

**SPC 1600 FUNDAMENTALS OF SPEECH      Fall 2007      Instructor:    Beth Perrell**

Course:                    SPC 1600 *Fundamentals of Public Speaking*

Text:                      Brydon, S.R., and Scott, M.C. (2006). *Between One and Many: The Art and Science of Public Speaking*, (Nicholson edition.) Mountain View, CA: Mayfield Publishing Co.

Instructor:                Beth Perrell

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Office Hours:            (This means you will find me in my office)  
M, W – 2:30 – 5:30 p.m.

Virtual Hours:          (This means you can reach me via cell phone)  
Tuesday – 1:00 – 2:00  
Tuesday – 4:00-5:00  
Thursday- 4:00 – 5:00  
Friday: 9:00 – 10:00

**Course Objectives:** SPC 1600 presents principles of oral communication common to speaking and listening. Emphasis is on listening techniques and on preparation and delivery techniques for extemporaneous speaking.

- Understand the process of oral communication and the roles of sender and receiver.
- Refine abilities to prepare and deliver messages appropriate to the topic, purpose and audience addressed.
- Refine ability to listen with literal and critical comprehension.

**Meeting objectives:** grades will be assigned based on the student's performance on activities, quizzes, speeches, exams and attendance. Speech grades account for 40% of the student's total grade, quizzes and exams are worth 35%, and all other assignments are worth 35%. Regardless of scores on assignments, you must complete at least 75% of all speech assignments, formal and informal, to be considered for a passing grade of C.

**Late assignments:**

- You may make up one missed speech on *Make-up Day* (see calendar.) The final speech of the semester must be delivered on time or you will receive a zero (no make-ups!)
- You may not make up in-class activities. However, ONE missing activity grade will be dropped at the end of the semester.
- Late homework and other written assignments will be accepted until Friday, 8:00 p.m. of

the week they are due. However, a 30-point late penalty will be assessed. You may turn late assignments into the Communication Office, building 5, room 231 or e-mail the assignment to bperrell@atlas.valenciacc.edu.

**E-mail:** Please note that if you send me an e-mail, I will **ALWAYS** send a reply. Therefore, if you do not receive a reply within 24 hours, assume that you'll need to resend your correspondence. Please practice writing professional email, using capital letters and punctuation.

**Speeches:** The speech assignments are designed to provide you with experience in managing various types of speaking goals. As the semester progresses, your knowledge and experience will grow. Therefore, the quality of your speeches is expected to steadily improve from the first to the last speaking assignment.

**Skills activities:** There will be a series of skills activities during the session. These class activities are designed to sharpen your speaking skills by reinforcing the ideas raised during class lectures. Activities are scheduled as necessary however, in most cases (not all), you will be notified the class before an activity.

**Reading assignments:** It is strongly recommended that you read assigned material before class. Doing so will reinforce understanding of classroom lectures. Also, it is recommended that you use the textbook as a handy reference guide when preparing speeches. In fact, if you are reading this now, I will give you 3 extra credit points on your first quiz. All you have to do is write your name and the words "syllabus extra credit" on a sheet of notebook paper and hand the paper to me at the beginning of the next class.

**Quizzes:** There will be a series of quizzes throughout the session. The purpose of quizzes is to help you internalize the concepts we learn in class and to identify 'trouble spots'. This will prepare you for speeches and for the exam. Quiz questions will be based on lectures, skills activities and reading assignments. **MAKE UP QUIZZES WILL BE COMPRISED OF LENGTHY AND DIFFICULT ESSAY QUESTIONS.**

**Attendance:** Five (5) points will be subtracted from your total **attendance grade** each time you miss a class. You are responsible for signing the attendance sheet during each class session. You may not sign during another class session. Absences will not be excused unless documentation is provided (see "Penalties" below, number 2.)

If you miss class, you may obtain copies of the handouts from the envelope on my office door.

**Evaluations:** Students will evaluate their own and others' speeches in order to develop critical listening and thinking skills.

**Videotape:** Each student will be required to bring a VHS tape to class for each speech. Students may not share tapes. Your speech will be recorded so that you may view and evaluate your own work. Most students find such evaluation to be a powerful self-improvement strategy. There will be a five-point penalty assessed each time you do not provide this tape. Also, remember to cue the tape before coming to class.

**Consultations:** If you have questions, concerns, or just need to bounce an idea off of someone, then feel free to visit with the instructor during scheduled office hours. Additional consultation times are available by appointment but the fact is, if I'm in my office you're welcome to visit.

**Penalties:**

1) All written work should look professional.

- Your work should be typed or printed. All outlines are to be typed. **DO NOT USE CURSIVE WRITING.**
- Only use blue or black ink.
- Use standard 8 ½ x 11 paper.
- There is an automatic ten- (10) point penalty for not meeting these criteria.

2) A student who is not prepared to deliver a speech as scheduled, is absent on the first day a speech is to be delivered, or who fails to sign up for a speaking position will receive a 25 point penalty and must wait until make-up day to deliver the speech.

- A student may only make up ONE speech for a maximum grade of 75. Failing to a present another speech will earn that student a zero.
- The only exception to this policy will be for students who have proof of illness (doctor's note), proof of death in the family, proof of court-related activity or who make special arrangements with the instructor at least two weeks prior to the scheduled speech.
- **YOU MAY NOT MAKE UP THE FINAL SPEECH OF THE SEMESTER.**

3) Being tardy on the day of a speech (or leaving early) will result in a penalty of 10 points.

4) Students who fail to present adequate references with speeches will receive a **30 POINT GRADE PENALTY, OR FAIL OUTRIGHT**, depending on the circumstances.

5) All students are responsible for exhibiting proper listening etiquette during classroom lectures and student speeches. Failing to do so will result in a (10) ten-point penalty on your next speech grade. Examples of poor etiquette include ringing cell phones or working on your speech while another student is presenting a speech.