



Course Syllabus: Fundamentals of Speech

College of Fine Arts
SPCH 1133 Section Y11
Fall 2025 – Room D202

Contact Information

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Course Description

Basic concepts of speech communication as applied to public speaking will be discussed. Skills in research, preparation, delivery, and critique of oral speeches will be developed. Learning will be demonstrated through online activities and classroom presentations.

Textbook & Instructional Materials

- Metcalfe, Sheldon. *Building a Speech*. Wadsworth Publishing.
- Access to internet and a technology device.
- This course is a hybrid online/face-to-face class.

Course Objectives

After successfully completing this course, you should be able to:

- Demonstrate and explain the communication process.
- Develop effective presentations based on audience analysis.
- Select appropriate and effective topics for presentations.
- Organize presentations in an effective manner.
- Utilize supporting materials for effective presentations.
- Present solid evidence and arguments to produce effective presentations.
- Select and integrate appropriate visual aides for impact.
- Effectively manage communication apprehension.

THECB Required Course Objectives

This course fulfills a Texas core requirement for Communication. As such, the course will utilize the persuasive group presentation to assess the following learning objectives:

Critical Thinking, Communication, & Personal Responsibility - To assess these skills, the VALUE rubric for each area will be applied to the Persuasive Group Presentation.

Teamwork - To assess the student's teamwork, the Peer Review Teamwork rubric will be used to assess each student's preparation for and participation in the Persuasive Group Presentation.

Student Handbook

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

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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.

AI Policies

Generally speaking, you are not allowed to use artificial intelligence (AI) engines, software, or artwork generating programs to produce work for this class unless you have asked for permission to do so. In that case, the AI can only be utilized to help generate topic ideas, main point ideas, and subpoint ideas. You may not, however, construe this limited use as permission to use these technologies in any other aspect of this course.

Electronic Devices In Class

No cell phones, headphones, music, computer games, nor texting/IMing/e-mail/camera devices of any description are to be used during class: ZERO TOLERANCE. This means all aforementioned devices (and presently unknown versions of such) are to be turned off and out of your sight and mind.

Grading

Course Grade - Final grades will be based on the following:

Assignments	Points
Class Participation	100
Quizzes	100
Exam 1	100
Exam 2	100
Outlines (4 @ 25 pts each)	100
Personal Speech	100
Informative Speech	100
Persuasive Speech	100
Special Occasion Speech	100
Total Points	900

Table 2: Total points for final grade.

Grade	Points
A	806 to 900
B	705 to 716
C	715 to 626
D	625 to 536
F	Less than 536

Class Participation and Presentation Attendance

The lecture portion of the class will be conducted online ... videos, readings, discussion, etc. Participation is critical to your success. You are expected to actively participate and keep up with assignments. For discussions posted online, please be sure to read the directions for each discussion post to know the expectations for the post. Students will be notified via D2L email when modules open and when they will be closed.

All speeches will be presented in D202 of the Fain Fine Arts Building. Acceptable excuses for being absent from a presentation include: the death of a family member, personal illness, required attendance at an official school function, and verifiable emergency. **You must notify me when you are going to miss a presentation, except when an emergency happens on the way to class (notify me ASAP).**

If you fail to notify me when you are absent, you may receive a reduced grade for the presentation unless it is a verifiable emergency.

I reserve the right to determine exactly what constitutes an excused absence.

Privacy

Federal privacy law prohibits me from releasing information about students to certain parties outside of the university without the student's signed consent. Thus, in almost all cases, I will not discuss your academic progress or other matters with your parents. Please do not have them call me. Regardless of these important legal considerations, it is my general policy to communicate with the students, not their parents, even when a student has signed a consent form. College students are adults and are expected to behave accordingly.

Late Work, Make Up Work/Tests

Late work, make up work/tests are accepted at instructor's discretion on an individual basis.

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is 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 your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. A student with excessive absences may be dropped from a course by the instructor. The class has a hybrid format. It will meet 4 times during the semester for each of the 4 speech presentations.

Online Computer Requirements

Taking an online 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 a 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. There are many places to access your class. Contact me immediately if you are 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.

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.

Campus Carry Rules/Policies

Effective August 1, 2016, the Campus Carry Law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry Law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

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 that 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.

Notice

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

COVID & Illness Procedures/Information

- There is still some concern about health issues, including those related to COVID.
- Safety and health for all are our top considerations. If you need to miss class due to illness, please contact me, and I will work with you.
- Masks are not required currently. We will follow any university guidelines if there are any changes to this requirement.

I reserve the right to drop any student with an F if he/she violates any of these policies. At the same time, I will work with all students to my fullest ability to ensure a worthwhile educational experience.

Presentation Guidelines

The Personal Presentation

For your introductory presentation, you will formally introduce yourself to the class **via 3-5 things that tell us something about you**. You can either bring the actual 3-5 items or you can create a google slides presentation to present your items.

For this assignment, you may want to ponder the questions below as you put together your presentation (**do not attempt to answer all of the questions in your presentation!**):

1. Did some person (or persons) have an impact on your life? Explain.
2. Have you been shaped by some unusual experience? Explain.
3. Is there an activity/organization in which you participate that reflects your personality? How?
4. Do you have some special purpose or goal in life? What?

Next, construct the informative portion of your presentation by using the "introduction-body-conclusion" format. Your body will normally have 3-5 main points. Be sure to catch our attention in the intro and leave us excited in the

conclusion. You will need to turn in a brief outline for this presentation reflecting your organization (see example outline - follow sample outline exactly). **The outline must be submitted to the instructor the day you are assigned to speak. No outline = no presentation.** The outline is worth 25 points.

Practice your presentation! You will have **3-4 minutes** to enlighten the class about yourself! **This assignment is worth 100 points.** Good luck!

The Informative Presentation

The informative presentation is a bit more in depth than the introductory presentation. This assignment requires you to **research** a topic of which you are passionately interested and relates well to your audience (the class). Remember, your guiding question for any presentation: **Why should my audience care about this topic/issue/problem? What are some timely topics that might appeal to the audience?** The following guidelines will assist you in completing this presentation.

- **Select** a worthwhile, relevant, well-researched topic.
- Consider** your audience.
- Include at least two** credible sources of supporting material – not including your own testimony.
- **Develop** three main points to cover in your presentation.
- **Utilize** “introduction-body-conclusion” format.
- **Determine** and develop one presentation aid (visual aid). The visual aid should be appropriately utilized in your speech.
- **Practice** your speech.
- Submit a typed “presentation outline” for this presentation. Follow the sample outline. **The outline must be submitted the day you are assigned to speak. No outline = no presentation.** Outline = 25 points.
- Submit a typed “works cited” page with your outline.
- You are allowed **5 minutes** for this presentation.
- ****Orally **cite sources** in your speech appropriately.

This assignment is worth 100 points. Good luck!

The Persuasive Group Presentation

The persuasive group presentation requires students to present an argument that addresses:

- a) a question of policy (e.g., medical marijuana should/should not be legalized),
- b) a question of fact (e.g., human life can/cannot be sustained on Mars), or
- c) a request to the audience to take action (e.g., we hope to convince you to volunteer for a local non-profit agency).

This assignment promotes critical thinking by forcing students to evaluate arguments/evidence and to present their own views. This presentation will be used to assess the students' **critical thinking skills**.

The persuasive group presentation also requires students to use the spoken word to communicate effectively. This includes:

- a solid introduction,
- at least five (5) valid sources cited within the presentation as well as on a Works Cited page,
- logical flow of information,
- relevant conclusion, and
- appropriate visual aids.

This presentation will be used to assess the students' **communication skills**.

In addition, the persuasive group presentation requires students to work in groups of three (3) to four (4), which requires teamwork. This presentation will be used to assess the students' **teamwork skills**.

Lastly, since the persuasive group presentation requires students to work with a small group, they will be forced to deal with the material through an ethical lens. This presentation will be used to assess the students' **personal responsibility**.

Remember, your guiding question for any presentation: *Why should my audience care about this topic/issue/problem?* The following guidelines will assist you in completing this presentation:

- **Select** a worthwhile, relevant, well-researched topic/issue. Why is this topic relevant to your audience?
- **Include** at least (5) credible outside information sources. Remember, you are using information as evidence in order to move your audience to action. What types of evidence will best support your ideas?
- **Include a thorough introduction** (attention, thesis/central idea, preview, and credibility/relation to the audience steps)
- **Include a thorough conclusion** that includes a summary statement and an apparent "call to action"—what do you want your audience to do?

- **Cite** sources appropriately during the presentation.
- **Utilize** transitions for unity and flow.
- **Each group member** must present and utilize at least one presentation aid.
- **Construct** a thorough outline of your presentation (a single outline to be turned in by the group). Follow the sample outline. Document your sources on a works cited page! **The outline must be submitted the day you are assigned to speak. No outline = no presentation.** Outline = 25 points.
- **Rehearse** the presentation.
- You are allotted **12-15 minutes per group** for this presentation.
- **Be prepared** for a question and answer session.

This presentation is worth 100 points! Good luck!

The Special Occasion Presentation

For the Special Occasion presentation, you are to decide on the type of special presentation to develop. You should address the following:

- What message do you want to send to your audience?
- What will make it memorable?
- You have **2-3 minutes** to deliver your special occasion message.

• **A manuscript of the speech must be submitted to the instructor the day you are assigned to speak. No manuscript = no presentation.** 25 points for the manuscript.

This presentation is worth 100 points. Good luck!

Outlines

Outlines are a very important aspect of this course. You are required to complete three formal outlines during this course: one for the personal presentation, one for the informative presentation, and one for the persuasive group presentation. NOTE: For the Special Occasion Speech, a manuscript copy of the speech will be submitted at the time of the presentation.

All outlines must be submitted the day you are assigned to speak. Late outlines will not be accepted. No outline, no presentation!

Personal Performance Outline (25 points possible)

Informative Performance Outline (25 points possible)

Persuasive Group Performance Outline (25 points possible)

Course Schedule

Week or Module	Activities/Assignments/Exams
Week 1 Tues 8/26	<ul style="list-style-type: none"> ▪ Face to Face Class ▪ What to Expect Personal Speech Guidelines ▪ Syllabus & Course Information <p>Personal Speech – Due Tuesday 9/2 – outline and visual aid due by the time class starts</p> <p>Share With Us - 1 original & 1 reply Due Friday 9/5 by 11:59 pm</p>
Week 2 Tues 9/2	<ul style="list-style-type: none"> ▪ Face to Face Class - Present Personal Speech ▪ Discuss Informative Speech Guidelines Read Chapter 1 and complete discussion board Communication Process <p>Chapter 1 Discussion - 1 original & 1 reply - Due Friday 9/12 by 11:59 pm</p> <p>Submit Informative Speech Topic – Due Friday 9/12 by 11:59 pm</p> <p>Informative Speech– Due Tuesday 10/7 – outline, visual aid, & works cited due by the time class starts</p>
Week 3 Tues 9/9	<ul style="list-style-type: none"> ▪ Read Chapters 2, 3, & 12 ▪ Communication Apprehension Quiz Work on Informative Speech, Outline, Visual Aid, Works Cited <p>CA discussion – 1 original & 1 reply Due Friday 9/19 by 11:59 pm.</p>
Week 4 Tues 9/16	<ul style="list-style-type: none"> ▪ Read Chapter 4, 5, & 6 ▪ Owl-Sparrow Quiz Work on Informative Speech, Outline, Visual Aid, Works Cited <p>Owl/Sparrow discussion – 1 original & 1 reply - Due by Friday 9/26 by 11:59 pm</p>

Week 5 Tues 9/23	<ul style="list-style-type: none"> ▪ Read Chapter 7, 8, & 15 ▪ Talkaholic Quiz ▪ Work on Informative Speech, Outline, Visual Aid, Works Cited <p>Talkaholic discussion – 1 original & 1 reply - Due by Friday 10/3 by 11:59 pm.</p>
Week 6 Tues 9/30	<ul style="list-style-type: none"> ▪ Work on Informative Speech, Outline, Visual Aid, Works Cited
Week 7 Tues 10/7	<ul style="list-style-type: none"> ▪ Face to Face Class – Present Informative Speech (turn in outline, visual aid, & works cited by the time class starts) <p>Discuss Persuasive Group Presentation</p> <p>Exam #1 - Due Friday 10/17 by 11:59 pm</p> <p>Submit Persuasive Group Speech Topic & Group Members – Due Friday 10/24 by 11:59 pm</p> <p>Persuasive Group Speech– Due Tuesday 11/18 – outline, visual aid, & works cited due by the time class starts</p>

Week 8 Tues 10/14	<ul style="list-style-type: none"> ▪ Read Chapter 9, 10, & 11 and complete discussion board Work on Persuasive Group Speech, Outline, Visual Aid, Works Cited <p>Persuasive Discussion - 1 original & 1 reply - Due Friday 10/31 by 11:59 pm</p>
Week 9 Tues 10/21	<ul style="list-style-type: none"> ▪ Read Chapters 16 & 17 ▪ Work on Persuasive Group Speech, Outline, Visual Aid, Works Cited
Week 10 Tues 10/28	<ul style="list-style-type: none"> ▪ Read Chapter 13 & 14 ▪ Work on Persuasive Group Speech, Outline, Visual Aid, Works Cited

Week 11 Tues 11/4	<ul style="list-style-type: none"> •Work on Persuasive Group Speech, Outline, Visual Aid, Works Cited
Week 12 Tues 11/11	<ul style="list-style-type: none"> ▪Read Chapter 18 ▪ Work on Persuasive Speech, Outline, Visual Aid, Works Cited
Week 13 Tues 11/18	<p>Face to Face Class – Present Persuasive Group Speech (turn in outline, visual aid, & works cited by the time class starts)</p> <p>Discuss Special Occasion Speech</p> <p>Exam #2 - Due by Friday 11/22 by 11:59 pm</p> <p>Special Occasion Speech– Due Tuesday 12/2 – manuscript due by the time class starts</p>
Week 14 Tues 11/25	<p>Work on Special Occasion Speech</p> <p>ENJOY THANKSGIVING!!</p>
Week 15 Tues 12/2	<p>Face to Face Class - Present Special Occasion Speech (turn in manuscript by the time class starts)</p> <ul style="list-style-type: none"> ▪ Final Class Period ▪ Complete online class evaluation!
Week 16 Tues 12/9	<ul style="list-style-type: none"> ▪Final Exam Period