

Speech 1315 Fundamentals of Speech

<https://online.brazosport.edu/>

Instructor

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Office Location

B-220

Zoom Office Hours

M/W 10AM-11AM

W: 3-4PM and always by appointment – just click below to join

<https://zoom.us/my/michaelmcintosh>

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)

Required skill level: College-level reading and writing

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.

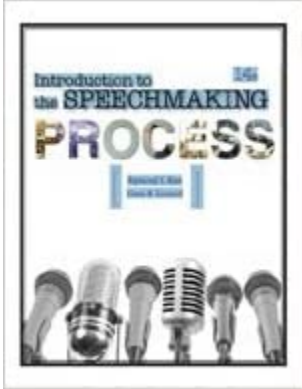
Learning Outcomes

- 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.

Please make sure you read the [FIRST STEPS](#) section online. It has many hints and tips to help you become successful in the course.

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

Required Text and Materials



Introduction to the Speechmaking Process, Leonard, 14th ed., BVT Publishing, ISBN (978-1-61882-009-9)

You can get either a print or online version from the bookstore. You can also order print or e-book at this link:

<https://www.bvtpublishing.com/book/16#/book/info/16/view/available-formats>

Please make sure you get the 14th edition – a 15th edition just came out – but we are using the 14th.

A television or computer monitor (or a tablet in a pinch) to project visual aids.

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 several assignments: a reading, a quiz on that reading, and 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 11:30 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.

Due August 28

Introductions and Why take this Class?

- Respond to the "Who are We?" Forum
- Read Chapter 1 & 2 in the text
- Watch the short video

Due September 4

This week we'll work on organizing our thoughts so others can listen better and how to outline those thoughts. Please

- Read chapters 5 and 6 in the text
- Take the quiz

- Answer the short writing prompt questions

Due September 11

This week we'll start looking at our special occasion speeches. Please:

- Read chapter 13
- Answer the short writing prompt
- Participate in the video forum

Due September 14

This week we'll work on our Special Occasion Speech Outline.

- Special Occasion Speech Outline

Due September 18

Special Occasion Practice Speech

- Special Occasion PRACTICE Speech

Due September 25

Special Occasion Final Speeches!

- Special Occasion FINAL Speech

Due October 2

This week we'll look at Informative speeches and how to use your body and voice effectively when speaking. Please

- Read Chapters 8 and 10 in the textbook
- Take the quiz.
- Participate in the Discussion

Due October 9

This week we'll work on our demonstration speech outline.

- Demonstration Speech Example
- Demonstration Outline Instructions
- Demonstration Outline

Due October 16

This week we're taking a crack at our demonstration practice speech.

- Demonstration PRACTICE Speech

Due October 23

- Demonstration FINAL Speech

Due October 30

This week we'll look at solid reasoning. Please

- Read Chapters 10 and 11 in the text.

- Read the "Clear Only if Known" speech.
- Take the quiz

Due November 6

This week we'll start on finding a topic for our informative speech and look at effective ways to reason and use cognitive persuasion.

Please:

- Read chapter 12 in the text
- Take the quiz
- Upload your informative speech research into the Dropbox.

Due November 20

Informative Speech Outline and Visual Aids.

Please watch the videos and read the guidelines.

You have two files to upload this week: The Visual Aid and Visual Aid Guidelines

- Upload Your Visual Aid File
- Upload Your Informative Speech Outline

Thanksgiving Break

- Eat turkey.

Due December 4

Informative Practice speeches! Also, let's spruce up your visual aids.

- The Most Common Design Mistakes by Non Designers
- Upload your Informative PRACTICE Speech

December 9: Final Speech and Exam Due WEDNESDAY

December 9

There is NO peer review for this speech.

- Upload your Informative FINAL Speech
- Final Exam

Course Requirements

Grade Item	Max. Points	Percent of Final Grade
Final Speeches		35%
Special Occasion Speech Final	100	
Demonstration Final	100	
Final Informative	100	
Quizzes		10%
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	
Practice Speeches		25%
Special Occasion Practice Speech	100	
Demonstration Practice	100	
Informative Practice	100	
Written Work		10%
Special Occasion Speech Outline	100	
Demonstration Outline	100	
Informative Speech Research	100	
Visual Aid File	100	
Upload Your Informative Speech Outline	100	
Forums and Short Answer Prompts		10%
Depreciation, overamplification prolonged close	10	
Bad Dad Jokes	10	
Answering Questions	50	
Voice and Articulation Inventory	50	
Final Exam	50	10%

Grading Scale

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

Homework 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 the time listed on the course calendar and on the due date listed will be considered on time. *Work that has not been submitted by the listed time and on the due date listed, will receive 10% deduction per day late.*

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 DRAM 1310 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 issues.

Help Desk Contact Information:

Email helpdesk@brazosport.edu,

Phone: (979) 230-3266,

[Click Here for Live Chat](#)

Student Support

Help Desk

- [Chat with a Helpdesk representative](#)
- helpdesk@brazosport.edu
- 979-230-3366
- [Helpdesk website](#)
- Campus Location: K.100

Online Tutors

- [Create an Online MATH Tutoring Appointment](#)
- **Help Guide:** [Create MATH Appointment](#)
- [Schedule an Online WRITING Appointment](#)
- **Video:** [Scheduling an Online Session](#)
- **Video:** [Attending an Online Session](#)

Online Academic Advisor

- [Chat with an Academic Advisor](#)
- 979-230-3238 or contact the department secretary at 979-230-3237
- [Online Counseling Services](#) website
- Campus Location: E-Wing

Learning Services

- [Chat live with a Learning Service Representative](#)
- [Proctor Testing](#)
- 979-230-3253

- [Learning Services website](#)
- Campus Location: [view map](#)

Library

- [Chat live with a Librarian](#)
- 979-230-3310
- [Library website](#)
- Campus Location: F.134

Campus Bookstore

- [Bookstore website](#)
- 979-230-3410
- Campus Location: [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

Attendance

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

Missed 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 10% reduction per day late.**

College Policies

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

Student Conduct

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they “fail to comply with any lawful directions, verbal or written, of any official at BC.” Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport

College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services.

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
- receiving failing grade for the assignment
- receiving a failing grade for the class

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 | 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.
- **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.

Academic Honesty Policy

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://www.brazosport.edu>. 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, and may, at a minimum, result in failure of the assignment. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

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 Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Kelli Forde Spiers, Director, Student Life and Title IX Coordinator
Office J-117D; 979-230-3355; kelli.fordespiers@brazosport.edu

Students with Disabilities

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

Campus Closure Statement

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester, and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

SPEECH 1315 PUBLIC SPEAKING

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the foundational modes of communication.

Assessment: (Inter, Intra, Mass, Small Group, Public)—Final Exam Questions

2. Apply elements of audience analysis.

Assessment: (Demographic, Psychographic, Situational)—Special Occasion Speech

3. Demonstrate ethical speaking and listening skills by analyzing presentations for evidence and logic.

Assessment: (Ethics)—Informative and/or Persuasive Speech Evaluations

4. Research, develop and deliver extemporaneous speeches with effective verbal and nonverbal techniques.

Assessment: (Research)—Informative Speech and Persuasive Speech

5. Demonstrate effective use of technology when researching and/or presenting speeches.

Assessment: (Visual Aids)—PowerPoints, Library Research (Informative Research Assignment), Informative and Persuasive Outlines

6. Identify how culture, ethnicity, and gender influence communication.

Assessment: Final Exam

7. Develop proficiency in presenting a variety of speeches as an individual or group (e.g. narrative, informative, or persuasive).

Assessment: Special Occasion, Demonstration, Informative, and/or Persuasive