St. Petersburg College, Clearwater Campus
SPC 1017 INTRODUCTION TO SPEECH COMMUNICATION
SPRING 2012

Instructor:
Dr. Shirley Oakley
E-mail through ANGEL
Office/Office hours: LA 185, one-half hour before class, or by appointment

Communications Department
Dean, Dept. of Communications: Dr. Martha Campbell
Office: LA 187 Phone: 727-791-2570 Email: campbell.martha@spcollege.edu

Academic Chair, Dept. of Communications: Dr. Shirley Oakley
Office: LA 185 Phone: 727-791-5904 Email: oakley.shirley@spcollege.edu

Important Dates
Last day to drop/add: 1/13/2012
Last day to withdraw with a grade of W: 3/20/2012
Financial Aid: http://www.spcollege.edu/central/SSFA/HomePage/calendar.htm
Final Exams: 4/30-5/3/2012

No Classes
Dr. Martin Luther King, Jr.’s birthday observed: 1/16/2012
Spring Break: 3/5-3/9/2012
Spring Holiday: 4/6-4/8

Course Description
This course is designed to assist the student in understanding and implementing oral communication skills. Learning is centered in student participation in a variety of speaking-listening situations designed to increase the understanding of the interpersonal nature of all speech communication.

SPC 1017 Introduction to Speech Communication 3 credits
Prerequisite: (ENC 0020 or EAP 1695) or satisfactory score on the SPC placement test.
This course is designed to assist students in understanding and implementing oral communication and critical thinking skills. Learning is centered on student participation in a variety of speaking-listening situations designed to enhance the understanding of the interpersonal nature of all speech communication. This course partially satisfies the writing requirements as outlined in General Education Requirements. Credit is not given for both SPC 1017 and SPC 1017H. 47 contact hours.
**Course Objectives**
By the end of the semester, you should be able to:

1. Develop and refine skills in planning, outlining, and developing a speech, including competence in library research, information gathering and retrieval skills.

2. Develop and refine skills in delivering a speech.

3. Develop an awareness of the significance of non-verbal communication, including body movement, facial expressions, gestures and dress.

4. Develop the ability to work effectively as a group member and understand the responsibilities of a discussion leader.

5. Develop an understanding of the different purposes of listening and the ability to listen critically, clearly, and creatively.

6. To develop an awareness of the importance of speech in our daily living and through that awareness gain confidence and poise in everyday situations.

**Student Responsibilities**
As a student in this class, your responsibility is to:
1. Attend regularly and study speech and communication as a listener when you are not speaking.
2. Prepare assignments as well as you can and to perform when scheduled.
3. Study the textbook assignments regularly and to prepare for exams.
4. Participate regularly in class discussions and to critique other speakers as assigned.

**Required Textbook**

You will be tested over the textbook chapters. If you do not have a textbook, there is one on reserve at the SPC library.

**Computers**
You should have regular access to a computer that is connected to the Internet. In order to complete course assignments, Microsoft Office 97 or higher is required and you should have access to Power Point). You will use these and other online applications to complete various assignments. If you do not have access to the Microsoft Office suite, you should go to one of the College’s learning labs (Learning Support Commons, for example). All completed assignments must be put into the ANGEL Drop box unless completed in class or otherwise specified. If you have technical problems with ANGEL, please call the Help Desk immediately: 727-341-4357.
Instructional Methods
This course is presented through short lectures, discussions, group work, and class activities. These are all designed to supplement materials in the text and topics. The syllabus, schedule of due dates for assignments, and assignment guidelines and explanations are on ANGEL. Chapter information and other materials and links relevant to the course are also on ANGEL. You are encouraged to read through these materials and links for a better understanding of the topics presented in class. Methods of learning that are used in this class are: textbook reading, in-class activities, essay writing, speaking, and lecture/discussions. Reading the textbook provides a solid introduction to speech communication. Exams are generally multiple choice and short essay and are based on the textbook. To meet the writing requirement of this class, there are four typed essays (500 words each). Also, you will prepare and deliver four speeches (we will also have impromptu speeches).

In the event of serious disaster that closes SPC for an extended period of time, or if class is cancelled, I will attempt to complete this course on line. Check with ANGEL on college web site following a major event.

Attendance Policy
To be counted as “present,” you need to attend each class period from start to finish (class begins at 2:00 pm and ends at 3:15 pm). You are allowed to miss three classes. If you will not be able to fulfill the attendance requirement, please avail yourself of the withdrawal option as soon as possible. The last day to drop, receive refund, and/or change to audit is 1/13/2012. You may withdraw yourself with a “W” on or before 3/20/2012. Veterans attending this class who miss more than two sessions are required to complete legal forms to remain in the class and receive aid. I will verify that you are in attendance at least once each week during the first two weeks of class. Students classified as “no show” for both of the first two weeks of class will be administratively withdrawn. If you violate the attendance policy, do not expect to continue in the course. Please see me regarding extenuating circumstances.

Active Participation Policy
Immediately following the 60% point of the term, I will verify which students are actively participating in class. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF.” Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a “WF.” Active participation includes attending class regularly and on time, completing assignments, and participating in class discussions and activities. After 60% of the class is over, I identify you as not actively participating if you have not completed all of the required assignments or if you have missed more than three classes. You will then be withdrawn with a “WF.” If you are a financial aid recipient and you totally withdraw from the College anytime on or before the dates of your Session, you may incur repayment of Federal Financial Aid funds.
**Cell Phones**
Cell phones are expressly prohibited in class and must be silenced completely (no vibration) or turned off and out of sight prior to entering the classroom, library, and laboratories to avoid disruption. Use of any device in these areas is a violation of College Policy and subject to disciplinary action. If you text during class, you will be asked to leave your cell phone on the instructor’s desk during the class period for the remainder of the semester.

**Assignments and Grading**
All grades, attendance, and assignment guidelines are posted on ANGEL. All students are required to check their final grades and attendance within six hours after the final exam. Failure to complete any aspect of an assignment will jeopardize your grade and/or the completion of the writing requirement. Please log into ANGEL the first week of class and send me an email stating you have read and that you understand the syllabus, schedule, assignments, and requirements of this course. Grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speeches</td>
<td></td>
</tr>
<tr>
<td>Introductory speech</td>
<td>50</td>
</tr>
<tr>
<td>Narrative speech</td>
<td>50</td>
</tr>
<tr>
<td>Informative speech (with topic outline and reference page)</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive speech (with topic outline and reference page)</td>
<td>200</td>
</tr>
<tr>
<td>Essays (All essays must be submitted using the ANGEL Drop Box.)</td>
<td></td>
</tr>
<tr>
<td>Informative speech peer critique essay</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive speech peer critique essay</td>
<td>100</td>
</tr>
<tr>
<td>Cultural Difference essay</td>
<td>100</td>
</tr>
<tr>
<td>Group Project Presentation and essay</td>
<td>100</td>
</tr>
<tr>
<td>Exams (20% of your grade)</td>
<td></td>
</tr>
<tr>
<td>Midterm exam (in class)</td>
<td>100</td>
</tr>
<tr>
<td>Final exam (in class)</td>
<td>100</td>
</tr>
<tr>
<td>Total points possible</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grading: 1000-900=A; 899-800=B; 799-700=C; 699-600=D; 599-0=F

**WRITTEN ASSIGNMENT GUIDELINES**
All papers must be typed and double-spaced, with 1-inch margins, 12 point font (Times New Roman or similar), correct spelling and grammar, lack of genderized language, and on time to receive full credit. Papers must be documented properly to avoid plagiarism and must also conform to the MLA formatting style. This is a good web site for citation information: [http://owl.english.purdue.edu](http://owl.english.purdue.edu). Keep an electronic copy of your assignments to prevent despair, and please do not email me about computer problems or Internet problems concerning assignments. Completing assignments on time is your responsibility, so plan ahead.
Detailed directions are given in ANGEL under Lessons regarding the four writing assignments. Completing these writing assignments according to the instructions—with particular attention to the required page lengths and word counts—will fulfill the 2000 word writing requirement for this course. Please make thoughtful language choices. Avoid profane, sexist, racist and any other offensive language in both your writing and speaking; such language is not appropriate, will not be tolerated in the classroom, and will affect your grade.

Concerning Late Work: All assignment due dates are posted on the Schedule of Assignments and Due dates in this syllabus, so no late work or make-up exams or speeches will be accepted. However, I will drop your lowest assignment grade at the end of the semester.

Brief Explanation of Assignments
*Detailed guidelines are in ANGEL

Introductory Speech: Time limit is 1.5-2 minutes. You will find a quote from a famous person and build your speech about yourself around that quote. You will need at least two note cards, but you may NOT read from them (only glance at them briefly).

Narrative Speech: Time limit is 2.5-3 minutes. You will tell a story about something that happened in your life and from which you learned a lesson. No note cards or visual aids are allowed; this is an exercise in memory and delivery.

Informative Speech: Time limit is 4-5 minutes. You will provide your class audience with information about a subject that interests you and that you think will interest us. Topic outline and reference page must be submitted BEFORE you delivery your speech.

Persuasive Speech: Time limit is 5-6 minutes. The purpose of this speech is to motivate your audience to a belief and/or action on a controversial topic. Topic outline and reference page must be submitted BEFORE you delivery your speech.

Essays for the Written Assignment Requirement
You will write four 500-word essays. For two of the essays, you will critique two of your classmates’ speeches: informative and persuasive. For the third essay you will write about a the first time you met someone different from yourself. For the fourth essay, you will write about the experience you had with your group project and presentation. Essay guidelines are in ANGEL.

Midterm and Final Exam
These exams will be given in class. I recommend that you use the online resources (quizzes, textbook link, etc.) to study for these exams.

NOTE: If you are unclear about an assignment or any aspect of this course, please talk to me ahead of time, not after an assignment is past due. Also, ask questions during class or after class. My goal is to provide you with a worthwhile, interesting, and academic learning experience, and your goal should be to attend class regularly, submit all assignments on time, and develop some curiosity about learning speech communication skills. Make your high priorities class attendance, reading your text, and becoming inquisitive about the topics presented. I look forward to great semester!
OTHER IMPORTANT INFORMATION

- Delivery for all speeches (except impromptu speeches in class) must be prepared and practiced in advance. Note cards and outlines are required when indicated. **Reading a speech word for word is not allowed.**

- **All speech topics must be approved in advance by your instructor.** No speeches permitted on topics requiring prohibited visual aids (nudity, alcohol or drugs, weapons, or fire, explosives, illegal drugs or live animals. No topics that will disturb other people or classes. Also, you may not change your topic at the last minute.

- Power Point or another visual aid must be used for either the informative or persuasive speech. Links to youtube.com or other Web sites must be embedded in a presentation aid. Credit must be given to any visuals used, included photos and music.

- Racist, homophobic, or sexist language will not be tolerated in the classroom. Also, general rules for class etiquette will be followed (for example, listening when others are speaking).

- You may not record class lectures or any part of this class without my prior permission. Some speeches may be video-recorded.

- A current SPC Photo ID is required to use computer labs, audiovisual equipment, and to check out library materials.

- The instructor reserves the right to make changes as necessary to this syllabus and schedule.

- I encourage you to use the free writing tool called Smarthinking. The link is under Instructional Resources on the ANGEL homepage.

- *The Sandbox* online student newspaper was launched in the fall of 2011. I encourage you to take a look and consider submitting articles to the online newspaper. Here’s the link: [http://sandbox.spcollege.edu/](http://sandbox.spcollege.edu/)

**Academic Honesty**
The work you present for evaluation—essays, speeches, exams—must be the product of your own effort. Academic dishonesty in the form of cheating on quizzes or exams, plagiarism (presenting the work of another as your own), or assisting anyone in an act of academic dishonesty results in a minimum penalty of “no credit” on the assignment in question and may result in your failing the course. You are required to follow the Honor Code found in the St. Petersburg College Catalog section on Academic Honesty Policies (College rule 6Hx23-4.461). Please refer to the “Academic Honesty and Expectations of Students” link: [www.spcollege.edu/webcentral/admit/honesty.htm](http://www.spcollege.edu/webcentral/admit/honesty.htm). In addition to the College Catalog, the following two sources give clear guidelines and examples of my expectations with respect to avoiding plagiarism: *MLA Handbook for Writers of Research Papers, 4th ed.* (pp. 26-29) and Wayne C. Booth’s *The Craft of Research* (pp. 167-171). Turnitin.com may also be used to evaluate papers.
**Americans Disabilities Act (ADA)**
In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” It is the student’s responsibility to inform me of any special needs before the end of the second week of class. Please see additional information in the Addendum below under Special Accommodations.

**Student Survey of Instruction**
The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement. It will be available during the second half of the semester in our ANGEL website. I encourage all of you to complete the survey.

**GET HELP: Community Resources**
For a list of community resources, go to: [http://www.spcollege.edu/gethelp/](http://www.spcollege.edu/gethelp/).

**Syllabus Addendum: [http://www.spcollege.edu/central/asa/addendum.htm](http://www.spcollege.edu/central/asa/addendum.htm)**
Please be aware of the important College-wide information found in the Syllabus Addendum.