

**Oklahoma State University Institute of Technology**  
**Face-to-Face Common Syllabus**  
**Spring 2018**

**SPCH 1113(CRN20104): 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.

**Course purpose:** The purpose of Introduction to Speech is to help students become effective oral communicators. To be effective, students will learn to analyze the rhetorical situation of audience, speaker, and occasion, then deliver a speech that fits the occasion and is ethical, impactful, and memorable.

**Type of course:** Theory

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

Total clock hours of lab for the semester: N/A; total clock hours of clinical per semester: N/A.

**Class length:** Eight-weeks

**Class days and times:** Tuesday and Thursday 12:30 – 3:25

**Prerequisites:** N/A

**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 (Central Time)**

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:20 1:30 – 3:00	11:00-12:30	9:30-10:20 1:30 – 3:00	11:00-12:30	9:30-10:20 1:30 – 3:00

**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, St. Martin's Griffin 2002, ISBN 0312302738 **and** *The Best American Essays of the Century* edited by Joyce Carol Oates, Houghton Mifflin Company 2000, ISBN 9780618155873

**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:** Texts and materials: Approximately \$40.00 - 50.00

**Estimate cost for uniform/tools:** N/A

**Upon completion of the course, students should:**

<b>Course Objectives</b>	<b>Assessment of Objectives</b>
Record/save course work on computer systems.	Prepare all written assignments in Microsoft Word.
Develop speeches that communicate a clear purpose and sense of audience.	Apply knowledge of the rhetorical situation to the informative and persuasive* speech assignments.
Construct speeches that use MLA Style.	Format reading responses and outlines in MLA Style. Prepare the works cited page for the persuasive speech* according to the MLA Handbook (8 <sup>th</sup> edition).
Design speeches that demonstrate the use of interpersonal communication skills.	Present oral reports while sitting in a circle. Share information and introspective observations about a food object during the informative speech. In a persuasive speech,* argue for the value of a children’s book that you create.
Compose speeches that demonstrate a plan and a variety of speaking strategies.	During both the 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 and during both the informative and *persuasive speeches; 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 both the informative and persuasive* speeches.

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**

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 @ 10 pts. ea.).....	20%
Oral reports (2 @ 10 pts. ea.).....	20%
Informative speech.....	20%
Written component of children’s book .....	10%
Persuasive speech works cited page and outline.....	8%
Persuasive speech.....	20% *
Participation and classroom etiquette.....	2%
<b>Total</b>	<b>100%</b>

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

\*The student's grade for this assignment 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.

Daily and/or weekly quizzes, small weekly assignments, and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams, and similar type projects: Normal return time to students is one (1) to two (2) weeks.

### **RECOMMENDED STUDENT COMPETENCIES/SKILLS**

Computer literacy is recommended. Basic writing skills are also recommended.

### **AUTHORIZED TOOLS**

N/A

### **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 days are Tuesday, February 20, and Thursday, February 22.** No points will be deducted from the speech grade for the late speech.

### **TESTING**

N/A

### **SYLLABUS ATTACHMENT**

[http://osuit.edu/center/student\\_syllabus\\_information](http://osuit.edu/center/student_syllabus_information)

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

**Course Schedule – Speech 1113**  
**Spring 2018 (Jan. 4 – Feb. 22)**

<b>Durations</b>	<b>Units &amp; Topics</b>	<b>Assignment names, submission locations, and due dates</b>
		<b>Always</b> read your assignments; they are posted under “content” on BrightSpace. Each new assignment will be posted under “content” by the assignment date listed below.
		<b>University holidays and breaks</b> <ul style="list-style-type: none"> <li>• <b>Martin Luther King, Jr. Holiday:</b> Jan. 15, 2018</li> </ul>
Jan. 4 – Jan. 11	Unit 1 – Connecting with an audience (Detz Chapter 2)	<ul style="list-style-type: none"> <li>• Syllabus review and course introduction Thurs., Jan. 4</li> <li>• Reading response for <b>Ch. 2</b> assigned Thurs., Jan. 4 and <b>due in its own dropbox by 11 p.m. on Tues., Jan. 9</b></li> <li>• Oral report over Ch. 2 assigned Thurs., Jan. 4 and <b>due during class on Thurs., Jan. 11</b></li> </ul>
Jan. 11 – Jan. 18  <b>Martin Luther King, Jr. Holiday: Jan. 15</b>	Unit 2 – Speaking with style (Detz Chapter 7)	<ul style="list-style-type: none"> <li>• Reading response for <b>Ch. 7</b> assigned Thurs., Jan. 11 and <b>due in its own dropbox by 11 p.m. on Tues., Jan. 16</b></li> <li>• Oral report over Ch. 7 assigned Thurs., Jan. 11 and <b>due during class on Thurs., Jan. 18</b></li> </ul>
Jan. 18 – Feb. 22	Unit 3 – Delivery techniques (Detz Chapter 11)	<ul style="list-style-type: none"> <li>• Informative speech assigned Thurs., Jan. 18 and <b>due during class on Thurs., Jan. 25</b></li> <li>• Written component of children’s book with preface assigned Thurs., Jan. 25 and <b>due in its own dropbox by 11 pm. on Thurs., Feb. 1</b></li> <li>• Persuasive speech assigned Thurs., Jan. 25 and <b>due during class on Thurs., Feb. 8</b></li> <li>• Works cited and outline for persuasive speech assigned Thurs., Jan. 25 and <b>due in its own dropbox by 11 p.m. on Thurs., Feb. 15</b></li> <li>• Make-up speech <b>due during class on Tues., Feb. 13 or Thurs., Feb. 15</b></li> <li>• Extra credit TBA <b>due in its own dropbox by 11 p.m. on Tues., Feb. 20</b></li> </ul>

Schedule is subject to change at instructor discretion

**Course Schedule by Calendar Week: Spring 2018 (Jan. 4 – Feb. 22)**

<b>Week</b>	<b>Topics/Units</b>	<b>What to Submit, and Where</b>	<b>Due Date</b>
Week 1 Jan. 4	Unit 1 – Connecting with an audience (Detz Ch/2)	<b>Syllabus review and course introduction</b>	
Week 2 Jan. 8	Unit 1 – Connecting with an audience (Detz Ch/2)	Reading response for <b>Ch. 2 due in its own dropbox</b>  Oral report over Ch. 2 <b>due during class</b>	<b>11 p.m. Tues., Jan. 9</b>  <b>11 p.m. Thurs., Jan. 11</b>
Week 3 Jan. 15  <b>Martin Luther King, Jr. Holiday: Jan. 15</b>	Unit 2 – Speaking with style (Detz Ch/7)	Reading response for <b>Ch. 7 due in its own dropbox</b>  Oral report over Ch. 7 <b>due during class</b>	<b>11 p.m. Tues., Jan. 16</b>  <b>Thurs., Jan. 18</b>
Week 4 Jan. 22	Unit 3 – Delivery techniques (Detz Ch/11)	Informative speech <b>due during class</b>	<b>Thurs., Jan. 25</b>
Week 5 Jan. 29	Unit 3 – Delivery techniques (Detz Ch/11)	Written component of children’s book with preface <b>due in its own dropbox by 11 p.m.</b>	<b>Thurs., Feb. 1</b>
Week 6 Feb. 5	Unit 3 – Delivery techniques (Detz Ch/11)	Persuasive speech <b>due during class</b>	<b>Thurs., Feb. 8</b>
Week 7 Feb. 12	Unit 3 – Delivery techniques (Detz Ch/11)	Works cited and outline for persuasive speech <b>due in its own dropbox by 11 p.m.</b>	<b>Thurs., Feb. 15</b>
Week 8 Feb. 19	Make-up speech and extra credit	Make-up speech <b>due during class</b>  Extra credit TBA <b>due in its own dropbox by 11 p.m.</b>	<b>Tues., Feb. 13 or Thurs., Feb. 15</b>  <b>Tues., Feb. 20</b>

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