



Miles College Course Syllabus

SEMESTER & YEAR: Fall 2013

COURSE TITLE: SPE111: Fundamentals of Speech

COURSE HOURS: 3

CLASS MEETING DATES/TIMES/LOCATION: MWF

INSTRUCTOR CONTACT INFORMATION:

Instructor's Name: Traci Crenshaw

Contact Policy: tcrensahw@miles.edu

Office Hours: As posted outside of room 100 in Pearson Hall

COURSE DESCRIPTION:

Fundamentals of Speech is designed to equip the student with the skills necessary for effective working knowledge of oral communication. Through a combination of theory, class participation and public expression of ideas, the student will develop the tools needed for successful communication.

PREREQUISITE(S)/CO-REQUISITE(S):

Suggested Prerequisite: EN100

Suggested Co-requisite: REA100

TEXTBOOK(S) AND OTHER LEARNING RESOURCES:

A Speaker's Guidebook (5th edition) by O'Hair, Stewart and Rubenstein

COURSE STUDENT LEARNING OUTCOMES (SLO's):

1. Students will be able to use the basic tools needed to demonstrate good oral communication and demonstrate communication foundation through perception of self and others

2. Students will be able to demonstrate successful communication in a group setting
3. Students will be able to demonstrate learned presentation skills by delivering effective oral presentations
4. Students will demonstrate competence in oral and written communications skills.

CORE COMPETENCIES:

Date Due	Date Completed	Grade Earned	<u>Core Competencies Guide Sheet</u>
			<p><i>Informative Speech: Time Limit: 5 minutes</i> Assignment: Explain an idea, or concept to the audience. Sources must be cited and topic approved by me. A typed, formatted 5 page paper will be due prior to speaking. Grading: This is based on the student's ability to demonstrate information on a particular subject to the audience. Note cards and typed paper will be evaluated. Value: 100 pts</p>
			<p><i>Special Occasion Speech: Time Limit: 2 minutes</i> Assignment: This speech will be a eulogy. Grading: This is based on the students' ability to creatively communicate thoughts to the audience. Value: 100 pts</p>
			<p><i>Persuasive Speech (Final Exam:) Time Limit: 4 minutes</i> Assignment: This speech should attempt to identify a current event in the news. The speech will be on a controversial issue and topics must be preapproved by the instructor. Sources must be cited. A typed, formatted 4 page paper will be due prior to speaking. Grading: This grade will be based on the student's ability to present facts in a persuasive manner. Note cards and typed paper will be evaluated. Value: 100 pts.</p>
			<p><i>Group Speeches: Time Limit: 10 minutes with a visual aid</i> Assignment: Students will be placed in a group and given a choice of topics. Students will need to meet, work, and compromise on the delivery of this speech. A typed, formatted 8 to 10 page paper will be due the day of the speech. Grading: This grade will be based on the student's ability to effectively work with a group and present information as a unit. Group members will evaluate your level of work, effort, and commitment to the assignment. Value: 100 pts.</p>
			<p><i>Pop Quizzes/In Class assignments:</i> The requirements and value will fluctuate depending on assignment. There is NO make up assignment for these points. You must be in class to receive the points. Quizzes will begin at the class start time. You may enter</p>

			<p>the room late but cannot take the quiz or start the assignment after it has begun. Value: 100 pts (total at the end of the semester)</p> <p><i>Tests:</i> Multiple choice questions covering chapters listed on the syllabus. Students are given one class period to complete the test. Students must arrive prior to the class door being shut, being late on test days is not an option. If you arrive and the door is shut, refer to the make up policy listed in this syllabus. Value: 50 pts. (per test)</p>
			<p><i>Peer Evaluations:</i> Each student will be required to evaluate another students' speech. This will be done for the Informative and Persuasive Speeches. Each of these speeches requires a minimum of two class periods to complete. Peer evaluations will be completed on the day in which you are not scheduled to speak. Grading: This grade is based on the student's ability to evaluate a speech on content, format, and delivery. Value: 50 pts. per speech</p>

EVALUATION AND ASSESSMENT

The following list is a breakdown of how each student will be evaluated for final grade calculations at the end of the term:

<i>Assignment Name</i>	<i>Total Possible Points/Assignment</i>
Informative Speech	100 or 12.5%
Special Occasion Speech	100 or 12.5%
Persuasive Speech	100 or 12.5%
Group Speech	100 or 12.5%
Pop Quiz/In-Class Assignments/Participation	100 or 12.5%
Tests	200 (50 per test) or 25%
Peer Evaluations	100 (50 per speech) or 12.5%
Total Possible Points	800

Miles College's Grade Breakdown:

90-100% A; 80-89% B; 70-79% C; 60-69% D; 59% or below F

ATTENDANCE

- a. **Attendance is MANDATORY at Miles College.** Students are expected to attend all classes for which they are registered. Withdrawal from class can affect eligibility for federal financial aid. Before withdrawing, see your advisor and Financial Aid Office, if applicable.
- b. *Class Participation:* A student's course participation grade will be based on the professor's assessment of the quality of the student's constructive contributions to the learning experiences of all course participants. A high participation grade may be earned by asking

text-informed questions about course subject matter, but simply attending classes may not maximize participation credit. When speaking in a class session, a participant must address the members of the class and the professor. Exchanges will be orderly, cooperative and informed - in short, constructive. Every participant will be involved in class discussions, but no one participant may dominate any discussion. A participant must contribute constructively to class discussion to receive a high course participation grade.

MAKE-UP WORK

- c. Only speeches and tests may be made up with the instructor's permission. These make up days are listed on the course calendar. No makeup is provided for the group or final speech, if missed. There will be a 10% daily deduction made on all late assignments for a maximum of 5 days. After this point, the assignments will be for no credit. Because reading quizzes and group activities are considered "participatory learning exercises", these activities (i.e., reading, quizzes, group class activities and individual in-class rehearsals) cannot be "made-up" if the class time is missed. This is inclusive of any type of absence. The only exception is official college business and you must have a documented excuse prior to the absence.

LATENESS

- d. Students enrolled in the class are expected to attend and participate in every class. Attendance is taken only at the beginning of each class. Students late for class may not be allowed into the classroom until an appropriate break in the lecture/presentation. Lateness may affect your overall grade for this course. Specifically on speech or test days, points will be deducted from that day's assignment. Each class meeting will officially begin at the start time given for that section. Official time has been established by the college. Students leaving the classroom early will be required to sign out, and/or the time will be recorded. Excessive absences, lateness and time out of the class will affect the overall grade for the course.

GRADING

- e. Grading will be based on class participation and application of learned materials through the delivery of assigned projects, presentations, and written tests. You are encouraged to keep all work that is returned to you for your records.

CHEATING

- f. Cheating (including plagiarism) on any work in this class is considered academic misconduct. A student accused of academic misconduct will be judged in accordance with the standards and procedures contained in the current Miles College Catalog. Should a student begin failing this course, he/she must schedule a conference with the instructor immediately.

READING/WRITING/SPEAKING

- g. Ability in reading, writing and speaking is measured in all courses at Miles College. Scoring guides (rubrics) will be used to assess outcomes, and all students are expected to use these guides in preparing assignments or presentations.

CELLULAR PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES:

- h. You are asked to be responsible and silence/turn off your cell phone prior to entering the class room. Texting in class is not appropriate, when the device is seen, you will be asked and expected to step into the hall to handle your business. Class will continue to move forward

without you and you will not be allowed additional time to complete assignments missed by leaving the class room.

DRESS CODE

- i. Inappropriate Dress - From Student Code of Conduct (Miles Homepage click Student Affairs then click Documents and Forms, Article Y) Inappropriate dress includes, but is not limited to, any violation of the dress code, wearing an undershirt customarily worn as an undergarment ("wife beater," low cut tank top, white gauze shirt, "see through materials") not wearing underwear, wearing clothing too tight, too short, too loose, wearing bedtime clothing outside of the residence hall, having sagging pants, etc. Athletic attire (tights, swimwear, etc.) is not to be worn in public places or classrooms other than the gymnasium. Sanction: A violation of this section may result in a fine of not less than \$75 and not more than \$150, probation, or a combination of both.

STATEMENT ON DISCRIMINATION / HARASSMENT

Miles College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment is a violation of Miles College policies and will not be tolerated.

AMERICANS WITH DISABILITIES

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative, Mr. Deleon Fancher, 205-929-1816.**

If you are an ADA student, it the obligation of the student to present your Accommodations paperwork to your instructor (for each class you are enrolled in). Ideally, this paperwork should be submitted at the beginning of the semester to enable best course support for you.

COURSE CALENDAR: subject to change

Aug 19 Introductions
21 Chapter 1
23 Chapter 3
26 Chapter 18
28 *Impromptu Activity*
30 Chapter 28
Sept 02 Labor Day Holiday
4 Test One (Chapters 1, 3, 18, 28)
6 Special Occasion Speech
9 Special Occasion Speech (matriculation)
11 Special Occasion Speech (Honors Convocation)
13 Chapter 30; choose groups
16 Chapter 14
18 Group Workday
20 Chapter 11
23 *Group papers due*

25 Group practice
27 Group Presentations
Oct **2 Group Presentations**
4 Chapter 8
7 Test Two (Chapters 30, 14, 8, 11) midterm
9 *Informative Topics approval (last day)*
11 Chapter 5
14 Chapter 24
16 Chapter 7
18 Speech Lab
21 Chapter 6
23 Test Three (Chapters 5, 24, 7, 6)
25 Make up day (with preapproval and appointment ONLY)
28 *Informative papers due*
30 Chapters 4 and 19
Nov 1 Chapter 25; Final topics
4 Informative Speeches
6 Informative Speeches
8 Informative Speeches
11 Chapter 26
13 Test Four (Chapters 4, 26, 25, 19)
18 Workday
20 Make up day (with preapproval and appointment ONLY)
22 *Persuasive papers due*
25 Speech lab
27 Workday
29 Thanksgiving Holiday
Dec **2 Persuasive Speeches**
4 Persuasive Speeches
6 Persuasive Speeches

8-14 Miles Finals