SPC 1608: Introduction to Speech Communication
Course Syllabus

**Course Title**  
Introduction to Speech Communication

**Course Number**  
SPC 1608 (CRN 30145)

**Prerequisites**  
ENC 1101 with a passing grade of C or better

**Credit Hours**  
3.0

**Contact Hours**  
45

**Class Meeting Times**  
Monday & Wednesday 5:30-9:10 PM. TN Williams 2407

**Class Method**  
This course blends traditional face-to-face and online learning. Students are expected to attend classroom sessions on (dates and times) as well as participate in online activities as assigned.

**Instructor**  
Amber Ernst-Leonard
Amber.ernstleonard@fkcc.edu
Office # A104
(305) 809-3531 (ext. 531)

Hilary Parmentier
Hilary.parmentier@fkcc.edu
Office # C 224
Phone: (305) 809-3130 (ext. 130)

**Office Hours**  
Prof. Ernst-Leonard
A104
Wednesday: 10:00-11:00 AM
Or by appointment

Prof. Parmentier
C224
Monday-Thursday 2:00-3:00 and 4:00-5:30
Or 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.

**Gordon Rule Writing Requirement:**

This course satisfies the Gordon Rule writing requirement. A grade of “C” or higher must be attained.

**COURSE OBJECTIVES**

1. Critically analyze purpose, structure, audience, application and implementation of communication.
2. Effectively use methods of preparation, active listening and audience awareness.
3. Research and cite sources to support communication.
4. Develop writing and speaking skills for a purpose/audience.
5. Use technology to support communication research, practice, and implementation.

**REQUIRED TEXTBOOK**

Speak: Bundle with Access Code

**PUBLISHER**

Verderber/Cengage

**AUTHORS**

Verderber/Verderber/Sellnow

**ISBN**

9781133428596

**Communications:** The online format 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:

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

**What can the student expect from your instructor?**

The instructor will regularly log into D2L and check for messages. 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.
Reading Assignments and Homework

- To succeed in this course, you must do all assigned readings and review class notes frequently.
- Homework is due within the first 10 minutes of the start of class on the due date. Students who must miss class on a due date can email the assignment by the start of class for full credit.
- Late homework is not accepted.

Participation

- Students earn points for each class they attend and participate in. Arriving late, leaving early, cell phone and non-class computer usage, as well as any other disruption of class will result in loss of points.
- Unexcused absences will result in a loss of participation points; excused absences (i.e., those with acceptable documentation of an emergency) will not result in point loss.
- Please note that the instructor may withdraw a student from a course for excessive absences (see FKCC Policies below). For our purposes, “excessive absences” is defined as 3 or more unexcused absences.

Online Discussions

The online discussion component is defined as posting a minimum number of substantial, separate, and distinct messages to the various Discussion Forums. Students must post by the middle of the week (Wednesday) in order to give others enough time to respond before the end of the week (Sunday). Any postings after Sunday will not count toward your 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.

**Academic Honesty & Plagiarism**

1. Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person’s work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student’s responsibility to review the College’s policy on Academic Honesty.

2. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, I encourage you to speak up and ask questions about it.

3. Plagiarism is a form of fraud and will not be tolerated. You are expected to do your own work. Copying text or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. I want to read YOUR words, not someone else’s words. Using quoted text to support your answer will not usually be necessary in this class.

4. If I catch you in any form of academic dishonesty, you will receive a grade of zero for that assignment. If I catch you a second time, you will earn a failing grade for this class and be reported to the College.

**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.

Withdrawal Policy

1. Students may withdraw without academic penalty from this course by the set calendar date for Summer Term A. This will result in a grade of 'W' for the course and will not count against the student's GPA.

2. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.

3. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

Special Needs

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: Suzy.park@fkcc.edu or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Academic Etiquette

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the learning process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected, and inappropriate or offensive postings will not be tolerated.

I expect all students to approach the subject matter and fellow students in a respectful, humanistic manner. Since writing and the assigned readings reflect all aspects of life, class discussions might touch on sensitive topics. I expect students to respond carefully to the comments of others.
**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 12/14)

**Monday:**
- Introduction and syllabus
- Hand out Assignment 1: Introduction Speech
- Interview activity
- Discuss Ch. 1 and 2
- Go over notes and refine for speech
- Practice speech
- Discuss speech anxiety and techniques
- Begin presenting Speech 1
  - **Homework**
    - Practice speech (if you haven’t already presented)
    - Read Ch. 1 and 2

**Wednesday:**
- Finish presenting Assignment 1: Introduction Speech
- Begin Unit 2: Analysis of speeches
- Discuss elements of speech
- Analyze and discuss sample speeches
- Hand out Assignment 2: Speech content analysis
  - **Homework**
    - Begin writing speech content analysis
    - Finalize Assignment 2 and upload to the dropbox before the end of the day on Monday

Week 2: (May 19/21)

**Monday:**
- Work on Assignment 2 draft: Speech analysis
- Begin discussing Unit 3: Informative speeches
- Hand out Assignment 3: Informative speech
- Discuss possible topics
- Discuss researching and establishing purpose
- **Homework**
  - Read Ch.12
  - Choose a topic and begin writing your opinions and thoughts about it

**Wednesday:**
- Review information about finding, evaluating, and using sources
- Visit the library or ISLE to find sources
- Find at least 1 source for your topic
- Begin writing notes/outline on your topic
- Finish writing notes/outline for the informative speech
- Discuss organization and flow of a speech
- Begin discussing visual aids to add to the speech

- **Homework**
  - Read Ch.7
  - Finalize notes and outline for the informative speech (upload to the dropbox)
  - Begin adding visual elements to your speech

**Week 3: (May 26/28)**
**Monday: College closed for Memorial Day**
- Finish practicing for the informative speech
  - **Homework**
    - Find a possible job you are interested in interviewing for in the future
    - Develop resume
    - Begin preparing by researching the job/company/area

**Wednesday:**
- Present informative speeches
- Respond and discuss speeches
- Hand out Assignment 4: Job Interview
- Assign groups for in-class activity for the job interview
- Discuss body language and delivery
- Practice preparing for questions for the job interview
- Practice answering possible questions
  - **Homework**
    - Finish practicing for the interview and finalize resume
    - Read Ch. 15

**Week 4: (June 2/4)**
**Monday:**
- Mock interviews (meet in the library if it is ready)
- Discussion and response to the interviews
- Begin discussing occasion speeches
- Hand out information on Assignment 5: Occasion speeches
- Discuss Chapter 15
• Continue working on notes/outline for the occasion speech
• Discuss memory aids and audience response
  • Homework
• Complete notes for the occasion speech

Wednesday:
• Present the occasion speeches
• Discuss and respond to the speeches
• Sign-up today for make-up speeches (if you don’t sign-up today then you will not be able to present on Monday)
  ▪ Homework
    o Revise and practice your make-up speech

Week 5: (June 9/11)
Monday:
• Present revised speeches
• Discuss and respond to the speeches
• Hand out the final project assignment
• Assign groups
• Choose a topic for the final project
  ▪ Homework
    o Decide your topic for the final project
    o Write notes and begin working on final project
    o Read Ch. 16

Wednesday: No formal Class (Work with your group on the final project)
• Work on final projects
• Finish notes/outline for the final project
• Begin adding visual elements to the presentation
  ▪ Homework

Week 6: (June 16/18)
Monday:
• Practice in groups
• Hand out final reflection assignment
• Finish practicing for the final projects
• Begin presenting the final projects
  o Homework
• Work on final reflection essay and group feedback (due before the end of the class on Wednesday)

Wednesday:
• Present final projects
• Final class session
• Complete the final reflection/group feedback and upload before the end of class today
## Student Evaluation and Course Policies

<table>
<thead>
<tr>
<th>Student Grade Determination</th>
<th>FKCC Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Pts Speeches and written assignments</td>
<td>90-100% A</td>
</tr>
<tr>
<td>120 Pts Class participation</td>
<td>80-89% B</td>
</tr>
<tr>
<td>150 Pts Final Project</td>
<td>70-79% C</td>
</tr>
<tr>
<td>770 Pts Total</td>
<td>60-69% D</td>
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<tr>
<td></td>
<td>Below 60% F</td>
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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: ______________________________