



<http://www.dmacc.edu>

CAMPUS NAME: Boone

COURSE TITLE: Fundamentals of Oral Communication

COURSE NUMBER: SPC101

SECTION NUMBER & CRN: Section BE, 20506

INSTRUCTOR INFORMATION

NAME: Linda DeLisle

EMAIL ADDRESS: lbdelisle@dmacc.edu

PHONE NUMBER: 515-509-9188 call or text

OFFICE HOURS/APPOINTMENTS: Before or after class or by appointment.

COURSE INFORMATION

SEMESTER/YEAR: Spring 2014

DAYS & TIME & LOCATION: Tu, 6-9:30 pm. Room 156

PREREQUISITES: None

COURSE COMPETENCIES: <https://go.dmacc.edu/competencies>

'The average person thinks about what they have said, the above average person thinks about what they are about to say' Anonymous

STUDY TIPS: To do well in this class, you must do your homework regularly (see schedule and dateline on the last pages). Study the assigned readings, which will help you follow the content of the lecture. Review your lecture notes. Ask questions. Students are expected to devote three hours of study time for each contact hour. This is a fast paced, hands-on course. It is realistic to expect to spend at least 6 hours per week studying for this class. If you miss any lecture, it is your responsibility to obtain the notes from a classmate as soon as possible. Then review the missed notes and ask the instructor any questions on the missed material as soon as possible. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks for concepts introduced later in the course. Students should seek extra help as soon as possible if they feel that they are getting behind on the course material. **What you gain from this class depends on what you put into it, so come with a positive attitude and it will make the whole experience better, possibly even fun!**

TEXTBOOKS & MATERIALS

REQUIRED TEXTBOOKS & ISBN: *Human Communication* (5th ed.) by Pearson, Nelson, Titsworth, & Harter. ISBN: 978-0-07-803687-3

REQUIRED MATERIALS: Textbook, notebook, notecards, positive attitude!

COURSE POLICIES

ATTENDANCE/PARTICIPATION: Regular attendance is expected and necessary for you to complete the requirements of this course. Each class period will contain participation points which will go toward your final grade. If you miss too many participation points, you may fail this course. Failure to complete course assignments could result in a failing grade. If you are unable to attend class on a certain day or complete an assignment on time, other arrangements must be made with your instructor on an individual basis.

CLASSROOM CONDUCT: <https://go.dmacc.edu/handbook>

Show consideration for your classmates and instructor through these courtesies: (1) arrive on time, (2) be prepared for class, (3) participate actively and respectfully in class activities, (4) listen with care to the class discussion, and (5) turn off and put away cell phones and other electronic devices when you enter the classroom.

MISSED EXAMS: Not acceptable except in extreme circumstances. Missing an exam could result in failure of the course. Failure to complete any of the assigned speeches **will** result in failure of the course.

LATE ASSIGNMENTS: To be determined on an individual basis. Late assignments may not receive any credit.

EXTRA CREDIT: You may have opportunities for extra credit to be determined by the instructor.

STUDY EXPECTATIONS: Class members are expected to (1) attend all class meetings, (2) complete assigned readings, discussion questions, exercises, and writing assignments prior to each class meeting, (3) ask meaningful questions and make substantive comments, and (4) be responsible for all that is mentioned in class or in the required readings.

Grading Scale:

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

WEATHER POLICY: "Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they must postpone or cancel a specific class due to weather or illness."

Sign up for DMACC Alerts

Students, Faculty, and Staff: Register to receive DMACC Alerts

No spam! Just emergencies:

School closings

Security threats

Emergency H1N1 information

Evacuations

Natural disasters

Other imminent dangers

Sign up in three easy steps:

Log on to www.GetRave.com/login/dmacc

The Rave username is your DMACC email address. The DMACC Alert password is NOT your regular DMACC password. Select "Forgot your password" and an email will be sent to your DMACC email address with instructions on how to set a new one.

Once you are logged in, add your cell and landline numbers and additional email addresses (up to three each).

Questions... call 515-964-6816

CLASS CANCELLATION PROCEDURE: If class cancellation is necessary, the instructor will contact the Boone Campus offices and make arrangements to notify students. If inclement weather is apparent, check DMACC's website with the Boone Campus.

ACADEMIC DISHONESTY/PLAGIARISM: The Addendum includes a link to the DMACC Student Handbook and policy ES 4670 Academic Misconduct. Academic integrity, based on the values of honesty, trust, fairness, respect, and responsibility, is a fundamental principle of scholarship at DMACC. DMACC's Academic Misconduct Policy (ES 4670) prohibits: plagiarism (using another person's writing or copying any work without proper citation), falsification, unauthorized collaboration during a test or on an assignment, or substitution for another student to take an exam, course or test. If you are to benefit from this class and be properly evaluated for your contributions, it is important for you to be familiar with and follow DMACC's Academic Misconduct policy. Students are encouraged to review DMACC's Academic Misconduct Policy on-line at

<https://go.dmacc.edu/handbook/polprocedures/pages/academicmisconduct.aspx> or in the DMACC Student Handbook. Work that violates these values is incompatible with the goals of this class and will not be tolerated. **Students who are found responsible for a violation of the Academic Misconduct Policy will receive a failing grade for the course.** Students have the right to appeal and may do so by following the procedures described in the Academic Misconduct policy.

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DMACC INFORMATION

INSTRUCTOR HOME PAGES: <http://www.dmacc.edu/instructors>

ADD/DROP DATES: https://go.dmacc.edu/registration/pages/add_drop.aspx

REFUND POLICY: <https://go.dmacc.edu/registration/Pages/refund.aspx>

SUPPORT SERVICES

SERVICES FOR STUDENTS WITH DISABILITIES:

https://go.dmacc.edu/student_services/disabilities

Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850V** or hlcoon@dmacc.edu or the counseling & advising office on any campus to apply for services.

COURSE SYLLABUS

DISCLAIMER: “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”

NONDISCRIMINATION POLICY: Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedures. Complaint forms may be obtained from the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost’s Offices, and Academic Deans’ Offices.

Students who wish additional information or assistance may contact the **Executive Dean, Student Services, Laurie Wolf**, Bldg. 1 on the Ankeny Campus, 515-964-6437 or the **Judicial Officer, Debbie McKittrick**, Bldg. 1 on the Ankeny Campus, 515-964-6574 or they may refer to Student Services procedure ES 4645 located at https://go.dmacc.edu/student_services/int. Click Policies & Procedures.

Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1 on Ankeny Campus, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp>

Program Development/Academic Support Services Director, Sharon Bittner, is the official Student Accommodation Office/Section 504/ADA Coordinator for DMACC. The ADA Coordinator’s office is located in Bldg. 6-10e on the Ankeny Campus and may be contacted by voice (515-964-6857) or sgbittner@dmacc.edu. The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator’s office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

SYLLABUS ADDENDUM

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc), go to <https://go.dmacc.edu/handbook> and click "Syllabus Addendum" in the left navigation.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.

Required speeches	Points Values
1. Informative speech	125
2. Persuasive speech	100
Speech Preparation & Analysis	
1. Group Informative Speech outline & works cited list	25
2. Persuasive Speech outline & works cited list	25
3. Persuasive Speech Audience Analysis Assignment	25
Quizzes	
1. Three quizzes @ 50 pts each	150
Other Requirements	
1. Participation-- In class assignments & activities	150
Total	600

TENTATIVE COURSE SCHEDULE		
Week or Date	Content	Readings
Week 1 Jan 14	Course Introduction, Syllabus Review -Intro to Communication Process, -Perception, Self & Communication Classmate Interview	Chapter 1 Chapter 2 10 Participation points
Week 2	Classmate Introductory speech	10 Participation points

Jan 21	-Listening & Critical Thinking -Language & Meaning	Chapter 5 Chapter 3
Week 3 Jan 28	-Non-Verbal Communication Test Review	Chapter 4
Week 4 Feb 4	Quiz covers chapters 1-5 -Topic Selection & Audience Analysis	Quiz Chapter 10
Week 5 Feb 11	Assign Group Informative Speech -Small Group communication -Being credible, using evidence, researching Pp 233-249 -Organizing your presentation Pp 273-280	Chapter 9 Chapter 11 Chapter 12
Week 6 Feb 18	-Supporting material pp 249-257 -Introductions Pp 260-264 -Conclusions Pp 281-285	Chapter 11 Chapter 12 Chapter 12
Week 7 Feb 25	Draft Outline Due Group & individual topic/purpose/thesis/main points/source citations -Transitions pp. 280-281 -Outlining pp 265-272	25 pts Outline Chapter 12 Chapter 12
Week 8 March 4	-Visual resources pp 302 to end of chapter -Delivery pp 289-302 -Review for test	Chapter 13 Chapter 13

<p>Week 9 March 11</p>	<p style="text-align: center;">Test-covers chapters 11, 12, 13</p> <p>In Groups--Practice giving intro & conclusions to your speech using 1 notecard as keyword format</p> <p>Groups evaluate and give constructive feedback</p> <p style="text-align: center;">Turn in printed introduction in outline form with functions labeled on left side</p>	<p style="text-align: center;">Quiz</p> <p>10 Participation points</p> <p>10 Participation points</p>
<p>March 18 Spring Break</p>	<p style="text-align: center;">No Class-Spring Break!</p>	<p style="text-align: center;">Spring Break</p>
<p>Week 10 March 25</p>	<p>-Delivery continued. Bring a paragraph from a book or magazine etc. read out loud in class. Self-critique</p> <p>-Interpersonal Communication</p>	<p>20 Participation points</p> <p style="text-align: center;">Chapter 6</p>
<p>Week 11 April 1</p>	<p style="text-align: center;">Group Informative Speech presentations</p> <p style="text-align: center;">Self-critique your presentation</p> <p style="text-align: center;">Assign persuasive speech</p> <p>-Persuasive speaking, topic, claim, organization</p> <p style="text-align: center;">Persuasive Speech Audience Analysis & Audience Adaption Exercise begin in class</p>	<p>20 Participation points</p> <p style="text-align: center;">Chapter 15</p>
<p>Week 12 April 8</p>	<p style="text-align: center;">Turn in Draft outline: Claim, main points, plan of action and sources</p> <p style="text-align: center;">Turn in Audience Analysis & Adaption worksheet</p>	<p>25 pts Outline</p> <p>20 Participation points</p>

Week 13 April 15	In Groups-- Practice giving intro & conclusions to your speech using 1 notecard as keyword format Groups evaluate and give constructive feedback	10 Participation points 10 Participation points
Week 14 April 22	Persuasive speeches presentations Persuasive speech self-assessment Test review	125 pts 20 Participation points
Week 15 April 29	Last week!! Mop up. 😊 Test covers chapters 6 & 15	Final Test

Informative speech is graded in following categories

General

Within time limit 6-8 minutes

Has visual aid (no more than 5 PowerPoint or Prezi slides or 30 second video clip)

Turns in a full-sentence outline before speech

Organization

Your speech has an intro, body and conclusion

You have transitions between your main points

Research

You cite 4 sources during your speech

Your sources seem credible and reliable

Speaker

Your voice is loud and the class can hear you

You have eye contact with your classmates (not reading notes or PowerPoint or Prezi)

You use notecards appropriately and are not reading your speech

You have appropriate gestures and movements

Introduction Speech Assignment (Ungraded, Participation points only)

In this assignment you will get to know another person in this class better by interviewing them and then you will introduce each other to the class. The Appendix “Giving Your First Speech” (Lucas, p. 63-72) may help you prepare this assignment.

1. You will select a partner from the class, or your instructor will assign partners. Your partner should be someone you don't already know.
2. You will interview one another, and then create a brief presentation to deliver to the class in which you introduce one another to us.
3. You will be given a handout with potential questions to ask your partner. Be creative! Try to think of additional questions that are original and interesting.
4. The presentation you create should have a specific beginning (introduction), middle (body), and end (conclusion). *Organize the information you gather about the other person.* You may use a theme or other interesting way to present the information. Say your partner's name throughout the speech.
5. The speech should last between **two and four minutes per person**, so you need to practice.
6. Use note cards (only) for reference in your presentation. Do not write out full sentences on your note cards. When you deliver your speech to the class, don't just read from your note cards. You should try to talk to us, using as much eye contact with your audience as possible. You will turn in your note cards after completing the speech.
7. You will receive credit for completing this assignment, and you must complete it to successfully complete the course, but you will not be formally evaluated with a grade.
8. Your instructor will use this assignment as a diagnostic tool to evaluate how she can help you become a more effective public communicator during this semester.

If you have any questions about this assignment, please do not hesitate to contact your instructor.

My Introduction Speech will be presented: _____

Group Themed Informative Speech (110 points)

In this assignment you will research, create, rehearse, and deliver a speech with a group that informs the audience about a topic of your choice. You and your group will choose a broad theme/topic and each group member will then choose a specific aspect or subtopic of the theme. Prior to delivering the speech, **you must submit a preparation outline**, with works cited list, to your instructor. See the *“Preparation Outline Assignments”* *handout for more details*.

1. You may choose the specific topic to discuss during your presentation. The topic can center on a process, object, event, or concept (but not a person). Your only limitations are that the topic must: (1) meet the basic requirements of the speech (time limit, research requirements, group theme specific), (2) provide new and/or interesting information, and (3) provide unbiased, neutral information.
2. Once you have decided on your topic you should conduct the **necessary research** to understand your topic and to provide adequate support for your speech. Individual speakers are required to:
 - a. use 3-5 reputable sources. At least 3 sources must be **library sources**, which include books, periodicals, reference works (only 1), library electronic database materials, etc. The remaining sources may be websites, videos, interviews, etc.
 - b. include a minimum of at least two of the following types of supporting materials: examples, statistics, testimony, or personal experience/direct observation.
3. Evidence of this research should be clear in both the preparation outline and the speech. You must cite your sources in the written text of your preparation outline and orally during the speech.
4. The body of your speech should contain two to four main point units. Your group will present the speech symposium style (Lucas, p. 408) with proper introduction, conclusion, and transitions.
5. Your speech should be delivered in an **extemporaneous style** (Lucas, p. 247). You may only use note cards containing a *speaking outline* (p. 216) to deliver your speech. **You will turn in your note cards** after completing your speech.
6. Each individual’s speech should be **4-6 minutes** in length. Speeches long or short in time will be penalized, so you need to practice.
7. Has visual aid (no more than 5 PowerPoint or Prezi slides)
8. Evaluation criteria: 110 points total

Introduction & Conclusion	15 points
Content & Organization	25 points
Supporting Materials	20 points
Power Point or Prezi	20 points
Use of Language	10 points
Vocal & Physical Delivery	20 points
Plus	
Outline	25 points

If you have any questions about this assignment, do not hesitate to contact your instructor.

My Group Informative speech preparation outline is due: _____

My Group Informative speech will be presented:

Persuasive Speech Assignment (125 points)

In this assignment you will research, create, rehearse, and deliver a speech that persuades your audience to change their minds or modify their behaviors in regard to the topic of your choice. Prior to delivering the speech, **you must submit a preparation outline**, with works cited list, to your instructor. See the *“Preparation Outline Assignments”* *handout for more details.*

1. You are to choose a topic about which you would like to speak. Your topic should be contemporary, significant, controversial and of interest to your audience. Your limitations are:
 - a. the goal of your topic should be attainable (your audience should have the means to reasonably accomplish the goal you have set, and you should be able to reasonably accomplish that goal within the time limit of the speech)
 - b. stay away from the following “dead horse” topics: abortion, capital punishment, religion, blood/organ donation, smoking, drunk driving, legalizing controlled substances, gun control, seat belt wearing, and changing the legal drinking age.
2. Once you have decided on your topic you should conduct the **necessary research** to understand your topic and to provide adequate support for your speech. You are required to use 6-8 reputable sources. At least 6 sources must be **library sources**, which include books, periodicals, reference works (only 1), library electronic database materials, audience analysis, etc. The remaining sources may be websites, videos, interviews, etc.
3. Evidence of this research should be clear in both the outline and the speech. You must cite your sources in the written text of your outline and orally during the speech.
4. Your speech should contain an appropriate introduction, body, and conclusion. It is likely your speech will contain two to four main point units.
5. Your speech should be delivered in an **extemporaneous style** (p.247). You may only use note cards containing a *speaking outline* (p. 216) to deliver your speech. You will turn in your note cards after delivering the speech.
6. Your speech should be **8-10 minutes** in length. Speeches long or short in time will be penalized, so you need to practice.
7. Evaluation criteria: 125 points total

Introduction & Conclusion	15 points
Content	15 points
Organization	15 points
Supporting Materials	15 points
Persuasive Appeals	20 points
Use of Language	15 points
Vocal & Physical Delivery	30 points

If you have any questions about this assignment, do not hesitate to contact your instructor.
My Persuasive speech preparation outline is due: _____

My Persuasive speech will be presented: _____