Speech 203 Sec HY03

Oral Communications

Fall 2021

Class Time and Location: Wednesday from 6:00 p.m. – 8:50 p.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

Meeting Dates: **August 18, September 8, September 29, October 27, and December 8**

Prerequisite: None

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
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	
Week 13	

Brown Bag Speech	September 8
Library Scavenger Hunt	September 8
Demonstration Speech	September 29
Midterm Exam	September 29
Informative Speech	October 27
Persuasive Speech (Final Speech)	December 8

Written Persuasive Speech	December 3
Index Cards (Pos./Neg. Reaction)	December 8
Final exam covering material from text	December 8
Speech Outlines	Class meeting before speech cycle begins
In class exercises	Through the semester

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	55 points
3 online quizzes	30 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	45 points
Online Discussion	45 points
Speech Outlines	60 points
Exercises	60 points
Final Exam	100 points
	1,000 Points Total

In-class Quizzes

There will be two in-class quizzes worth a total of 55 points. The student will need a scantron and number 2 pencil for each of these quizzes. Dates are September 8, and October 27.

3 Online Quizzes

There will be 3 quizzes in Blackboard at the beginning of the semester, each quiz is worth 10 points per quiz to total 30 points. The deadline for each quiz will be posted in Blackboard. 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 Blackboard, deadline is midnight of December 3rd.

Library Scavenger Hunt

Each student will be handed their copy of the assignment on the first day of class. The in-class practical quiz will be on September 8.

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 Blackboard. 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 Blackboard.

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. Due December 3.

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 four speech days, 11.25 points for each day (4 days X 11.25 pts. per day = 45 pts.)
Students that show up late or leave class early will be counted absent for the day and will be unable to earn evaluation card points for that day. Due December 8.

Online Discussion

There are 15 discussions in Blackboard, each discussion will be worth 3 points to equal 45 points. The instructions for the discussion are posted in Blackboard.

Exercises

Exercise will be required of the students throughout the semester. Exercises will be provided and explained in Blackboard. Some exercises may be completed during class time, and some may be handouts that will be completed and submitted in Blackboard.

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 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. 24 for the demonstration speech, and Oct. 22 for the Informative speech. Blackboard will have Nov. deadlines for the persuasive speech.
(4) Hand-written outlines will not be accepted. Outline will be attached in Blackboard.
(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. Any student that has been absent nine times will automatically receive the grade of "F" for the course. A seating chart will be mandatory.

The student is expected to present the speech on speech 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 not turning in work during the first week will be dropped from the roll.

Face Mask Policy: As per the UA System mandate, 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.

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: 2021 Fall 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	Oral Com	Office	Oral Com	Office	Office	
08:30-09:00	Oral Com	Office	Oral Com	Office	Office	
09:00-09:30	Com to 9:15 Office	Office	Oral Com to 9:15 Office	Office	Office	
09:30-10:00	Office	Oral Com	ComHYoffice	Oral Com	Office	
10:00-10:30	Office	Oral Com	ComHYoffice	Oral Com	Office	
10:30-11:00	Office	Oral Com to 10:45 Philosophy Online	ComHYoffice	Oral Com to 10:45 Office	Office	
11:00-11:30	Philosophy	Philos Online	Philosophy	Philos Online	Office	
11:30-12:00	Philosophy	Office	Philosophy	Office	Office	
12:00-12:30	PHIL to 12:15 Office	Office	PHIL to 12:15 Office	Office	Office	
12:30-01:00	Music	Theatre	Music	Theatre	Office	
01:00-01:30	Music	Theatre	Music	Theatre		
01:30-02:00	Music to 1:45 Philos Online	Theatre to 1:45 Office	Music to 1:45 Office	Theatre to 1:45 Office		
02:00-02:30	Philos Online	Office				
02:30-03:00	Philos Online	Office				
03:00-03:30	Office to 3:15	Office to 3:15				
03:30-04:00						
04:00-04:30						
04:30-05:00						
05:00-05:30						
05:30-06:00						
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						
09:00-09:30						