SPCH 1113: 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:** Full semester

**Class days and times:** Monday, Wednesday, and Friday from 10:30 – 11:25

**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:
Monday, Wednesday, and Friday: 11:30 – 2:00
Tuesday and Thursday: 8:30 – 9:30 and 12:30 – 2:00 Central Time

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

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

**Materials:** A jump, flash, or thumb drive, access to a computer equipped with Internet and ability to run the BrightSpace/Online Classroom delivery system (referred to as B, herafter). You will also need *Microsoft Word 2007, Adobe Reader*, and *Windows Media Player* or a comparable player.

**Uniform/Tools:** n/a

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

**Estimate cost for uniform/tools:** n/a

Upon completion of the course, students should:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment of Objectives</th>
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<tbody>
<tr>
<td>Record/save course work on computer systems.</td>
<td>Prepare all assignments in Microsoft Word. (The persuasive speech functions as the university assessment tool for this objective.*)</td>
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</table>
Develop speeches that communicate a clear purpose and sense of audience.

Construct speeches that use MLA Style.

Design speeches that demonstrate the use of interpersonal communication skills.

Compose speeches that demonstrate a plan and a variety of speaking strategies.

Construct speeches that incorporate research.

Construct speeches that demonstrate the use of effective presentation aids.

Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

This course is designed to help you learn how to win-over audiences, conduct research, write manuscripts, and deliver dynamic speeches. Your exploration of course content will be nurtured through summary and analysis (reading response) assignments about selected websites and textbook chapters. Your course content analyses will serve as material for oral reports/informative speeches. The oral reports offer opportunities to practice giving speeches. As this course concludes, you should notice an increase in your comfort level with public speaking as Joan Detz’s expert advice has been applied successfully and with confidence by many professional speakers.

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

<table>
<thead>
<tr>
<th>Reading responses (4 @ 4 pts. ea.)</th>
<th>16%</th>
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<tbody>
<tr>
<td>Oral reports/informative speeches (3 @ 5 pts. ea.)</td>
<td>15%</td>
</tr>
<tr>
<td>Inspirational speech MS with works cited</td>
<td>10%</td>
</tr>
<tr>
<td>Inspirational speech</td>
<td>20%</td>
</tr>
<tr>
<td>Persuasive speech MS draft with works cited</td>
<td>5%</td>
</tr>
<tr>
<td>Persuasive speech MS with works cited</td>
<td>10%</td>
</tr>
<tr>
<td>*Persuasive speech</td>
<td>20%</td>
</tr>
<tr>
<td>In-class activities</td>
<td>4%</td>
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</tbody>
</table>

**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.

Updated: July 2014
AUTHORIZED TOOLS
See “ACADEMIC DISHONESTY,” below.

LATE WORK
Oral reports/informative speeches cannot be made up or presented late. An inspirational or persuasive speech can be made up on the specified make-up day with a deduction of 20 points from the speech grade. The make-up day for the inspirational speech is Wed., Dec. 7. The make-up day for the persuasive speech is Mon., Dec. 12. The persuasive speech manuscript draft cannot be made up or submitted late. Speech manuscripts can be submitted up until 9 a.m. the morning of your speech, but if you give a late speech and thus submit a late manuscript, there will be an automatic deduction of 20 points from the manuscript grade. The reading responses can be submitted up to a week late with an automatic deduction of 20 points. The dropboxes for assignments that can be submitted late are set up to accept late submissions (so there is no need to look for a special late dropbox).

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 for more information or fax documentation to 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](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
## Course Schedule – Speech 1113
### Fall 2016 (Sept. 7 – Dec. 16)

**Always** read your assignments; they are posted under “content” on B. Each new assignment will be posted under “content” by the assignment date listed below.

**Wed., Sept. 7** – First day of class: Course introduction; review of syllabus and schedule

### Unit 1 – Thinking about audience-speaker dynamics (Detz, Ch. 2)
- Reading response for Ch. 2 assigned Wed., Sept. 7 and due in its own dropbox by 9 a.m. on Wed., Sept. 14
- In-class activities pertaining to speaker-audience dynamics: Sept. 9 - 14

### Unit 2 – Focused research strategies (Detz Ch. 4 and appendix/websites)
- Reading response for Ch. 4 and appendix/websites assigned Wed., Sept. 14 and due in its own dropbox by 9 a.m. on Wed., Sept. 21
- Oral report over Ch. 2 due during class on Wed., Sept. 21 (Group 1) and Wed., Sept., 28 (Group 2)

### Unit 3 – Writing a lucid speech manuscript (Detz Ch. 5)
- Reading response for Ch. 5 assigned Wed., Sept. 21 and due in its own dropbox by 9 a.m. on Wed., Sept. 28
- Oral report over Ch. 4 and appendix/websites due during class on Wed., Sept. 28 (Group 1) and Wed., Oct. 5 (Group 2)

### Unit 4 – Delivering a dynamic speech (Detz Ch. 11)
- Reading response for Ch. 11 assigned Wed., Sept. 28 and due in its own dropbox by 9 a.m. on Wed., Oct. 5
- Oral report over Ch. 5 due during class on Wed., Oct. 12 (Group 1) and Wed., Oct. 19 (Group 2)

### Unit 5 – Applying Detz's expert advice (research, writing, and delivery)
- Inspirational speech manuscript with works cited assigned Wed., Oct. 5 and due in its own dropbox by 9 a.m. on the day of your speech.
- Inspirational speech due during class on Wed., Oct. 26 (Group 2) and Wed., Nov. 2 (Group 1)
- Persuasive speech manuscript with works cited (draft) assigned Nov. 2 and due in its own dropbox by 11 p.m. Wed., Nov. 9
- Revised persuasive speech manuscript due in its own dropbox by 9 a.m. on the day of your speech.
- Persuasive speech due during class on Wed., Nov. 16 (Group 2) and Wed., Nov. 30 (Group 1)
- Inspirational speech make-up day Wed., Dec. 7
- Persuasive speech make-up day Mon., Dec. 12

Schedule is subject to change at instructor discretion