SPC 203 CR1

Oral Communications

Fall 2022

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

Telephone: 870-387-4200, extension 5218

E-mail: bhiggins@cossatot.us bhiggins@uarichmountain.edu

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 Aug. 21-26	Chapter 1 Foundations of Public Speaking Pre-test Chapter 1 Worksheet Introduction Email Acceptance Speech
Week 2 Aug. 27-Sept. 2	Chapter 2 Speech Apprehension Chapter 2 Worksheet Brown Bag Speech
Week 3 Sept. 3-9	Chapters 3& 4 Listening and Responding Effectively Selecting an Appropriate Speech Goal Chapters 3 Worksheet Chapter 4 Worksheet
Week 4 Sept. 10-16 4 week report	Chapter 5 Adapting to Audience Chapter 5 Worksheet Audience Activity Planning Sheet Audience Activity Presentation

Week 5 Sept. 17-23	Chapters 7&8 Organizing and Outlining Body Introduction and Conclusion Chapters 7& 8 worksheet Giving and Receiving Directions
Week 6 Sept. 24-30	Chapter 10 Language and Oral Style Chapter 10 Worksheet Demonstration Outline Demonstration Speech
Week 7 Oct. 1-7	Chapters 11&12 Informative Speaking Chapters 11&12 Worksheet Outlines Bibliography Activity
Week 8 Oct. 8-14	Midterm Test Outline Informative Speech
Week 9 Oct. 15-21	Chapter 6 Gathering and Evaluating Information Chapter 6 Worksheet Bibliography Informative Speech
Week 10 Oct. 22-28	Chapter 13 Understanding Persuasive Messages Chapter 13 Worksheet Persuasion vs. Argument
Week 11 Oct. 29-Nov. 4	Chapter 14 Persuasive Speech Chapter 14 Worksheet Outline & Bibliography
Week 12 Nov. 5-11	Chapter 16 Developing and Delivering Group Presentations Chapter 16 Worksheet Persuasive Speech
Week 13 Nov. 12-18	Chapter 15 Ceremonial Speaking Group Project
Week 14 Nov. 19-25	Thanksgiving Break
Week 15 Nov. 26-Dec. 2	Chapter 9 Presentational Aids Chapter 9 Worksheet Citing Images

		Digital Bibliography
Week 16 Dec. 3-12		Posttest Outline Multi-Media Presentations

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

Course Conduct: The course is conducted through lecture, independent work, in-class activities, group activities, student presentations, and written work. Students will be expected to complete weekly assignments based on information in the textbook as well as create and present original formal and informal presentations. For each formal presentation, students must submit an outline and bibliography that follow the assigned pattern.

While the presentations are worth more points than the individual homework assignments, these are a major part of your overall grade. Students will not be able to pass the class without doing weekly assignments in a timely fashion. Students also will not be able to receive credit for speeches that contain information from outside sources if they do not present a bibliography containing those sources BEFORE the speech is presented to the class.

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
- In-Class Activities
- Informal Speaking Activities
- Formal Speeches
- Outlines & Bibliographies
- 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.

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

Speeches will be Scored on the following criteria:

Originality – any speech that is not an original creation will receive a zero. This includes speeches that come entirely from a source other than the speaker or a speech that contains large sections of information from sources other than the speaker joined to create the content and information from outside sources that are not identified in the bibliography.

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

Final average grades for the class 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: 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 are absent from class meetings do to extracurricular activities are expected to meet all assignment deadlines. It is that student's responsibility to make arrangements with the instructor BEFORE the date of a test or presentation if he or she will not be present due to a school-related event. Failure to do so can result in a zero for the activity.

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.***

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 entity or using 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. Students must submit a bibliography before any formal speech is presented.

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 state and federal law. Any student with a disability who needs accommodations should contact the Vice Chancellor for Student Affairs Office at 479-394-7622, 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.

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.

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 479-397-7622 ext. 1460. To report a concern, or to learn more about UA Rich Mountain's Title IX Non-Discrimination Policies, visit https://www.uarichmountain.edu'title-ix-policy.

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See Something, Hear Something, Say Something

Any part of this syllabus is subject to change at any time.