov 4	Work On Speech #3
Nov 6	Rough Drafts Due
Nov 8	Speech #3
Nov 11	Veteran's Day- COLLEGE CLOSED
Nov 13	Speech #3
Nov 15	Review Speech #3
Nov 18	Outlining Speech #4
Nov 20	Work on Speech #4
Nov 22	Work On Speech 4
Nov 25	Rough Drafts Due
Nov 27-30	Thanksgiving Break- COLLEGE CLOSED
Dec 2	Speech #4
Dec 4	Speech #4
Dec 5 or Dec 9	Wrap Up: SPH 1001.01 & SPH 1001.02 will meet Friday, Dec 6 at regularly scheduled class time. SPH 1001.03 will meet Mon. Dec. 9 at regularly scheduled class time.

General Education Goals: This following General Education Goals will be formally assessed in this course.

To communicate successfully, both orally and in writing, to a variety of audiences.

To construct a critical awareness of and appreciation for diversity.

To work and study effectively both individually and in collaboration with others.

EXPECTED STUDENT OUTCOMES FOR SPEECH 1001

Upon completion of the course:

1. The student will read a text with understanding and appreciation
2. The student will react to what he or she has read.
3. The student will generate valid ideas from what he or she has read.
4. The student will organize, develop, and express ideas, addressing them clearly, accurately, and thoroughly to a specific audience.
5. The student will demonstrate an understanding of the different types and styles of public speeches.
6. The student will demonstrate the ability to choose a topic appropriate for the audience and the speech assignment.
7. The student will demonstrate the ability to thoroughly research specific public speech topics.
8. The student will demonstrate the ability to clearly, logically, and accurately organize the information gathered for a speech.
9. The student will demonstrate the ability to clearly, efficiently, and effectively deliver individual public speeches.
10. The student will demonstrate the ability to work collaboratively and cooperatively with peers in the research, organization, and delivery of public speeches.
11. The student will demonstrate the ability to critically listen to and analyze public speeches. He or she will also provide constructive criticism for these speeches.
12. The student will demonstrate the ability to clearly and effectively utilize a visual and/or audio aid within a public speech.
13. The student will demonstrate the ability to use language appropriately and effectively for the various types of public speeches.
14. The student will demonstrate the ability to incorporate ethical speech practices into public speaking.