**SPC 203**

# Oral Communications

**Spring 2021**

**Concurrent Credit Class for Caddo Hills High School**

**Class Time and Location:** Monday-Thursday, 11:20-12:05 CIV from Mena to Caddo Hills
**Instructor Name:** Lisa Rackley
Director of Student Support Services, Adjunct Faculty
MBA, BSE, Henderson State University
**Office Location: U of A Rich Mountain** Mena, Johnson Learning Commons, Room 203
**Office Hours:** Monday through Thursday, 8 am-5:00 pm, Fridays, 8 am- 3:30 pm
**Office Phone:** (479) 394-7622, Ext. 1624
**Other contact info, E-mail:** lrackley@uarichmountain.edu

**Prerequisites:** None

**Resources--Required Textbook:** The Challenge of Effective Speaking, 15th edition by Rudolph Verderber, Deanna Sellnow, and Kathleen Verderber

**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:** This course will address issues that affect communications in public speaking, small group, and interpersonal situations. The course will cover theory and practice of oral communications by emphasizing proficiency in speech organization, delivery, and critical thinking/listening.

- Students will increase their writing, reading, speaking, and listening skills.
- Students will increase their technological and research skills.

**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:** Upon successful completion of this class, the student should be able to do the following:
The student will be able to understand how to analyze his/her audience before preparing the presentation.
The student will be able to understand how to improve his/her listening skills.
The student will be able to understand how to organize a speech using three major sections which are introduction, body, and conclusion.
The student will be able to understand how to develop and make oral presentations by placing emphasis on careful topic selection, gathering of materials (research), using credible sources and sound reasoning.

The student will be able to understand how to explain the theory of communication based on the most recent research related to the first and second brain.
The students will be able to understand how to participate in small group and interpersonal situations.

**Topical Outline/Course Schedule:**

**Schedule for January-May 4**
**Tentative**

| | |
|---|---|
| First Week | Ch. 1 |
| Second Week | Ch. 13 |
| Third Week | Ch. 2 |
| Fourth Week | Ch. 3 |
| Fifth Week | Ch. 3 |
| Holiday | Monday, Feb. 15 |
| Sixth Week | Ch. 4 |
| Seventh Week | Ch. 5 |
| Spring Break | March 22-26 |
| Eighth Week | Ch. 10 |
| Ninth Week | Ch. 11 |
| Tenth Week | Ch. 12 |
| Eleventh Week | Ch. 12 |
| Twelfth Week | Ch. 15 |
| Thirteenth Week | Ch. 15 |
| Fourteenth Week | Review for Final |
| Fifteen Week | Final Speech |
| Sixteenth Week | Final Exam, tentatively May 4 |

**Course Conduct:** The methods of instruction include student presentations, discussion, writing, lecture, video, and student e-mail portal.

**Univ. of Ark. Rich Mt. 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.

**Course Requirements/Evaluation:**
Grading and Testing
*Written exams
*Oral presentations or speeches will be given
*Each individual assignment is worth a minimum of 10 points. 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

**Class Procedures/Students Requirements:**
Basic Rules:
*Online assignments must be received by the deadline for each assignment. There is no make-up allowed for missed online assignments no matter what the reason.
*Each on-line assignment is worth a minimum of 10 points.
*On-line work is to be responded to, posted in Moodle, or sent as an attachment to lrackley@uarichmountain.edu
*All on-line responses are to include the student's first and last names and title of assignment. The student's e-mail address does not provide enough information. This is why it is necessary to sign each e-mail as requested.
*If the assignment requires an attachment, the first page of the attachment is to have at the top of the page the following: full name and assignment name.
*Excessive spelling, punctuation, and grammatical errors will reduce the grade.
*Points for each assignment will be awarded on the basis of following directions, relevant and original insights, soundness of evidence, number of appropriate examples given, connections provided between reading and course concepts, and support for any personal opinions.

Basic Speech Presentation Rubric:
*Your oral presentation is to fall within the established time limit of 4-6 minutes.
*You are to submit at beforehand a completed outline form with the following information: name and purpose of the speech, main points in the body, bibliography of speech sources.
*Delivery will be evaluated using the following: adequate and inclusive eye contact, effective vocal tone, rate and volume, energy, clear articulation, effective body language, posture, gestures, movement, self-control, facial expression.
*Topic will be evaluated using the following: original, appropriate for audience and assignment, credible and appropriate sources, choice of words.
*The introduction will be evaluated using the following: captured attention, related topic to audience, established credibility by mentioning a source, previewed main points in transition to the body of the speech.
*The body will be evaluated using the following: effectively organized main points, included a transition between main points, identified sources, used two or more sources, and used visual aids appropriately.
*The conclusion will be evaluated using the following: provided a transition into the conclusion, summarized main points, ended with a memorable final thought.
*The quality of fulfillment of the objective items listed above in the Presentation Rubric will determine the grade. To understand better the instructor's thinking, consider the following subjective terms to define each grade:
Grade of A = brilliant, superior, excellent
Grade of B = very good, good
Grade of C = adequate, fair
Grade of D = weak, very weak, poor
Grade of F = didn't give presentation

Bad Weather Procedure: Check the U of A Rich Mountain website (www.uarichmountain.edu) or listen to local radio and TV stations to learn if U of A Rich Mountain will be closed in the event of bad weather. If an exam or speech is assigned for the day the college is closed, you will have the exam or present the speech the first day possible after the missed class. If you have any questions, contact your instructor.

Semester Calendar: The class will follow the U of A Rich Mountain calendar for breaks, testing periods, and weather days. If a student is in high school, that student is expected to follow the UARM calendar, weather days, testing periods, breaks, and our class calendar.

Make-up of Speeches**:** All make-up work is done at the end of the semester during finals week. Students are allowed to only make-up one speech for the semester. (See Attendance Policy for more information.)

**Academic Dishonesty**: Cheating on an exam or assignment will result in an "F" or 0 for that work. All speeches must be original. They must be specifically created by the speaker for our class and based on the speaker's own knowledge, experience, and research. A speaker is expected to use a variety of credible sources. In no case will a speech based solely on an article in an online source or magazine. Plagiarism in any assignment – written or spoken – will result in an "F" for that work.

**Disability Policy**: It is the policy of U of 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 Vice Chancellor for Student Affairs, Maddox Building, (479) 394-7622, Ext. 1400.

**Arkansas Clean Air Act:** In compliance with the Arkansas Clean Air Act, U of 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.

**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 of A Rich Mountain catalog.

**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.

**Attendance Policy:** In order to have a class where student participation is an extremely important ingredient, punctuality and class attendance are absolutely necessary. It is very important for a student to attend class. It is important for each student to give his/her speech on

the assigned day. No more than one speech may be made up at the end of the semester no matter what the excuse for not giving the speech on the assigned day. To be excused from making a presentation, the student must contact the instructor PRIOR to the time the class starts or an "F" will be recorded for the missed speech. It is rare, but in the past I have had a student attend class and not give an assigned speech. The student will receive an "F" for being in class but choosing to not speak no matter what the reason. Being absent is not a satisfactory excuse for not being prepared for any assignment including speeches and exams. This syllabus provides information regarding all assignments.

**Food and Drink:** Food and drinks, including water are not allowed in the classroom at any time. The above is to keep students from removing their masks at any time and possibly exposing students and the faculty.

**U A Rich Mountain Mission:** U A Rich Mountain provides transformative education to all learners.

**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

**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.

**Three Elements of Credibility:**
Integrity = sincere, trustworthy, honest
Competence = mastery of the topic
Dynamism = involved in the message

**We are the Message: Basic Oral Communication Concepts**
Television and the visual-based modern world changed the rules of oral communications. Today we use our senses to observe and develop the process of oral communication. It is visual and intuitive. It is watching, feeling, sensing, and hearing. In the television age, we are all broadcasters even in the most private of conversations.
Two magic "e" terms: energy and eye contact
Oral communications is 55% body language, 38% vocal tone, and 7% words.
Every word has two definitions: connotation (personal meanings to both the speaker and listener) and denotation (dictionary meaning).
The average person thinks 450 to 750 words per minute.
The average person speaks 125 to 150 words per minute.
People decide if they like (trust and believe) you within the blink of an eye.
The magic bullet of oral communication is the quality of being likable. There is no guarantee that you will be liked by someone if you have the following characteristics but you have a better chance of being likable.

The six qualities of a likable person are the following:
Optimism
Concern about the welfare of others
Ability to see the opportunity in every difficulty
Ability to handle stress
Ability to laugh easily, especially at yourself
Ability to perform at your best in a crisis and at your humblest in prosperity

The first week or two focuses on building a foundation for student success in the U A Rich Mountain oral communications course. This introduction includes the following: how to use the student e-mail system for the optional Moodle portion of this course, the sweeping new changes in oral communications, discussion of oral communication history and other items which could be on a written exam, how to organize a speech so it is first brain friendly, how to research for a speech, how to exhibit the elements of credibility, and how to organize the speech to Inform.

**Moodle Online component:** You may use Moodle to submit assignments or as a resource for something you missed in class or lost. Deadlines are listed. A wise student will check his or her student e-mail at least every Monday, Wednesday, and Friday. It is wise to check your U of A Rich Mountain e-mails regularly.

**Week before Finals Week:** This week will be used for all make-up speeches for the semester. The final exam date assigned by U of A Rich Mountain will be used for the final exam, tentatively May 3-5.