



# **Fundamentals of Speech Communication**

## **Course Syllabus**

**Spring 2015**

**SPCM-1315 .001**

**M-W-F 8:00 – 8:55**

**SPCM-1315 .002**

**M-W-F 9:05 – 10:00**

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# Course Description

Course Title:       **Fundamentals of Speech Communication**  
Course Number:     **SPCM 1315.001 and SPCM 1315.002**  
Credit hours:       **3**

This course is designed to provide the student with an overview of **Public Speaking** and to equip the student with the requisite tools to construct, deliver, and analyze public speeches by listening to speeches, preparing and delivering speeches in class.

**Rationale:** The course is a foundational course in the study of human communication designed for application in daily living.

**Overview:** This course is an introduction to the study of Human Communication found in business and a variety of professional settings. Emphasis will be on the principles of effective public speaking.

## **Textbook(s):**

1. **The Art of Public Speaking**, Stephen E. Lucas. New York: McGraw-Hill. Eleventh Edition.
2. **Form & Substance: A Speech Communication Workbook**, Mary Anna Kidd. University of Texas at Tyler: Fountain Head Press.

## **Methods of Instruction will include the following:**

Lecture, class discussions and evaluations containing positive reinforcement and constructive feedback.

## **Speech Communication Core Objectives**

The objective of the communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

### **The exemplary educational core objectives for communication are:**

- 1.1 to understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation;
- 1.2 to understand the importance of specifying audience and purpose and to select appropriate communication choices;
- 1.3 to understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication;
- 1.4 to participate effectively in groups with emphasis on listening, critical thinking, problem solving, and technical proficiency in the development of exposition and argument;
- 1.5 to develop the ability to research and write a documented paper and/or to give an oral presentation.

## Core Competencies

Having successfully completed *Fundamentals of Speech Communication*, the student will have an increased understanding of basic public communication principles and skills by:

1. Reading class assignments.
2. Testing of class reading assignments and lectures.
3. Preparation and delivery of a **4-6** minute **Informative Get the Facts** speech.
4. Preparation and delivery of a **4-6** minute **Informative Demonstrate a Process** speech.
5. Preparation and delivery of a **4-6** minute **Team Persuasion** speech.
6. Preparation and delivery of a **4-6** minute **Final Professional Persuasion** speech.

## Classroom Policies and Conduct

### Attendance Policy

*Attendance plays a significant part of your semester grade.*

Regular and punctual attendance at all scheduled classes is expected. Attendance is necessary for success completion of all course work. Absences will affect your *Class Participation Grade*. If you are absent, you are responsible for initiating procedures for make-up work. All course work missed, regardless of cause, is to be completed to the satisfaction of the *instructor*.

**Three** or more absences are considered excessive. You must *sign-in* to be counted present. **If you decide to drop this class, you must initiate a drop in the Registrars office. Failure to do so will result in an "F" grade at the end of the semester.**

### Academic Dishonesty and Original Work

Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students also have a special obligation to adhere to such standards. It is your responsibility to become familiar with the material in [A Student Guide to Conduct and Discipline](#) at UT Tyler concerning university regulations regarding academic dishonesty, and the definitions of cheating and plagiarism that it contains. In general, plagiarism is the unauthorized use of published or unpublished material as well as not giving proper credit to the source.

The term **plagiarism** includes, but is not limited to:

- a) use by paraphrase or direct quotation of the published or unpublished work of another person without fully or properly crediting the author with footnotes, citations or bibliographical reference
- b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials
- c) unacknowledged use of work/materials that have been produced through collaboration with others without release in writing from collaborators.

Therefore, cheating and plagiarism will NOT be tolerated. The student will receive a 0 on the assignment for cheating or plagiarism, and in severe cases, the student will fail the course. I WILL report any case of academic dishonesty to the proper channels within the university. If you have any questions or hesitations, please feel free to talk to me.

## UT Tyler Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www2.uttyler.edu/wellness/rightsresponsibilities.php>

## Student Email Policy

UT Tyler's Patriot Email system serves as the electronic communication source for corresponding with students. Upon acceptance for admission to UT Tyler, students are issued a unique Patriot Email address. Please check your Patriot Email account regularly. Important information from the university will be distributed to you through your Patriot Email account, and it will be the communication source for BlackBoard. For more information about Patriot Email or to access your account, click Patriot Email under UT Tyler Logins on the UT Tyler home page ([www.uttyler.edu](http://www.uttyler.edu)).

## Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include: Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit. Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date – January 26, 2015) Schedule adjustments (section changes, adding a new class, dropping without a "W" grade March 23, 2015) Being reinstated or re-enrolled in classes after being dropped for non-payment Completing the process for tuition exemptions or waivers through Financial Aid.

## State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date January 26, 2015). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

## Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and

### Disability Services (cont'd)

Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

### Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least **two weeks prior to the date of the planned absence**. At that time the instructor will set a date and time when make-up assignments will be completed.

### Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

## **Classroom Policies**

1. You are expected to read your **UTT student handbook** and follow the guidelines for student behavior. Students engaged in **disruptive activities** will be asked to **leave** class with a grade of **0** for any **activities** missed and your **class participation grade** will be affected.
2. Assignments not completed will receive **0** points for that assignment.
3. **10 points** may be deducted for **each day** that an assignment is late and this includes weekends.
4. **Makeup exams** will be given at **my** convenience. This may include the week of final examinations. In addition, **make up exams** will **not** be the **same exam** that I give to the class on the assigned date of the test.
5. You are expected to be prepared for class and **take notes during class lecture**. You are also expected to get class material from **fellow students** when you are absent from class.
6. It is inappropriate in this course to use obscene language, obscene gestures, tell off-color jokes, or allude to sexual references that may be demeaning or offensive. In other words, be careful what you say and how you say it.
7. **ALL PAPERS** (i.e., outlines, other class assignments) must be **WORD PROCESSED**. Spelling and punctuation should be accurate. **No handwritten outlines** will be accepted and speeches
8. **Religious Observance:**  
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor by the third class or meeting of such absences.
9. Students who receive an **Incomplete Grade** at the end of the semester must have all assignments completed no more than **90** days from the last class day of the semester. After this time, a **grade of F** will be administered replacing the Incomplete Grade.

10. **Speeches:** Students are to **meet time requirements** in order to receive a grade of “A.” The key to meeting time requirements is **Preparation** and **Practice**. It should be noted that the Speech Grade will be based on **Content** (outline format compliance); Various **Speech Delivery** elements and compliance with **time requirements** for each speech.

### **Attendance and Impacts on Participation Grade:**

Class attendance is mandatory. There are approximately **40 class days** per semester. Each day is 2.5% of 40 days.

**Be very careful not to miss too many classes.**

**Instructor’s discretion** is based on perceptual elements of in-class participation such as qualitative interaction, attitude, initiative, etc. Grade will be assessed at the end of the semester and calculated with attendance for the final **Participation grade**.

### **Final Grade Computations:**

10% Informative - Get the Facts Speech

15% Informative - Demo/Process Speech

15% Persuasion – Speech

15% Final Persuasion Speech

#### **Attendance and Instructor Discretion:**

15% Class Participation and Personal Responsibility with Attendance

30% Exams (scantron sheets) Exams will include all testing of class material.

## Tentative Speech Course Calendar: Spring 2015

	Month		Description	Chapters Quizzes
	<b>January</b> M, W, F 12, 14, 16 21, 23 26, 28, 30		Course Introduction and Self-Introductions Lecture - Building Credibility, The Process Lecture - Building Credibility, The Process	Chapter 1 Chapter 2
	<b>February</b> 2, 4, 6 9, 11, 13 16, 18, 20 23, 25, 27 29		Lecture - Building Credibility, The Process Lecture - Building Credibility, The Process Fact Speeches Begin Fact Speeches End	Chapter 15 Chapter 3 Chapter 4 Chapter 6
	<b>March</b> 2, 4, 6 9, 11, 13 16, 18, 20 23, 25, 27 30		Process Speeches Begin Process Speeches End Spring Break Team Persuasive Speech Begins Team Persuasive Speeches	Chapter 7 Chapter 16 Chapter 8
	<b>April</b> 1, 3 6, 8, 10 13, 15, 17 20, 22, 24 27, 29,		Team Persuasive Speeches Ends Lecture Final Professional Persuasive Speeches Begin Final Professional Persuasive Speeches End and Review <b>Final's Exam Week</b>	Chapter 13 Chapter 14
	<b>May</b> 1		<b>Last day of Exams</b>	