SPC 203-lec-HY01

Oral Communications

Spring 2023

Class Time and Location: Online / M115

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:

Office Hours: Before and after class or by appointment as needed

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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 outside sources

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 achieve the program outcomes by presenting different speeches in class, creating speech outlines, and participating in hands-on speech activities as well as in-class discussions.

General Expected Student Learning Outcomes

This course is designed to develop student confidence in the ability to verbally communicate effectively . Students will enhance personal development by demonstrating of the following competencies:

- Critical thinking and listening skills
- Research and organization skills
- Verbal and non-verbal presentation skills
- Knowledge of oral communication theory
- Understanding diversity in society

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

Students are to read the listed chapters and complete the related assignments in Blackboard.

Week 1 Jan. 17-22	Chapters 1 & 2 Foundations of Public Speaking & Developing Confidence through the Speech-Planning Process Introduction Email
Week 2 Jan. 23-29	Chapters 3 & 4 Listening and Responding Effectively & Selecting an Appropriate Speech Goal
Week 3 Jan. 30- Feb. 5	Chapters 7 & 8 Organizing and Outline the Speech Body & The Introduction and Conclusion
Week 4 Feb. 6-12	BROWN BAG SPEECH February 9 – In-Person Class
Week 5 Feb. 13-19	Chapters 9 & 10 Presentational Aids & Language and Oral Style
Week 6 Feb. 20-26	Multi-Media Presentation

Week 7 Feb. 27-Mar. 5	Chapter 5 & 6 Adapting to Audience & Gathering and Evaluating Information
Week 8 Mar. 6-12	DEMONSTRATION SPEECH March 9 – In-Person Class Mid-Term Exam
Week 9 Mar. 13-19	Chapters 11 & 12 Worksheet Informative Speaking & Practicing Delivery
Mar. 20-26	SPRING BREAK
Week 10 Mar. 27-Apr. 2	Creating a Bibliography Introductions and Conclusions
Week 11 Apr. 3-9	INFORMATIVE SPEECH April 6 – In-person Class Outline & Bibliography
Week 12 Apr. 10-16	Chapters 16 Group Discussions Persuasive Topic
Week 13 Apr. 17-23	Chapters 13 & 14 Worksheet Persuasive Speaking Introduction for persuasive Speech
Week 14 Apr. 24-30	Written Persuasive Speeches
Week 15 May 1-7	PERSUASIVE SPEECH Date to be determined
Week 16 May 8-11	FINAL EXAM – Date to be Determined

“”” Subject to Change “”””””

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

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.

Presentations: Students will create one multi-media PowerPoint presentation. This PowerPoint will include slides, internal citations, and a bibliography/resources slide. This will be submitted via Blackboard and the content will be scored. There will be no formal presentation of the material.

Speeches: Four presentations will be given in the classroom. These are:

Brown Bag Speech – Students will bring three to five items in a bag and use these items to give the audience information about themselves. Speakers may choose to bring items that represent their Past, Present, and Future; items that represent who he or she is as a person; items that represent people who have shaped the individual into who he or she is; or items that this person values above other possessions. Students may also include a quote that relates to their lives. The purpose of this speech is to allow the class to get to know the each other, so speakers should give specific anecdotal information about each of the items. This speech should be 2-3 minutes in length.

Demonstration Speech – This speech requires each student to demonstrate how to do something, how to make something, or how something works. Students cannot simply tell; they must show. Students are required to submit a **formal outline** that contains a list of materials and ingredients that are used in the demonstration before the beginning of the class in which the speech is presented. This speech should be 5-7 minutes in length, and details about demonstration can be found on page 245 of the textbook.

Informational Speech – This requires each student to present a 5-7 minute presentation on a topic of his or her choosing. Students are required to use information from outside sources in the speech. A **formal outline** and **bibliography** must be submitted before the beginning of the class in which the speech will be presented. This type of speech is found beginning on page 237 of the textbook.

<u>Persuasive Speech</u> – This speech requires each student to present a 5-7 minute speech designed to persuade the audience to believe something or do something. Students are required to use information from outside sources in the speech. A **formal outline**, **bibliography**, and **written speech** are due the week before speeches are delivered in class. Information about this type of speech can be found beginning on page 269 in the textbook.

Speech Evaluation and Criteria
For the speech to receive the grade of "A" the speech must make the required time limit.

A minimal outline of speaking notes can be used for the demonstration, informative, and persuasive speech. Students are encouraged to use 3" X 5" or 4" X 6" cards with speaking. Reading a prepared speech is not acceptable and will not equal delivering a speech to the audience.

Speeches will be Scored on the following criteria:

Length – each formal speech should be between 5 and 7 minutes long.

Appearance – Students are required to dress in formal attire for the formal speeches – Informative, Persuasive, and Multi-Media. In this class, business ware is considered formal attire.

Delivery – This includes effective vocalization including clear articulation, varied inflection, good word choice, sincerity, and appropriate paralanguage; appropriate body language including eye contact, use of posture, poise, gestures, and purposeful movement.

Topic -- Each should be original and interesting, appropriate for assignment and audience, substantive, and sufficiently narrowed.

Introduction -- Speech introduction is expected to capture attention of the audience, gain goodwill, and build interest in the topic.

Body – Should contain effectively organization, include transitions between main points, contain information from three or more credible sources, contain oral footnotes, contain language appropriate to the rhetorical situation.

Visual aids – (multimedia presentations) – These should be clearly explained or self-explanatory, be neat, well designed, relevant to the rhetorical situation, demonstrate the speaker's understanding of the topic.

Conclusion -- Provided a transition into the conclusion, summarized main points, ended with a memorable final thought

Overall speech grades can be interpreted as follows:

"A" = Brilliant, superior, excellent
"B"= Very good
"C"= Adequate, fair
"D"=weak, poor
"F"= didn't give presentation or read script

Speech Outlines and Bibliographies
A formal outline and bibliography will be required for Informative and Persuasive Speeches. An outline will be required for Demonstrations speeches. A bibliography and/or resource credits must be included in the Multi-Media presentations.

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

Procedures/Student Requirements: Online students are expected to log into Blackboard at least twice a week and check emails at least 3-4 times a week. Keeping up with emails will be vital for each student's success in this course. Students who do not complete the first and/or second week of class will be removed from the course.

Students are expected to read the assigned chapters, watch posted Instructional Videos, and complete and submit assignments by the due dates.

Students are required to attend class in-person the weeks that speeches are delivered. Students who are not able to attend due to a major illness or quarantine must contact the instructor prior to the class and may be required to provide appropriate documentation to verify inability to attend in person. If a student misses a speech date with a pre-approved and excused absence, he or she will be given an opportunity to make up the speech during a designated time at the end of the semester. Students who miss without pre-approval or fail to contact the instructor with just cause will receive a zero for the assignment.

Students who are unable to submit assignments via Blackboard or have any circumstances that interfere with their completion of class requirements must contact the instructor in a timely manner. ***It is the student's responsibility to initiate interventions or arrangements.***

Academic Policy: Cheating on a test or assignment will result in a zero (0) for that work for the first offence. Images or information from sources used in presentations without bibliography and proper citations as well as using a speech created by another person or uncited segments of material from a source other than the student is considered plagiarism. The first offence of plagiarism will result in a zero (0) for that assignment. The second offence of cheating or plagiarism can result in an "F" for the course as well as disciplinary proceedings according to College policies may be initiated.

Face Mask Policy: Students are encouraged but not required to wear face masks in class and public spaces.

Food and Drink: Food and drinks should be kept to a minimum, and the instructor may designate these as interruptions and ban them from the classroom. When facemask mandates are in place, food and drinks are not allowed in the classroom at any time.

Other: 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.

Title IX Sexual Harassment: If there is an issue of this nature, it should be reported immediately to the Title IX Director, Terry Francis at (479) 394-7622, Ext. 1460. To report a concern, or to learn more about UA RICH MOUNTAIN's Title IX and Non-Discrimination Policies, visit https://www.uarichmountain.edu/title-ix-policy

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.

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.