



**MIDWESTERN
STATE UNIVERSITY**

A Member of the Texas Tech University System

Course Syllabus: Fundamentals of Speech Communication
College of Fain Fine Arts
SPCH 1133 Section X20
Spring 2025

Contact Information

Instructor: Annette Bever

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Course Description

Study of basic concepts of speech communication as applied to public speaking. Develops skills in research, preparation, delivery, and critiques of oral speeches. Skills are demonstrated through classroom work.

Textbook & Instructional Materials

Valenzano Joseph M., Brden Stephen W., and Broeckelman-Post Melissa A., *The Speaker's Primer*. 3rd Edition. Fountainhead Press, 2020. TopHat

Instructor Class Policies

Communication with the Instructor

If you have any problems or issues with the course material, I can be contacted by email or telephone which has voicemail at the office. (940-696-8752, ext. 3250) If you have an emergency situation, email contact is encouraged. Additionally, **check your D2L regularly as I may send additional course notes, outline templates, as well as information or instructions about your activities, assignments and presentations.**

Absence Policy

As this is a web-based course, additional attendance will be tabulated based by viewing your logging into D2L as well as the participation in asynchronous electronic class discussions/peer reviews through D2L. Failure to participate in designated class discussion postings or viewing and commenting on other speeches will result in a reduction in the overall 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.

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. Emergencies are dealt with 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 three speeches are mandatory and need to be presented and if not the student may not receive a passing final grade.

Make-up Quizzes

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.

Textbook Reading

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

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. This policy includes any use of AI generated material.

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.

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 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

Grade	Points
A	900-1000
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

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 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. ****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 that 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](#).

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 an 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.

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 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 the 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.”](#)

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

Tentative Course Schedule:

Due Dates	Assignment	Due
Fri Jan 24	All About Me posted both in assignments and posted on the discussion board (Discussion #1)	By 11:59 PM
Tues Jan 28	MEmento typed speech due	By 11:59 PM
Fri Jan 31	MEmento Speech Presentation Video	By 11:59 PM
Tues Feb 4	MEmento Self-Evaluation	By 11:59 PM
Thurs Feb 6	Peer reviews of others’ MEmento speeches due (This is where I expect you to watch and comment on everyone’s speech just like you were in the classroom)	By 11:59 PM
<u>On or before</u> Tues Feb 11	<u>Chapter 1 Quiz</u> <u>Chapter 2 Quiz</u> <u>Chapter 3 Quiz</u>	By 11:59 PM
Thurs Feb 13	Discussion Posting #2	By 11:59 PM
Tues Feb 18	Discussion Posting #3	By 11:59 PM
Thurs Feb 20	Discussion Posting #4 Due	By 11:59 PM
Tues Feb 25	Job Interview Script due (utilize but don’t read from it word for word-Extemporaneous speaking)	By 11:59 PM
<u>Tues March 4</u>	<u>Job Interview Response Speeches</u>	By 11:59 PM
	Spring Break March 10-16	

Tues March 18	Peer reviews of others' Job Interview responses	By 11:59 PM
Tues March 25	Discussion Posting #5	By 11:59 PM
<u>On or before Thursday March 27</u>	<u>Quizzes over: Chapters 7-10</u> These are the chapters designated for the informative presentation	By 11:59 PM
On or before Tues April 1	<u>Quizzes over: Chapters 11, 12, 13, 15 & 18</u> These are the chapters designated for the informative presentation	By 11:59 PM
Tues April 8	Internet Research Worksheet and Virtual Library Worksheet Assignment Due	By 11:59 PM
Tues April 15	Informative Speech Rough Outline Worksheet Due	By 11:59 PM
Tues April 22	Preparation Outline for Informative Speech Due	By 11:59 PM
<u>Tues April 29</u>	<u>Informative Speeches</u> (Must have technology slideshow to go with speech)	By 11:59 PM
Tues May 6	Informative Speech Peer reviews due	By 11:59 PM
Tues May 6	Listening Evaluation Worksheet due	By 11:59 PM

Speech 1133 Grade Calculation Sheet

Quizzes

Chapter 1, 2, 3, 7, 8, 9, 10, 11, 12, 13, 15, 18 (20 points each)

(240 points possible)

Exam Total _____

Outlines

Memento Typed Speech (50 points) _____

Job Interview Script (utilize-not word for word-use extemporaneously)

(50 points) _____

Informative Speech Outline (100 points) _____

(200 points possible)

Outline Total _____

Presentations/Peer reviews

Memento Presentation and leaving peer reviews (100 points) _____
Job Interview Presentation and leaving peer reviews (100 points) _____
Informative Presentation and leaving peer reviews (200 points) _____
(400 points possible)

Presentation/Peer Review Total _____

Assignments and Evaluations

Discussion Board Postings and peer comments (10 points each)
(50 points) _____
All About Me Questions (25 points) _____
Internet Research Worksheet for Informative (10 points) _____
Virtual Library Research Worksheet for Informative (10 points) _____
Rough Outline for Informative (20 points) _____
Memento Self Evaluation (20 points) _____
Listening Evaluation Worksheet (25 points) _____
(160 points possible)

Assignments and Evaluations _____

TOTAL POINTS _____

Grading Scale

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