

Fundamentals of Speech
SUNY Rockland Community College

Course Information

Course Number: SPE 101.017
Course Title: Fundamentals of Speech
Credits: 3
Meets: TR 12:00 – 12:50
Room: 2229
Angel: <https://sunyrockland.sln.suny.edu> FB:

Contact Information

Instructor: Chaya Rachel Nove
Email: cnove@sunyrockland.edu
Office hours: By Appointment

General Course Description

Welcome to Speech 101. This course is designed as an introduction to the study of the human communication process with an emphasis on public communication competence. The course focuses both on fundamental communication theory as well as intensive practice in public speaking, interviewing, small group communication, reasoning, critical thinking, and active listening. This is an introductory course and students are not required to have any prior experience with public speaking. It's okay to be nervous – most people are. If you participate in all class activities and assignments, and you make a good faith effort to master the concepts and improve your performance, you *will* pass this course.

Required Text

Adler, Ronald and George Rodman. *Understanding Human Communication*. (11th edition). New York: Oxford University Press, 2012.

Student Learning Objectives

The primary objective of this course is to help students become more proficient in their communication skills. As a result of this course students should be able to:

- Understand the basic concepts and the transactional nature of communication
- Define the elements of the communication process
- Successfully apply the understanding of these principles to oral performance activities
- Apply the principles of constructive listening to communication
- Compare and contrast the advantages and disadvantages of methods and types of speech presentations
- Evaluate effective support for arguments and presentations
- Construct speech outlines for various speaking occasions, including exposition and persuasion
- Utilize appropriate methods of speech delivery
- Integrate required elements for effective oral presentations: preparation; information; method; type; eye contact; poise and posture, gesticulation; voice, articulation and language
- Analyze effectiveness of oral presentation

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- Demonstrate the ability to participate in a group activities and presentations
- Exhibit professional self-presentation during job interviews

Ultimately, what you take away from this course will depend on how much effort and energy you are willing to invest in it. The extent of your commitment and research will determine the level of communication proficiency that you will acquire.

Course Requirements

Speaking Assignments and Outlines (tentative/subject to change)

There will be at least one written exam, which will be based on the notes that students took during class lectures. There will be at **5 formal graded** speaking assignments. Three written reflections will be due at various intervals throughout the semester. Three presentations, the expository, the persuasive, and the final project, will require submission of a written outline and a bibliography. The outline must be turned in on the day you are assigned to speak and must be in correct outline format (to be discussed in class). The interview assignment will be accompanied by a résumé and a cover letter on the part of the interviewee, and a job description, along with a tentative list of questions, on the part of the interviewer. Specific speech guidelines will be given out in class, but below is a brief explanation of each assignment:

1. Expository Speech:

This is a 3 – 5 minute speech in which you increase the knowledge and understanding of your audience/class by offering specific information on a particular subject, in clear and concise language. There will be a Q & A session immediately following each speech. This speech is worth 10% of your final grade.

2. Persuasive Speech:

This 5 – 7 minute speech, accompanied by a formal outline that follows the Motivated Sequence format, focuses on argument and reasoning and should be designed to persuade the audience for or against a question of policy (to be explained in class). You will be expected to advance formal claims and support them with evidence and reasoning. This speech is worth 15% of your final grade.

3. Panel Discussion:

This is a 15-minute group project in which you will present and attempt to solve a problem using the Reflective Thinking format. You will be expected to analyze a situation and offer solutions based on prior research and critical thinking. There will be a Q & A session immediately following each presentation. This project is worth 10% of your final grade.

4. Interview:

This is an assignment in which you will be paired up with another student(s) to “role-play” a successful interview process. You will develop your own scenario and format, and conduct an interview that will fulfill your specific purpose. This project is worth 10% of your final grade.

5. Final Project:

There will be a final project/exam due on the final week of the semester. The details of this assignment will be determined (via student consensus) later on in the semester. This project is worth 15% of your final grade.

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Speech Grading:

Speaking assignments and outlines are graded on content, organization, language, and delivery. Should a student fail to appear in class the day they are assigned to speak, the student will forfeit the credit and grade associated with the speech. In other words, an unexcused absence on your assigned speech day will result in a ZERO for that assignment. Documented illness or emergencies are the only exceptions to this policy! If one of these situations occurs, you must contact me immediately in order to avoid being penalized. NO MAKE-UP work will be accepted without proper documentation and direct communication with me.

Reflection Papers:

Students will complete three short reflection papers designed to bring awareness and enhancement of communication skills. Due dates for these papers will be listed on the tentative course outline. Papers will be approximately (one or) two pages in length and will require students to reflect on personal attitudes and speech assignments.

Extra Credit Work:

Students may complete one extra credit assignment during the semester. Guidelines for these assignments will be posted on Angel (RCC's learning management system).

Attendance and Participation:

Due to the nature of this course, daily attendance and participation are essential. Your classmates count on an audience for their speeches, and since presenting, responding, and listening to other speeches happen within scheduled class time, attendance is required and expected. You are allowed 2 excused absences if your class meets once a week, 3 absences if your class meets twice a week, and 5 absences if your class meets three times a week. Please budget accordingly. Exceeding the amount of days you are allowed for absence will result in a reduction of your final grade for the course. **Please Note: When you reach double the amount of absences allowed for your class you will automatically be issued a failing grade for the course.**

Also, promptness is expected of every student especially on speech days. If you should happen to be late (which should not be often) please wait outside until you hear applause. Arriving late or leaving early will be counted as an absence after three incidents. Attendance will be taken as soon as class begins.

Class participation and peer feedback is worth 15% of your final grade. I will assess these based on your verbal, nonverbal, online and written participation and feedback, but ultimately your grade will be based on **my perception** of your contribution as a member of this class. There is a ZERO tolerance policy in place with regard to disruptions during student presentations, and the slightest infraction of this policy will result in a reduced grade.

Late and/or Missed Assignments

Makeup exams will be given only when prior notice of absence is received. Written assignments that are not submitted on their due dates will receive one full grade penalty for being one week late (*e.g.* from A to B). Assignments that are submitted more than one week late will not be accepted. All written assignments must be submitted in hard copy format unless permission is granted to submit an electronic copy.

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Presentations and class activities cannot be made up, for obvious reasons. Please read the schedule carefully and make sure that you do not miss any important days. It is impossible to render a grade for an undelivered speech or an unaccomplished assignment.

Cell Phone and Laptop Use Policy

Cell phones and laptops are great tools however they have limited if any use within the classroom. Use of these electronic devices at inappropriate times is both disruptive and rude.

Laptops may be used for note taking during class lectures. They should NOT be used for Internet access unrelated to class activity. They should NEVER be used while another student or group is presenting.

Cell phone use is not permitted at any time in the classroom, in either text or audible mode (unless they are required for a class activity, as specified by your instructor). Your phone should be turned OFF (not set to vibrate) while you are in class. If you are expecting an emergency phone call, please let me know before class begins. You can then set your phone on vibrate and sit close to the door so that you can leave quickly and quietly if necessary.

Students seen using cell phones or laptops inappropriately will be reminded once of this policy. Continued cell phone use will result in a 10 point penalty per offence and/or my holding of cell phones until the end of class.

Citizenship Rules

1. Be present, be respectful and be supportive of your fellow students.
2. Do not enter or leave the classroom while a speaker is delivering a speech.
3. Do not create any disturbances during presentations.
4. Do not intimidate, mock, belittle, or make fun of any individual or group, either verbally or nonverbally.

Technology

Please note: This course will be utilizing the **Angel Learning Management System** for web-enhanced instruction. We will be using Angel Learning Modules for class handouts and other class assignments. Additionally, we will utilize **Facebook** (and possibly other social media such as **Twitter**) for specific projects and/or tasks. Unless you have a legitimate reason not to do so, you will be required to create an account on these platforms in order to participate. Social media is a vital element of human communication in our society, and learning to utilize these and to interact with others online is an important part of this course.

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Academic Dishonesty

Academic dishonesty is a serious offense and will not be tolerated. DO NOT DO IT. Below is the policy for academic dishonesty as per the SUNY Rockland student handbook:

1. Academic Dishonesty includes, but is not limited to the following:
 - a. Cheating on examinations.
 - b. Plagiarism, i.e.: the use of words or ideas of others, whether borrowed, purchased or otherwise obtained, without crediting the source.
 - c. Submitting work previously presented in another course.
 - d. Willingly collaborating with others in any of the above actions which result(s) in work being submitted which is not the student's own.
 - e. Stealing examinations, falsifying academic records and other such offenses.

2. If the instructor deems that a student is guilty of cheating or plagiarism, the instructor may initiate disciplinary action through the Dean of Students, and/or may:
 - a. Require that the student repeat the assignment or the examination.
 - b. Give the student a failing grade for the assignment or examination.
 - c. Give the student a failing grade in the course and deny the student continued access to the class.
 - d. The instructor should advise the Dean of Students, in writing, of any of these actions.

3. If the student wishes to appeal the above decision, he/ she may request in writing a hearing before a Hearing Committee.

Accessibility Services (AS)

RCC is committed to providing qualified students with disabilities equal access to all programs, services and facilities in compliance with Section 504 of the 1973 Rehabilitation Act and the American with Disabilities Act. If you believe you will need accommodations to succeed in this class, you are strongly encouraged to contact Accessibility Services (AS) located in the Tech Center, RM 8150, (845) 574-454. Services are available to students with documented disabilities and are individualized based upon disability documentation, functional limitations and assessment of student's needs without compromising academic standards.

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Grading at a Glance:

Score Here

Midterm Exam	10%	_____
Expository Speech (including outline & bibliography)	10%	_____
Persuasive Speech (including outline & bibliography)	15%	_____
Panel Discussion (including outline & bibliography)	10%	_____
Interview (including documents)	10%	_____
Reflection Papers (3)	15%	_____
Final Exam/Presentation	15%	_____
Class Participation & Peer Feedback	15%	_____
		_____ total

Letter Grade Scale

98 – 100 =	A+
93 – 97 =	A
90 – 92 =	A-
87 – 89 =	B+
83 – 86 =	B
80 – 82 =	B-
77 – 79 =	C+
73 – 76 =	C
70 – 72 =	C-
65 – 69 =	D
Below 65 =	F

Your Final Grade:

94 – 100 =	A
90 – 93 =	A-
87 – 89 =	B+
83 – 86 =	B
80 – 82 =	B-
77 – 79 =	C+
73 – 76 =	C
70 – 72 =	C-
65 – 69 =	D
Below 65 =	F

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Important Dates – Fall 2013

Friday, September 6	Evening Classes Begin
Saturday, September 7	Day Classes Begin
Thursday, Sept. 12	Last day for 75% refund
Friday, Sept. 13	Last day to add day/evening classes; No evening classes
Saturday, Sept. 14	No day/eve classes
Thursday, Sept. 19	Last day for 50% refund
Thursday, Sept. 26	Last day for 25% refund. Last day to drop w/o a grade. Last day to apply for December graduation.
Monday, October 14	Classes in session
Friday, November 1	Last day to withdraw from a course w/o a failing grade. Last day to file pass/fail or audit forms in the Records Office Last day to finish an incomplete (I) from spring or summer
Monday, November 11	Classes in session
Thursday - Sunday Nov. 28 – Dec. 1	No day/eve classes; Offices Closed
Sunday, December 22	Last day of classes