**Syllabus for**

# Oral Communications (Speech 203 lec A)

**Fall 2020**

**ACTS:** This course is listed in the Arkansas Course Transfer System (ACTS) with the following index number: **SPCH 1003**

**Class Time:** Thurday 6:00-8:45
**Location:** Waldron campus WA 204

**Instructor:** Angela Tallmadge

Bachelor of Science, Elementary Education, December 1982

Master of Liberal Arts, Secondary English, May 1987

Educational Leadership, 14 hours, May 2010

**Office Location:** not applicable=adjunct

**Office Hours:** 30 minutes before class begins or by arrangement

**Telephone:** (479)637-5502 **E-mail: a**tallmadge@uarichmountain.edu

**Prerequisite:** None

**Resources:**

- Sellnow, Deanna D., Verderber, Kathleen S. and Rudolph F.. *The Challenge of Effective Speaking,*
- *15th Edition*. Boston, MA: Wadsworth, Cengage Learning, 2012. Print. ISBN-13: 978-0-495-91134-0
- Audio-Visual (A-V) aid material (It may be possible to use power point in class.)
- Speech outline as assigned

**Course Description:** This course will assist students to be more competent in oral communication situations through an integrated study of theory and practice. 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.

**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 seven different speeches in class, creating speech outlines, hands-on speech activities as well as participate in class discussions.

**General Expected Student Learning Outcomes:**
This course develops 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 using effective delivery and body language.

**Topical Outline/Course Schedule:** The following proposed schedule is ***subject to change***.

| Week | | Assignments | Possible Points | My Points |
|---|---|---|---|---|
| 1 | August 27 | Chapters 1 and 2 | 25 | |
| | | Introductory activity | 10 | |
| | | Activity 1 | 10 | |
| | | | | |
| 2 | September 3 | Chapters 3 and 4 | 25 | |
| | | Introductory video | 10 | |
| | | Activity 2 | 10 | |
| | | | | |
| 3 | September 10 | Chapters 5 and 6 | 25 | |
| | | Introductory speech | 50 | |
| | | | | |
| 4 | September 17 | Chapters 7- 10 | 25 | |
| | | Activity 3 | 10 | |
| | | | | |
| 5 | September 24 | Oral Interpretation | 50 | |
| | | | | |
| | | | | |
| 6 | October 1 | Demonstration (How-To) Speech | 50 | |
| | | | | |
| 7 | October 8 | Mid-Term Exam | 50 | |
| | | Extra Credit Opportunity (after exam) | | |
| | | | | |
| 8 | October 15 | Chapters 11 and 12 | 25 | |
| | | Activity 3 PSA | 10 | |
| | | | | |
| 9 | October 22 | Discuss Persuasive Speech | 25 | |
| | | | | |
| 10 | October 29 | The Sales Pitch | 50 | |
| | | | | |
| 11 | November 5 | Make Up Speeches | | |
| | | | | |
| 12 | November 12 | Persuasive Speech Outline & Notes | 50 | |
| | | | | |
| 13 | November 19 | Chapters 13 - 16 | 25 | |
| | | | | |
| 14 | November 26 | Thanksgiving | | |
| 15 | December 3 | | | |
| | | | | |
| 16 | December 10 | FINALS WEEK | 50 | |

**Additional Points = 600 points total**

**Critical Thinking Skills:** This class requires students 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.

**Course Conduct:** This course includes lecture, discussion, student activities, presentations, and speeches.

**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. This includes the time spent in class.

**Tests** Students will take one midterm from material covered in the text and one final test covering glossary terms.

**Speeches**
Six presentations will be given:

Introductory Speech This speech will allow the class to get to know you (2-3 minutes)

Oral Interpretation The student will choose from prose, poetry, or drama and present a staged reading from the chosen text. No children's books or songs. One reference source (3-4 minutes)

Speech to demonstrate page 245 in text, three scholarly, credible references (4-6 minutes)

The Sales Talk Student will sell a product to the class. (4-6 minutes)

30 second PSA Student will analyze PSA as one of the activities

Speech to persuade page 269 in text, three scholarly, credible reference sources (6-8 minutes)

Detailed directions and handouts will be provided before each speech as well as working on the outline in class. The completed written speech will be turned in and will include the format, in-text citations, and works cited.

**In Class Exercises** will be required of the students throughout the semester. Obviously, attendance is necessary to participate in these assignments; it will be very, very difficult to make up these points. Students should think of in class exercises as equivalent to pop quizzes.

**Speech Outlines** A minimal outline of speaking notes may be used for the demonstration, sales, and persuasive speech. A total of three 3" x 5" cards with no more than 75 words per card may be used for the speeches. The oral interpretation and the PSA will be given from a script.

**Speech Evaluation and Criteria**

1. The speech must meet the required time limit.
2. A typed outline which states the purpose of the speech, gives a point of view statement, lists main points for the body of the speech, and includes a bibliography or works cited must be provided to the instructor.
3. The student will be graded by the following criteria:
   Delivery uses adequate and inclusive eye contact
   uses effective vocal tone, rate, and volume
   articulates
   varied inflection
   word choice

| | |
|---|---|
| | appropriate facial expression<br>sincerity, confidence, energetic, and dynamic<br>effective body language, posture, poise, gestures<br>purposeful movement |
| Topic | original and interesting<br>appropriate for assignment and audience<br>substantive<br>narrowed sufficiently |
| Introduction | captures attention, hook, grabber<br>states point of view<br>establishes topic relevance to audience<br>speaker establishes credibility<br>previews main points in transition to body (thesis) |
| Body | main points organized effectively with transitions between each point<br>uses and identifies required number of credible sources<br>language appropriate to topic and audience<br>appropriate visual aids with clear explanations and neat, easy to read design/graphic<br>shows mastery of topic |
| Conclusion | provides a transition into the conclusion<br>briefly summarizes main points<br>ends with a memorable final thought or appropriate call to action |

NOTE: 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 then the highest grade that the student can earn for the speech is the grade of "B."

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 = fair, adequate
   D = weak, poor

**Grading Scale**

| | | |
|---|---|---|
| 90 – 100% | 900 – 1000 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 |

To reach a percentage, take the total number of points earned and divide by points possible

**Scoring Rubric**

Name_____

Speech_____

Score_____

Time_____

Introduction has grabber/hook and thesis. Yes No

Body has three points with support. Yes No

Conclusion Yes No

Posture with eye contact Yes No

Visual Aid Yes No What kind?_____

Comments_____

_____

_____

## Class Procedures/Student Requirements

**Attendance/Tardy Policy**
Student participation is extremely important for Speech 203: therefore, punctuality and class attendance are absolutely essential and necessary. This is particularly true when fellow students are presenting their speeches. More than two absences for this course are considered excessive. Students that leave early are considered to be absent for the class. If unforeseen circumstances should arrive, the instructor must be contacted.

**Make up Speech Day** will be November 5th. Only one speech can be made up and that for serious reasons only such as death of immediate family member, hospitalization, etc.

**Cell Phones and Texting**
Do not use cell phones during class time. Cell phones and electronic devices should not be visible so that they do not become a distraction to self, other students, or the instructor. Failure to comply could result in being asked to leave the classroom.

**Inclement Weather Procedure**
Listen to local radio and TV stations for U.A. Rich Mountain closing information in case of bad weather. If a test or speech is assigned for the day that the college is closed, the instructor will make adjustments and announce the make-up process at the next class meeting. 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. Any student that is 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: seating placement, examinations, or access to information on the web) should contact the Associate Vice Chancellor for Student Affairs Office, (479) 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 UA Rich Mountain catalog.

**University of Arkansas Rich Mountain Mission**
U.A. 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.

**Face Mask Policy**
As per the Executive Order from Governor Asa Hutchinson, all students are required to wear a proper face covering while on campus and in class. The face covering needs to completely cover the nose and mouth. Masks with holes or masks that do not cover the 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 because of the mask policy.

**Seating Chart**
Seats will be assigned to aid in contact tracing in the event of a confirmed case of the virus.

**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. Technical assistance is available at all RMCC sites.

U.A. Rich Mountain subscribes to tutor.com which uses 24 hour 7 days a week live chat feature to help students with assignments or questions.

Grammarly is also a good resource available to U.A. Rich Mountain students:

Go to http://www.uarichmountain.edu/library/databases Under Databases select **Grammarly** then on the Grammarly website click sign up. At this point, enter Name, Student Email, and Password > Click Sign Up > Check email and click the verify link > Log in to account > Enter access code **sXdEutxUsXwWdijo**

**Campus Security:** RMCC strives to provide a safe learning environment; therefore, students who know of any security risk are asked to contact a college official. A police officer is on duty at the Waldron Campus.

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