**Speech 203 Sec 01**
**Oral Communications**
**Fall 2020**

**Class Time and Location:** Monday & Wednesday from 8:00 a.m. – 9:15 a.m.; Maddox 115

**Instructor**: Robby Burt
B.A., Speech/Theatre Education, Northeastern State Univ., Tahlequah, 1988
M.A., Speech/Theatre, Louisiana Tech University, Ruston, Louisiana, 1990
ABD, Theatre/Fine Arts, Texas Tech University, Lubbock, Texas.
**Office Location**: Room 234, Spencer Hall
**Office Hours**: Posted on last page of syllabus and office door
**Office Phone**: (479) 394-7622, ext. 1338 E-mail: rburt@uarichmountain.edu

**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
5. **Scantron:** You will need a Scantron and a #2 pencil for quizzes and tests

## 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 (some weeks are blank due to speeches being due)

| | | |
|---|---|---|
| Week 1 | Chapters 1 & 2 | |
| Week 2 | Chapters 3 & 4 | Chapters 1 – 3 quiz in-class (scantron) |
| Week 3 | | |
| Week 4 | Chapters 7 & 8 | |
| Week 5 | | |
| Week 6 | Chapter 5 | |
| Week 7 | Chapters 6 & 12 | |
| Week 8 | Chapters 9 & 13 | |
| Week 9 | Chapter 14 | |
| Week 10 | | |
| Week 11 | Chapters 10 & 11 | |
| Week 12 | | Chapters 9 – 14 quiz in -class (scantron) |
| Week 13 | | |

| | |
|---|---|
| Brown Bag Speech | September 9 |
| Library Scavenger Hunt | September 14 |
| Demonstration Speech | September 21, 23, 28 |
| Midterm Exam | October 7 |
| Informative Speech | October 21, 26, 28 |
| Make-up speech date | November 9 |
| Persuasive Speech (Final Speech) | November 16, 18, 23 |
| Written Persuasive Speech | December 2 |
| Index Cards (Pos./Neg. Reaction) | November 23 |
| 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, 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. ***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.***

## UA 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_

| | |
|---|---|
| In-class Quizzes | 50 points |
| 12 online quizzes | 60 points |
| Brown Bag Speech | 50 points |
| Library Scavenger Hunt | 60 points |
| Demonstration Speech | 100 points |
| Midterm Exam | 100 points |
| Informative Speech | 100 points |
| Persuasive Speech | 125 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** |

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**In-class Quizzes**

There will be two in-class quizzes worth a total of 50 points, or 2 X 25 points. The student will need a scantron and number 2 pencil for each of these quizzes. Dates are September 2, and November 11th.

**12 Online Quiz**

There will be 12 quizzes in Moodle throughout the semester, each quiz is worth 5 points per quiz to total 60 points. The deadline for each quiz will be posted in Moodle. Once the quiz closes the student will be unable to go back and complete the work. Plan early to complete the work before each deadline.

**Speeches**

Four 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

Speech to persuade page 269 in text and 5-6 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. The student will use the problem/solution or problem/cause/solution format. This completed written speech will be submitted in Moodle, the deadline is midnight of December 2nd.

**Library Scavenger Hunt**

Each student will be handed their copy of the assignment on the first day of class. The assignment will be due on September 14th and will be submitted on a scantron.

**Tests**

One midterm test from material covered in the text (chapters 1 – 8) will be taken in class. The final test covering glossary terms material from the chapters (chapters 9 – 14) will be taken by the student during finals week online through Moodle. Each student will need a Scantron and #2 pencil for the midterm. The Scantrons can be purchased in the bookstore. The study guide for each will be found in Moodle.

**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.

**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. The student 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 show up late or leave class early will be counted absent for the day and will be unable to earn index card points for that day.

**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 outlines**

Speech outlines will be needed for each speech except for the Brown Bag Speech.
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 **5 points**
Written Introduction **5 points**
Written body outline **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 Sept. 16 for the demonstration speech, and Oct. 19 for the Informative speech, and Nov. 11 for the persuasive 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 will be 2-3 minutes long. The speech to demonstrate, and the speech to inform will be 4-6 minutes in length, and 5-6 minutes in length for the persuasive speech.

   ****A minimal outline of speaking notes can be used for the demonstration, informative, 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 speech. 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.

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 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** *November 9 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!!

**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.

The above is to keep students from removing their masks at any time and possibly exposing students and the faculty.

Do not forget to put the attendance requirement in your syllabus, along with assigned seats. This is another non-negotiable for students. They may not like it, but here we are.

**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 UA 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, 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.

## Disability Policy

It is the policy of UA 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 UA Rich Mountain catalog.

## Mission of UA Rich Mountain

UA Rich Mountain provides transformative education to all learners.

## Campus Security:

UA 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.)

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

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURD |
|---|---|---|---|---|---|---|
| 06:00-06:30 | | | | | | |
| 06:30-07:00 | | | | | | |
| 07:00-07:30 | | | | | | |
| 07:30-08:00 | | | | | | |
| 08:00-08:30 | Oral Com | | Oral Com | | Office | |
| 08:30-09:00 | Oral Com | | Oral Com | | Office | |
| 09:00-09:30 | Com to 9:20<br>Office | | Oral Com to 9:20<br>Office | | Office | |
| 09:30-10:00 | Office | Music | Office | Music | Office | |
| 10:00-10:30 | Office | Music | Office | Music | Office | |
| 10:30-11:00 | Office | Music to 10:50<br>Art Online | Office | Music to 10:50<br>Office | Office | |
| 11:00-11:30 | Philos | Art Online | Philos | Office | Office | |
| 11:30-12:00 | Philos | Office | Philos | Office | Office | |
| 12:00-12:30 | Philos to 12:20<br>Office | Office | Philos to 12:20<br>Office | Office | Office | |
| 12:30-01:00 | Theatre | Oral Com | Theatre | Oral Com | Office | |
| 01:00-01:30 | Theatre | Oral Com | Theatre | Oral Com | Office | |
| 01:30-02:00 | Theatre to 1:50 | Oral Com to 1:50<br>Office | Theatre to 1:50<br>Office | Oral Com to 1:50<br>Office | Office | |
| 02:00-02:30 | | Office to 2:05 | Office | Office to 2:05 | | |
| 02:30-03:00 | | | Office | | | |
| 03:00-03:30 | | | Office | | | |
| 03:30-04:00 | | | Office | | | |
| 04:00-04:30 | | | Art Online | | | |
| 04:30-05:00 | | | Art Online | | | |
| 05:00-05:30 | | | Art Online | | | |
| 05:30-06:00 | | | Art Online | | | |
| 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 | | | | | | |