

Oklahoma State University Institute of Technology
Face-to-Face Common Syllabus
Summer 2017

SPCH 1113.CRN40402: Introduction to Speech Communication

This course offers instruction on preparation and delivery with a focus on extemporaneous speeches. Emphasis is on audience and purpose analysis, topic research, visual aids, and delivery methods. Activities include delivering various speeches before an audience.

Type of course: Theory

Credit Hours: 3; Total hours of theory per semester: 48;

Total hours of lab for the semester: 0; total hours of clinical per semester: 0.

Class length: First eight weeks

Class days and times: Monday, Wednesday, and Friday from 2:30 until 4:25 p.m.

Prerequisites: None listed

Instructor name: Donna Glass

Instructor phone: (918) 293-4835

Office: NCAT 104A

Instructor email: donna.glass@okstate.edu

Contact: My preferred method of contact is email. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's office hours:

First Half: May 4 – June 22

Monday, Wednesday, and Friday

10:30 – 11:30

12:30 – 1:25

Tuesday and Thursday

11:00 – 12:30

Second Half: July 10 – August 25

Monday, Wednesday, and Friday

10:00 – 11:30

12:30 – 1:25

2:30 – 3:30

Tuesday and Thursday

11:00 – 12:30

School name: School of Arts and Sciences

School's main phone: (918) 293-4768

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: *How to Write & Give a Speech* (Second Revised Edition) by Joan Detz

The Best American Essays of the Century edited by Joyce Carol Oates

References: Only those available at our campus library and through databases to which our campus library subscribes

Materials: USB storage device; computer equipped with Internet, *Microsoft Word*, *Adobe Reader*, and the ability to run multimedia delivery systems, including BrightSpace; four or five sheets of art paper; a miniature or small set of inexpensive water-based paints; one poster board or piece of cardboard

Uniform/Tools: n/a

Estimated cost for materials: Text and writing supplies: \$30.00

Estimate cost for uniform/tools: n/a

Course Objectives	Assessment of Objectives
Record/save course work on computer systems.	Prepare all assignments in Microsoft Word. Note: The persuasive speech* functions as the university assessment tool for each course objective.
Develop speeches that communicate a clear purpose and sense of audience.	Apply conceptualizations of purpose and audience as outlined in the informative, ceremonial, and persuasive* speech assignments
Construct speeches that use MLA Style.	Format reading responses and outlines in MLA Style. Prepare works cited pages for the children's book, informative speech, and persuasive speech* according to the MLA Handbook (8 th edition).
Design speeches that demonstrate the use of interpersonal communication skills.	Present oral reports while sitting in a circle; share introspective observations about a food object during the informative speech; in a persuasive speech,* argue for the merits/value of a children's book that you create
Compose speeches that demonstrate a plan and a variety of speaking strategies.	During informative and persuasive* speeches, show style through tripartite division, parallelism, imagery, repetition, rhetorical questions, contrast, rhythm, and/or vivid words as defined in the course text.
Construct speeches that incorporate research.	Cite sources during oral reports, the informative speech, and the *persuasive speech; create a children's story that selects and reimagines the content of a literary/creative nonfiction essay
Construct speeches that demonstrate the use of effective presentation aids.	Include sound effects and props to develop theatrical dimensions of the informative and persuasive* speeches.

An asterisk (*) above indicates this assignment is used in the university's student learning assessment program.

COURSE ACTIVITIES

In this course, you will develop ways to connect with audiences, summarize texts, experiment with theatrical properties of speech performance, organize research tasks, write outlines, prepare works cited pages, and deliver creative and innovative speeches. You should notice an increase in your comfort level with public speaking as this course concludes, for Joan Detz's expert advice has been applied successfully and with confidence by many students and professionals across various fields.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

Reading responses (2 @ 5 pts. ea.).....	10%
Oral reports (2 @ 5 pts. ea.).....	10%
Informative speech.....	15%
Written component of children's book	30%
Works cited for book.....	5%
Persuasive speech works cited page and outline.....	10%
Persuasive speech.....	20%*
Total	100%

OSUIT
Grading Scale
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

*The student's grade for the persuasive speech will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Written assignments are graded within two (2) weeks. Presentations are graded within one (1) week.

AUTHORIZED TOOLS

See "*ACADEMIC DISHONESTY*," below.

LATE WORK

You may make up **only** an informative or a persuasive speech. Only **one** make-up speech per person will be allowed. **The make-up day is Monday, June 19.** Five (5) points will be deducted from the speech grade if you give a late speech.

TESTING

n/a

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

AMERICANS WITH DISABILITIES ACT (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4)

Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

ATTENDANCE POLICY FOR FACE-TO-FACE COURSES

A primary component of OSUIT's Mission is "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definitions: Absent: Failing to attend all or a significant portion of a class or lab session.

A. Students may not be marked as absent if missing class for situations such as, but not limited to

1. participating in a required university activity such as a field trip;
2. fulfilling a military obligation;
3. a mandatory court appearance;
4. death in the immediate family;
5. extreme illness or accident to oneself or immediate family. Instructors, at their discretion, may require proof of such events.

B. It is the responsibility of the student to contact and inform the instructor and/or department in advance of such excused absences whenever possible.

Tardy: Arriving late to class as defined by the individual class instructor. Faculty, at their discretion, may equate three tardies to equal one absence.

Procedures:

Early Intervention

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 1. being administratively withdrawn from a course
 2. dropping a course
 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

Donna Glass, Instructor
MA, English, Oklahoma State University, Stillwater, Oklahoma

Course Schedule – Speech 1113
Summer 2017 (First Eight Weeks: May 4 – June 22)

Durations	Unit & Topics	Assignments: When and Where to Submit Them
		Always read your assignments; they are posted under “content” on BrightSpace. Each new assignment will be posted under “content” by the assignment date listed below.
		University holidays and breaks <ul style="list-style-type: none"> • Memorial Day Holiday: May 29
May 5 – May 12	Unit 1 – Connecting with an audience (Detz Chapter 2)	<ul style="list-style-type: none"> • Syllabus review and course introduction Fri., May 5 • Reading response for Ch. 2 assigned Fri., May 5 and due in its own dropbox by 11 p.m. on Wed., May 10 • Oral report over Ch. 2 due during class on Fri., May 12
May 15 – May 22	Unit 2 – Speaking with style (Detz Chapter 7)	<ul style="list-style-type: none"> • Reading response for Ch. 7 assigned Mon., May 15 and due in its own dropbox by 11 p.m. on Fri., May 19 • Oral report over Ch. 7 due during class on Mon., May 22
May 24 – June 22 Memorial Day May 29	Unit 3 – Delivery techniques (Detz Chapter 11)	<ul style="list-style-type: none"> • Informative speech assigned Wed., May 24 and due during class on Wed., May 31 • Children’s book assigned Wed., May 31 and written component of the book due in its own dropbox by 11 p.m. on Wed., June 7 • Persuasive speech assigned Wed., June 7 • Persuasive speech due during class as follows: Wed., June 14 (Group 1) and Fri., June 16 (Group 2) • Works cited and outline for persuasive speech due in its own dropbox by 11 p.m. on Mon., June 19 • Make-up speeches due Mon., June 19

Schedule is subject to change at instructor discretion

**Course Schedule by Calendar Week:
Summer 2017 (First Eight Weeks: May 4 – June 22)**

Week	Units/Topics	What to Submit, and Where	Due Date
Week 1 May 4	Unit 1 – Connecting with an audience (Detz Chapter 2)	Syllabus review and course introduction	No assignment due Week 1
Week 2 May 8	Unit 1 – Connecting with an audience (Detz Chapter 2)	Reading response for Ch. 2 due in its own dropbox Oral report over Ch. 2 due during class	11 p.m. Wed., May 10 Fri., May 12
Week 3 May 15	Unit 2 – Speaking with style (Detz Chapter 7)	Reading response for Ch. 7 due in its own dropbox	11 p.m. Fri., May 19
Week 4 May 22	Unit 2 – Speaking with style (Detz Chapter 7)	Oral report over Ch. 7 due during class	Mon., May 22
Week 5 May 29 Holiday: May 29	Unit 3 – Delivery techniques (Detz Chapter 11)	Informative speech due during class	Wed., May 31
Week 6 June 5	Unit 3 – Delivery techniques (Detz Chapter 11)	Written component of children’s book due in its own dropbox	11 p.m. Wed., June 7
Week 7 June 12	Unit 3 – Delivery techniques (Detz Chapter 11)	Persuasive speech due during class	Group 1: Wed., June 14 Group 2: Fri., June 16
Week 8 June 19	Unit 3 – Delivery techniques (Detz Chapter 11)	Works cited and outline for persuasive speech due in its own dropbox Make-up speeches due during class	11 p.m. Mon., June 19 Mon., June 19

Schedule is subject to change at instructor discretion