COURSE DESCRIPTION

The Fundamentals of Speech course uses a multi-disciplinary approach to teach students to master public speaking as a mode of human communication. This course draws upon both humanistic and scientific traditions to teach the practice of speaking and expression, critical thinking, audience analysis, listening, decision-making, persuasion, and argument construction/evaluation. The specific goals of the course include:

1) The development of an understanding and appreciation of communication by studying the theoretical and applied aspects of the communication process.
2) The development of skills in critical listening and analysis of communication.
3) An increased awareness of ethical responsibility in communication.
4) The development of competence in argument construction and evaluation.
5) An increased ability to influence and improve one's personal and social environment through enhanced communication skills.
6) An understanding and appreciation of social scientific theories developed by communication scholars.
7) This class fulfills the following Goals of the South Dakota System General Education Requirements:

BOR GOAL #2: Students will communicate effectively and responsibly through listening and speaking.

<table>
<thead>
<tr>
<th>Learning Outcomes:</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>1. Prepare and deliver speeches for a variety of audiences and settings</td>
<td>Construct and deliver an introductory speech, one impromptu speech (final video blog), a persuasive speech, an informative speech, and a commemorative speech</td>
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<tr>
<td>2. Demonstrate speaking competencies including choice and use of topic, supporting materials, organizational pattern, language usage, presentational aids, and delivery</td>
<td>Construct and deliver an introductory speech, one impromptu speech (final video blog), a persuasive speech, an informative speech, and a commemorative speech</td>
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<tr>
<td>3. Demonstrate listening competencies by summarizing, analyzing, and paraphrasing ideas, perspectives and emotional content</td>
<td>Critique a professional speaker and perform structured peer evaluations of student speeches.</td>
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</tbody>
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Oral Communication (3 credit hours)

Students will communicate effectively and responsibly through listening and speaking.

**Student Learning Outcomes:** As a result of taking courses meeting this goal, students will:
1. Prepare and deliver speeches for a variety of audiences and settings,
2. Demonstrate speaking competencies including choice and use of topic, supporting materials, organizational pattern, language usage, presentational aids, and delivery, and
3. Demonstrate listening competencies by summarizing, analyzing, and paraphrasing ideas, perspectives and emotional content.

Each course meeting this goal includes the following student learning outcomes:
Required: #1, #2, and #3
TECHNOLOGICAL & DIGITAL VIDEO REQUIREMENTS
Online learners should refer to the specific technological equipment needs and skills listed in the Division of Continuing Education's Online Orientation Guide (PDF), located at: Student Resources - USD

REQUIRED MATERIALS
Textbook (must be purchased from the USD bookstore as it is a NEW custom textbook used specifically for this course)
There is one required textbook for this course. It is a custom textbook designed specifically for the students taking this online course. You must purchase the physical copy at the USD Barnes and Noble Bookstore. To prevent any problems and to save yourself some time, please order your textbook online at your earliest convenience or call the USD Bookstore at 605.677.6291 to secure your textbook. This should be done as soon as possible. Waiting until after the semester begins to order your textbook may prove to be problematic, and you may find yourself waiting for two weeks to receive your book. Please DO NOT hesitate to call or email the bookstore if you need to verify the book information; they are prepared to answer your questions.

Textbook:

You will find an access code printed on the inside cover of the textbook. You will use the code to set up an account in our video sharing platform, Acclaim. More information about Acclaim and how to use it is provided on the course homepage in D2L.

You will need to purchase your book prior to start of the class. You must purchase the physical copy of the text directly from the USD campus Barnes and Noble bookstore. This is a CUSTOM textbook designed for USD. It is a compilation of chapters from two different textbooks. This means you get the best information in one convenient package. However, you must contact the USD bookstore to get the correct textbook! Please note that this textbook contains assignments and outlines from the face-to-face version of this course. This online course will use its own outlines and assignment descriptions. They will be provided for you under content in D2L.

Digital Recording Device
Students are responsible for uploading high quality video content, meaning that it must convey a clear picture, clear and synchronous sound, and proper alignment. I strongly suggest that students use a digital camera. The quality of the picture and the sound will impact your grade.

Software
2010 Microsoft Office, including MS Word and MS Power Point. If you do not own the most recent version of MS Office, you can purchase it for $99.95. If you use a Mac, it is your responsibility to acquire the skills and software needed to create and view MS Word documents and MS Power Points.
Video Recording Equipment
You will need to upload your video-recorded speeches to a class ACCLAIM account (access link):
https://app.getacclaim.com/cls_Yx6iQBBTMM/

In order to access this account you will need to purchase your own book with your own individual access code. If you are using a “used” textbook you will be directed to purchase the access code in order to access our course.

Students are responsible for uploading high quality video content, meaning that it must convey a clear picture, clear and synchronous sound, and proper alignment. I strongly suggest that students use a digital camera. For every speech (does not include the mini-speeches or “video blog”) students will need a MINIMUM of 3 audience members. These audience members must be adults and fully visible throughout the speech. Failure to have 3 live audience members will result in an automatic 20% deduction. This video capture will need to include the audience members as well as yourself STANDING in front of your audience.

I strongly suggest that students use a camera with a tripod attachment and NOT webcam technology. You will also need to coordinate a NONRESIDENTIAL setting for your speeches. Kitchens, dorm rooms, living rooms, etc. are not appropriate places that a public speech would take place. Good examples of a nonresidential setting include schools, libraries, board rooms, community buildings, etc. Failure to give the speech in a non-residential setting will result in an automatic 20% deduction.

High-Speed Internet
On several occasions, you will be asked to download or upload large files. You must have access to an Internet connection that can handle the demands of an online course, especially one that relies on video.

DESCRIPTION OF INSTRUCTIONAL METHODS
This course will include self-directed lessons, video-captured lectures, online quizzes, online exams, digitally captured presentations peer speech criticisms, online discussions, and library research. Email is the best way to contact your instructor. Every effort will be made to provide all the course assistance you require. Technical assistance should be directed to USD's Information Technology Services at (605) 677-5028, or via email at helpdesk@usd.edu.

COURSE POLICIES
Although there are different sections and instructors of SPCM 101, certain general expectations apply to everyone in this course. You are expected to submit all assignments on time and to be fully involved in the activities of the class. In addition, the following specific policies apply to all students enrolled in SPCM 101. If you have any questions about these policies, please contact me, Katie (Westra) Vander Zwaag through D2L email. Another side note, please feel free to call me Katie ☺
Late Assignments:
Late assignments will rarely be tolerated; please plan accordingly. This is especially of concern with the digital submission of your presentations; your timeliness ensures timely feedback from both peers and the instructor. All assignments required to pass the course can be accepted for 50% credit. However, all other assignments will not be accepted late and students will receive a 0 for their work.

Participation
You’ve heard the quotation from Woody Allen: "ninety percent of life is just showing up." Well, maybe it’s not 90% of this class, but throughout the semester you will be expected to participate. Yes, the class is online, but you still have to show up and do what’s expected on time.

There are no make-ups on participation assignments. If you miss an assignment, regardless of the reason, you will not be allowed to make-up the assignment. All written work must be typed, including participation assignments. You will be evaluated on use of APA (6th edition), grammar, punctuation, spelling, language use, overall appearance, etc.

Participation includes posting on the D2L message board. You are expected to log on, ask questions, and participate in online discussions with the instructor and fellow students periodically. Each discussion post requires one initial post (3 pts) and commenting on the posts of 2 peers (1 pt each, 2 points total). Each discussion is worth a total of 5 points. Refer to the discussion board for more information.

Please notice you CANNOT pass this course unless you complete ALL the required speaking and research assignments highlighted below.

Please do not hesitate to email me if you have any questions at any time. I check my email daily, Monday through Friday, and I will respond to your email within 24 hours. Weekends my response time is typically within 24 hours but may take up to 48 hours. Even though you email me at 3 a.m., believe me, I'm not lurking online at that time, so please do not expect an immediate reply. Please consult me directly if you don't understand the directions or deadlines posted on D2L.

Attendance
Students must regularly log into the course (at least 3 times per week) to be aware of any course news, to submit assignments, and to complete quizzes and tests. In order to remain in this course you must login into D2L and complete the introduction discussion post #1 by the end of the first week. If you do not do so you will be dropped from this course.

Respect and Responsibilities
You can expect that as the instructor, I am concerned about the educational experience of each student in the class, respectful of individual differences, encouraging of creativity, reasonably open and accessible to discuss material and assignments, thorough in evaluating assignments,
and rigorous yet supportive in maintaining high standards for performance.

As a student, you are expected to work individually and with others, to create an atmosphere that is safe, valuing of one another, and open to diverse perspectives. Everyone is expected to show courtesy, civility, and respect for one another. Comments or postings that degrade or ridicule another, whether based on individual or cultural differences, are unacceptable.

You are responsible for ensuring that you are "in the loop" with regards to e-mail communication. Your D2L e-mail account will be the only e-mail account that will be used for class updates, etc., which I may occasionally make. Be sure you also check the "News" section on D2L. The "News" section will include all assignments due each week. What is due each week will be posted in the "news" section, under content, in my video of the week, and also in the tentative course schedule. There will be NO surprises this way! 😊

**Academic Integrity**

The College of Arts and Sciences considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The College supports the imposition of penalties on students who engage in academic dishonesty, as defined in the "Conduct" section of the University of South Dakota Student Handbook.

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

- a. Given a zero for that assignment.
- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

**Freedom in Learning**

Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or
capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation

**Disability Accommodation**

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Disability Services
Service Center North, R119B
(605) 677-6389
Web Site: www.usd.edu/ds
E-mail: disabilityservices@usd.edu

**Diversity and Inclusive Excellence**

The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. To learn more about USD’s diversity and inclusiveness initiatives, please visit the website for the Office of Diversity.
GRADING AND ASSIGNMENTS

Assignments will be graded using a point system. For each speaking assignment there is a corresponding assignment description that explains expectations. You will find the assignment description in the CONTENT field in D2L. The point breakdown below represents the maximum credit allowed for each assignment. There is no provision for extra credit in the course. Please allow up to two weeks following an assignment submission for a grade to be assessed by me, the instructor.

Course Assignments and Point Values

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions 1 – 12</td>
<td>5 (each)</td>
</tr>
<tr>
<td>Quizzes 1 – 8</td>
<td>10 (each)</td>
</tr>
<tr>
<td>Mini Speeches 1 – 4</td>
<td>10 (each)</td>
</tr>
<tr>
<td>Personal Statement Speech</td>
<td>50</td>
</tr>
<tr>
<td>Personal Statement Outline</td>
<td>20</td>
</tr>
<tr>
<td>Informative Speech Topics</td>
<td>10</td>
</tr>
<tr>
<td>Informative Annotated Bibliography</td>
<td>25</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>75</td>
</tr>
<tr>
<td>Informative Speech Outline</td>
<td>20</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive Speech Topics</td>
<td>10</td>
</tr>
<tr>
<td>Persuasive Annotated Bibliography</td>
<td>25</td>
</tr>
<tr>
<td>Persuasive Speech Outline</td>
<td>20</td>
</tr>
</tbody>
</table>

**Items highlighted in GREEN are required in order to pass the course**

ASSIGNMENTS:
Quizzes: Quizzes are based upon the textbook chapter readings, and they are administered through D2L. The D2L quizzes are self-administered and must be completed before each Monday at 8 AM. You have a week to take each quiz. The content each quiz covers will be listed under "Quiz Content" in D2L (on the course schedule). All reading listed for that quiz will need to be completed in order to do well on the quiz. The 8 quizzes will be taken on D2L and will be worth 10 points each.

Discussions: Discussions are worth 5 pts. 3 pts come from your original posting which requires at least 5 sentences. The remaining 2 points come from
commenting on the posts of 2 peers (at least 3 sentences per reply). You must also add something substantial to their post and do more than simply agree with them. This will be the expectation for all discussion posts.

Speeches: Label the speech FirstName_LastName_ (and the appropriate speech title - example: Katie_VanderZwaag_Persuasive) and upload to our course acclaim account. An audience of 3-5 adults will be required for all speeches (stuffed animals, children, pets, etc. will not be accepted as a valid audience). Failing to gather an audience of at least 3 adults will result in an automatic 20% deduction. Failure to give a speech in a non-residential setting (bedrooms, dorm rooms, kitchens, living rooms, cannot be used) will result in an automatic 20% deduction. Time violations will result in a 10% deduction.

Topic Selection: Students provide three potential topics for the speech. Each of the three topics must be accompanied by a 100 - 150 word justification.

Annotated Bibliographies: Students use resources provided on the communication studies libguide to write three APA-formatted annotations for the informative and persuasive speeches.

Speech Outlines: Using an established template, students write outlines that prepare the content for their speeches.

Speech Criticism: Students will be required to attend (in person) a live speaking event and provide a written critique of the performance. Assignment details will be provided in a separate document.

Exams: Students will be required to complete two (2) exams in this course. The exams will be taken on D2L and will be worth 100 points each.

Extra-Credit: Extra credit is not offered in this course.

Grading Assignments: After an assignment is due, please allow at least 2 weeks (14 days) before feedback is returned to you. Lengthy written assignments may take a little longer.

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Video Recording Speeches

You will be expected to video tape each one of your speeches and mini speeches. The speeches will then be uploaded to our course acclaim page within your public folder.

You are required to have 3 audience members present for the speech, be standing in front of your audience, and deliver the speech in a non-residential setting (20% deduction if violated). These audience members must be visible on the video and while you are speaking. Without a visible audience of 3 people for the duration of the speech you will be docked 20%. Sound and visual quality must be high in order for the instructor to best understand and perceive your speech. Failure to meet time requirements will result in a 10% deduction.
Note: All assignments will be saved and could be used for instructional purposes. Students who do not want their work used for this purpose must make that request in writing before the last day of the semester. The request must be sent to the primary instructor.

Login to D2L and download the course schedule in order to view the layout of this spring semester. THIS IS NOT A SELF-PACED COURSE; you will be responsible for the weekly submission as indicated in the schedule and outlined in D2L.

COURSE SCHEDULE
This will be provided in the CONTENT of D2L.
Please log in immediately to review and download the course schedule!

Most importantly – let’s have a fabulous semester everyone! – Katie ☺