

BRESCIA UNIVERSITY COLLEGE
SPEECH 2001 530BR

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Office Hours:	Wednesdays 12-1 pm, Thursdays, 11-12 am or by appointment

Course Description:

Speech 2001 is an intensive practical course that is dedicated to developing and to refining effective oral communication skills. Students are expected to speak frequently; the emphasis is on direct address before a group, with effective organization of ideas, clarity of expression, and use of rhetorical strategies and tactics. All aspects of the arts of delivery, the logical construction of arguments and their support, effective arrangement of material, rhetorical analysis of speeches (both written and oral), and effective use of statistics, testimony, evidence, and examples will be included. In addition, emphasis is placed on acquiring and applying communication theory and on developing listening and critical skills, including peer evaluation.

Course Text:

Fraleigh, Douglas M. and Joseph Tuman with Illustrations by Peter Arkle. *Speak Up! An Illustrated Guide to Public Speaking*. Second Edition. Bedford/St. Martin's, Boston, 2011.

I am endeavouring to have our textbook placed on reserve in the Beryl Ivey Library.

Goals:

Upon successful completion of this course, you will be able to:

- ❖ Speak effectively and confidently
- ❖ Explain the differences between informative and persuasive rhetoric
- ❖ Craft, support, and communicate different types of arguments
- ❖ Develop critical listening skills
- ❖ Give and receive feedback
- ❖ Incorporate feedback into future speeches
- ❖ Construct research-based arguments
- ❖ Understand and apply group communication theory
- ❖ Create rhetorical analyses, both written and oral
- ❖ Develop and deliver an epideictic or special occasion speech
- ❖ Incorporate audience analysis into speech preparation
- ❖ Work effectively in groups
- ❖ Integrate classical rhetorical technique into contemporary speaking practices

Composition of Grade

Course Component	Weight	Due Date	Length
Written Assignments (30%)			
Speech writing assignment one	5%	Week 4	One page
Speech writing assignment two	5%	Week 7	One page
Final speech draft	5%	Week 12	Three pages
Listening and feedback	5%	Week 19	One page
Take home rhetorical analysis	10%	Week 25	Four pages
Speeches (70%)			
Social speech	5%	Weeks 5&6	
Demonstration speech	5%	Weeks 8-10	
Informative speech	5%	Weeks 11 & 12	
Impromptu speech	10%	Weeks 15 & 16	
Persuasion speech	10%	Weeks 17 & 18	
PowerPoint speech	10%	Weeks 19 & 21	
Final speech	10%	Weeks 22-24	
Group presentation	15%	Weeks 25 & 26	

In addition to these graded assignments, you are expected to engage in a number of ungraded exercises and practice speeches, particularly near the beginning of the course.

Because of the workshop nature of the course, attendance and participation are mandatory. Missing a scheduled speech will result in a grade of zero for the assignment. As such, please notify me **at least one week in advance** of your scheduled speaking time *if* you are unable to give your presentation for a compelling reason. In order to reschedule a speech for which I have not received advanced notification, I require a note from an academic counselor.

If you miss more than twelve hours of class meetings over the full span of the course (the equivalent of four weeks of class meetings) your final grade will be penalized 10%. For example, a grade of 80% will be reported as a 70%. If you miss more than eighteen hours of class meetings, you will not be given a passing grade for the course.

Note well: late written assignments will be penalized 3% per day. Assignments are due at the end of class. Assignments handed in after class will be considered late. Assignments that are handed in more than one week after the due date will not be accepted without documentation from an academic advisor.

Civility Statement

Together as a class, we agree to encourage each other to participate during discussion by listening to all contributions without judgement and without interruption. Any cell phones in the class should always be set to silent mode; they must also be turned off entirely during in-class writing assignments or peer-editing sessions. We agree that students may use computers (as long as they do so quietly and respectfully) and that we may eat and drink during class. Above all, we agree to treat each other with respect.

Office Hours

I have scheduled two office hours per week, and I welcome you to stop by. Office hours can be a great place to discuss various aspects of the course: if you find you are particularly excited about a certain assignment, I can recommend directions for further reading, and if you are frustrated with a particular topic, I can listen and offer assistance. If my scheduled hours do not work for you, you are welcome to make an appointment.

Email Policy

I am happy to use email to communicate with students. I respond to emails that I receive during the week within 24 hours; emails received on weekends will not receive a response until the following Monday. I ask that email be used to address specific concerns. For questions that require a detailed response, please come to my office hours. Note well: I do not release grades over email.

Final Grades

IMPORTANT: A student must receive a passing grade for both term work and the final examination in order to receive a passing grade for the course.

Scheduling

Please complete all readings *before* we are scheduled to discuss them in class. Chapter readings and assignment due dates will not change. The scheduling of particular speeches may be subject to change. With permission, students may shift their scheduled speeches with other students. Speeches may not be “made up” at another time without prior approval.

Written Assignments:

Please ensure that all written assignments are submitted in clean copy (typed, 1” margins, 12 point font, titles and personal information, pagination, error-free grammar and mechanics, etc.). Follow the rules of a particular style guide (MLA, CMS, APA, etc.) consistently. Written assignments will be graded on organization, quality, originality, accuracy, and presentation. Please submit written assignments in hard

copy at the beginning of class on the due date.

Class Schedule (tentative)

Date	Readings and Assignments	Focus
Week One: Sept. 11		Course overview; Assignments and resources; Choosing a speaking order
Week Two: Sept. 18	Chapter 1: Introducing Public Speaking Chapter 2: Developing Your First Speech	Introduction Speech
Week Three: Sept. 25	Chapter 5: Audience Analysis Chapter 9: Organizing Your Speech	Introduction Speech
Week Four: Oct. 2	Chapter 10: Introductions and Conclusions Speech Writing Assignment 1 due	One Minute Review Exercise
Week Five: Oct. 9	Chapter 4: Listening Skills Chapter 18: Social Occasion Speaking	Social Speech
Week Six: Oct. 16	Chapter 6: Selecting Your Topic Chapter 11: Outlining Your Speech	Social Speech
Week Seven: Oct. 23	Chapter 8: Using Supporting Materials for Your Speech Chapter 14: Using Audio/Visual Aids Speech Writing Assignment 2 due	<i>Speaking Order Rotation</i>
Week Eight: Oct. 31	Chapter 13: Delivering Your Speech	Demonstration Speech
Week Nine: Nov. 6		Demonstration Speech
Week Ten: Nov. 13	Chapter 15: Informative Speaking Chapter 3: Speech Ethics	Demonstration Speech
Week Eleven: Nov. 20		Informative Speech

Week Twelve: Nov. 27	**Final Speech Draft Due**	Informative Speech
Week Thirteen: Dec. 4	Catch up/flex day	
	Holidays	<i>Speaking Order Rotation</i>
Week Fourteen: Jan. 8	Chapter 16: Persuasive Speaking	One Minute Story Exercise Review
Week Fifteen: Jan. 15	Chapter 17: Methods of Persuasion	Impromptu Speech
Week Sixteen: Jan. 22	Chapter 12: Language and Style	Impromptu Speech
Week Seventeen: Jan. 29		Persuasion Speech
Week Eighteen: Feb. 5		Persuasion Speech
Week Nineteen: Feb. 12	Listening and Feedback Assignment due	PowerPoint Speech
Week Twenty: Feb. 19	Reading Break	

Week Twenty-one: Feb. 26		PowerPoint Speech
Week Twenty-two: Mar. 5		Final Speech
Week Twenty-three: Mar. 12	In-class work/consultation on Group Presentation	Final Speech
Week Twenty-four: Mar. 19	Chapter 19: Group Communication	Final Speech
Week Twenty-five: Mar. 26	Rhetorical Analysis due	Group Presentation
Week Twenty-six: Apr. 2	Individual and Group Assessment due	Group Presentation
	No Exam	

BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation. Academic accommodation on medical grounds will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Appropriate academic accommodation will be determined by the Dean's Office in consultation with the student's instructor(s). Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded under the Medical Documentation heading of the following website: <https://studentservices.uwo.ca/secure/index.cfm> . If it is not possible to have an SMC completed by the attending physician/nurse practitioner, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2013/pg117.html>

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal problem that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, www.registrar.uwo.ca, for official dates). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

The Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

3. ABSENCES

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate.

4. POLICY ON CHEATING & ACADEMIC MISCONDUCT

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

Computer-marked Tests/exams:

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

6. PREREQUISITES AND ANTIREQUISITES

Unless you have either the prerequisites for a course or written special permission from your Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

7. SUPPORT SERVICES

The Brescia University College Registrar's website, with a link to Academic Advisors, is at http://www.brescia.uwo.ca/academics/registrar_services/index.html. The Western Registrar's website is at <http://www.registrar.uwo.ca/index.cfm>. The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/>. Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.