SPC 203-lec-IN01

Oral Communications

Spring 2024

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:

Office Hours: 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 that will increase competence 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 creating and presenting a variety of original speeches, creating formal outlines, creating formal bibliographies, completing independent reading, completing participating in discussion board activities, and creating original multimedia presentations.

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 January 16-20	Chapter 1 Foundations of Public Speaking & Developing **Pretest** Introduction Email
Week 2 January 21-27	Chapter 2 Confidence through the Speech-Planning Process
Week 3 Jan 28-Feb 3	Chapter 3 Listening and Responding Effectively Instructional Video Brown Bag Speech Quiz Chapters 1-3
Week 4 Feb 4-10 4 Week Grade Check	Chapter 4 Selecting an Appropriate Speech Goal BROWN BAG SPEECH Organizing and Outline the Speech Body & The Introduction and Conclusion
Week 5 Feb 11-17	Chapters 9 & 10 Presentational Aids & Language and Oral Style
Week 6 Feb 18-24	Chapter 11 Practicing Delivery

	Quiz Chapters 4, 9, & 10 Multi- Media Presentation
Week 7 Feb 25- Mar 2	Chapter 7 Organizing and Outlining the Speech Body Chapter 8 The Introduction and Conclusion
Week 8 Mar 3-9	DEMONSTRATION SPEECH Quiz Chapters 7, 8, & 11
Week 9 Mar 10-16	Chapter 6 Gathering and Evaluating Information
Mar 17-23	Spring Break
Week 10 Mar 24-30	Chapter 12 Informative Speaking Creating a Bibliography
Week 11 Mar 31-Apr 6	INFORMATIVE SPEECH Outline & Bibliography
Week 12 Apr 7-13 4 Week Grade Check	Chapter 13 Understanding Persuasive Messages Chapter 14 Persuasive Speaking Persuasive Topic
Week 13 Apr 14-20	Formal Outline with Introduction for persuasive speech Research Quiz Chapters 6, 12, 13, &14
Week 14 Apr 21-27	Written Persuasive Speeches
Week 15 Apr 28- May 4	PERSUASIVE SPEECH
Week 16 May 5-9	FINAL EXAM

“”” Subject to Change “”””””

Course Conduct: The methods of instruction include recorded instructional videos and independent learning. Students will be expected to complete weekly assignments, take quizzes, and submit recorded presentations made in front of an audience. Students cannot expect to complete the course without completing weekly assignments or presentations. Students are responsible for ensuring that assignments including recorded presentations are fully accessible to the instructor.

There will be some instructional videos posted in the class that provide specific instruction or modeling. Students should watch these videos and apply this information. However, any student having difficulty with the material or procedures, should contact the instructor to discuss it. Students should expect a minimum of nine hours of work per week on this class.

Late Work: Students will have one week after the due date to submit an assignment for a 10% reduction in the overall grade. After one week, students will receive a zero for the assignment.

Course Requirements/Evaluation:

Grades will be calculated from the following activities:

- Informal Speaking activities
- Presentations
- Formal Speeches
- Written Outlines/Bibliographies
- Weekly assignments
- Quizzes
- One formal writing assignment
- Final exam

Weekly Assignments: Students are expected to complete weekly assignments. The majority of these require students to read assigned chapters and complete worksheets over the material. Weekly assignments are due at the end of the week and are important to overall student performance and grade. Students will have one week after the due date to submit these assignments unless prior arrangements have been made with the instructor. Qualifying circumstances are at the instructor’s discretion.

Tests: There will be one midterm test and one final test covering material from weekly textbook assignments. Students are not to use any outside material during testing.

Presentations: Students will create one multi-media PowerPoint presentation. This may be a presentation will include slides that incorporate at least two types of media, internal citations, and a bibliography/resources slide. This will be submitted via Blackboard, and it is the student’s responsibility to make sure that it is shared in such a manner that the instructor can fully play the slide show. The content of the presentation, including citations and bibliography slide, will be scored but there will be no formal presentation of the material.

Speeches: Students will present four formal speeches. Each presentation should be made in front of an audience of at least three individuals. Students will verify this by including a scan of the audience in the video. Students should dress in appropriate attire for each speech.

Brown Bag Speech – Students will bring three to five items in a bag and use these items to give the audience information about themselves. A speaker may choose to bring items that represent his or her Past, Present, and Future; items that represent who he or she is as an individual; 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 should also include a quote that is relevant to them. Speakers are expected to give specific anecdotal information about each of the items. This speech should be 2-3 minutes in length. The attire is casual.

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. Formal attire is required.

Persuasive Speech – 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. Formal attire is required.

Speech Evaluation and Criteria

Speeches will be submitted electronically in a format accessible to the instructor. **Each presentation should be made in front of an audience of at least three individuals.** Students will verify this by including a scan of the audience in the video. Speakers may use note cards while speaking; however, speakers may not simply read to the camera. Students should dress in appropriate attire for each speech. Students can submit speeches late up to one week from the due date but will receive a 10% deduction of the grade.

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.***

The Rubric for Formal Speeches will be provided to students prior to formal speech dates. A formal outline and bibliography will be required for all formal speeches.

Procedures/Student Requirements: Online students are expected to log into Blackboard at least twice a week, check emails at least 3-4 times a week, and review any feedback messages. Keeping up with emails and reviewing feedback messages will be vital for each student's success in this course. Attendance is gauged by completion of assignments and activity in this course on Blackboard. Students who do not complete the first and/or second week of class will be removed from the course.

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

Academic Policy: Cheating on a test or assignment will result in a zero (0) for that work for the first offense and a zero for the course for the second offense. Cheating includes submitting work completed by someone else or sharing work with another student. Plagiarism on speeches can result in an "F" for the course. Additionally, disciplinary proceedings according to College policies may be initiated.

AI Policy: While AI is a wonderful tool to help identify specific topics or increase understanding by individuals, using AI to answer questions or create speeches – all or in part – is strictly prohibited in this class. Submitting work created by AI will violate the academic policy outlined above.

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 should contact the Vice Chancellor for Student Affairs Office, 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.

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

Any part of this syllabus is subject to change at the instructor's discretion.