# Course Syllabus

**SPC 1608**

**Course Title:** Introduction to Speech Communications

**Course Number:** 30274 (Summer A)

**Prerequisites:** ENC 1101

**Credit Hours:** 3

**Contact Hours:**

**Class Meeting Times:** Tuesday and Thursday – (5:30 pm – 9:10 pm) Room 1201

This course is designed to meet face to face and online. A student may access the online portion of the course: [http://online.fkcc.edu](http://online.fkcc.edu). If the student has difficulty in logging in to the course or the student does not see the course listed, contact the Office of Distance Learning helpline at 305-809-3177 or e-mail to [D2lhelp@fkcc.edu](mailto:D2lhelp@fkcc.edu) for assistance.

**Announcements:** Weekly Announcements from the instructor will be posted on the announcements page. To access click on "Announcements" under Course Tools.

**Instructor:** Catherine Bosworth

**Office Hours:** Adjunct Faculty Office, 4:15 – 5:15, Thursday, by appointment

**Course Description:**

This course is designed to assist the student in understanding and implementing oral communication skills. Learning is centered in student participation in a variety of speaking-listening situations designed to increase the understanding of the interpersonal nature of all speech communication. This Gordon Rule class has a 6,000 word writing requirement.

**Gordon Rule Writing Requirement:** This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained.
**Course Objectives**

Upon completion of the course, the student will be able to demonstrate knowledge of the following topics by successfully answering questions on an objective examination:

- The interdependent nature of the speaker, the audience, and the speaking occasion in public communication.
- Speaking anxiety and the methods to overcome it
- Critical listening skills
- Adapting messages to a diverse audience
- The structure and organization of a speech
- The linguistic style unique to an oral presentation
- The use of voice and body to connect with an audience
- Employing supporting evidence in an oral presentation
- Employing technology in a public presentation
- The elements of effective argument in a public address
- Articulating an argument to an appropriate audience

**Required Materials:**

**Publisher**
Cengage; Textbook Title: SPEAK

**Authors**
Rudolph F. Verderber/ Deanna D. Sellnow/ Kathleen S. Verderber

**ISBN**
978-1-111-83029-8
Proposed Course Schedule

Be sure to check the announcements part of D2L each week for the latest schedule information.

Please note: The course schedule is subject to change to meet the needs of the course and its students. If you miss a class, it is YOUR responsibility to stay current.

Week 1 (May 13/15)

Tuesday:
- Introduction and syllabus (discuss hybrid format)
- In-class peer interviews, notes, outline
- Discuss listening skills
  
  Homework:
  ✓ Send an email to the instructor from your FKCC email
  ✓ Post and respond to at least one person on the discussion board before Thursday
  ✓ Use notes and outline to prepare Speech One (Introduction Speech) for Thursday
  ✓ Practice Speech One using outline only (Do not write out or memorize this speech)
  ✓ Read Chapters 1 and 2
  ✓ Submit the class contract via the dropbox by Tuesday, May 20

Thursday:
- Discuss Ch. 1 and 2
- Discuss speech anxiety and techniques to overcome it
- Handout: In-class response
- Present Speech One: Introduction Speech
- Discuss and respond to speeches
- Discuss different kinds of speeches
  
  Homework:
  ✓ Read Chapters 3 and 4
  ✓ Choose a speech and take notes on it
  ✓ Post and respond on the discussion board before Tuesday

Week 2 (May 20/22)

Tuesday:
- Begin Unit 2: Analysis of speeches
- Discuss elements of speech
- Analyze and discuss sample speeches
- Hand out Written Assignment One: Speech content analysis
  
  Homework:
  ✓ Written Assignment One: write, revise, and upload to dropbox before Thursday

Thursday:
- Hand out Written Assignment Two: Speech audience/context analysis
- Begin discussing Unit 3: Informative Speeches
- Hand out Speech Two: Informative Speech
- Discuss possible topics, researching, and establishing purpose
- Review information about finding, evaluating, and using sources
Homework:
✓ Read Chapter 12
✓ Choose a topic and begin writing your thoughts about it
✓ Find at least 2 sources for your topic
✓ Finish Written Assignment Two and upload to the dropbox before Tuesday

Week Three (May 27/29)
Tuesday:
- Review information about finding, evaluating, and using sources
- Discuss organization and flow of a speech
- Begin Written Assignment Three: Notes/outline on informative speech topic

Homework:
✓ Finalize Written Assignment 3: Notes and outline for the informative speech (upload to dropbox by Thursday)
✓ Practice for the informative speech

Thursday:
- Present informative speeches
- Respond to and discuss speeches
- Begin discussing Persuasive Speeches
- Discuss visual aids to add to the speech
- Hand out Speech 3: Persuasive Speech with Visual Aids

Homework:
✓ Find at least two sources for your topic
✓ Begin Written Assignment 4: notes and outline on your topic
✓ Read Chapters 13 and 14
✓ Post to the discussion board by Tuesday

Week 4 (June 3/5)
Tuesday:
- Discuss persuasive messages
- Body language and delivery – in class exercise
- Assign groups for the final project

Homework:
✓ Finalize Written Assignment 4: Notes and Outline for the Persuasive Speech (include visual aids you will use and when you will use them); post to the dropbox by Thursday
✓ Practice for the persuasive speech
✓ Find a possible job you are interested in interviewing for in the future
✓ Begin researching the job/company/area

Thursday:
- Present persuasive speeches
- Respond to and discuss speeches
- Hand out Group Project: Job interview
Homework:
 ✓ Continue research on a job
 ✓ Practice answering questions for the job interview
 ✓ Develop resume (Written Assignment 5); post to the dropbox by Tuesday
 ✓ Post to the discussion board by Tuesday

Week 5 (June 10/12)

Tuesday:
• Present Group Project: Mock interviews
• Bring three copies of resume
• Discuss and respond to group interviews
• Handout Speech Assignment 5: The Occasion Speech

Homework:
 ✓ Read Chapter 15
 ✓ Begin working on notes and outline for the occasion speech
 ✓ Post to the discussion board by Thursday

Thursday:
• Discuss Chapter 15
• Discuss memory aids and audience response
• Continue working on notes/outline for occasion speech

Homework:
 ✓ Complete notes and outline for the occasion speech (Written Assignment Six) and post to the dropbox by Monday
 ✓ Practice for the occasion speech

Week 6 (June 17/19)

Tuesday:
• Present occasion speeches
• Discuss and respond to speeches
• Final exam review
• Celebration and reflection

Thursday:
• Final exam due via D2L
<table>
<thead>
<tr>
<th>STUDENT GRADE DETERMINATION</th>
<th>FKCC GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>60% Speeches</td>
<td>90% or above A</td>
</tr>
<tr>
<td>20% Participation (In all forms)</td>
<td>80%-89% B</td>
</tr>
<tr>
<td>10% Written Assignments</td>
<td>70%-79% C</td>
</tr>
<tr>
<td>10% Final Exam</td>
<td>60%-69% D</td>
</tr>
<tr>
<td>100% Total</td>
<td>Below 60% F</td>
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</tbody>
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Exam Policy

- The final exam will be given online.
- The final exam cannot be made up for any reason.

Communications: The online portion of this class puts a premium on communications. The prime responsibility for timely communications rests with you - the student. This course will utilize the following methods:

DISCUSSION FORUMS: Most weeks under the discussion tab, there will be a question to which the students are to post a response. The student must click on the “respond” button immediately after the question. The student is to make appropriate comments; for maximum credit the student is to respond to at least one other student’s response that week. The student should also check to see who has responded to their comments and respond to this person if it is appropriate to do so. These responses are also to be thought revealing – they are more than “I agree” or “I disagree.” The student is expected to provide quality insight citing and documenting references, in order to demonstrate an understanding of the weekly topic and provide original thought in the posts. Cutting and pasting from the text, websites, or providing a response with limited substance will receive a significantly reduced grade. As with all activities in this class, quality counts and the postings need to add value to the discussion.

In addition, most questions about class policies and subject matter should be posted in the discussion forum to allow the entire class to benefit from the question and the answer. There will often be important information published to the class via the Announcements section, such as changes in due dates, exam information, etc. The student is responsible for all information published here.

Occasionally, time-sensitive announcements will be posted in the Announcements section. The student should log on to D2L 3-4 times each week to check for time-sensitive messages. Before the student posts a question, look through the Discussion Board. That same question may have already been asked and answered.

EMAIL: The email utility within D2L should not be used for personal items that are not appropriate to share with the entire class. This e-mail uses the student’s FKCC e-mail account.

What can the student expect from your instructor?
The instructor will log into D2L and check for messages at least once per day, including weekends and holidays. If the student has an urgent message for the instructor, do not post the same message both on a Discussion Forum and in an email. Doing both will waste the students time and will not result in the instructor getting the message any faster. If the instructor expects to be out of contact for more than a couple of days, they will inform the class via the Announcement section.
**Important Note:** If the instructor has not responded to a student email or voicemail message by the end of the day after the student left the message, the student should assume that the instructor did not receive it and leave another message.

**Logging Off From D2L**

In order to better serve our faculty and students, all D2L users should click the “Logout” link when completing online course work. By logging off instead of just closing the internet browser window, D2L server space is freed and system performance is optimized. In addition, logging off will more accurately record each student’s time logged into the online course?

**Class Participation**

Class participation is a combination of discussions and online assignments. The online discussion component is defined as posting a minimum number of substantial, separate, and distinct messages to the various Discussion Forums. These discussion board messages must be posted before the deadlines in the Course Calendar to count toward the student’s participation grade.

*For the purposes of this class, a substantial online posting must:*

1. Provide a good explanation of a concept or concepts related to the material discussed in the forum, or give a good example of how a concept can be applied, or provide an insightful response to a previous post.
2. Be factually correct. The post should help your classmates, and yourself, learn the material.
3. **Be at least 150 words in length.** Messages that do not meet this length requirement will earn only a small amount of partial credit.
4. Have acceptable spelling and grammar. Although this is not a writing class, this is College. Students should get into the habit of writing complete sentences that are grammatically correct. Take advantage of the spell check feature in D2L.
5. Do your own work. Do not plagiarize from any source (internet, textbook, etc) as the body of your post. Study the concept, and then express it in the student’s own words. Make certain to cite and document references.

Other key points:

1. Only messages that meet all of the requirements of a substantial post listed above will earn full credit for participation.
2. It is acceptable (and encouraged!) for more than one student to respond to the same message. The best way to be sure you understand a topic is to try to explain it to someone else.
3. Please use the discussion forums to ask all of the questions you have about the class material. The instructor wants students to ask a lot of questions, and these questions will contribute to the class participation grade.
4. Off-topic messages will not count toward the participation grade.
5. If the final average is on the borderline between two letter grades, active participation (posting several messages to each forum, on average) will work to the student’s advantage as the instructor decides which of the two letter grades the student has earned.
6. Messages must have content that contributes to the discussion. Messages that contain a few words and merely say “I agree with you” or something similar will not earn any credit.
7. These participation points are the easiest part of the grade to earn, and also the easiest to forget to do. Don’t forget!
8. Copying and pasting from any source, even if the student cites the source, is not acceptable. The student should study the source document and paraphrase what they learned when typing a message.
To earn 100% on the discussion portion of the class participation grade, the student must do the following by the dates published in the Course Calendar:

1. Post an introductory message to the class in the Introductions forum.

2. Post one substantial message in each discussion forum at any time during the week in which that forum is scheduled. (If two forums are scheduled during the same week, then one message must be posted in each forum.)

3. Some extra credit will be given for substantial messages that are posted no later than Wednesday of the week they are due. This is to encourage students to post early in the week, which will help generate a better class discussion within each forum.

4. If no substantial messages are posted on time in a forum, it will not be possible to earn 100% for that forum. A small number of messages that are not substantial but do say more than “I agree” or “Good Post!” and are more than 1 or 2 sentences in length will earn some part credit, but not very much.

Copyright Notice

The materials and content provided in this course is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected include, but are not limited to, text, still images, audio recordings, video recordings, simulations, animations, diagrams, charts, and graphs. Every effort has been made to insure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision, or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.

Students are expected to familiarize themselves with FKCC Policies, which can be found in the current Student Handbook.

Class Contract

The Class Contract assignment is my method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

a. Understand the policies detailed in this Syllabus.
b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
c. Understand that you will be held accountable to the standards published in this document.
d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar and Assessment Measures.

By signing my name I acknowledge the above.

Print Name: ___________________________________ Date: __________________

Signature: ____________________________________________________________________