

# **Syllabus Speech 1315**

## **Fundamentals of Speech**

### **Meet the Instructor**

- Ashley Keuss
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- Zoom by Appointment: <https://zoom.us/my/ashleykeuss>

### **Course Overview**

An introductory college course which introduces the beginning speech student to general principles of the Speech Communication field. The course will provide instruction in specific speech preparation techniques and basic communication skills appropriate to students' further academic professional careers. Students are expected to prepare, organize, deliver, and critique several speeches achieving the aims of informative and persuasive public address. (3 SCH, 3 Lecture, 0 Lab)

### **General Objectives**

The general objective of this course is to give the student basic experiences in public speaking and oral communication. While some time will be spent on the development of skills of body and voice, there will be emphasis on using language as a vehicle of thought. A minimally successful student in this course should develop the ability to present a short oral presentation in an effective, clear manner.

### **Learning Outcomes**

Demonstrate the ability to effectively communicate orally from the podium in clear, coherent, and engaging language appropriate to the specific purpose, the central idea, and the audience.

- Demonstrate competency in listening at college level, analyzing, and interpreting verbal and nonverbal communication, and responding appropriately.
- Demonstrate competency in the speech writing process by germinating, developing, researching, organizing, and properly documenting a speech and the sources used in speech preparation.
- Demonstrate logical reasoning and critical thinking skills in problem solving and developing, evaluating, and presenting oral arguments.

If you have any questions, please don't hesitate to email me.

### **Required Text and Materials**

1. Introduction to the Speechmaking Process, Leonard, 15th ed., BVT Publishing, ISBN 978-1-5178-0558-6

You can get either a print or online version from the bookstore. You can also order print or e-book at this link: Introduction to the Speechmaking Process 15e ([bvtstudents.com](http://bvtstudents.com))

2. A television, computer monitor, or a tablet to project visual aids.

3. A laptop, computer, or phone with a video camera (phones are great).

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://www.brazosport.edu/bookstore>. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

## Course Format

Fundamentals of Speech is a totally online class, which means there are no on-campus sessions. All communication, submission of assignments, discussions, and testing will take place within the online course. The course will be available on the very first day of the semester. Each week you'll receive some assignments which may include: a reading, a quiz on that reading, a video speech, and/or either a short writing prompt or discussion starter. All discussions take place asynchronously online in a chat-like forum. All assignments are usually due on the Friday of each week at 11:59 PM.

## Course Schedule

Your learning is my principal concern, so I may modify the schedule if it will facilitate your learning. We may discover that we want to spend more time on certain topics and less time on others. Please find the course schedule below. You can also click on "Table of Contents" in the course virtual campus to see the schedule at any time.

<i>Week</i>	<i>Date</i>	<i>Topics</i>	<i>Assignments</i>	<i>Due Dates</i>
Week 1	Aug. 28	<ul style="list-style-type: none"><li>• Introduction</li><li>• Chapter 1</li></ul>	<ul style="list-style-type: none"><li>• Introduce yourself using Discussions</li><li>• Read chapter 1</li><li>• Complete Chapter 1 Quiz</li></ul>	Sept. 1 11:59 PM
Week 2	Sept. 4	<ul style="list-style-type: none"><li>• Chapter 3</li></ul>	<ul style="list-style-type: none"><li>• Read Chapter 3</li><li>• Watch science of stage fright video</li><li>• Complete Chapter 3 quiz</li></ul>	Sept. 8 11:59 PM
Week 3	Sept. 11	<ul style="list-style-type: none"><li>• Chapter 6</li><li>• Chapter 7</li></ul>	<ul style="list-style-type: none"><li>• Read chapters 6 and 7 in the text</li><li>• Take the quiz</li><li>• Answer the short writing prompt questions</li></ul>	Sept. 15 11:59 PM
Week 4	Sept. 18	<ul style="list-style-type: none"><li>• Chapter 15</li></ul>	<ul style="list-style-type: none"><li>• Read chapter 15</li><li>• answer the short writing prompt</li><li>• participate in the video forum</li><li>• upload your special occasion speech outline</li></ul>	Sept. 22 11:59 PM

Week 5	Sept. 25	<ul style="list-style-type: none"> <li>Speech #1 Submission Practice</li> </ul>	<ul style="list-style-type: none"> <li>Record and Upload your Special Occasion Speech Practice Video</li> </ul>	Sept. 29 11:59 PM
Week 6	Oct. 2	<ul style="list-style-type: none"> <li>Speech #1 Submission Final</li> </ul>	<ul style="list-style-type: none"> <li>Record and Upload your Special Occasion Speech Final Video</li> </ul>	Oct. 6 11:59 PM
Week 7	Oct. 9	<ul style="list-style-type: none"> <li>Chapter 9</li> <li>Chapter 11</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapters 9 and 11 in the textbook</li> <li>Take the quiz.</li> <li>Respond to the short writing prompt.</li> <li></li> </ul>	Oct. 13 11:59 PM
Week 8	Oct. 16	<ul style="list-style-type: none"> <li>Speech #2</li> </ul>	<ul style="list-style-type: none"> <li>Submit Demonstration Speech Outline</li> </ul>	Oct. 20 11:59 PM
Week 9	Oct. 23	<ul style="list-style-type: none"> <li>Speech #2 Submission Practice</li> </ul>	<ul style="list-style-type: none"> <li>Record and Upload your Demonstration Speech Practice Video</li> </ul>	Oct. 27 11:59 PM
Week 10	Oct. 30	<ul style="list-style-type: none"> <li>Speech #2 Submission Final</li> </ul>	<ul style="list-style-type: none"> <li>Record and Upload your Demonstration Speech Final Video</li> </ul>	Nov. 3 11:59 PM
Week 11	Nov. 6	<ul style="list-style-type: none"> <li>Chapter 12</li> <li>Chapter 13</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapters 12 and 13 in the text.</li> <li>Take the quiz</li> <li>Upload your research for your informative speech</li> </ul>	Nov. 10 11:59 PM
Week 12	Nov. 13	<ul style="list-style-type: none"> <li>Chapter 14</li> </ul>	<ul style="list-style-type: none"> <li>Read chapter 14 in the text</li> <li>Upload your informative speech outline into the Dropbox.</li> </ul>	Nov. 17 11:59 PM
Week 13	Nov. 20	No Content	Thanksgiving Holiday	N/A
Week 14	Nov. 27	<ul style="list-style-type: none"> <li>Visual Aids</li> </ul>	<ul style="list-style-type: none"> <li>watch visual aid video and read the guidelines.</li> <li>Upload your visual aid file that you will use in your informative speech.</li> </ul>	Dec. 1 11:59 PM

Week 14	Dec. 4	<ul style="list-style-type: none"> <li>Speech #3 Submission Practice</li> </ul>	<ul style="list-style-type: none"> <li>Record and Upload your Informative Speech Practice Video</li> </ul>	Dec. 8 11:59 PM
Week 15	Dec. 11	<ul style="list-style-type: none"> <li>Speech #3 Submission Final</li> <li>Final Exam</li> </ul>	<ul style="list-style-type: none"> <li>Upload your final informative speech</li> <li>Take the final exam.</li> </ul>	Dec. 13 11:59 PM

## Course Requirements

Grade Item	Max. Points	Percent of Final Grade
<b>Final Speeches</b>		<b>35%</b>
Special Occasion Speech Final	100	
Demonstration Final	100	
Final Informative	100	
<b>Quizzes</b>		<b>10%</b>
Quiz Chapter 1&2	10	
Quiz 5&6	10	
Chapter 8 and 10 Quiz	10	
Chapters 10-11 and COIK	10	
Quiz Chapter 12	10	
<b>Practice Speeches</b>		<b>25%</b>
Special Occasion Practice Speech	100	
Demonstration Practice	100	
Informative Practice	100	
<b>Written Work</b>		<b>10%</b>
Special Occasion Speech Outline	100	
Demonstration Outline	100	
Informative Speech Research	100	
Visual Aid File	100	
Upload Your Informative Speech Outline	100	
<b>Forums and Short Answer Prompts</b>		<b>10%</b>
Depreciation, overamplification prolonged close	10	
Bad Dad Jokes	10	
Answering Questions	50	
Voice and Articulation Inventory	50	
<b>Final Exam</b>	<b>50</b>	<b>10%</b>

## Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

## Accessing the Course

To log into the Virtual Campus and access your course go to <https://online.brazosport.edu> (add this log in page as a bookmark for faster access). Enter your Brazosport username and password.

Once logged in, click on the course title for SPCH 1315 in the My Courses area located in the middle of the page. If you experience problems with log in contact the BC Helpdesk using the information provided below. The Helpdesk is there to provide fast assistance when having technical issue.

## Student Support

If you need assistance we offer a variety of virtual support services:

### Help Desk

- [helpdesk@brazosport.edu](mailto:helpdesk@brazosport.edu)
- 979-230-3366
- Visit [Helpdesk website](#) to chat live and view resources.
- Campus Location: K.100

### Online Academic Advisor

- 979-230-3238 or contact the department secretary at 979-230-3237
- Visit [Online Counseling Services](#) website to chat live and view resources.
- Campus Location: E-Wing

### Learning Services

- [Proctor Testing](#)
- 979-230-3253
- Visit [Learning Services website](#) to chat live and view resources.
- Campus Location: [view map](#)

### Library

- 979-230-3310
- Visit [Library website](#) to chat live and view resources.
- Campus Location: F.134

## Campus Bookstore

- [Bookstore website](#)
- 979-230-3410
- [view map](#)

## Distance Learning

- [Virtual Campus Manuals & Tutorials](#)
- [Success Tips](#)
- [Student Guide & Calendar website](#)
- [Online Course Tools Tour RSVP form](#)
- [Distance Learning website](#)
- 979-230-3436

Additional [support service information](#), including Virtual Campus Accessibility information is detailed on the Distance Learning website.

## When Taking an Online Course

You are currently enrolled in an online college course and will be asked to show a professional and mature attitude through the semester. The following shows what it takes to be successful in learning while taking a course that has little if no face-to-face contact with either your instructor or fellow students:

- Class time ~ 360 hours
- Study time ~ 6 to 9 hours of study time per week
- Tests ~
  - weekly modules and exercises
  - be aware of quiz dates via Syllabus/Calendar/Announcements
  - if applicable, form independent study groups with peers
  - ask questions
  - quizzes may be timed
- Grades ~
  - attendance/effort does NOT count toward a grade, **LACK** of attendance will HURT you though
  - keep track of your own grades using the grad book
  - calculate your own grades to keep track of grade requirements
  - have questions about your grade ASK immediately via email (don't wait till the mid or end of the course)
- Instructors ~
  - DO not remind you of incomplete work or assignment dates
  - DO not keep attendance
- Accountability ~
  - monitor your own time
  - make your own decisions about extracurricular activities
  - practice good time management strategies
  - understand YOUR responsibilities and expectations of college
  - BE prepared
  - DON'T procrastinate

- Understand your instructor is here to help “facilitate” or guide your learning, it is up to you to make it happen

## Course Policies

### Attendance

As per college policy, you are expected to attend classes regularly, whether they are face-to-face or online.

### Tests/Make-ups

If the late submission has been requested and approved in advance of the due date, there will be no deduction of points from the grade. An **email to the instructor** requesting an extension of the due date should be sufficient. All assignments must be completed to pass the course.

### Late Policy

Prompt submission of assignments and timely feedback to classmates via the Discussion area is vital to this class. Early submission allows the instructor to give you the guidance and grades you deserve. Due dates for each week are published on the course calendar at the start of the class. **Work turned in by midnight on the due date will be considered on time and will receive full credit. Work that has not been submitted by midnight on the due date will receive a zero.**

### Course Disclaimer

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs and experiences of the students.

### College Policies

View current [Student Guide & Calendar](#) (includes Student Conduct, Honor Codes, and Academic Honesty) for detailed College Policy information.

### Online Student Conduct

- Students are expected to abide by Brazosport College's code of student conduct, including the rules applicable to online courses and student conduct in general.
- Students enrolled in distance education courses are expected to perform with the highest level of academic honesty and integrity.
- Breaches of conduct include:
  - Misconduct
  - Cheating on a Test
  - Plagiarism
  - Collusion

Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>.

## **Responses to Academic Dishonesty, Plagiarism, or Cheating**

Plagiarism or any form of cheating involves a breach of student-teacher trust. This means that any work submitted under your name is expected to be your own, neither composed by anyone else as a whole or in part, nor handed over to another for complete or partial revision.

Not understanding [plagiarism](#) is not an excuse.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

If dishonesty, plagiarism, or cheating is confirmed the instructor may determine what consequential action is appropriate which may include:

- redoing the assignment for a reduced grade
- assigning a failing grade for the assignment
- assigning a failing grade for the class

## **Title IX Statement**

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinator directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at [www.brazosport.edu/sexualmisconduct](http://www.brazosport.edu/sexualmisconduct).

Mareille Rolon Coviello, Human Resources and Title IX Coordinator  
Office C-114; 979-230-3303; [mareille.rolon@brazosport.edu](mailto:mareille.rolon@brazosport.edu)

## **Special Needs & Accessibility**

BC is committed to quality education and to providing equal educational opportunities to every student. BC offers services for individuals with special needs and capabilities. Contact Phil Robertson, ADA Coordinator (Email: [Phil.Robertson@brazosport.edu](mailto:Phil.Robertson@brazosport.edu) | Call: 979-230-3236) for additional information.

- [Steps to Apply for Disability Services at Brazosport College](#)
- **Brightspace** (formally known as D2L), our Learning Management System provides tools which are compliant and easy to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn's commitment to accessibility visit their [Accessibility Commitment](#) page as well as their [Accessibility Resource Center](#) for both faculty and students.



- **The Virtual Classroom** (used for live presentations) and Video Assignment tool are produced by BONGO. Both are screen reader friendly and has a high contrast user interface, visit their [Accessibility](#) page for additional information.
- **Zoom** is another tool used for live presentations. Accessibility features include customizable font sizes, keyboard accessibility and screen user support. Visit [Zoom Accessibility](#) page for additional information.
- **Mediasite** from Sonic Foundry and the Mediasite player are used for managing and playing faculty lecture videos. Please read the [Mediasite Content Accessibility](#) documentation for more information on their accessibility standards and the [Mediaplayer Accessibility Keyboard Shortcuts](#) guide.
- **YouTube Videos** may also be used in online courses. Visit [YouTube Accessibility Settings](#) page for additional information on how to set [accessibility for YouTube on Android](#), [turn captions on and off](#) and [use YouTube with a screen reader](#).

## Student Privacy

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](#). For additional information related to Student Privacy contact the Registrar (979-230-3010).

## Withdrawals

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences.

*However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn.* Because you stop attending a class, does not mean that you have officially withdrawn from the class.

## Copyright Policy

The [Digital Millennium Copyright Act \(DMCA\)](#) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport College. [Alternative legal sources are available](#) for use by faculty and students including books, music, and movies. There is also [our campus library](#) which has a variety of existing licensed and subscription based materials for use. Go to [CopyRight@BC](#) for additional information and resources dealing with copyright, practices, and procedures.