

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

\*\*E-MAIL: [annette.bever@msutexas.edu](mailto: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.

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**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.

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### 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](mailto: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.

### **Campus Carry**

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 has 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."](#)

### **AI policy**

The use of generative AI tools (such as ChatGPT) is not permitted in this course; therefore, any use of AI tools for work in this class may be considered a violation of the MSU Texas Academic Integrity policy and the Student Code of Conduct since the work is not your own. The use of unauthorized AI tools will result in a zero on the submission and may result in a failure in the course.

**Textbook Reading**

Scheduled quizzes rely heavily on assigned readings. Also, [www.fountainheadpress.com](http://www.fountainheadpress.com) contains example quiz questions to study for exams.

**SPCH 1133 Tentative Schedule**

<b>Dates</b>	<b>Assignment</b>	<b>Notes/Homework</b>
<b><u>Mon Aug 28</u></b>	<b>Introduction to SPCH 1133 Assign Memento Speech</b>	<b>In class meeting (3:00-5:50 PM)</b>
Fri Sept 1	All About Me assignment in D2L dropbox AND posted on the discussion board #1 in D2L	By 11:59 PM
<b><u>Mon Sept 4</u></b>	<b>Labor Day holiday</b>	No class meeting
Fri Sept 8	Memento typed speech Post in D2L assignment dropbox	
<b><u>Mon Sept 11</u></b>	<b>Memento Speeches</b>	<b>In class meeting (3:00 – 5:50 PM)</b>
<b><u>Fri Sept 15</u></b>	<b><u>Online quizzes over Chapters 1-3</u></b>	
<b><u>Mon Sept 18</u></b>	<b><u>Impromptu Speeches</u></b>	<b><u>In class meeting (3:00-5:50 PM)</u></b>
Fri Sept 22	Memento Self Reflection Due	By 11:59 PM
<b><u>Mon Sept 25</u></b>	<b><u>Lecture over Informative Speech</u></b>	<b><u>In class meeting (3:00-5:50 PM)</u></b>
Wed Sep 27	Discussion Posting #2 Due on D2L	By 11:59 PM
Fri Sept 29	Internet Research Worksheet and Virtual Library Worksheet for informative speech- Due in D2L	By 11:59 PM
<b><u>Mon Oct 2</u></b>	<b><u>Online quizzes over: Chapters 7-13, 15 &amp; 18</u></b>	<b><u>No in class meeting</u></b>
Fri Oct 6	Informative Rough Outline Due in D2L	By 11:59 PM
<b><u>Mon Oct 9</u></b>	Preparation Outline for Informative Speech Due Look at example in D2L or at Ch. 11	
<b><u>Mon Oct 16</u></b>	<b><u>Informative Speeches</u></b> (Must have technology slideshow at time of presentation to go with speech)	<b><u>In class meeting (3:00-5:50 PM)</u></b>
<b><u>Mon Oct 23</u></b>	<b><u>Finish Informative Speeches</u></b>	<b><u>In class meeting (3:00-5:50 PM)</u></b>
Fri Oct 27	Informative Self-Eval due	By 11:59 PM
<b><u>Mon Oct 30</u></b>	<b><u>Online quizzes over Chapters 14, 16, 19 &amp; 20</u></b>	<b><u>No in class meeting</u></b>
<b><u>Mon Nov 6</u></b>	Internet Research Worksheet and Virtual Library Worksheet for Persuasive speech-see topics provided	<b><u>In class meeting (3:00-5:50 PM)</u></b>
Wed Nov 8	Persuasive Rough Outline	By 11:59 PM
Fri Nov 10	Preparation Outline for Persuasive Speech Due	By 11:59 PM
<b><u>Mon Nov 13</u></b>	<b>Persuasive Speech round table discussion/debate</b>	<b><u>In class meeting (3:00-5:50 PM)</u></b>

<u>Mon Nov 20</u>	Persuasive self eval due in D2L	<u>No in class meeting</u>
<u>Mon Nov 27</u>	Demonstration Speech	<u>No in class meeting</u> <u>Upload to Canvas discussion board by 11:59 PM</u>
<u>Mon Dec 4</u>	Peer reviews due of Demonstration Speech Public Speaking Listening Worksheet due	<u>No in class meeting</u> <u>By 11:59 PM</u>
<u>Mon Dec 11</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