



Course Syllabus: Fundamentals of Speech
College of Fine Arts (Room B114)
SPCH 1133 Section Y80
Spring 2025

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.

Student Handbook

Refer to: [Student Handbook 2023-2024](#)

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

Grading

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

Assignments	Points
Class Participation & 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	800

Table 2: Total points for final grade.

Grade	Points
A	716 to 800
B	636 to 715
C	556 to 635
D	476 to 555
F	Less than 476

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.

Class Participation and 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. 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 5 times during the semester - the first day of class and each of the 4 speech presentations.

Students know in advance when class will meet. Work, personal, and school schedules need to be reviewed ahead of time to ensure there are no issues with attendance. **A student who needs to be absent from class or requests to leave class early must notify me at least 48 hours in advance. Failure to meet the 48 hour notification policy will result in a reduction of the student's presentation grade.** Acceptable excuses for being absent from a presentation or leaving early include: the death of a family member, personal illness, required attendance at an official school function, attending a personal child's school event, and 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.

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 Procedures/Information

- There is still some concern about health issues 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 at this time. 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 the best of my 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 things that tell us something about you**. You can either bring the actual 3 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!

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 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!

Persuasive Presentation Description

The Persuasive Presentation

This can be done in a group – no more than 3 students. 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 (2) 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.
- **If done in a group, 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 within the outline as well as on a works cited! **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 **5-6 minutes (8-10 minutes for groups)** for this presentation.
- **Be prepared** for a question and answer session.

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 **3-4 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 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 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.

Course Schedule

Week or Module	Activities/Assignments/Exams
Week 1 Thurs 1/23	<ul style="list-style-type: none"> ▪ What to Expect ▪ Personal Speech Guidelines ▪ Syllabus & Course Information ▪ Share With Us Discussion - 1 original & 1 reply - Due Friday 1/31 by 11:59 pm
Week 2 Thurs 1/30	<ul style="list-style-type: none"> ▪ Read Chapter 1, 2, 3, & 12 ▪ Communication Process ▪ Chapter 1 Discussion - 1 original & 1 reply - Due Friday 2/14 by 11:59 pm ▪ Work on Personal Speech - due Thursday 2/6
Week 3 Thurs 2/6	<ul style="list-style-type: none"> ▪ Present Personal Speeches ▪ Submit Outline/Slideshow before class ▪ FACE TO FACE CLASS
Week 4 Thurs 2/13	<ul style="list-style-type: none"> ▪ Read Chapters 4, 5, & 6 ▪ Communication Apprehension Quiz ▪ CA discussion – 1 original & 1 reply - Due Friday 2/21 by 11:59 pm. ▪ Review Informative Speech Guidelines ▪ Submit Informative Topic - Due Friday 2/21 by 11:59 pm
Week 5 Thurs 2/20	<ul style="list-style-type: none"> ▪ Read Chapter 7, 8, & 15 ▪ Owl-Sparrow Quiz ▪ Owl/Sparrow discussion – 1 original & 1 reply - Due Friday 2/28 by 11:59 pm ▪ Work on Informative Speech & Outline
Week 6 Thurs 2/27	<ul style="list-style-type: none"> ▪ Read Chapter 9, 10, & 11 ▪ Work on Informative Speech & Outline ▪ Talkaholic Quiz ▪ Talkaholic discussion – 1 original & 1 reply - Due by Friday 3/7 by 11:59 pm.
Week 7 Thurs 3/6	<ul style="list-style-type: none"> ▪ Present Informative Speech ▪ Submit outline/slideshow before class ▪ FACE TO FACE CLASS ▪ Exam #1 - Due Friday 3/21, at 11:59 pm
Week 8 Thurs 3/13	<ul style="list-style-type: none"> ▪ SPRING BREAK! ENJOY IT!

Week 9 Thurs 3/20	<ul style="list-style-type: none"> • Read Chapters 16 & 17 • Review Persuasive Speech Guidelines • Submit Topic (Group? Individual?) - Due by Friday 3/28 by 11:59 pm • Work on Persuasive Speech
Week 10 Thurs 3/27	<ul style="list-style-type: none"> • Read 13 & 14 • Work on Persuasive Speech
Week 11 Thurs 4/3	<ul style="list-style-type: none"> • Work on Persuasive Speech
Week 12 Thurs 4/10	<ul style="list-style-type: none"> • Work on Persuasive Speech
Week 13 Thurs 4/17	<ul style="list-style-type: none"> • EASTER BREAK! ENJOY!!
Week 14 Thurs 4/24	<p>Present Persuasive Speeches Submit outline/slideshow before class FACE TO FACE</p> <ul style="list-style-type: none"> ▪ Exam #2 - Due by FRIDAY 5/2 by 11:59 pm
Week 15 Thurs 5/1	<ul style="list-style-type: none"> • Read Chapter 18 • View Videos & Discuss • Review Special Occasion Speech • Work on Special Occasion Speech
Week 16 Thurs 5/8	<p>Present Special Occasion Speech Submit Manuscript before class FACE TO FACE</p> <ul style="list-style-type: none"> ▪ Final Class Period ▪ Complete online class evaluation!
Week 17 Thurs 5/15	<ul style="list-style-type: none"> • Final Exam Period