



Course Syllabus: Fundamentals of Speech

College of Fine Arts
SPCH 1133 Section Y11
(Room D202)
Fall 2026

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.

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 aids for impact.
- Effectively manage communication apprehension.

Textbook & Instructional Materials

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

Study Hours and Tutoring Assistance

Feel free to contact the instructor by phone (text/call) or email at any time for assistance.

Student Handbook

Refer to: [Student Handbook](#)

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

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

Table 1: Points allocated to each assignment

Assignments	Points
Discussion Board Posts	100
Exam 1	100
Exam 2	100
Outlines/Manuscripts (4@25 points each)	100
Personal Speech	100
Informative Speech	100
Persuasive Speech	100
Special Occasion Speech	100
Total	800

Table 2: Total points for final grade.

Grade	Points
A (90-100)	716-800
B (80-89)	636 to 716
C (70-79)	556 to 636
D (60-69)	476 to 556
F (Less than 60)	Less than 476

Homework

All homework assignments will be posted in D2L as well as on the class syllabus schedule. Homework assignments include: discussion board posts, exams, outlines, manuscripts, and speeches.

Exams

There will be two exams during the semester. Test responses will be submitted via D2L. If there are challenges with submitting test responses, please email responses to the instructor.

Extra Credit

Extra Credit is not permitted for this course. Please stay in contact with the instructor if you have concerns about your grade throughout the semester.

Late Work and Make Up Work/Tests

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

Important Dates

- [Academic Calendar](#)
- Last Day to drop with a grade of "W": November 23, 2026.
- Deadline to file for December graduation: September 21, 2026.
- Refer to: [Drops, Withdrawals & Void](#)

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.

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, students should write one original comment as well as reply to at least one other posting. Students will be notified via D2L email when modules open.

All speeches will be presented in the Fain Fine Arts Building Room D202. Due to the nature of the class, attendance on speech nights is mandatory; however, it is understood that students may face challenges which keep them from class. 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 a verifiable emergency. **The instructor reserves the right to determine what, exactly, constitutes an excused absence.**

You must notify the instructor at least 48 hours in advance when you are going to miss a presentation, except when an emergency happens on the way to class (notify the instructor ASAP). If you fail to notify the instructor when you are absent, you may receive a reduced grade for the presentation unless it is a verifiable emergency.

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 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](#).

Recording Classes

Recording classes is generally prohibited without the instructor's explicit permission. Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the instructor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities

Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Instructor Class Policies

For speech nights, please dress appropriately. Professional clothing is not required; however, please avoid such things as crop tops, short shorts/skirts, muscle shirts, hats/caps, sunglasses, etc. Also, please be sure you are not chewing gum or have candy in your mouth while presenting your speech. Please do not enter or leave the room while a student is giving their speech. Cell phones, computers, and other devices should not be utilized while a student is speaking. Audience members are expected to give the speaker their full attention throughout the speech.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

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) exists 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 Student Wellness Center, (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](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and 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.

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 prohibits 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.

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 [MSUReady – Active Shooter](#). 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."*](#)

Grade Appeal Process

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

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

Personal Presentation Description

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 will create a slide presentation to present your 3-5 things.

For this assignment, you may want to ponder the questions below as you put together your presentation. **Do not attempt to answer all of these questions in your presentation.** These are designed strictly to help you come up with possible items/topics for your presentation.

1. Did some person (or persons) have an impact on your life? Explain.
2. Do you have an item(s) that represents you? Explain.
3. Have you been shaped by some unusual experience? Explain.
4. Is there an activity/organization in which you participate that reflects your personality? How?
5. 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" (IBC) 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 dropbox no later than the start of class on the day of the presentations.** 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!

Informative Presentation Description

The Informative Presentation

The informative presentation is a bit more in-depth than the introductory presentation. This assignment requires you to **research** a topic in 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.
- **These sources must orally be cited during your speech in an accurate and sensible format.**
- **Develop** three main points to cover in your presentation.
- **Utilize** “introduction-body-conclusion” (IBC) 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 to the dropbox no later than the start of class on the day of the presentations.**
Outline = 25 points.
- **Submit a typed “works cited” page with your outline.**
- You are allowed **5 minutes** for this presentation.

This assignment is worth 100 points. Good luck!

Persuasive Presentation Description

The Persuasive Presentation

This will be done in a small group. You are to devise a persuasive presentation that urges your audience to make a choice. Examples include:

1. **A Question of Policy:** Today, I hope to convince you that assisted suicide *should/should not* be legalized in the United States.
2. **A Question of Fact:** With the evidence I present today, I hope to convince you that *Intelligent Design* is responsible for the universe and all living things.
3. **Take Action:** Today, I hope to persuade you to get involved with *Meals on Wheels*

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 (1) credible outside information source per member of the group. 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, preview, credibility/relation to the audience, and thesis/central idea)
- **Include a thorough conclusion** (restate thesis/central idea, a “call to action”—what do you want your audience to do, and memorable ending)
- **Cite** sources accurately and appropriately during the presentation.
- **Utilize** transitions for unity and flow.
- **Each member** must present and utilize at least one presentation aid. It can be the same aid, but all members must utilize it.
- **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 and works cited must be submitted to the dropbox no later than the start of class on the day of the presentations.**
Outline = 25 points.
- **Rehearse** the presentation.
- Each member of the group is allotted **4 minutes** for this presentation.

This presentation is worth 100 points! Good luck!

Special Occasion Presentation Description

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 **3 minutes** to deliver your special occasion message.
- **A manuscript of the speech must be submitted to the dropbox the day you are assigned to speak. No manuscript submitted = 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 presentation.

All outlines must be submitted the day you are assigned to speak. Late outlines will not be accepted.

Personal Performance Outline (25 points possible)

Informative Performance Outline (25 points possible)

Persuasive Performance Outline (25 points possible)

NOTE: For the Special Occasion Speech, a manuscript copy of the speech will be submitted at the time of the presentation.

NOTE 2: You will also be required to submit a works cited page for the informative and persuasive speeches.

Course Schedule

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

Week	Activities/Assignments/Exams	Due Date
Week 1 Tues 8/25	FACE TO FACE CLASS What to Expect Personal Speech Guidelines (DUE 9/8) Syllabus and Course Information HW: Share With Us (discussion board) • 1 original and 1 reply • Due Friday, Sept 4 at 11:59 PM	Share With Us: Friday, Sept 4 11:59 PM
Week 2 Tues 9/1	Read Chapter One Communication Process Work on Personal Speech HW: Chapter 1 Discussion (discussion board) • 1 original and 1 reply • Due Friday, Sept 11 at 11:59 PM	Chapter 1 Discuss: Friday, Sept 11 11:59 PM Speech Due: Tuesday, 9/8 5:30 PM
Week 3 Tues 9/8	FACE TO FACE CLASS Present Personal Speeches Informative Speech Guidelines (DUE 10/6) HW: Submit Informative Topic (discussion board) • Due Friday, Sept 11 at 11:59 PM	Informative Topic: Friday, Sept 11 11:59 PM
Week 4 Tues 9/15	Read Chapters 2, 3, and 12 Communication Apprehension Quiz HW: CA Discussion (discussion board) • 1 original and 1 reply • Due Friday, Sept 25 at 11:59 PM Work on Informative Speech, Outline, and Works Cited	CA Discussion: Friday, Sept 25 11:59 PM
Week 5 Tues 9/22	Read Chapter 4, 5, and 6 Work on Informative Speech, Outline, and Works Cited	N/A
Week 6 Tues 9/29	Read Chapter 7, 8, and 15 Work on Informative Speech, Outline, and Works Cited	Speech Due: Tuesday, 10/6 5:30 PM

Week	Activities/Assignments/Exams	Due Date
Week 7 Tues 10/6	FACE TO FACE CLASS Present Informative Speech Persuasive Speech Guidelines (DUE 11/17) HW: Exam #1 Due Friday, Oct 16 at 11:59 PM	Exam #1: Friday, Oct 16 11:59 PM
Week 8 Tues 10/13	Read Chapter 9, 10, & 11 Talkaholic Quiz HW: Talkaholic Discussion (discussion board) 1 original and 1 reply - Due Friday Oct 23 at 11:59 PM HW: Submit Persuasive Topic 1 person per group - Due Friday, Oct 23 at 11:59 PM Work on Persuasive Speech, Outline, and Works Cited	Talkaholic Discussion and Persuasive Topic: Friday, Oct 23 11:59 PM
Week 9 Tues 10/20	Read Chapters 16 & 17 HW: Persuasive Discussion (discussion board) 1 original and 1 reply - Due Friday, Oct 30 at 11:59 PM Work on Persuasive Speech, Outline, and Works Cited	Persuasive Disc: Friday, Oct 30 11:59 PM
Week 10 Tues 10/27	Read Chapters 13 & 14 Owl/Sparrow Quiz HW: Owl/Sparrow Discussion (discussion board) 1 original and 1 reply - Due Friday, Nov 6 at 11:59 PM Work on Persuasive Speech, Outline, and Works Cited	Owl/Sparrow Discussion: Friday, Nov 6 11:59 PM
Week 11 Tues 11/3	Work on Persuasive Speech, Outline, and Works Cited	N/A
Week 12 Tues 11/10	Work on Persuasive Speech, Outline, and Works Cited	Speech Due: Tuesday, 11/17 5:30 PM

Week	Activities/Assignments/Exams	Due Date
Week 13 Tues 11/17	FACE TO FACE Present Persuasive Speeches Special Occasion Speech Guidelines (DUE 12/1) HW: Exam #2 • Due Friday, Dec 4 at 11:59 PM	Exam #2: Friday, Dec 4 11:59 PM
Week 14 Tues 11/24	Read Chapter 18 View Videos & Discuss Work on Special Occasion Speech and Manuscript	Speech Due: Tuesday, 12/1 5:30 PM
Week 15 Tues 12/1	FACE TO FACE Present Special Occasion Speech Final Class Period Complete online course evaluation!	
Week 16 Tues 12/8	FINAL EXAM PERIOD	Happy End of Semester!