**SPC 203 CR1**

# Oral Communications

**Spring 2021**

**Class Time and Location: Online**

**Instructor:** Mrs. Beverly Higgins
M.A. in English from Henderson State University, 2002
B.S.E from Henderson State University, 1991
A.A from Rich Mountain Community College, 1989

**Office Location**: CRHS 218

**Office Hours**: 8:00 – 8:50 Tuesday - Friday

**Telephone**: 870-387-4200, extension 5218
479-997-5465

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**Prerequisites:** None

**Required Materials:**

1. **Textbook:** The Challenge of Effective Speaking, 15th edition by Rudolph Verderber, Deanna Sellnow, and Kathleen Verderber
2. **Outline** required for all formal speeches
3. **Bibliography** required for all speeches containing material from research

**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)

**Program Outcomes:**

- Students will increase competencies in writing, reading, speaking, and listening.
- understanding of different cultures and societies across the globe and how both have changed over time,
- Students will increase competencies in technological and research skills.
- Students will be prepared to compete academically upon transfer to a four-year institution.

**Rationale:** The student will verbally communicate with the expectations that the student will enhance personal development of his/her listening, reading, writing, and speaking skills.

**Course Objectives:**

1. Students should be able to control stage fright while presenting a speech.
2. Students should be able to analyze their audience.
3. Students should be able to research their topic.
4. Students should be able to use technology to create presentations.
5. Students should be able to use an online platform to receive and submit assignments.
6. Students should be able to evaluate research.
7. Students should be able to organize a speech
8. Students should be able to present a speech.

**Topical Outline / Course Schedule**

Note: Students should read the listed chapters before the beginning of the week in which the material will be covered.

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| Week 1 | Chapter 1 Foundations of Public Speaking<br>Acceptance Speech |
| Week 2 | Chapter 1 & 2 Speech Apprehension<br>Plagiarism Activity<br>Brown Bag Speech |
| Week 3 | Chapters 3&6 Speech Planning & Listening and Responding<br>Scavenger Hunt<br>Oral Interpretation<br>Critiques<br>Multimedia Speech |
| Week 4 | Chapters 4& 5 Selection and Appropriate Goal<br>Adapting to Audience<br>Understanding Audience<br>Audience Activity |
| Week 5 | Chapters 4& 5 Selection and Appropriate Goal<br>Adapting to Audience |

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| | Group Planning<br>Audience Activity Presentations |
| Week 6 | Chapter 7&8 Organizing and Outlining the Body<br>Introduction and Conclusion<br>Outline Activity<br>Directions<br>Assign Demonstration Speech |
| Week 7 | Chapter 10&11 Language and Oral Style<br>Practicing Delivery<br>DEMONSTRATION SPEECH |
| Week 8 | Chapter 12 Informative Speaking<br>Midterm Review and Test |
| Week 9 | Chapter 12 Informative Speaking<br>Research/Planning<br>Bibliography |
| Week 10 | Chapter 13<br>INFORMATIONAL SPEECH |
| Week 11 | Chapter 14 Persuasive Speaking<br>Research Preparation<br>Group Discussion |
| Week 12 | PERSUASIVE SPEECH<br>Group Discussion |
| Week 13 | Chapter 16 Developing and Delivering Group Presentations |

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| | INFO-MERCIAL |
| Week 14 | Public Service Announcements |
| Week 15 | |
| Week 16 | Review<br>MULTIMEDIA PRESENTATION |
| | Semester Finals |

“”” Subject to Change “”””””

**Course Conduct:** The methods of instruction include student presentations, discussion, writing, lecture, video, and student e-mail portal. ***If the campus closes due to COVID-19, the course will resume as an online course and some assignments will be altered to be compatible as an online course.***

**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.

**Credit Hour Definition:** A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks.

**Course Requirements/Evaluation:**

Grades will be calculated from the following activities:

- Informal Speaking activities
- Formal Speeches
- Written Outlines/Bibliographies
- Written activities as assigned
- One formal writing assignment
- Critiques
- Formal tests

**Tests**

There will be one midterm test and one final test covering material from the textbook as well as additional material covered in class.

**Speeches**

Informal: Acceptance, Brown Bag, Oral Interpretation, and PSA
Formal: Demonstration, Informational, Persuasive, and Multimedia (PowerPoint)
Group: Audience Activity, Group Discussion, and Info-mercial

**Final average grades are assigned by this scale:**

A=100-90 points
B=80-89
C=70-79
D=60-69
F=59 or lower

**Speech Evaluation and Criteria**

The Rubric for Formal Speeches will be posted on Moodle
A formal outline and bibliography will be required for all formal speeches

**ABSENSES**

Students who are absent the day on which they are scheduled to give a speech or take a test must notify the instructor before the beginning of the class period. If there is a valid reason for the absence, the student will be allowed to make up the assignment at an alternate time.

**Procedures/Student Requirements:** Regular attendance participation is expected. All arrangements must be submitted by the posted due date unless specific arrangements have been made with the instructor. It is the student's responsibility to initiate those arrangements immediately.

**Academic Policy:** Cheating on a test or assignment will result in a zero (0) for that work. Plagiarism on papers can result in an "F" for the course. Additionally, disciplinary proceedings according to College policies may be initiated.

**Face Mask Policy:** As per the Executive Order from the governor of Arkansas, all students are required to wear a proper face covering that completely covers the nose and mouth while on campus and in class. Masks with holes or masks that do not completely cover nose and mouth are not acceptable. Any student that does not have a proper mask will leave class and be referred to the Vice Chancellor for Student Affairs for possible disciplinary action.

**Food and Drink:** Food and drinks including water are not allowed in the classroom at any time.

**Other:** Students will be required to sit in their designated seats. No recording of any type (videos, photos, etc.) is allowed without prior permission by the instructor

**American with Disabilities:** It is the policy of UA Rich Mountain to accommodate students with disabilities, pursuant to federal law, state law, and the college's commitment to equal educational opportunities. Any student with a disability who needs accommodations (ex: seating placement, examinations, or access to information on the web) should inform the Vice President for Student Affairs at the beginning of each semester. To contact the Vice President, students seeking accommodation should call 394-7622, ext. 1400.

**Arkansas Clean Air Act:** In compliance with the Arkansas Clean Air Act, UA 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, including electronic devices.

**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 UA Rich Mountain catalog.

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**Food and Drink:** Food and drinks including water are not allowed in the classroom at any time.

**Student Support Services:** The Student Support Services (SSS) is available to help students reach their educational goals through individualized instruction, counseling, and tutoring. There is no fee for these services. The computer lab is available for student in online classes. SSS is located in the Johnson Learning Commons in the Spencer Building.

**UA Rich Mountain Mission**: The University of Arkansas Rich Mountain provides transformative education to all learners.

**The Art of Speaking**: The art of speaking is more than a process of doing. It is a process of being. The art of speaking is use of the voice to create from the raw material of language, thought, knowledge, and feelings a composite that has the potential for great impact upon the listener.

***See Something, Hear Something, Say Something***

**Any part of this syllabus is subject to change at the instructor's discretion.**