University of Arkansas Rich Mountain/Mena High School
SPC 203
Oral Communications
Fall 2019

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Class Location/Time: Mena High School – 9:48 – 10:38
Office Hours: Monday – Friday 2:28 – 3:18
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Prerequisite
ACT score of 19 on Reading OR ACCUPLACER passing score

Required Material

1. Textbook: *The Challenge of Effective Speaking,* 15th edition *by* Verderber, Sellnow and Verderber.
2. Audio-Visual (A-V) aid material (It will be required to use presentation software in class.)
3. Speech outline required for MOST speeches
4. 1 inch 3 ring binder with a little paper
5. 3x5 index cards for speech notes

Course Description
This course will assist students through an integrated study of theory and practice to be more competent in oral communication situations. Emphasis will be placed on student preparation and presentation of various types of speeches. This course satisfies the requirement for teacher certification in Arkansas public schools. This course requires at least one paper using a documentation format. (ACTS: SPCH1003) (Offered fall and spring semester)

Program Outcomes
This course is designed to develop confidence in the student's ability to communicate effectively. Students will demonstrate the following competencies:

*Critical thinking and listening skills
*Research and organizational skills
*Verbal and non-verbal presentation skills
*Knowledge of oral communication theory
*Understanding diversity in society

UARM Instructional Objectives
Upon successful completion of Oral Communications, the student should be able to do the following:

1. The student will be able to control stage fright, but not get rid of it completely.
2. The student will be able to analyze his/her audience before speaking.
3. The student will be able to understand how to improve his/her listening skills.
4. The student will be able to organize a speech using three major sections: the introduction with a transition sentence leading to the body, a body with the traditional three main points, and a conclusion with a transition phrase leading into the conclusion
5. The student will be able to develop and make oral presentations of speeches by placing emphasis on careful topic selection, gathering of materials (research), using credible sources and sound reasoning.
6. The student will be able to understand how to participate in small group and interpersonal situations.
7. The student will be able to understand how to participate in a reader's theatre presentation.
8. The student will be able to understand how to record material for broadcast over the radio.

Critical Thinking Skills
This class requires a student to use their general knowledge and critical thinking skills. During this semester students will be expected to analyze problems, arrive at intelligent conclusions, and make reasoned choices regarding the selection of speech topics, the use of facts and supporting materials, and the evaluation of what they and their fellow students say in class.

UARM Credit Hour Calculator
For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/ exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three-hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

Methods of Instruction
Lecture, discussion, student presentations, exercises and student speeches.

Grading and Testing Procedures

1. Written exams will be given throughout the term based on concepts from the textbook and lectures.
2. Examples of presentations to be given will include:
   Introduction
   Elevator Speech
   Impromptu Speeches

Motivational Speech
Newscast/Radio Broadcast
Narrative
Speech to inform
Speech to demonstrate
Speech to persuade
Ceremonial Speech
Group Speech

3. Students will write a positive evaluation and a critical evaluation for each speaker. Comments will be typed up and given to students in addition to my comments after speeches are presented.
4. Students will use note cards as an aid while presenting speeches. In most cases, no full paper notes may be used.
5. Speech outlines will be needed for each speech except for the Impromptu Speeches.

The Grading Scale

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59% or below	F

Grade Breakdown

Speech Performance (Special Project)	30%
Speech outlines & Aud Adaptation (Homework)	30%
Critiques (Participation)	10%
In-class exercises/participation (Classwork)	15%
Quizzes, unit tests (Tests)	15%
Total	**100%**

Explanation of Assessment Tools

1. **Index cards**

   The Index cards are to be used for notes while presenting speeches. All index cards will be turned in. These SHOULD NOT have your speech written word-for-word. It should only represent highlights, reminders, quotes, etc. If any part of your speech other than a quote is written word-for-word your notecards will receive a zero score.

2. Outline of Speech

(1) The outline is due the day speech presentations begin.
(2) Typed outlines will be submitted at the beginning of class on due date.
(3) Hand written outlines will not be accepted

3. Speech Evaluation

1. Speeches will be graded based on a rubric that will be distributed to students. This rubric evaluates preparation as well as presentation of each speech.

   ****A minimal outline of speaking notes can be used.
   An outline **with sources** listed must be provided for the instructor.

   Outline expectations
   - State purpose of speech
   - State point of view statement
   - List of main points in body
   - Typed and easy to read
   - Bibliography of speech sources

2. The student will be graded by the following criteria:

   Delivery
   - Use adequate and inclusive eye contact
   - Use effective vocal tone, rate and volume, energy
   - Articulate
   - Varied inflection, good choice of words
   - Control of your words and your body
   - Appropriate facial expression
   - Sincerity, confidence, and dynamism
   - Use effective body language, posture, poise, gestures
   - Purposeful movement

   Topic
   - Original and interesting
   - Appropriate for assignment and audience
   - Substantive
   - Narrowed sufficiently

   Introduction
   - Captures attention (Attention Getter)
   - Stated point of view
   - Related topic to audience (Audience Relevance)
   - Established Credibility (Speaker Credibility)
   - Previewed main points in transition to body (Thesis)

   Body
   - Organized main points effectively
   - Included transition between main points
   - Use credible sources with identification of sources
   - Used three or more credible sources
   - Used language appropriate to topic and audience
   - Used visual aids appropriately (A-V= poster, PowerPoint, etc)
     - Clear explanation
     - Neat, easy to read design
     - Relevant to purpose and audience
   - Showed mastery of the topic

Conclusion	Provided a transition into the conclusion Summarized main points Ended with a memorable final thought

3. **Reference Sources**
   Reference sources for the bibliography can be found from the computer catalog, encyclopedias, yearbooks, indexes, biographical dictionaries, special dictionaries, quotations, government publications, computer-assisted research, & interviews. No references sources are needed for the Impromptu speeches. One reference source will be needed for the Ceremonial speech and the Newscast. A minimum of three reference sources are needed for the Demonstration, Informative, and Persuasive speeches. An inferior outline will have points deducted. **Be sure all sources are credible**

Semester Calendar
Please follow the MHS as well as the UARM calendar for breaks, testing periods, and weather days.

Attendance/Tardy Policy
Student participation is an extremely important for SPC 203, therefore, punctuality and class attendance are absolutely necessary. We will follow the Attendance and Tardy policies for Mena High School as stated in the MHS Handbook.

It is important to give your speech on the assigned day to make sure that there is an adequate amount of time for all of the speakers. If you are positive that you will not be in class on a speech day, you will need to sign up for the day that you will be in class. Each student will be allowed to make-up one speech. It is to the advantage of the student to be prepared for each speech and not to plan on using the make-up day. A student will receive the grade of "0" if the student is in class and chooses not to speak (for whatever reason). Being absent is not an excuse for not being prepared for any assignment including speeches/exams**.** If you miss your speech day, be prepared to present the day you return or you will receive a 0 (zero). The student will need to contact the instructor prior to missing any test in case of illness or emergency.

Cell Phones and Texting
Students will not be able to use cell phones or text during class time unless it is permitted by the instructor for a specific assignment. We will follow the Mena High School cell phone policy as stated in the MHS Handbook.

Inclement Weather Procedure
Listen to local radio and TV stations for UARM/MHS closing info in case of bad weather. If a test or speech is assigned for the day the college/high school is closed, they will be due the next time the class meets. Listen to the announcements for details regarding bad weather or go to the college website: www.uarichmountain.edu

Academic Dishonesty
Academic Dishonesty is not tolerated. Cheating and Plagiarism fall into this category. If the instructor suspects academic dishonesty, you will be sent to the principal at MHS and the college will be notified.

Disability Policy
It is the policy of RMCC to accommodate students with disabilities, pursuant to state and federal law. Any student with a disability who needs accommodations should contact the Vice President for Student Affairs Office, 394-7622 ext 1400.

Arkansas Clean Air Act
In compliance with Arkansas Clean Air Act, UARM is a smoke and tobacco free facility. Students and guests are to refrain from the use of all tobacco products while on campus.

Student Misconduct
Students committing misconduct are subject to disciplinary sanctions and or restrictions. Misconduct or prohibited behavior will be dealt with by the administration at Mena High School.

UARM Mission
University of Arkansas Rich Mountain exists to provide all residents of the Ouachita Mountain Region with exemplary educational and enrichment opportunities to improve the quality of life and standard of living.

This syllabus is subject to change at the instructor's discretion.

Course Calendar
(*Tentative*)

DATE	LESSON COVERED
Aug 14 - 16	Welcome, Class Procedures, Syllabus, *Introductions*
Aug 19 - 23	Chapter 1: Foundations of Public Speaking TO DO Public Speaking Strengths and Weaknesses Public Speaking Effectiveness Model Define and Identify Acts of Plagiarism Quiz
	Chapter 2: Developing Confidence through the Speech-Planning Process TO DO Narrative Speech Questions Public Speaking Apprehension in film Research Public Speaking Apprehension & Cures Introduce a Classmate *Narrative Speech* Quiz
Aug 26 - 30	Chapter 3: Listening and Responding Effectively TO DO Listening Activity – Log 2 conversations (Homework) Who Am I? Listening Problems Why is Listening Important Team Listening Challenge *Newscast* Quiz
Sept 2 – 6 *No School on Monday*	Chapter 4: Selecting an Appropriate Speech Goal TO DO Audience Analysis http://www.ljlseminars.com/audience.htm Brainstorm, Concept Map, Adapt to Audience Create a General and Specific Goal *Impromptu Speech* Quiz
Sept 9 - 13	Chapter 5: Adapting to Audiences TO DO The President's Audience Adapting to All Types Battle of the Sexes Audience Adaptation Plan form *Impromptu Speech – Credibility* Quiz
Sept 16 - 20	Chapter 6: Gathering and Evaluating Information TO DO Reliable Source? Fact Finder Verbal Citations Quiz

Sept 23 - 27	Chapter 7: Organizing and Outlining the Speech Body TO DO Outline vs Notes Main Points and Thesis Statement Evaluate a Famous Speech (Main points) Quiz
Sept 30 – Oct 4	Chapter 8: The Introduction and Conclusion TO DO Both are Equally Important "Hello I am…" – Effective or Not? *Impromptu – Various types of Intros* *Informative Speech* Quiz
	Chapter 9: Presentational Aids TO DO *Impromptu – Visual Aid* (Evaluate Effectiveness) Visual Aid Checklist Research PowerPoint Tips Quiz
Oct 7 - 11	Chapter 10: Language and Oral Style TO DO Illegal Language Celebrities and Inappropriate Language Abstract to Concrete (Directions Activity) Story Chain Ready, Set..Draw Jargon and Slang Quiz
	Chapter 11: Practicing Delivery TO DO Read sample Texts Articulation Vocal Variety/Inflection Quiz
Oct 10	BONUS Speech DUE
Oct 14 - 18	Chapter 12: Informative Speaking TO DO Vivid Language *Impromptu – Choose Topic and Type* *Demonstration Speech* ***Could require the purchase of materials based on topic chosen*** Quiz
Oct 21 – 25 *No School on Monday*	Chapter 13: Understanding Persuasive Messages TO DO TV Commercial = Persuasive (target audience) Persuasion in YOUR Real World Donate! I Deserve It ☺ *Impromptu – Sell What You Can* Quiz

Oct 28 – Nov 1	Chapter 14: Persuasive Speaking TO DO Negative vs Positive Persuasion Word Choice and Persuasion *Persuasive Speech*
Nov 4 - 8	Chapter 15: Ceremonial Speaking: Speeches for Special Occasions *Ceremonial Speeches*
Nov 11 - 15	Chapter 16: Developing and Delivering Group Presentations *Group Speech*
Nov 18 - 22	Continue Group Speeches
Nov 26 – 29	Thanksgiving Break
Dec 2- 6	College Prep Unit – Cost, Degree choice and Schedule
Dec 9 - 13	
Dec 12	BONUS Speech DUE
Dec 16 - 20	Semester Tests
1st day of speeches	Speech Outlines, Adaptation Plans, PowerPoint
With speeches	Index Cards