SPC 203 CR1

Oral Communications

Spring 2023

Class Time and Location: Online

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: CRHS 218

Office Hours: 8:00 – 8:50 Tuesday - Friday

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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. **Notecards**
3. **Outline** required for all formal speeches
4. **Bibliography** required for all speeches containing material from research

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

Note: Students should read the listed chapters before the beginning of the week in which the material will be covered.

Week 1 Jan. 17-22	Chapter 1 Foundations of Public Speaking Chapter 1 Worksheet Plagiarism Webquest
Week 2 Jan. 23-29	Chapter 2 Speech Apprehension Chapter 2 Worksheet Plagiarism Activity Brown Bag Speech
Week 3 Jan. 30-Feb.5	Chapter 3 Speech Planning & Listening and Responding Chapter 3 Worksheet Critiques Oral Interpretation
Week 4 Feb. 6-12 4 week report	Chapter 4 Selection and Appropriate Goal Chapter 4 Worksheet Understanding Audience Audience Activity Planning

Week 5 Feb. 13-19	Chapter 5 Selection and Appropriate Goal Audience Activity Presentations Chapter 5 worksheet Outline Activity
Week 6 Feb. 20-26	Chapter 7 Organizing and Outlining the Body Chapter 7 Worksheet Giving and Receiving Directions Outline Activity
Week 7 Feb. 27- Mar. 5	Chapter 10 Language and Oral Style Introduction and Conclusion Demonstration Outline Demonstration Speech
Week 8 Mar. 6-12	Chapters 11 & 12 Informative Speaking Chapters 11 & 12 Worksheet Bibliography Activity Midterm Test
Week 9 Mar. 13-19	Chapter 6 Gathering and Evaluating Information Chapter 6 Worksheet Outline and Bibliography Informative Speech
Mar. 20-26	SPRING BREAK
Week 10 Mar. 27-Apr. 2	Chapter 13 Understanding Persuasive Messages Chapter 13 Worksheet Persuasion vs. Argument
Week 11 Apr. 3-9	Chapter 14 Persuasive Speech Chapter 14 Worksheet Outline & Bibliography Persuasive Speech
Week 12 Apr. 10-16	Chapter 16 Developing and Delivering Group Presentations Chapter 16 Worksheet Group Problem Solving
Week 13 Apr. 17-23	Chapter 15 Ceremonial Speaking Group Project Public Service Announcements

Week 14 Apr. 24-30	Chapter 9 Presentational Aids Chapter 9 Worksheet Citing Images Digital Bibliography
Week 15 May 1-7	Outline Multi-Media Presentations
Week 16 May 8-11	Finals

“”” Syllabus is Subject to Change “”””

Course Conduct: The methods of instruction include lectures, independent work, in-class activities, group activities, student presentations, and written work. Students will access assignments and submit written material through the Blackboard portal unless otherwise directed.

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:

- Chapter Assignments - ~ 260 pts
- In-Class Activities - ~ 150 pts
- Informal Speaking Activities – ~ 90 pts
- Formal Speeches - ~ 400 pts
- Outlines & Bibliographies – ~ 165 pts
- Tests - ~ 200 pts

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

Tests

There will be one midterm test and one final test covering material from the textbook as well as additional material covered in class.

Speeches
Informal: Acceptance, Brown Bag, and Oral Interpretation
Formal: Demonstration, Informational, Persuasive, and Multimedia (PowerPoint)
Group: Audience Activity, Group Problem Solving, and PSA

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.

Procedures/Student Requirements: Regular attendance, punctuality, and participation are expected. Students who miss a class are expected to complete assignments in Blackboard by the posted due date unless specific arrangements have been made with the instructor. 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.

Missing an excessive number of classes is detrimental to the success of students in this course causing them to fall behind. Students who do not attend class may receive a grade of NF which can negatively affect financial aid.

Students who are unable to submit assignments via Blackboard, have circumstances that require absences, or have a situation that requires extensions or any modifications to these requirements must make arrangements with the instructor in a timely manner. ***It is the student's responsibility to initiate those arrangements immediately.***

Illness Policy: Students who have an illness that requires quarantine or isolation must contact the instructor at the earliest opportunity. Students may additionally be required to contact to UARM representatives at (contact.tracing@uarichmountain.edu) in order to receive excused absences. If this results in a student being temporarily transitioned to an online status, the student will be expected to stay up-to-date on assignments. Any student who is unable to complete assignments due to illness should notify the instructor before the assignment due date.

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.

Other: No recording of any type (videos, photos, etc.) is allowed without prior permission from 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.

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.

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 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 any time.