SPC 203

Oral Communications

Spring 2019

Concurrent Credit Class for Acorn and Oden High Schools

Class Time and Location: 9:38-10:29 am

Instructor Name: Colby Singleton

MBA, BSE Arkansas Tech University

Office Location: Acorn High School Room 24

Office Hours: 2nd period 8:47-9:30 am

Office Phone: (479) 394-5544

Other contact info, E-mail: csingleton@uarichmountain.edu or csingleton@orsd.k12.ar.us

Prerequisite: None

Resources:

1. Textbook: *The Challenge of Effective Speaking,* 15th edition *by* Verderber, Sellnow and Verderber. ISBN-13: 978-0-495-91134-0
2. Audio-Visual (A-V) aid material (It may be possible to use power point in class.)
3. Speech outline required for every speech except for Brown Bag Speech.
4. 4x6 index cards for speech responses

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.

Program Outcomes

- Students will increase competencies in writing, reading, speaking, and listening.
- Students will increase their understanding of the human condition, as well as the culture and society of both the nation and the world in which they live.
- Students will apply technological and research skills to identify, locate, and process information.
- Students will be prepared to compete academically upon transfer to a four-year institution.

Rationale

The student will achieve the program outcomes by presenting five different speeches in class, creating speech outlines, hands-on speech activities as well as in class discussions.

General Expected Student Learning 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

U.A. Rich Mountain Instructional Objectives

1. Students should be able to control stage fright while presenting a speech.
   Components:
   - Communication orientation motivation techniques
   - Visualization
   - Relaxation
   - Systematic desensitization
   - Cognitive restructuring
2. Students should be able to analyze their audience.
   Components:
   - Audience knowledge
   - Audience interest
   - Audience attitude toward the subject
   - Audience attitude toward the speaker
3. Students should be able to research their topic.
   Components:
   - Primary sources
   - Secondary sources
4. Students should be able to evaluate research.
   Components:
   - Authority
   - Objectivity
   - Currency
   - Relevance
5. Students should be able to organize a speech.
   Components:
   - Introduction
   - Body
   - Conclusion

6. Students should be able to present a speech.
   Components:
      Effective delivery style
      Effective use of voice
      Effective use of body

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.

Topical Outline/Course Schedule

Text Reading Assignment

Week 1	Chapters 1
Week 2	Chapters 2
Week 3	Chapters 3 & 4
Week 4	Chapters 5
Week 5	Chapters 6 & 7
Week 6	Chapters continue 7
Week 7	Chapters 8 & 12
Week 8	Chapters continue 12
Week 9	Chapter 9 & 10
Week 10	Chapter continue 10
Week 11	Chapter 13
Week 12	Chapter continue 13 and 14
Week 13	Chapter 11

Brown Bag Speech	January 23 & 28
Library Scavenger Hunt	February 11
Demonstration Speech	February 18 & 20
Midterm Exam	March 5
Informative Speech	March 17 & 19
Make-up speech date	April 2
Impromptu Speech	April 7

Written Persuasive Speech	April 23
Persuasive Speech (Final Speech)	April 28 and 30
Index Cards (Pos./Neg. Reaction)	Finals Week
Final exam covering material from text	Finals Week
Speech Outlines	Class meeting before speech cycle begins
In class exercises	????

Course Conduct

Lecture, discussion, student presentations, exercises, pop quizzes, and tests will be imbedded into the course. Door closes at class time and will open again to latecomers ten minutes into class. Students will be able to watch sample speeches on DVD.

U.A. Rich Mountain Credit Hour Calculator

For every course credit hour, you 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 homework, and other activities that enhance learning. For a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course. This includes the time spent in class.

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Course Requirements/Evaluation

Pop Quizzes	50 points
Brown Bag Speech	45 points
Library Scavenger Hunt	60 points
Demonstration Speech	100 points
Midterm Exam	100 points
Informative Speech	100 points
Impromptu Speech	40 points
Persuasive Speech	150 points
Persuasive Written Speech	70 points
Speech Evaluation Cards	90 points
Speech Outlines	60 points
In class exercises	60 points
Final Exam	75 points
	1,000 Points Total

Pop Quizzes

A pop quiz can happen on any day at any time, even when a student is late for class.

One pop quiz can be made-up with a one-page writing assignment over the chapter. The student will ask the instructor for the writing assignment and will have one week to complete and submit the paper from the time of the missed pop quiz.

Tests

One midterm test from material covered in the text and one final test covering glossary terms will be taken by the student during the semester. Each student will need a Scantron and #2 pencil on test dates. The Scantrons can be purchased in the bookstore. Study guides can be found in the student portal.

Speeches

Five presentations will be given, they will include:

Brown Bag Speech Plan to bring five items you would take with you on a deserted island that will fit into a brown paper bag of any size. This speech of introduction will allow the class to get to know you as well as being your first speech in class that will be two to three minutes in length.

Speech to demonstrate page 245 in text and four to six minutes long

Speech to Inform page 237 in text and four to six minutes long

Impromptu Speech page 219 in the text and 2-3 minutes long

Speech to persuade page 269 in text and 7-9 minutes long. Select topics from the Pro/Con.org website. In addition to working on the outline in class for points, each student will turn in the completed written speech, this includes: listed format, in-text citations, and works cited. This completed written speech will be turned in on April 23. **The student must submit their paper on or before April 23 to be able to present the persuasive speech!**

Written Persuasive Speech

The written speech will be written in the MLA format and will use a works cited page as well as in-text citations. The paper will be around three 2 ½ - 3 pages in length. Students can plan to begin research well in advance of the paper being due, and the persuasive speech being presented.

In Class Exercises

In class exercise will be required of the students throughout the semester. Some exercise will have no points assigned. Please show up to class so that you can receive points for in class exercises!!! Treat this like a pop quiz. A graded exercise cannot be made up, you must be in class to get the points. Students can get the exercise prior to missing a class period, it is the student's responsibility to inform the instructor before, the exercise is assigned in class.

Speech Evaluation Cards

Students will use index cards to write one positive evaluation and one criticism for every speech over the entirety of the course. Bring the cards to class each time to write your evaluations. Note Cards Only!! If you lose your cards, you lose the grade.
Each student that is in class for each speech presented during the semester and turns in the maximum amount of comments will earn 90 points for this grade, this also includes the make-up speech day. The student that is not in class on speech day will not be able to earn points for this grade. There is a total of ten speech days, nine points for each day (10 days X 9 pts. per day = 90 pts.) Students that leave class early will be counted absent for the day and will be unable to earn index card points for that day.

Speech outlines

Speech outlines will be needed for each speech except for the Brown Bag & Impromptu.
Points for each outline: **Demo 15 pts, Inform 15 pts**
The Persuasive speech outline will have **30 in-class points** available for the following:
Picking a topic **5 points**
Written Thesis **10 points**
Written Introduction **10 points**
Written Conclusion **5 points**

(1)The student will not be allowed to present a speech without a written outline for the demo and informative speech, and the completed paper is needed for the persuasive.
(2) The outline is always due the last class meeting before the speech cycle begins.
(3) Typed outlines are required on Feb. 13 for the demonstration speech, and March 12 for the Informative speech.
(4) Hand-written outlines will not be accepted.
(5) Each speech needs a new topic.

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 reference sources are needed for the Brown Bag speech. Three reference sources are needed for the Demonstration, Informative, and Persuasive speeches, and one of those can be from a credible internet source. The inferior outline will have points deducted.

Speech Evaluation and Criteria

1. For the speech to receive the grade of "A" the speech must make the required time limit. If a speech does not meet the time limit, the highest grade that the student can earn for the speech is the grade of "B". The brown bag and impromptu speeches will be 2-3 minutes long. The speech to demonstrate, and the speech to inform will be 4-6 minutes in length, and 7-9 minutes in length for the persuasive speech.

****A minimal outline of speaking notes can be used for the demonstration, informative, sales, and persuasive speech. A total of three, 3" X 5" cards, with no more than 75 words per card can be used for the speeches. Notes cannot be used for the brown bag or impromptu speech. <u>Any speaker that uses a script and not the three-card outline for the demonstration, informative, and persuasive speech will automatically receive the grade of zero for the speech.</u>

2. 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

3. 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)
	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

4. The quality of fulfillment of the above criteria will be evaluated using the following subjective terms.

"A" = Brilliant, superior, excellent
"B"= Very good
"C"= Adequate, fair
"D"=weak, poor
"F"= didn't give presentation or read script

The Grading Scale

90%-100%	900-1,000 pts.	A
80%-89%	800-899 pts.	B
70%-79%	700-799 pts.	C
60%-69%	600-699 pts.	D
59% or below	Below 600 pts.	F

Class Procedures/Student Requirements

Attendance/Tardy Policy

Student participation is an extremely important for Speech 203, therefore, punctuality and class attendance are absolutely necessary. The door will close at class time and will open ten minutes into class to allow in latecomers. Students that are tardy or leave early will miss points on pop quizzes, speech evaluations, exercises and etc. Any student that has been absent nine times will automatically receive the grade of "F" for the course.

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 schedule to speak one week before the speech day. Each student can make-up one speech, and the persuasive speech cannot be made-up. It is to the advantage of the student to prepare for each speech and not to plan to use the make-up day. A student will receive the grade of "F" 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**.** The student will need to contact the instructor prior to missing any test in case of illness or emergency. The student missing one of the first two classes will be dropped from the roll.

Make up speech day *****April 2 will be make-up speech day. Only one speech can be made-up. The persuasive speech cannot be made-up. Outlines will be due the week before. Only 75% of the maximum points can be earned at this time!!

Cell Phones and Texting

Do not use cell phones or devices during class time. Put away cell phones and devices so they do not become a distraction to you, the instructor, and other students. Failure

to comply with this policy can possibly result in handing your device over to the instructor or being asked to leave the classroom.

Inclement Weather Procedure

Listen to local radio and TV stations for U.A. Rich Mountain closing info in case of inclement weather. If a test or speech is assigned for the day the college is closed, your instructor will make adjustments and announce the make-up process 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 Policy

Cheating on an exam or assignment will result in an "F" for that specific assignment. Plagiarism will also be grounds for receiving the grade of "F" for an assignment. Put the speeches in your words. If you have to quote, make sure we know where the quote originated. Any student caught cheating will be directed to the Vice Chancellor of Academic Affairs.

Arkansas Clean Air Act

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

Disability Policy

It is the policy of U.A. Rich Mountain to accommodate students with disabilities, pursuant to state and federal law. Any student with a disability who needs accommodations (for example: in seating placement, examinations, or access to information), should contact the Associate Vice Chancellor for Student Affairs Office, 394-7622 ext. 1460.

Student Misconduct

Students committing misconduct are subject to disciplinary sanction(s) and or restrictions. Misconduct or prohibited behavior includes, but is not limited to endangerment, harassment, disruption, sexual misconduct, dishonesty, illegal drugs and/or alcohol, fire or safety issues, gambling, property violations, computer violations or other violations as listed in detail in the U.A. Rich Mountain catalog.

Mission of U.A. Rich Mountain

U.A. Rich Mountain exists to provide all citizens of the Ouachita Mountain Region with exemplary educational and enrichment opportunities to improve the quality of life and the standard of living.

Campus Security:

U.A. Rich Mountain strives to provide a safe learning environment; therefore, students who know of any security risk are asked to contact a college official. http://www.uarichmountain.edu/at-a-glance/disclosures

Speech Outline for: Demonstration and Informative

Your name_____Type of Speech_____

Title of Speech_____

Speech Goal:
Introduction:

Attention Getter
Speaker Credibility
Audience Relevance
Thesis Statement

Main Points in Body

1.

2.

3.

Conclusion

Thesis Restated
Closing

Bibliography of Speech Sources

1.Credible Internet source here
2.Non net (Proquest, Newspaper, Book, e-book, and etc.)

3.Non net (Proquest, Newspaper, Book, e-book, and etc.)

Keep Your Own Points Page

Category	Max Points	My Score
Pop Quizzes	50	_____
Brown Bag	45	_____
Demonstration	100	_____
Library Scavenger Hunt	60	_____
Informative	100	_____
Midterm	100	_____
Persuasive	150	_____
Written Persuasive Speech	70	_____
Impromptu Speech	40	_____
Outline Demonstration	15	_____
Outline Informative	15	_____
Outline Persuasive Components	30 total	_____
Exercises	60 total	_____
Final	75	_____
Index Cards	90	_____
Total Points	**1,000**	**_____**

Divide your points by the total amount of points to get your percentage during the semester. For example, if you score 35 points out of 45 on the Brown Bag Speech; divide 35 by 45 to get 77%, or "C" for the grade. This can be done for each assignment as long as you know what you have made and the total amount of points.

OFFICE SCHEDULE: 2020 Spring SEMESTER **INSTRUCTOR Robby Burt**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATUR
06:00-06:30						
06:30-07:00						
07:00-07:30						
07:30-08:00						
08:00-08:30					Office	
08:30-09:00					Office	
09:00-09:30					Office	
09:30-10:00					Office	
10:00-10:30					Office	
10:30-11:00					Office	
11:00-11:30		Oral Com		Oral Com	Office	
11:30-12:00		Oral Com		Oral Com	Office	
12:00-12:30	Office	Oral Com to 12:15 Art Online 12:15	Office	Oral Com to 12:15 Art Online 12:15	Office	
12:30-01:00	Art	Art Online	Art	Art Online	Office	
01:00-01:30	Art	Art Online	Art	Art Online	Office	
01:30-02:00	Art to 1:45 Office 1:45	Office	Art to 1:45 Office 1:45	Office		
02:00-02:30	Philosophy	Office	Philosophy	Office		
02:30-03:00	Philosophy	Office	Philosophy	Office		
03:00-03:30	Philos to 3:15 Theatre Online 3:15	Office	Philos to 3:15 Theatre Online 3:15	Office		
03:30-04:00	Theatre Online	Office	Theatre Online	Office		
04:00-04:30	Theatre Online	Office	Theatre Online			
04:30-05:00	Office	Office	Office			
05:00-05:30			Office			
05:30-06:00			Office			
06:00-06:30			Oral Com			
06:30-07:00			Oral Com			
07:00-07:30			Oral Com			
07:30-08:00			Oral Com			

08:00-08:30			Oral Com			
08:30-09:00			Oral Com			
09:00-09:30						
09:30-10:00						