



**SPCM 1315: Fundamentals of Speech**  
SPCH 1315. 001 M/W/F 8:00-9:55am HPR 252

**Instructor:** Kiera Wade, M.A., M.Ed.

**Office:** Department of Communication office (HPR)- Conference Room

**Email:** kwade@uttyler.edu

**Office Hours:** By appointment

**Course Goals and Objectives:** The major aims of this course are to make you a more effective professional communicator, analytical thinker and critical listener. Throughout the semester you will study the theories and principles of effective communication, practice applying these principles in a variety of assignments, and critique the performances of other speakers. By the end of the semester, you should be able to plan and prepare professional presentations. Major topics covered include:

- Comprehending a basic level of understanding about public speaking theory
- Displaying and master content, structure, style, and delivery skills in the presentation of informative, persuasive, and invitational messages to effectively impact a given audience.
- Constructing and articulate logical arguments to justify sound conclusions.
- Communicating and interpreting ideas effectively through written, oral, and visual means.
- Working within teams in able to consider different points of view and work effectively toward a shared goal.

**Expectations and Course Structure:** I will conduct this course in an interactive lecture format. That is, I will present notes and information during each class meeting, and I will count on your contributions. I expect you come to class ready to participate in our creation of our collective knowledge. I invite you to ask questions, answer questions, share insights, and engage in the material during activities. Lectures will not duplicate readings. You should stay atop of the weekly readings and complete them before coming to class, and be prepared for activities that assess your understanding of ideas in each chapter or article.

**Course Website:** We will be using Canvas, Revel, and MediaShare for this course. I will upload necessary texts that are not part of your book, as well as any other course documents that may be

of use to you throughout the semester. I will also use Canvas as a communication tool in order to contact you.

### **Required Texts:**

**REVEL for Mastering Public Speaking, 10/e** is the **digital text** that is required for this course. You will use Revel to access assignments throughout the semester. Revel gives you many options for your text book including an interactive eBook, an audio book, and there is an app that you can download to access your book even offline. Students will get registered for Revel through Canvas. An access code that was purchased in the bookstore is needed, or access to Revel can be bought with registering directly from Pearson for \$69. There is an option to add on a loose leaf text book for an additional \$19.95. 14 day temporary access is also available.

**Google Chrome** is the preferred browser to use for Canvas and Revel. Once a student has registered into Revel through Canvas they can download the Pearson Revel app to access the book and assignments from their phone.

For questions while registering, visit Canvas to see **instruction card** in the Start Here module. For tech support help call 855-875-1801.

**Kidd, M. A., & Scheinfeld, E. (2017). *Form and Substance: A Speech Communication Workbook*. Southlake, TX: Fountainhead Press.**

### **Course Evaluation:**

The final grade will be based on the following criteria:

1. Introductory Speech	5 pts.
2. Quote Speech	25 pts.
3. Personal Identity Informative Speech	100 pts.
4. Informative Panel Speech (Team/Individual)	100 pts.
5. Informative Panel Speech (Peer Review)	50 pts.
6. Persuasive Speech 1 (Q &A)	100 pts.
7. Persuasive Speech 2 (Value Speech)	100 pts.
8. Listening Assignment	25 pts.
9. Outlines (4 speeches)	65 pts.
10. Self-Evaluations (@ 10 pts. each)	multiple
11. Engagement Points (Workbook Activities)	100 pts.
12. Student Led Discussion	50 pts.
13. Revel Quizzes (@ 30 pts. each)	multiple
14. <u>2 Exams (@ 100 pts. each)</u>	<u>200 pts.</u>

### **Calculating your grade:**

A ≥ 90.0-100.0

B = 80.0-89.9

C = 70.0-79.9

D = 60.0-69.9

F  $\leq$  59.9

\*Watch grading carefully, there will be no rounding on final course average.

### **Course Weight:**

Engagement Points=5%

Quizzes= 10%

Weekly Assignments= 15%

Exams=25%

Speeches=45 %

### **Grade Grievance Policy:**

If you wish to appeal a grade, please follow this procedure:

- Wait 24 hours before contacting me about a grade unless there was an error in calculation of the grade. I ask that you wait so that you can look back over the assignment or exam and your notes and the textbook, then think about the reasons why you earned the grade. I want you to *act* rather than *react* to the grade.
- Submit the appeal in writing. E-mail me **within one week of your receipt of the grade**; include your specific appeal and which grade you believe you deserve. E-mail me again only if I do not acknowledge your first appeal.
- Disputes will not be entertained after 7 days after the assignment was returned to you. If any grade is to be reevaluated, the new earned grade may be lower than the previous grade. If I reevaluate an assignment, I may find something that I did not find before that should actually lower the grade.
- I will not entertain conversations in the last week of class or after final grades have been posted about being only a few points away from earning a particular letter grade. As you can see, points have already been rounded up. You will receive the grade that you earn throughout the semester, so please start working hard early on.

### **Final Grade Policy:**

1. There is no rounding on grades. The only rounding occurs from the computer, if the student has a .5 or higher on his/her average. *For example, if a student has an 89.5, he/she will receive a letter grade of an "A," as rounded by the computer.* **However, if a student has an 89.1, he/she will receive a letter grade of a B. Asking for points or make up of assignments will not be tolerated nor accepted.**
2. **I do not round up for final grade averages, so please do not ask.** I grade speedily so you will be aware of your average weekly. Speech presentation grades may take longer than one week due to content and group date grading. In the event that this situation does occur, your professor will notify the class via Canvas announcement.
3. Regularly checking Canvas will be most significant into helping your grade and also reviewing the course schedule. If a student has a smartphone, he/she is advised to the add Canvas app on their smartphone.

4. **Six (6) total absences** will result in **-10 points** being removed from your **overall final grade**. **Missing eight (8) times** is considered significant and an additional -10 points will be removed from your overall grade after the 8<sup>th</sup> absence, resulting in **-20 points** from your **final average** for this class.

**Course Assessment:** (Additional information will be provided in class and Canvas)

**Midterm and Final Exam:** These exams will be noncumulative and will be multi-format, e.g.) multiple choice, T/F, etc. You will take a Midterm and a Final examination. Both of your exams will be taken online in Canvas. The Midterm Examination is worth 100 points; the Final Examination is worth 100 points. The midterm test will cover the material in Unit I only. The final test will cover the material in Unit II only. The remaining parts of each test will cover lecture material. Concerning the text material, student led discussions will help provide a reference of thought for each chapter. Consequently, you will need to read all chapter material on your own and be thoroughly familiar with it. You will want to keep up with chapter reading assignments as they are given each week (see COURSE CALENDER in Canvas).

**Speech Presentations:** You will construct and deliver a total of 4 significant speeches – 1 group panel speech, one informative speech, and two persuasive speeches. Speech dates (and group assignments) will be posted in Canvas after week three of the course. We will go over each speech when your speech day is assigned, but for each assignment you will turn in your outline and visual aids in advance to your presentation. These must be typed and printed according to APA formatting (12size, times new roman, typical outline format, etc). You are responsible for delivering your speech on the day(s) assigned to you. Students who fail to deliver speeches on their assigned day(s) will not have the opportunity to give them at a later date unless arranged prior to the speech day and the absence is considered excused. **Opportunities to make-up speeches are limited to emergencies involving unforeseeable and potentially life threatening injuries to yourself only and, in any case, are wholly subject to the professor's approval.** Unfortunately, a student is not excused from speech presentations due to a family illness or emergency. You will also complete self-evaluations on how you did in each speech.

**Leading Discussion:** Research has shown students who can teach concepts and discuss them among their peers are more likely to retain the concepts in their memory (Hanford, 2016; Paul, 2011; Sparks, 2013). Students will be expected to present an overview of one of the chapters in the textbook. Choose five concepts from your assigned chapter and be ready to explain those concepts. Present your own example for each concept. Feel free to be creative. Then, create a discussion question or activity for the class that highlights one of the concepts. The discussion question or activity will be done in small groups. The professor will review and expound upon chapter content. Students will be graded on following the assignment instructions, clarity/accuracy of concepts, and appropriateness of discussion/activity (should be college-level). Visual aids can be used but are not required. Students needing more direction should contact the instructor for guidance at least two days before leading discussion. Each chapter discussion should last no more than 10-12 minutes.

**Engagement Points:** Throughout the semester, you will be asked to partake in discussion and contribute to class. Please be ready, having read the course materials for that class period, with your own thoughts, questions, or insight. This type of participation is key in a small class like this; different point of views will also allow the class to understand the material better.

## Course Policies:

**Elasticity Clause:** I reserve the right to modify the existing course calendar and assignments. If changes must be made, I will notify students as soon as possible.

**Classroom Civility:** People and ideas must be treated with respect. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives.

**Changes to the schedule:** Changes may be made at my discretion and if circumstances require. I will do my best to notify you via email, in class, and with a hard copy of the changes. It is your responsibility to note these changes when announced. Readings must be completed for the day they are assigned on the course schedule. Lectures are intended to complement the readings.

**E-mail:** E-mail is my preferred form of contact (note the address above). I cannot guarantee a response to e-mails sent to other addresses. Allow a 48-hour window for a response. If an e-mail is after 4 p.m. on any given day, I cannot guarantee a response before 9 a.m. the following business day. Emails about assignments will not be responded to after 9 p.m. and are not guaranteed after 2 p.m. the night before the assignment is due.

**Laptop and Technology Policy:** I will ask you to not use your computer in class, unless requested by me. Of course, if you need or strongly prefer a laptop for taking notes, accessing readings in class for any reason, please come speak with me. I am happy to do what is best for you. I'll just ask you to commit to using the laptop only for class-related work. I also do not mind a cell phone on the desk, however please step outside to text or talk in the case of an emergency. Please refer to an article written by Ann Curzan from The Chronicle as to why I am asking you to adhere to this policy: <http://chronicle.com/blogs/linguafranca/2014/08/25/why-im-asking-you-not-to-use-laptops/>. If given permission per class period, you may use your computer or iPad during class to take notes and to participate in media-related exercises.

**Attendance:** Attendance is necessary and required in this class.

-Daily attendance: An attendance sheet will be distributed at the beginning of class and on this sheet, your attendance will be documented. If you do not sign in, you will be considered absent for that day. Emails will not be accepted asking to sign in a student, even if student participated in class. Your professor will input attendance within 24-48 hours and your attendance will automatically be calculated through the "Roll Call" tool in Canvas. **You are responsible for signing your name on this sheet. At the end of the semester all questions concerning your attendance will be answered by recourse to these daily sign-in sheets.**

-Absences: **Six (6) total absences** will result in **-10 points** being removed from your **overall final grade. Missing eight (8) times** is considered significant and an additional -10 points will be removed from your overall grade after the 8<sup>th</sup> absence, resulting in **-20 points** from your **final average** for this class. No discussion over if points will be removed, will occur. Students are able to see absences all semester. Your professor will not revisit a discussion of absences from 3 weeks or more prior.

-Tardiness: Arriving to class late or leaving class early is inconsistent with an efficient and productive class session. Students who arrive late by 7 minutes or greater, will be marked tardy in Canvas and it will be reflected in the Attendance tab (grade) in this class. Students who consistently (i.e., more than twice) fail to arrive by the time designated and/or who leave class before the end of the period will receive an absence.

-Missed assignments: Much of the learning will take place inside the class and labs through discussions, presentations, and interactions. Attendance and engagement (participation) points are counted toward your final grade in class. **All assignments must be turned in on time.** If you know you will be missing class due to religious observance, athletics, or competitions, you must inform me no later than the second week of classes.

If you are absent from class, it is *your* responsibility to determine what was missed and to hand in any work or to do any readings that were announced during your absence. If you need assistance because of university-related absences (e.g., debate, sports, etc.), contact me before the missed class. This goes for any personal related absences as well. It is always better to communicate with me when there is a problem than not.

If you have an unexcused absence, you will not be allowed to submit your workbook pages through email. Students can always submit work early if they anticipate an excused absence.

**Assignments:** All papers must be typed using Times New Roman in 12-point font, double-spaced, one-inch margins (with no extra spaces between paragraphs), and proper APA style. You must cite ALL bibliographic sources used in your papers (using APA) within text and in a references page. For help with APA style and writing, please do not hesitate to visit the Undergraduate Writing Center on campus or online.

**Late Assignments & Make-up Work:** There is no such thing as late work, nor is there make-up work for unexcused, missed or failed assignments. I do not give make up exams or quizzes except under serious unforeseen and/or extenuating documented circumstances about which I am notified immediately.

**Research Participation:** There may be varying research participation opportunities offered throughout the course of the semester. These will be announced during class time as soon as we find out about them. You can complete two for extra credit points (to be determined) toward your final grade but are strongly encouraged to participate in more. **There will be no penalty for NOT participating in research that is conducted outside the class.**

### **University Policies:**

**UT Tyler Honor Code:** Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

**Student 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>

**Academic Honesty:** The core values of The University of Texas at Tyler are integrity, optimism, curiosity, accountability, leadership, initiative, and development. Each member of the university is expected to uphold these values.

All students must adhere to the UT- Tyler Honor Code (“Honor and integrity that will not allow me to lie, cheat, or steal, nor accept the actions of those who do”). Furthermore, students must complete their work with academic integrity outlined at <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>. All students are expected to maintain absolute honesty and integrity in academic work undertaken at The University. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor. Cases of suspected academic dishonesty will be pursued to the fullest extent allowed by University policies and procedures. Adding another student’s name to an attendance roster when he or she is not in class is academic dishonesty.

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. “Cheating” includes, but is not limited to:

- copying from another student’s test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably

- should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
  - iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
  - iv. All written work that is submitted will be subject to review by SafeAssign™, available on Canvas.

**Classroom Diversity:** It is my desire to create a stimulating work environment that challenges each student in this class to perform at top levels. In order for our learning community to succeed, each member must treat others that way that they would like to be treated. I expect students to respect the opinions and ideas of each individual. As an instructor, I am committed to providing an atmosphere of learning that is representative of a variety of diverse perspectives, including race, religion, gender, nationality, age, sexual orientation and physical abilities. In this class, you will have the opportunity to express and experience culturally diversity as we discuss diversity issues as they pertain to the classroom environment and the course materials.

**Tobacco-Free:** All forms of tobacco will not be permitted on the UT Tyler campus or in my classroom or office. This applies to all members of the University community, including students, faculty, staff, affiliates, contractors, and visitors. This includes cigarettes, pipes, cigars, water pipes, e-cigarettes, smokeless tobacco, snuff, and all other tobacco products.

**Campus Carry:** We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

**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). 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.

**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. (For Fall, the Census Date is Sept. 12.) 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 (Sept. 12<sup>th</sup>) is the deadline for many forms and enrollment actions of which students need to be aware. 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)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

**Disability/Accessibility Services:** In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The **Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

**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.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

## **Tentative Schedule of Topics, Assignments, & Readings**

*\*To see a daily course calendar for the semester, view the tentative course schedule published in Canvas.*

### **References**

Hanford, E. (2016) Rethinking the Way College Students Are Taught. Retrieved August 28, 2016, from <http://americanradioworks.publicradio.org/features/tomorrows-college/lectures/rethinking-teaching.html>

Paul, A.M. (2011, November 30). The Protégé Effect. Retrieved August 28, 2016, from <http://ideas.time.com/2011/11/30-the-protégé-effect/>

Sparks, S. D. (2013, May 31). Students Can Learn by Explaining, Studies Say. Retrieved August 28, 2016, from <http://www.edweek.org/ew/articles/2013/05/31/33aps.h32.html>