

Midwestern State University
Department of Speech Communication
Fundamentals of Speech Communication: Fall 2021
Office Hours: By Appointment
Office: Phone: 940.696.8752, ext. 3250

**E-MAIL: annette.bever@msutexas.edu

Please note**I will try to respond within 24 hours to your emails/correspondence. There might be some days/weekends I might not be able to check, so it might take up to 48-72 hours. Try to plan ahead and have your emails/correspondence done before noon on Friday and after noon on Mondays. Please still send emails if it is an emergency or if you need to have them responded to after the weekend.

Facilitator: Ms. Annette Bever
M.A., Human Communications

Co-facilitators: Course Participants

Catalog Description: Fundamentals of Speech Communication is a study of basic concepts of speech communication as applied to public speaking. The student develops skills in research preparation, delivery, and critiques of oral speeches.

Required Text: Valenzano Joseph M., Braden Stephen W., and Broeckelman-Post Melissa A., The Speaker's Primer. 3rd Edition. Fountainhead Press, 2020.

Course Policies

Communication with the Instructor

If you have any problems or issues with the course material, I highly encourage you to contact me. I can be contacted by email (annette.bever@msutexas.edu) or telephone which has voicemail at the office. (696-8752, ext. 3250) If you have an emergency situation, email contact is encouraged.

Appropriateness

Please be aware when choosing speech topics and visual aids that you should always be appropriate. If any material is questionable then it should be cleared with the instructor ahead of time. There is no need to add "shock value" to any presentation. Offensive material will not be tolerated. Professional attire for speeches is desired and make sure attire does not distract listeners away from the message of the speech presentation.

Absence Policy

Because of the participatory nature of the course, your attendance is very important. You are expected to be in class for the entire class meeting, so if you are more than 10 minutes late to class, or leave class for longer than 10 minutes, this will result in a 5 point deduction off your attendance grade. If you miss more than 15 minutes of class the full hour deduction is applied.

If an absence occurs the class period a speech is to be given, I must be e-mailed or contacted by office phone within 24 hours. The speech may then be made up the next class time; however, one letter grade will be deducted. If the instructor is not contacted within 24 hours, the speech may be given the next class time with a two letter grade deduction. The speech must be prepared to be given when the student returns to the next class. All speeches must be presented in order to pass the course.

Each hour of class you miss, 10 points will be deducted from your attendance grade. So, since this course meets only ONE time per week then 30 points will be deducted if an entire class time is missed. Once the attendance deduction total is exceeded then points are deducted from your total points.

Emergencies will be dealt with on a case by case basis and are always up to the instructor's discretion whether it is a valid excused absence. Excused absences will make allowances for late work, but the 30 points off attendance will always be deducted for each absence.

Please consult the **Midwestern State University Catalog** or the instructor if you have questions regarding this policy.

Make-up Policy

Late assignments are not encouraged and will only be accepted in EXTREME circumstances. Make note of all assignment deadlines as not to miss any assignments. In the event assignments are accepted late, the work will automatically receive a 20% deduction. The circumstances will need to be emailed to the instructor and are always up to the instructor's discretion. One quiz grade is dropped and so no make-up quizzes are allowed. Emergency issues are dealt on a case by case basis and are always up to your instructor's discretion.

Written/Video Assignments

All written/video assignments must be submitted via D2L in a format that your instructor can view. All deadlines for written/video assignments are noted in the course schedule. All five speeches are mandatory and need to be presented and if not the student may not receive a passing final grade.

Class Conduct Statement

Please refer to the MSU student handbook for expected behavior in an online course. Be courteous in your comments to others. Shock value in speeches will not be tolerated. If you have a question about what content to include or not include in your speech presentations please ask your instructor.

Academic Integrity

Intellectual integrity and truthfulness are fundamental to the learning process. Plagiarism occurs when an individual fails to paraphrase research information and/or cite source material adequately when delivering information in either written or oral format. If you have any doubt regarding what constitutes plagiarism, you should consult with the instructor prior to submission of the work. The potential penalty for plagiarism in this course is a grade of zero for the work or failure of the course.

ADA Statement

It is the policy of Midwestern State University that no otherwise qualified disabled person be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity at the University. The Director of the Counseling Center should be contacted concerning initial enrollment, scheduling, and other accommodating arrangements at (940) 397-4618, TTY at (940) 397-4515, or in Hardin South, Room 211.

Textbook Reading

Scheduled quizzes rely heavily on assigned readings. Also, www.fountainheadpress.com contains example quiz questions to study for exams.

SPCH 1133 fall 2021 Tentative Schedule

Dates	Assignment	Notes/Homework
<u>Mon Aug 23</u>	Introduction to SPCH 1133 Assign MEmento Speech	In class meeting (3:00-5:50 PM)
Wed Aug 25	All About Me assignment in D2L dropbox AND posted on the discussion board #1 in D2L	By 11:59 PM
Fri Aug 27	MEmento typed speech Post in D2L assignment dropbox	By 11:59 PM
<u>Mon Aug 30</u>	MEmento Speech	In class meeting (3:00-5:50 PM)
Wed Sept 1	MEmento Self-Evaluation	By 11:59 PM
Fri Sept 3	Discussion #2 Due on D2L	By 11:59 PM
<u>Mon Sept 6</u>	Labor Day holiday	No class
Wed Sept 8	Discussion Posting #3 Due on D2L	By 11:59 PM

<u>Mon Sept 13</u>	<u>Online quizzes over Chapters 1-3</u>	<u>No in class meeting</u>
Fri Sept 17	Discussion Posting #4 Due on D2L	By 11:59 PM
<u>Mon Sept 20</u>	<u>Impromptu Speeches</u>	<u>In class meeting (3:00-5:50 PM)</u>
Wed Sep 22	Discussion Posting #5 Due on D2L	By 11:59 PM
Fri Sept 24	Internet Research Worksheet and Virtual Library Worksheet for informative speech- Due in D2L	By 11:59 PM
<u>Mon Sept 27</u>	<u>Online quizzes over: Chapters 7-13, 15 & 18</u>	<u>No in class meeting</u>
Wed Sept 29	Informative Rough Outline Due in D2L	By 11:59 PM
Fri Oct 1	Preparation Outline for Informative Speech Due Look at example in D2L or at Ch. 11	By 11:59 PM
<u>Mon Oct 4</u>	<u>Informative Speeches</u> (Must have technology slideshow at time of presentation to go with speech)	<u>In class meeting (3:00-5:50 PM)</u>
Wed Oct 6	Informative Speech Self-Evaluations Due	By 11:59 PM
<u>Mon Oct 11</u>	<u>Finish Informative Speeches</u>	<u>In class meeting (3:00-5:50 PM)</u>
<u>Mon Oct 18</u>	<u>Online quizzes over Chapters 14, 16, 19 & 20</u>	<u>No in class meeting</u>
<u>Mon Oct 25</u>	Internet Research Worksheet and Virtual Library Worksheet for Persuasive speech-see topics provided	<u>No in class meeting</u>
<u>Mon Nov 1</u>	Persuasive Rough Outline	<u>No in class meeting</u>
Fri Nov 5	Preparation Outline for Persuasive Speech Due	By 11:59 PM
<u>Mon Nov 8</u>	Persuasive Speech round table discussion/debate	<u>In class meeting (3:00-5:50 PM)</u>
<u>Mon Nov 15</u>	Cont. Persuasive Speech	<u>In class meeting (3:00-5:50 PM)</u>
<u>Mon Nov 22</u>	Persuasive self eval due in D2L	<u>No in class meeting</u>
<u>Mon Nov 29</u>	Demonstration Speech	<u>In class meeting (3:00-5:50 PM)</u>
<u>Mon Dec 3</u>	No final exam for this course Check on grades in D2L	

Speech 1133 Grade Calculation Sheet

Name: _____

Quizzes

Chapter 1, 2, 3, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19 & 20 (20 points each)
Lowest quiz score will be dropped (300 points possible)

Quiz Total _____

Outlines

MEmento Typed Speech (25 points) _____
Informative Speech Outline (25 points) _____
Persuasive Speech Outline (25 points) _____

Outline Total _____

Presentations

Memento Presentation	(50 points)	_____
Informative Presentation	(100 points)	_____
Persuasive Presentation	(100 points)	_____
Impromptu Presentation	(50 points)	_____
Demonstration Presentation	(100 points)	_____

Presentation Total _____

Assignments and Evaluations

All About Me Questions	(25 points)	_____
Internet Research Worksheet for Informative	(5 points)	_____
Virtual Library Research Worksheet for Informative	(5 points)	_____
Rough Outline for Informative	(10 points)	_____
Internet Research Worksheet for Persuasive	(5 points)	_____
Virtual Library Research Worksheet for Persuasive	(5 points)	_____
Rough Outline for Persuasive	(10 points)	_____
Memento Self Evaluation	(20 points)	_____
Informative Self Evaluation	(20 points)	_____
Persuasive Self Evaluation	(20 points)	_____
Listening Evaluation Worksheet	(25 points)	_____

Assignments and Evaluations _____

Attendance/Participation Points

*Attendance/Participation/Discussion Board (75 points possible) _____

Attendance/Participation Total _____

Points will be deducted from your accumulated points for lack of attendance and/or participation in discussions postings

TOTAL POINTS _____

Grading Scale

- 1000-900 = A
- 899-800 = B
- 799-700 = C
- 699-600 = D
- 599-below= F