INSTRUCTOR: Dr. Jefferis, LA 137, MyCourses e-mail, or ☎️ 791-2691 (24-hour answering machine)

OFFICE HOURS: I am always available online, even on the weekends. My on-campus schedule:
Tuesdays: Activity Period: 12:30 to 2:00. Teach 2:00 – 3:15. Office: 3:15 to 6:00. Teach 6:00 to 8:40.
Wednesdays: Office 4:00 to 7:00 p.m.. Teach 7:00 – 8:15 p.m..
Thursdays: Activity Period: 12:30 to 2:00. Teach 2:00 – 3:15.
Fridays: Teach 9:00 to 11:50.
Online Office Hours are Sunday night from 7:00 to midnight. 
These hours are subject to change (for teacher meetings, etc.); please check the office door for changes.

TEXT: Communication Principles for a Lifetime by Beebe, Beebe, and Ivy.
- You can buy the book from our college bookstore.
- Or, using this ISBN-13 number: 9780199342365, you can buy or rent the book from an on-line retailer such as AMAZON or CHEGG.
- Or you can visit the Facebook page called “SPC Text book Buy Sell Trade.” You have to put a space between TEXT and BOOK to make your SEARCH find this website.
- Or you can visit the Facebook page called “SPC Text book Buy Sell Trade.”

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.

This class is a blended formatted class which meets twice a week. Our f2f (face-to-face) on campus meeting is on TUESDAY night. Our k2k (keyboard-to-keyboard) virtual meeting deadline will be SUNDAY night at 11:55 p.m. You will be counted absent if you do not come to the on-campus meeting on TUESDAYS and you will be counted absent if you do not submit work by SUNDAY at 11:55 p.m.

This is a 3-credit course that is usually taught in 16 weeks, but you have signed up for the 8-week session. Each week, then, this section of speech covers twice the amount of academic material: you’ll have a face-to-face session with the professor that covers half the academic material for the week and you will independently access the other half of the week’s academic material from the course’s website. And you will have twice the homework: you’ll have homework between TUESDAY and Sunday night, and you’ll have homework between Sunday night and TUESDAY’s class. Students who are working, or have other obligations, should consider this chart:

<table>
<thead>
<tr>
<th>Work No More Than _____ Hours Per Week</th>
<th>Term I or II 16 Weeks</th>
<th>Express Term 12 Weeks</th>
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<td>20 Hours Per Week</td>
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Hardware and Software Requirements: Students should have access to a computer that is connected to the Internet. To complete course assignments, Microsoft Office is required, with Microsoft Word and PowerPoint included. If you do not have access to the Microsoft Office suite, you should go to one of the college's learning labs where the Microsoft Office suite is installed, and do your work there. The college computers can read documents done in WORD, PDF or RTF. You should SpellCheck and GrammarCheck your work.
If our on-campus class meetings are cancelled due to circumstances including, but not limited to, a tropical storm or a hurricane, this course will continue on MyCourses.

If you have any difficulty, contact the SPC Student Technical Call Center, open 7 days a week from 7:00 a.m. to midnight, at 727-341-HELP (4357) or via e-mail at OnlineHelp@spcollege.edu

If you need help other than computer/technical, click here: http://www.spcollege.edu/gethelp

COURSE OBJECTIVES:
1. To develop and refine skills in planning, outlining, and developing a speech, including competence in library research, information gathering and retrieval skills.
2. To develop and refine skills in delivering a speech.
3. To develop an awareness of the significance of non-verbal communication, including body movement, facial expressions, gestures and dress.
4. To develop the ability to work effectively as a group member and understand the responsibilities of a discussion leader.
5. To 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.

COURSE RESPONSIBILITIES:
1. To attend regularly and study speech as a listener when you are not speaking.
2. To prepare assignments as well as you can and to perform when scheduled.
3. To study the text assignments regularly and to prepare for course examinations.
4. To participate regularly in class discussions and to critique other speakers as assigned.

ATTENDANCE POLICY: All students are expected to attend the class meetings and earn an average grade of 70% or above, which is how we evaluate students as actively participating in class. Before the official withdrawal date, a student can withdraw from the class to receive the grade of W. TWO absences can be accommodated but a student who exceeds the absence policy by missing a THIRD class will be withdrawn by the college and will receive the grade of WF. Please note that faculty members cannot withdraw you. If you need to withdraw and you want the grade of W instead of the WF, YOU will have to withdraw yourself. When you miss a class, you are responsible for the material covered during your absence. Be sure to make at least one friend or Study Buddy in this class so that person can e-mail you the class notes right after the class you miss.

LATE POLICY: If you miss a speech, there is make-up time built into the schedule at the end of the semester when you can make up ONE speech at half credit unless you bring paperwork for an excused absence to the professor – see the section at the end of this syllabus for detailed information about the paperwork that can be accepted. If you turn in an APP SCRIPT that does not meet the minimum criteria, it will be turned back to you and you will have an extension until 11:55 p.m. the next night to revise and resubmit for full credit. Any revised script or outline turned in after the extension will have 10 points deducted from the grade. There is no “re-write” opportunity for the ACTU OUTLINE nor the INTERCULTURAL PAPER. There is no way to make up the GROUP PROJECT, and no way to make up a missed quiz or test. Extra Credit cannot be accepted after the due date.

TESTING: Six quizzes, 25 questions at 1 point each, 25-minute testing period, taken on-line, open book. Quizzes open on Tuesdays and close Sundays at 11:55 p.m. Midterm: 50 questions at 1 point each, taken in class, closed book. No Final Exam – The Final Speech is the capstone experience in this class.

A comprehensive Study Guide is provided to direct your critical reading skills to prepare for each quiz. If you do not read well on your own, or you would prefer a class that provides lectures from the textbook— you should DROP this blended class and ADD a face-to-face speech class with a professor who lectures straight from the book.
**SPEECH GRADING:** For every speech, instructions will be posted, and the last page is the grading sheet. The instructions explain the specific details of the speech, such as time limit. Be sure to time every practice—at least twice a day for at least four days, and bring your timer up front with you for your performance in class.

Please understand that this is a course in extemporaneous speaking, not manuscript reading. You will not be allowed to take a typed or hand-written manuscript/script of your speech up front with you. You will not be allowed to look down and read off your speech from the notecards. You will not be allowed to have full sheets of paper with you—only notecards. You can have up to three 3x5 notecards (written lengthwise, not widthwise) tucked in your left palm, and you can glance down at the cards a few times quickly and then look right back up.

You use visual aids in every speech. Do not use more than four visual aids in a speech performance. You can only use ONE video clip unless your speech topic is a TV show when you can use TWO. A video clip is limited to 30 seconds. Do not show any visual aids before your speech begins nor after your speech is over. Please test your visual aids ahead of time and practice your speech with the visual aids so that you are confident that these visual aids will work well in your speech presentation.

----- SPEAKER ORDER CHART -----

You will be assigned a Speaker Number for this class, once the Final Roll is received. Using this Speaker Order Chart, you'll know exactly when you are assigned for each category, and you can arrange to be ready to perform.

Most students find that they are scheduled to give one speech early, one in the middle, and one near the end of the Speaker Order. Rotating the Speaker Order assures fairness.

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<th>ACTU.</th>
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You should read this syllabus AND the SPC Syllabus Addendum:
http://www.spccollege.edu/central/asa/addendum.htm
# GRADING GRID:

## ORAL PRESENTATIONS • 550 POINTS POSSIBLE
- Appreciation Speech • 100 points possible  
- Celebration Speech • 200 points possible  
- Group Project • 50 points possible  
- Actuate Speech • 200 points possible

## WRITTEN WORK • 250 POINTS POSSIBLE
- APP Script Evaluation • 100 points possible (*must be typed*)  
- CEL Outline • 50 points possible (*must be typed*)  
- ACTU Outline • 50 points possible (*must be typed*)  
- Intercultural Analysis • 50 points possible (*must be typed*)

## TESTING • 200 POINTS POSSIBLE
- Quiz 1 on Chapters 11 and 13 • 25 points possible  
- Quiz 2 on Chapters 12 and 14 • 25 points possible  
- Quiz 3 on Chapters 5 and Appendix A • 25 points possible  
- MIDTERM on Chapters 1, 2, 3, and 4 • 50 points possible  
- Quiz 4 on Chapters 6 and 7 and 8 • 25 points possible  
- Quiz 5 on Chapter 9 and 10 • 25 points possible  
- Quiz 6 on Chapter 15 • 25 points possible

## EXTRA CREDIT AVAILABLE
- LEO Evaluation • 15 points possible (*must be typed*)  
- RANDY Evaluation • 15 points possible (*must be typed*)

## YOUR TOTAL

## FINAL GRADES
- A = 900 or more points  
- B = 800-899 points  
- C = 700-799 points
**IMPORTANT DATES – FALL 2019, BLENDED, 8W1 (FIRST 8 WEEKS):**

*On the left side of this schedule = Face-to-face meetings in our classroom*

**Class Meeting One, f2f:**
- Intro to course, and app speech info

**Class Meeting Two, k2k:**
- Quiz 1 – By Sunday, 8/25 at 11:55 P.M.
- Write app script

**Class Meeting Three, f2f:**
- App script due in drop box by 6:00 P.M.
- Dr. J presents app preparation tips

**Class Meeting Four, k2k:**
- Quiz 2 – By Sunday, 9/1 at 11:55 P.M., practice & polish app presentation

**Class Meeting Five, f2f:**
- App speeches

**Class Meeting Six, k2k:**
- Quiz 3 – By Sunday, 9/8 at 11:55 P.M., begin your reading for midterm

**Class Meeting Seven, f2f:**
- Meet in cl campus library – research presentation and Dr. J presents CEL info, including outlining and visual aids

**Class Meeting Eight, k2k:**
- Cel outline due by Sun., 9/15 @ 11:55 P.M.
- Write CEL script, study for midterm

**Class Meeting Nine, f2f:**
- Midterm exam (closed book), Dr. J presents info on I/I paper, CEL speech take-home/sample

**Class Meeting Ten, k2k:**
- Quiz 4 – By Sunday, 9/22 at 11:55 P.M., practice & polish CEL performance

**Class Meeting Eleven, f2f:**
- CEL speeches, Dr. J presents ACTU

**Class Meeting Twelve, k2k:**
- Quiz 5 – By Sunday, 9/29 at 11:55 P.M., ACTU outline due on Sun 9/29 @ 11:55 P.M. Do I/I paper.

**Class Meeting Thirteen, f2f:**
- I/I paper due, Dr. J presents more on ACTU, Dr. J presents groups

**Class Meeting Fourteen, k2k:**
- Quiz 6 – By Sunday, 10/6 at 11:55 P.M.
- Practice & polish ACTU performance

**Class Meeting Fifteen, f2f:**
- ACTU speeches and then make up speeches
- Extra credit due on Thu 10/8 @ 11:55 P.M.

*Note: Important dates can change at the discretion of Dr. Jefferis, depending on current events and the flow of the semester’s activities.*
LATE SPEECH PRESENTATIONS

- There is Make-Up time scheduled at the end of the semester, when you can make up ONE speech.
- If you have some Excused Absence paperwork to bring with you (see list below), you need to bring that paperwork WITH YOU to the Make-Up Class.
- You should bring the correct evaluation form with you for the speech you are giving.
- Practice your speech twice a day, TIMING each one, so that your speech will BE IN THE TIME RANGE.

LATE WRITING ASSIGNMENT

- You have only ONE WEEK to turn in a late writing assignment of any kind (script, outline, etc.)
- If you have some Excused Absence paperwork to turn in with your Late Writing Assignment (see list below), you need to scan that paperwork and submit it with your Late Writing Assignment.

PAPERWORK TO GET YOUR ABSENCE EXCUSED

Please understand that I must have PAPERWORK as evidence of your absence to be able to code it as “excused.” You cannot just tell me that you didn’t feel well or that you had to fly to Toledo. You need to have PAPERWORK to SHOW me – like a doctor’s note or hospital admission paperwork or jury duty summons or prison release form.

Here is an example: A student had to fly out of state for his grandfather’s funeral. On his way up to give his make-up speech, he handed me the speech grade sheet AND a portfolio that contained his plane ticket, the obituary printed in the newspaper, a photocopy of the death certificate, the prayer card and program from the funeral service, and a statement he had written which noted the dates and times of these events that he attended.

SPC excuses the absences listed in regular typeface, and I have extended the excused absences – see italics.

- Hospitalization of student or any family member or friend, or Doctor’s appointment or Doctor’s order for quarantine at home for student or any family member of student
- Incarceration of student or any family member or friend
- Military duty of student or deployment/return of any family member or friend
- Jury duty of student or anyone who regularly has child-care responsibilities for student’s child and cannot watch student’s child because of jury duty
- Death of member of student’s immediate family or any family member or friend
- Celebratory party that is once-in-a-lifetime, such as 21st birthday party of student or friend of student, 80th birthday party of grandparent, retirement party of parent/grandparent friend, “welcome home” party for someone returning from war
- Any high school function for those who are actually still attending high school but take some college classes through the Collegiate High School, Early College, Dual Enrollment, or Early Admission programs