

1. **COURSE TITLE*:** Fundamentals of Effective Speech
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION*:** COMM 1115
3. **PREREQUISITE(S)*:** None **COREQUISITE(S)*:** None
4. **COURSE TIME/LOCATION:** (Course Syllabus – Individual Instructor Specific)
5. **CREDIT HOURS*:** 3 **LECTURE HOURS*:** 3
LABORATORY HOURS*: (contact hours) 0 **OBSERVATION HOURS*:** 0
6. **FACULTY CONTACT INFORMATION:** (Course Syllabus – Individual Instructor Specific)
7. **COURSE DESCRIPTION*:**
This course encompasses the composition and presentation of speeches. The objective is to help individuals speak effectively to other individuals or groups. The focus will be the study of organization, development, delivery, and purpose of various types of speeches.
8. **LEARNING OUTCOMES*:**
At the completion of this course, the student will be able to:
 1. Demonstrate an understanding of the necessary disciplines, basic principles, and theories of public speaking.
 2. Identify and exercise methods of reducing comprehension apprehension and gaining confidence in oral communication.
 3. Prepare and present well developed and organized speeches that are consistent and appropriate for the purpose, context, and audience (introduction, informative, persuasive, commemorative, etc.).
 4. Deliver speeches using effective verbal and nonverbal delivery techniques, as well as presentational aids, consistent and appropriate for the presentation's purpose, context, and audience.
 5. Recognize the importance of audience analysis and adaptation of messages, style, and delivery to meet the needs of diverse audiences.
 6. Conduct research and synthesize material from multiple credible sources to construct a well-supported argument.
 7. Critically and constructively evaluate oral communication of the self, as well as peers and professionals.
 8. Work effectively as a team member in group communication exercises.
9. **ADOPTED TEXT(S)*:**

Koyle, Susan Bagley, et. al. *Public Speaking*. 1st Edition. Lumen Learning, 2020. ISBN: 978-1-64087-345-2.

This text is a digital OER that will be available or linked in Canvas.

9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) *.**

10. OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.) **

Computer/Internet access for Canvas.

11. GRADING SCALE*:**

Grading will follow the policy in the catalog. The scale is as follows:

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

12. GRADING PROCEDURES OR ASSESSMENTS: (Course Syllabus – Individual Instructor Specific)

ASSIGNMENTS	POINTS
Professionalism (Attendance/Participation)	100
Assignments	250
Quizzes	150
Speeches/Debate	500
TOTAL	1,000

13. COURSE METHODOLOGY OR COURSE FORMAT: (Course Syllabus – Individual Instructor Specific)

A combination of lecture, discussion, video, group activities, written assignments, and oral presentation will be utilized.

14. COURSE OUTLINE: (*Course Syllabus – Individual Instructor Specific*)
(Insert sample course outline with learning outcomes tied to assignments / topics.)

DATE	TOPIC	ASSIGNMENTS	SLOs
Week 1	Introduction to Public Speaking, Prompt and Prep: Self-Introduction Speech	Quiz (10 pts) Assignment: Note Card (10 pts)	1-2
Week 2	Public Speaking Online, SELF-INTRODUCTION SPEECH (50 pts)	Quiz (10 points) Assignment or Discussion: Self-Evaluation (10 pts)	1-4
Week 3	Ethics in Public Speaking, IMPROMPTU SPEECHES (Delivered throughout the term) (20 pts)	Quiz (10 pts) Assignment: Plagiarism Certification (10 pts)	1-4
Week 4	Listening/Responding Effectively, Prompt and Prep: Recitation and Scoring	Quiz (10 pts) Assignment: Scoring (10 pts)	1-2
Week 5	Effective Delivery, DRAMATIC READING (50 pts)	Quiz (10 pts) Assignment or Discussion: Peer Evaluations (20 pts)	1-4
Week 6	Informative Speaking, Topic Selection, Prompt and Prep: Demonstration Speech and Outlines	Quiz (20 pts) Assignment: Demonstration Topic/Purpose (10 pts)	1-3
Week 7	Organizing and Outlining	Quiz (10 pts) Assignment: Demonstration Outlines (30 pts)	1-3
Week 8	Refining your Speech, DEMONSTRATION SPEECH (80 pts)	Quiz (10 pts) Assignment or Discussion: Self Evaluation (10 pts)	1-4, 7
Week 9	Persuasive Speaking, Prompt and Prep: Persuasive Speech, Outlines, References, and Slideshow	Quiz (10 pts) Assignment: Persuasive Topic/Purpose (10 pts)	1-2, 6
Week 10	Considering the Audience	Quiz (10 pts) Assignment or Discussion: Audience Survey (10 pts)	1-2, 5-6

Week 11	Creating and Using Presentation Aids	Quiz (10 pts) Assignment: Persuasive Outlines, Reference Page, Slideshow (50 pts)	1-6
Week 12	PERSUASIVE SPEECH (150 pts) Speaking to Entertain/Special Occasion	Quiz (10 pts) Assignment or Discussion: Peer Evaluations (20 pts)	1-7
Week 13	Small Group Communication Debate Team & Topic Selection Prompt and Prep: Commemorative Speech and Manuscript	Quiz (10 pts) Assignment: Commemorative Topic/Purpose (10 pts)	1-8
Week 14	Public Speaking on the Job Debate Team Work	Quiz (10 pts) Assignment: Commemorative Manuscript (40 pts)	1-8
Week 15	DEBATE (50 pts)	Professionalism (100 pts)	1-8
Week 16	COMMEMORATIVE SPEECH (100 pts)	Best of luck to you in future endeavors!	1-7

15. SPECIFIC MANAGEMENT REQUIREMENTS*:**

Skills for success: Time Management. Organization. Diligence (work ethic). Self-motivation. Collaboration (team player). Tolerance. Computer/Internet access/knowledge.

16. FERPA: Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

17. ACCOMMODATIONS: *

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X 2604.

18. OTHER INFORMATION*:**

SYLLABUS TEMPLATE KEY

* Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

** Any alteration or addition must be approved by the Curriculum Committee

*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.