

SPCM 1315
Fundamentals of Speech Communication
Fall 2016

Instructor: Delane Moehring

Class Schedule: Mondays, Wednesdays, and Fridays 1:25 – 2:20pm

Classroom: HPR 253

Office Hours: 12:00-1:00pm Mondays in HPR Comm Office, or by appointment

Phone: 903-467-9575 (DO NOT call/text after 7:00pm business days or on weekends)

Email: dmoehring@uttyler.edu (preferred means of communication, I check this frequently)

Course Description:

Theory and practice in oral communication. Practice in and discussion of the factors influencing message creation and construction, the role of research and evidence in public discourse, adaptation to the communication situation and audience, ethical issues in public communication argumentation, argumentation and persuasion, deliver, and emphasis upon creating assignments which help students who experience excessive communication apprehension.

Required Texts:

Lucas, S. (2015). *The Art of Public Speaking* (12th Ed.). New York: McGraw Hill. ISBN: 9781308391694

Kidd, M.A. (2014). *Form & Substance: A Speech Communication Workbook*. Fountainhead Press. ISBN: 978-1-59871-688-7

While I understand there is often delay in receiving books by mail, this is still no excuse in not reading the material or completing the required assignments. It is your responsibility to obtain the required readings from another student until your texts come in. **Expect to work out of both text and workbook in class.**

Student Learning Outcomes:

1. Understand, analyze, and practice effective and ethical oral communication in forms and styles appropriate for various situations, purposes, and audiences.
2. Display personal responsibility through teamwork participation.
3. Strengthen critical thinking skills through developing and presenting strong public presentations.

Course Policies:

1. **Cell phones should be silent and non-disruptive.** Violation of this policy will result in a grading penalty and/or dismissal from class.
2. **No social media.** Use of computers is perfectly acceptable for note-taking; however, use of computers for any other reason will be grounds for marking you absent for the class. You are not considered physically in the class if you are not mentally in the class. I will disallow electronic notes if this becomes an issue, and we can take notes the “old-fashioned” way.
3. **Attendance is mandatory.**
 - a. Any absence must be pre-approved or have a valid, documented reason for the absence.
 - b. This includes:
 - Personal illness (documented with a note from a physician or health care facility)
 - Car trouble (documented with receipt from tow company or mechanic)
 - Others acceptable; documentation is the trend.
 - c. Valid reasons do not include:
 - Over-sleeping
 - Incomplete assignments

- Attendance to non-approved University events
 1. Athletes must submit dates of absence for events at the beginning of the semester.
 - d. Please arrange to coordinate with another student to obtain missed lecture notes and assignments.
- 4. Unexcused Absence Penalties:**
- If absent on a day in which you are to speak, you will receive a **zero**.
 - If absent on a speech day on which you are not speaking, you will lose **one full letter grade** from your speech grade.
 - Any assignments due on a day with a preapproved absence must be submitted prior to the absence.

Tardiness:

Please plan to be on time to class; this requires planning ahead for parking or other issues that may arise, especially early in the semester. Habitual tardiness will result in an absence from the class.

Assignment Formatting:

All assignments (including documents submitted as part of a speech) should be typed, 12pt font, Times New Roman. Formatting should be APA. Formatting must include your name, section number, and date on the upper right-hand corner of the page. Improper formatting will result in an immediate full-grade penalty.

Scholastic Dishonesty:

All assignments and presentations should be original to you and should reflect careful preparation. The viewpoint, structure, and style of your work should be your own, except where specific credit is acknowledged. Proper credit and citation is particularly important in the University setting, where we are learning the techniques of carrying out, developing, and delivering research you have found to support your own work. If there is any ambiguity about what constitutes scholastic dishonesty, refer to Sec. 8-802 in the Manual of Policy and Procedures for a detailed description of how the University interprets this term. You can also refer to Sec.8-501 for a list of all the disciplinary actions which come with scholastic dishonesty as well. In other words, do not cheat and it will be a good semester.

Speech Requirements:

- You will construct and deliver a total of 4 **significant** speeches (there may be other, less significant speeches that will count toward your participation grade):
 - 2 Informative speeches (including 1 panel/group speech)
 - 2 Persuasive speeches
- You will have only three speech topics for the semester: one you will choose for your individual speeches and one you will choose with your group for your panel presentation, the last will be in two parts for your persuasive speech.
- The first speech will be an informative speech on your chosen topic, and the second will be a group panel speech. The third will be a persuasive speech on the “pro” side of your chosen topic, and the fourth speech will be a persuasive speech on the “con” side of this topic.

Speech dates and group assignments: Given on/around the second day of classes. You are responsible for delivering your speech on the day(s) assigned to you. Students who are unable to deliver speeches on their assigned day(s) and provide valid, preapproved excuse prior to the speech day will be given the opportunity to deliver the speech on a different date. Again, valid excuses must be discussed with me. Students who miss their assigned speech day or time under any other scenario will receive an automatic **zero**, and will not be given another opportunity to deliver their speech.

Note: It is not always possible for all scheduled speeches to be presented on the assigned day. In this case, be prepared to speak the following class period if necessary.

*Additionally, all outlines and visual aids must be prepared to be turned in the first day of speeches regardless of what day you are speaking. There is no “extra time” for these things when signing up for a later speech date. If you do not turn these things in the first speech day, you will not be speaking at your designated speech time.

Required Attire for your Speeches – “Business Casual” (If you need help defining this, please see me)

What is allowed:

- Khaki Pants
- Polo Shirts
- Button Down Tops
- Leggings with appropriate top
 - This does not include yoga pants
- Skirts

What is NOT allowed:

- Jeans
- Shorts
- Sweats
- Pajamas
- Flip flops
- Baseball caps / hats
- Mini-skirts

*No chewing gum, drinks/food, or cell phones allowed during speeches. I must reiterate, if you are unsure of dress, feel free to ask me. This is an important part of your speech. A full letter grade will be dropped for inappropriate dress.

Assignments:

Late assignments will not be accepted. Assignments are due at the beginning of the class period on the date specified. Failure to submit assignment at this time in the required format will result in a zero.

All assignments must be submitted in APA formatting, including documents turned in for speeches. These is important, and if help is needed in this area, please see the Writing Center for help with this formatting. Grading penalties exist for formatting errors.

- Refer to Chapter 11 in *Form and Substance Workbook* and Purdue Online Writing Lab as well for more APA resources: <https://owl.english.purdue.edu/owl/resource/560/01/>

Exams:

- You will have a mid-term exam, and a final exam; both will be take-home and open book.
- Exam will be available on Blackboard at the end of the designated class period and will be open until midnight on the due date (typically 2-3 days).
- Exams must be saved as a Microsoft Word document in this format: Lastname_Exam_Midterm/Final (how to save will be discussed in class).
- Late exams will not be accepted and will receive a score of **zero**.

Quizzes:

Quizzes on assigned chapter readings and/or lecture can and *will* be given at any time during the semester.

Participation:

Active, positive participation is crucial in this course. A large part of your participation score is judged on your attendance and degree of attentiveness during lecture as well as other students' speeches. If you are coming to class and contributing to class discussion this could make a difference in your grade (especially when your grade is within a few percentage points one way or the other).

Grades

Final grades will fall into the following categories:

90% – 100% = A

80% – 89.99% = B

70% – 79.99% = C

60% – 69.99% = D

Below 60% = F

*Please note, I will not round scores.

Major Requirements, Points, & Grade % Approximations

1. Informative Speech & Outlines #1	100 pts.	10%
2. Informative Panel Speech	100 pts.	10%
3. Peer Review – Team Work	50 pts.	5%
4. Persuasive Speech & Outlines #1	125 pts.	12.5%
5. Persuasive Speech & Outlines # 2	150 pts.	15%
6. Listening to Partner	50 pts.	5%
7. Participation	50 pts.	5%
8. Midterm	100 pts.	10%
9. Assignments (5 @ 25 pts each)	125 pts.	12.5%
10. Final Exam	150 pts.	15%
	Total: 1000 pts.	100%

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://www.uttyler.edu/wellness/rightsresponsibilities.php>

Grade Replacement/Forgiveness & 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);
- 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; and
- 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).

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 federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

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 reenter the building unless given permission by University Police, Fire department, or Fire Prevention Services.