



Course Syllabus: Fundamentals of Speech Communication  
SPCH 1133 Section X21  
Spring 2026  
Online

Contact Information

Instructor: Crystal Tate, MA  
Office hours: By appointment  
Cell phone: (940) 781-8455 (please text, and I will call you back.)  
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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. After successfully completing this course, you will be able to:

- Demonstrate and explain the communication process
- Construct effective presentations based on audience analysis
- Select appropriate and effective topics for assigned presentations
- Organize presentations in an effective manner
- Utilize supporting materials for effective presentations
- Present solid evidence and arguments in order to produce effective presentations
- Select and integrate appropriate visual aids into presentations
- Effectively manage communication apprehension

Speeches will be assessed using the Oral Communication VALUE Rubric and Teamwork VALUE Rubric.

Textbook & Instructional Materials

TITLE: Exploring Public Speaking – LibreTexts OER Textbook  
AUTHORS: Barton and Tucker  
PUBLISHER: LibreTexts

A device that allows recording audio and video recording and uploading.

## 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 or telephone. If you have an emergency situation, email contact is encouraged.

### Attendance Policy

This is a hybrid course. We will meet both in person and online. I will have a semester schedule available the first day of class to let you know when we are meeting and when we are online.

No make-up quizzes or exams are administered. Any exceptions are on a case-by-case basis and are always at the discretion of the instructor.

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.

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

### 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.

### 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 10-point deduction. **You must do all speeches to pass this course.**

### Participation

In class, you are expected to fully participate in discussions, speech critiques, practice/impromptu speeches, and other related application activities. Additionally, you are expected to be a fully interactive participant. Failure to fully participate will result in a reduction in the overall grade for the course. Since this is an online course, the instructor can track the amount of time spent in the course, including what content (PowerPoints, lecture notes, etc.) is accessed.

### 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.

#### Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Student Handbook 2024-2025.](#)

#### 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 accommodative arrangements at (940) 397-4618, TTY at (940) 397-4515, or in Hardin South, Room 211.

#### Textbook Reading

Reading assignments are to be completed as each "class" requires. Be sure to read the book and take notes while reading.

#### Student Handbook

Refer to: [Student Handbook 2024-2025.](#)

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#### Grading & Scale

Assignments	Percentages
Discussions/Quizzes/Activities	15%
Introductory Speech	20%
Informative Speech	20%
Persuasive Speech	20%
Special Occasion Speech	20%
Participation	5%

### Grades and Percentages of Final

Grade	Points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Less than 60%

Final Grades below 70% necessitate retaking the course.

### Important Dates

Check the MSU Academic Calendar and this semester's Schedule of Classes for important information including, but not limited to: last day for term schedule changes; deadline to file for graduation; last day to drop with a grade of "**W**"; change of schedule; and refund and repayment policies.

It is the candidate's responsibility to visit with their academic advisor prior to withdrawing from a class must come to the Dean of Students office located in the Clark Student Center, room 104, to fill out a withdrawal slip.

An instructor may drop a candidate any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the candidate a verbal or written warning prior to dropping the candidate from the class. An instructor's drop of a candidate takes precedence over the candidate-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 8 weeks of a long semester, the first 6 weeks of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

### Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

### Online Computer Requirements

Taking a hybrid class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow***

***students extra time to submit assignments, tests, or discussion postings.***

Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class. Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations; however, they are able to help you get connected to our online services. For help, log into [D2L](#).

#### Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

#### Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

#### College Policies

##### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

##### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

##### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful

possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

#### Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

#### Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.