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Fundamentals of Public Speaking (SPCH 1315) Class Packet
Arts & Communication Division          G-138          SPCH 1315-42400 Wintermester

Class Dates: Monday, December 11th – Friday, January 5th

INSTRUCTOR:      Professor Courtney Carter (C.C.) Harbour
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OFFICE #:        G-138

COURSE OVERVIEW

Required Materials

- Video recording device such as a camcorder, web cam, iPhone, and iPad.

  Speeches will be recorded and uploaded as video files to a large media sharing site such as youtube.

- A package of white and lined 3X5 Note Cards.

  The 5-8 Note Cards per speech will be used to present the speech information.

- Knowledge and Use of Windows XP Office 2010 (or 2007).

  Word and PowerPoint will be used to create documents for class activities and speech work.

- Proficiency in eCampus-Blackboard and Internet applications such as email, attachment of documents, etc.

  eCampus will be used to submit work under Task Submissions, Discussion Board, and Journals buttons.

Speech Submissions (2 Options)

We will be preparing and presenting 2 formal speeches in this class. There are two options that you may choose from for presenting your speeches. Descriptions, Materials Needed, Time Length and Dress for each speech are included in the section titled “Presentation Descriptions and Requirements” of the Class Packet.

Option 1:

1) Students will need to submit a recorded video of each speech on or before the speech due date via Windows Media Player. See Help links provided under the Information tab for uploading and sharing videos.

2) Your Windows Media Player file should be submitted on youtube.com. It is your responsibility to figure out how to upload and place the link to the video in the appropriate submission box on eCampus. Check link set up. Do not directly attach video file to email or eCampus.

3) If you plan to use youtube.com, you can set your video to private and grant your Instructor access to viewing the video. Be sure to check your link on another computer to make sure it is workable when opened in a new browser. For example, a workable link to a speech uploaded to youtube.com should look like http://www.youtube.com/watch?v=pJW3R6ACjk. (Fake link-do not try and access.)

4) Check to make sure that your recorded video has a clear picture, a full body view of the speaker (no headshots), and good volume.

5) In order to receive the same 3 credit hours for this course as do the students of face-to-face Speech classes, each recording MUST have 2 “live” audience members that are at least a junior in High School or older and made visible on the recording. The age requirement for the recordings matches the college’s requirement for dual-credit High School students attending college classes.

  No audience of 2 “live” persons that are at least a junior in High School or older will result in a loss of 20 points for the presentation of the speech.

Option 2:

1) Please consult the Instructor if Option 1 is not a viable option.

2) You will need to schedule an appointment with the Instructor at least 1 week in advance prior to the due date of the speech to present your speech on campus.

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3) An audience of 2 “live” members that are at least a junior in High School or older will also be needed for the scheduled appointment (The Instructor can serve as 1 “live” audience member.).

**General Information**

The Class Packet includes DCCCD/State/Eastfield Information, Class Procedures, Best Practices, Presentation Descriptions and Requirements, a Class Calendar (includes topics covered, due dates and class activities), and Extra Credit opportunities.

The class is set up in Modules. Every 3-4 days we will start a new Module. Every Module contains approximately 4 assignments that will need to be completed before moving onto the next Module. Module work is set up in folders. You may move ahead to the next Module as soon as you complete the previous Module’s assignments.

**DCCCD & EASTFIELD INFORMATION**

**Fundamentals of Public Speaking Course Description**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students’ speaking abilities, as well as ability to effectively evaluate oral presentations.

**Student Learning Outcomes for Speech 1315**

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational models of communication.
2. Apply elements of audience analysis.
3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.
4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.
5. Demonstrate effective usage of technology when researching and/or presenting speeches.
6. Identify how culture, ethnicity and gender influence communication.
7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative or persuasive).

**Academic Integrity**

According to the Student Code of Conduct, scholastic dishonesty includes cheating on a test, plagiarism, and collusion. The Student Code defines plagiarism “as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work”. “Collusion” is defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. If plagiarism is evident (credit is not given to the author(s); research is not cited orally or in written work), a grade of “0” will be assigned.

**Eastfield College Withdrawal Policy**

If you are unable to complete this course, you must withdraw from it January 2nd. Withdrawing from a course is a formal procedure which you must initiate. The instructor cannot do this for you. If you stop attending and do not withdraw formally, you will receive a performance grade, usually an “F”.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**Additional DCCCD/College Policies & Procedures**

Please review the information accessed via the link below for additional DCCCD/college policies and procedures. Topics include: Financial Aid requirements, 6th drop rule and repeating courses, Emergency procedures, Concealed carry, Harassment-Discrimination-Sexual Misconduct, Religious and ethnic holidays, Academic advising and degree planning, and other college-specific information.


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Paperwork Formatting Guidelines
All typed paperwork (i.e. outlines, work cited pages, etc.) as a Microsoft Word document in any 12 pt font, double spaced, 1-inch margins. Your heading should be as a “header” top right corner to include: full name, SPCH 1311 & section # and the date. Be sure to place the appropriate assignment title and check for spelling & grammar. Be sure to save your typed assignments as a Windows Word document.

PowerPoint presentations will be used for a few assignments. You may also use the PowerPoint Do’s Handout provided to help guide your construction of a PPT presentation. Make sure your PowerPoint (PPT) is workable and follows the “Do’s” listed on the Handout.

Participation, Questions, and Response Time Policies
Participation-Students are expected to COMPLETE ALL WORK and PARTICIPATE IN ALL CLASS ACTIVITIES by the due dates listed on each of the Module Task Lists. You should expect to report online at least every other day to check Announcements and/or submit assignments. Announcements will serve as reminders of weekly assignments due and notification of any changes to the week’s tasks.

Questions-First, re-read the Class Packet and review the weekly Announcement. Then, contact a study buddy if further clarification is needed to check your understanding. There is a Discussion Board thread labeled “Study Buddy Questions” where you may place a question for another student in the class to hopefully answer in a timely manner to assist you and enrich your learning experiences in the class. Lastly, you may always email or call your Instructor for help.

Instructor Response Time-Students can expect to hear back from the Instructor Monday-Sunday within 24-48 hours. During most week days, the Instructor will typically respond to students within the same day. On the weekends starting after 5 p.m. on Fridays, the Instructor will respond within 24-48 hours.

Grading Procedures
Late work (other than speech paperwork or speeches) will be accepted with a point deduction of -10 points per day late.

- All late work must be submitted by 11:59 p.m. January 2nd in order to receive at least partial credit.
- Deaths in the family, court dates, and other serious emergencies must be verified immediately in writing with some form of official documentation for full credit to be given after the due date.
- Late speeches and speech paperwork will receive a 20 point deduction (late speech -20 points and late speech paperwork -20 points).
- Be sure to use “My Grades” under eCampus Tools tab to track assignment points. New grade points will usually be added a few days prior to the start of a new Module. Instructor will send a class email notifying class of the new grades that have been posted.

Online Class Procedures
1. Read over the Class Calendar and Announcements weekly.
2. Review instructions given to explain Module tasks (assignments).
3. Check the Presentation Descriptions & Requirements for each speech in the class packet.
4. Be prepared to submit assignments via Journals, Contents or Discussion Board.
5. Complete all assignments on time to maximize your points.
6. Be wary of the 20 point deduction for late speeches and speech paperwork.
7. Use correct spelling and grammar for all of your work (points will be deducted if not).
8. Always follow the instructions, guidelines, requirements, formatting exactly.
9. Rely on your classmates’ expertise for revisions, suggestions and other help aids.
10. Be courteous, polite and supportive in communications online with the class & Instructor.

Successful College Students in an Online Speech Communication class...
Participating in positive college student behaviors will ensure your success in this class. Be mindful of those negative behaviors that work against you versus working for you.

Reads all materials carefully (Class Packet, handouts, etc.).
Checks announcements and course materials regularly.

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Manages academic, personal and professional life effectively.

Does not make excuses.

Completes assignments by the due dates.

Asks appropriate questions to check for understanding.

Schedules a time with Instructor to discuss personal matters.

Prepares neat and correctly formatted work.

Practices speeches at least 5x’s before speaking day.

Finishes speech paperwork prior to the day of speech.

**Audience Etiquette**

*Please share the list below with your audience members. Use these etiquette tips for both “live” and “recorded” audience members.*

Cell phone is on silent or vibrate.

Text and answer phone calls outside of speaking area.

Listen intently (direct eye contact) to the speaker.

Do not become a distraction (talking, moving, shuffling papers).

Do prepare speech and speech materials prior to day of the presentation.

No eating or drinking during presentations (may do before or after).

Do not allow uninvited and/or inappropriate visitors to attend presentation.

Applaud after each presentation.
The information below is a checklist for you to use and refer to in preparation for and after you have presented your speeches. This may help you to understand my expectations and explain my reasons for awarding you your speech points.

**Grade Guidelines for Speeches** – Adapted from Robert T. Oliver (1960) “The Eternal (and Infernal) Problem of Grades”

For a grade of “C,” a speaker must:

1. produce a speech with a clear purpose in terms of auditor response sought, supported by main points easy to identify
2. demonstrate reasonable directness and communicativeness in delivery
3. not detract from his/her message through gross errors of grammar, pronunciation or articulation
4. conform reasonably to the assigned time limits
5. conform to the type of speech assignment
6. be prepared to speak on the day assigned
7. be intellectually sound in developing a topic of worth with adequate and dependable supporting material
8. hand in an outline in proper outline form listing the main points and support of the speech, as well as the sources consulted

For a grade of “B,” the speaker must meet the “C” requirements AND:

1. produce a speech distinguished by elements of vividness and special interest in style
2. make understandable an unusually difficult process or concept OR win some agreement from an audience initially inclined to be neutral or to disagree
3. move the audience progressively from initial uncertainty of knowledge, belief, or tendency to act) toward acceptance of the speaker’s purpose, by orderly processes using appropriate transitions, toward final resolution of uncertainty in a conclusion that evolved naturally from the material used by the speaker
4. be of more than ordinary stimulative quality in challenging the audience to think or in arousing depth of response

For a grade of “A,” the speaker must meet the “B” requirements AND:

1. make a genuinely individual contribution to the thinking of the audience
2. achieve a variety and flexibility of mood and manner suited to the multiple differentiations of thinking and feeling demanded by the subject matter and by the speaker-audience relations
3. establish a high order of rapport with apt style and direct, extemporaneous delivery, achieving a genuinely communicative response

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PRESENTATION DESCRIPTIONS & REQUIREMENTS

Be ready to prepare and present 3 speeches this semester. 1 speech will be considered “Informal” and the other 2 speeches will be considered “Formal”. Review the differences between these types of speeches, in addition to reviewing the different Descriptions & Requirements for all 3 speeches.

Informal Speeches
Informal presentations require little to no preparation such as with an Impromptu or Special Occasion Speech, Interview and Discussion Questions.

The Informal Speech that we will prepare and present in our class is the Special Occasion Speech.

Formal Speeches
Formal presentations require a lot of preparation such as with an Informative, Persuasive and Group Speech. Most formal presentations include an outline, research, works cited page or bibliography, PowerPoint presentation and additional items.

The Formal Speeches that we will prepare and present in our class are the Informative Speech and the Persuasive Speech.

(1) Informative Speech: “News We Can Use”
Follow the Paperwork Formatting instructions (12 pt font, 1-inch margins, double-spaced)

Worth 200 Points

The purpose of an Informative Speech is to share information or demonstrate an activity or teach an audience about something. Informative Speeches should include the 3 C’s of clear ideas, correctness of grammar, and colorful and creative language forms.

Students will think of an interesting person or place or thing (activity) of which they have some prior knowledge about that they would be willing to further research and share in a speech. Topic choice will be a key issue in selecting a topic that is both interesting to the speaker and one that will also be delivered in a way to engage the audience. Be sure that your topic choice will support the collection of 3-5 credible sources related to your topic and its three Main Points.

Interesting People: Choose an interesting person via use of the following categories. Categories include: Arts and Entertainment, Business, Philanthropists, Politicians and Government Officials, Science and Technology, Educators and Activists, Sports, Time Magazine Person of the Year, People Magazine Most Beautiful, Fortune 500 List of Billionaires, Nobel Prize Winner, Pulitzer Prize Winner, Oscar or Grammy or Tony Award Winner, Global Leaders, etc.

OR
Interesting Places: Choose an interesting place via use of the following categories. Categories include: National Landmarks, Vacation spots, College/Universities, Wonders of the World, Tourists Attractions, Unique Cities, etc.

OR
Interesting Things (Activities): Choose an interesting thing (activity) via use of the following categories. Categories include: Inventions, Paintings or Art, Collector’s items, an activity or practice, food, drink, etc.

It is important to remember that when selecting a topic for an Informative speech, you must share information objectively without directly stating a particular stance (“for or against”) the topic. You will be asked to share a particular stance on an issue for the Persuasive Speech.

This speech will be delivered extemporaneously (half notes and half memorized).

Materials Needed: Typed Preparation OR Typed Delivery Outline, Collect 3-5 sources, Typed MLA Bibliography/W. Cited Page, a Visual Aid & 5 Key Word Note Cards

Time Limit: 4-6 Minutes  Dress: Business Professional

(2) Persuasive Speech: “For or Against?”
Follow the Paperwork Formatting instructions (12 pt font, 1-inch margins, double-spaced)

Worth 200 Points
100 Pts=Delivery of Speech 50 Pts=Outline w/research 25 Pts=W. Cited Page 25 Pts=PPT

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The purpose of a Persuasive Speech is to motivate, inspire, encourage, sell, convince or influence a person to think, act or behave differently based on the delivery of your argument. Effective persuasive speeches include the Grecian philosopher, Aristotle’s appeals of ethos (credibility), pathos (emotions), and logos (logic).

We live in a world of controversy. There will always be issues that motivate us to make a decision about whether we are “for” or “against” something. We should be able to openly discuss controversial issues and make clear arguments about our opinions on various topics.

Some people feel uncomfortable disagreeing with others. However, it is important to both your personal and professional life that you are able to comfortably share your ideas with others whom might disagree with your point of view. Highly persuasive people are quite often the most successful people in achieving their goals (car sales persons, TV commercials, teachers, parents, politicians, religious leaders, etc.).

Select a topic to argue “for” or “against” from the “Approved Persuasive Speech Topic” Handout. You will need to be prepared to research both sides of your argument to be able to discredit the other side’s view on your chosen topic. For example, I am arguing “for” sex education classes to be taught in public middle and high schools. I would need to research information about what experts say who are “for” sex education classes being taught in middle and high schools AND research information about what experts say who are “against” sex education classes being taught in middle and high schools.

“The Art of Persuasion” PowerPoint presentation will help to guide your process in the preparing and presenting the Persuasive Speech.

This speech will be delivered extemporaneously (half notes and half memorized).

**Materials Needed:** Typed Preparation OR Typed Delivery Outline, Collect 4-8 sources (including both “for” and “against” research about topic), Typed MLA Bibliography/W. Cited Page, 8-10 PowerPoint (PPT) slides & 5-8 Key Word Note Cards

**Time Limit:** 5-7 Minutes **Dress:** Business Professional

(3) Special Occasion Speech: “My Star Power” Speech

**Worth 100 Points**

*Review the “My Star Power” Speech set up and explanation described on the Module #4 Task List.

The purpose of a special occasion speech or ceremonial speech is to mark or observe a significant situation in a person’s life. These speeches tend to be brief and evoke a variety of emotions within both the speaker and the audience. Examples include: toasts, eulogies, dedications, roasts, introductions and farewells.

The speaker will organize their thoughts using a storytelling format, prepare key word information about the story onto a note card and then share the story with a small group as a special occasion speech.

This speech will be delivered extemporaneously (half notes and half memorized).

**Materials needed:** 1 3x5 note card **Time limit:** 2-3 minutes **Dress:** Business Casual

**EXTRA CREDIT OPPORTUNITIES (Up to 15 points): Due by 11:59PM Tuesday, January 2nd**

**Personal Reflection Speech Reports**-In 200 words or more, write a personal critique after you have presented each of your presentations. Within your critique, answer the following questions:

- What were your first impressions of the speech based on the descriptions from the Class Packet?
- What were some of your challenges and how did you overcome those challenges?
- What were the good elements of the delivery of your speech and what were the elements of the delivery of your speech that could be performed better?
- What grade would you give yourself for the preparation and presentation of the speech and why?
- What did you learn about yourself and others from this speaking experience?

**Speech Reflection Report #1: Informative Speech**

Answer the 5 questions listed above about the preparation and presentation of the Informative Speech in essay form. Submit report as an attachment under the appropriate Journals thread. **Worth 5 Extra Credit Points**

**Speech Reflection Report #2: Persuasive Speech**

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Answer the 5 questions listed above about the preparation and presentation of the Persuasive Speech in essay form. Submit report as an attachment under the appropriate Journals thread. **Worth 5 Extra Credit Points**

**Speech Reflection Report #3: Special Occasion Speech**
Answer the 5 questions listed above about the preparation and presentation of the Special Occasion Speech in essay form. Submit report as an attachment under the appropriate Journals thread. **Worth 5 Extra Credit Points**

**COURSE MODULES**
The work for this course is divided up into 4 thematic Modules. Each Module has a folder. Within the Module folders, there is a Module Task List that explains all of the tasks that should be completed in that Module before moving onto the next Module. All of the tasks in each of the 4 Modules must be completed in order to successfully finish the course.

**Module #1 Tasks:**
Tasks-Course Orientation Quiz, Student Profile Slide Discussion Board Post, What’s My Type? Public Speaking Journal, and What Not to Do and Why Discussion Board Post & Reply Activity

**Module #1 Folder**
- Module #1 Task List
- Course Orientation Quiz Handout

**Module #2 Tasks:**
Tasks-Personalizing My Message Journal, Ethical Responsibility Discussion Board Post & Reply Activity, and Informative Speech (MLA Works Cited Page, Outline, Visual Aid, 5-8 Key word Note Cards, Business Professional Dress, and 4-6 minute recorded/uploaded Speech)

**Module #2 Folder**
- Module #2 Task List
- Review Presentation Descriptions & Requirements (Class Packet)
- Refer to Speech Submissions Section (Class Packet)
- “Diggin’ up the Dirt: Researching and Citing” PPT
- Outlining Handouts
- Apply Anxiety Management Tips and Delivery Techniques Handout
- See Stand and Deliver for Recorded Speeches Handout
- Informative Speech Evaluation Form

**Module #3 Tasks:**
Tasks-Political Speeches Analysis Journal, Controversial Topics Discussion Board Post & Reply Activity, Persuasive Speech (Outline, MLA Works Cited Page, 5-8 slide PowerPoint presentation, 5-8 Key Word Note Cards, Business Professional Dress, and 5-7 Minute recorded/uploaded speech).

**Module #3 Folder**
- Module #3 Task List
- Review Presentation Descriptions & Requirements (Class Packet)
- Refer to Speech Submissions Section (Class Packet)
- “Diggin’ up the Dirt: Researching and Citing” PPT
- Outlining Handouts
- Apply Anxiety Management Tips and Delivery Techniques Handout
- See Stand and Deliver for Recorded Speeches Handout
- Check out PowerPoint Do’s Handout
- Persuasive Speech Evaluation Form

**Module #4 Tasks:**
Tasks-Special Occasion Speech (1 Key Word Note Cards, Business Casual Dress, and 2-3 Minute recorded/uploaded speech)

**Module #4 Folder**
- Module #4 Task List
- Special Occasion Speech Evaluation Form
- Apply Anxiety Management Tips and Delivery Techniques Handout
- See Stand and Deliver for Recorded Speeches Handout

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