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

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 Jan 16-20	Chapter 1 Foundations of Public Speaking Introductory Email Chapter 1 Worksheet Plagiarism Activity
Week 2 Jan 21-27	Chapter 2 Speech Apprehension Chapter 2 Worksheet Ice Breaker Activities
Week 3 Jan 28-Feb 3	Chapter 3 Speech Planning & Listening and Responding Chapter 3 Worksheet Acceptance Speech
Week 4 Feb 4-10 4 week report	Chapter 4 Selection and Appropriate Goal Understanding Audience Chapter 4 Worksheet Brown Bag Speech
Week 5 Feb 11-17	Chapter 5 Selection and Appropriate Goal Audience Activity Planning Chapter 5 worksheet Audience Activity Presentations

Week 6 Feb 18-24	Chapter 7 Organizing and Outlining the Body Giving and Receiving Directions Chapter 7 Worksheet Outline Activity
Week 7 Feb 25-Mar 2	Chapter 10 Language and Oral Style Introduction and Conclusion Demonstration Outline Demonstration Speech
Week 8 Mar 3-9	Chapters 11 & 12 Informative Speaking Chapters 11 & 12 Worksheet Bibliography Activity Midterm Test
Week 9 Mar 10-16	Chapter 6 Gathering and Evaluating Information Chapter 6 Worksheet Outline and Bibliography Informative Speech
Mar 17-23	Spring Break
Week 10 Mar 24-30	Chapter 13 Understanding Persuasive Messages Chapter 13 Worksheet Persuasion vs. Argument
Week 11 Mar 31-Apr 6	Chapter 14 Persuasive Speech Chapter 14 Worksheet Outline & Bibliography Persuasive Speech
Week 12 Apr 7-13	Chapter 16 Developing and Delivering Group Presentations Chapter 16 Worksheet Group Problem Solving
Week 13 Apr 14-20	Chapter 15 Ceremonial Speaking Group Project Public Service Announcements
Week 14 Apr 21-27	Chapter 9 Presentational Aids Citing Images Chapter 9 Worksheet Digital Bibliography
Week 15 Apr 28-May 4	Outline

	Multi-Media Presentations
Week 16 May 5-9	Review for Finals Multi-Media Presentations Posttest

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

Course Conduct: The methods of instruction include lecture, 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:

- Weekly assignments based on independent reading
- Informal Speaking activities
- Formal Speeches
- Written Outlines/Bibliographies
- Written activities as assigned
- One formal writing assignment
- Critiques
- Formal tests

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 in other activities 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 the textbook and 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

Acceptance Speech – Students will give a brief speech in acceptance of an award -- real or invented. The speech must contain the following: the name the award, explanation of what the person (using specific details), and explain what comes next for the recipient now that this has been achieved.

Oral Interpretation – Students will choose a brief literary sample or samples from a published author then present the selected material as either a recitation or interpretive reading. The presentation should contain an introduction that adequately prepares the readers to connect with the material.

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 3-5 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.

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.

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:

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

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: 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, check emails at least 3-4 times a week, and read any feedback provided on assignments. 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 the class for extracurricular activities are expected to continue to submit homework online and should make arrangements with the instructor prior for alternative times for presentations or tests. These arrangements should be made prior to the due dates. 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.***

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.

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 tis 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.

UA Rich Mountain Mission: The University of Arkansas Rich Mountain provides transformative education to all learners.

See Something, Hear Something, Say Something

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