

Speech 2001 The Major Forms of Oral Discourse 2023-2024
Sections 001-002**COURSE DESCRIPTION**

Speech 2001 is an intensive practical course dedicated to developing and refining skills in effective oral communication. Students are expected to speak frequently; emphasis is on direct address before a group, with effective organization of ideas, clarity of expression, and use of rhetorical strategies. 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. Like other Writing courses, Speech develops “the ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing, to a range of audiences” (Ontario Council of Academic Vice Presidents’ statement on “University Undergraduate Degree Level Expectations,” December, 2005). In addition, emphasis is placed on applying communication theory and on developing listening and critical skills, including peer evaluation. *Because of the workshop nature of the course, attendance and participation are mandatory. Failure to present a scheduled speech will result in a grade of zero. No audits allowed. No Final Examination.*

Course Text: https://bookstore.uwo.ca/textbook-search?campus=UWO&term=W2022&courses%5B0%5D=002_UW/SPE2001

O’Hair, Dan, Rob Stewart and Hannah Rubenstein. *A Speaker’s Guidebook: Text and Reference*. Seventh Edition. Bedford/St. Martin’s, Boston, 2018.

Assignments: *Scripts/outlines (keyboarded) are due in Dropbox on the presentation date. Failure to submit scripts on the due date results in penalties (see policies below)*

Demonstration Speech	5%
Social Speech	5%
Informative Speech	10%
Persuasion Speech	10%
PowerPoint Speech	10%
Group Presentation	10%
Final Speech	15%
Audience: Weekly Critiques	10%
Speaker Assistant Duties	5%
Informative Speech Draft (Turnitin: Assignments tab)	5%
Speech Analysis (Turnitin: Assignments tab)	10%
Persuasive Speech Proposal (Turnitin: Assignments tab)	5%

Due dates appear on the schedule below. In addition to the above, students will engage in ungraded exercises and practice speeches.

***Attendance Policies:**

Attendance is required to improve as a speaker. Moreover, a consistent audience is essential for presentations and the course to run smoothly. **For every hour over 6 hours** that you miss, you will be penalized 2% of your final grade **up to a maximum of 20%**. For example,

- ◆ If you miss 4 hours of class (under the 6-hour threshold), you will receive no penalty.
- ◆ If you miss 7 hours of class (1 hour over the 6-hour threshold), your final grade will be penalized 2%.
- ◆ If you miss 11 hours of class (5 hours over the 6-hour threshold), your final grade will be penalized 10%.
- ◆ Failing to sign the attendance sheet and/or missing roll call counts as an absence.

An attendance record including the dates and number of hours of class that you have missed will be updated regularly on OWL. It is your responsibility to check your attendance, and to keep track of how many hours you have missed.

Attendance also extends to tardiness. If you are more than 20 minutes late, you will be penalized an hour of attendance. Early departures from class, which have not been previously arranged with the instructor, will also be counted as absences. Leaving during the break results in a deduction of 1-1.5 hours.

This policy will only be waived for medical or compassionate reasons. If you have non-medical evidence that would support waiving an absence of one class meeting, provide it to your instructor **one week prior to that absence**. In the case of medical and compassionate grounds, **see the Medical Accommodation Policy** below and in the document ‘**Information for Students in a Writing Studies Course**’ on OWL, and apply in person to the Academic Counselling or Undergraduate office of your home Faculty. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it in person with the Academic Counselling or Undergraduate office of your home Faculty. Your advisor will receive your documentation and may then contact all of your instructors.

Speaking Dates: Are firm once posted

*Notify your instructor **prior** to your scheduled time if you are unable to present. Missed speeches receive zero unless documentation about health or compassionate grounds is submitted to the Academic Counselling or Undergraduate office of your home Faculty (documentation cannot be submitted to instructors). On the day you are presenting a speech, you are required to be in class at least 5 minutes ahead of the start of class. If you are late, you will receive a penalty of minus 10% on your speech. Scripts/outlines (keyboarded) are due in Dropbox on the speaking date, and late submissions receive a 2% deduction/day. Again, see the Medical Accommodation Policy below and in the document ‘Information for Student in a Writing Studies Course’ for the options and procedures.*

Posted speaking dates are fixed unless:

- ◆ Consideration is approved by the Academic Advisor of your faculty
- ◆ Accommodation is approved by Accessible Education
- ◆ Students trade dates with another speaker: *both must inform me of the change through email*

Accommodated missed speeches will be slotted in openings in the existing schedule, and speakers will be given at least 48 hours notice. If a missed speech receives accommodation, but the schedule is full, students might be asked by instructors to submit a virtual speech in place of an in-person speech.

Academic Accommodation and Consideration

The following absences require consultation with an Academic Advisor, and are not automatically accommodated:

- ◆ Illness
- ◆ Compassionate grounds
- ◆ Religious holidays (see below)
- ◆ Employment and graduate program interviews
- ◆ Sporting events & competitions
- ◆ Labs for other courses (cannot be scheduled during class, or conflict with speaking dates)
- ◆ Make-up tests/assignments for other courses (cannot be scheduled during other classes, or conflict with speaking dates)
- ◆ On-going and/or chronic issues: students with health issues work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: Academic Accommodation for Students with Disabilities.

For Western University policy on Consideration: see Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs and for the Student Medical Certificate (SMC), see: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Religious Accommodation: students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

See Information for all Students in a Writing Course for a full description of policies and procedures related to requests for Special Examination, Incomplete Standing, or Aegrotat Standing, and Requests for Academic Relief and Complaints.

Make-up Tests, Labs, etc.:

***Note:** a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course **will** count as non-attendance and **will** attract penalties as defined above if applicable. Instructors at the University of Western Ontario **shall not require** a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counselor in your Dean's office. If you elect to miss a class in order to write such a test, that is **your** choice; your absence will not be excused.

Audience Etiquette:

Do not distract the speakers and audience. Late arrivals and early departures to and from class (including after breaks) are disruptive and can affect speakers' performances. If you arrive late during a speech, stand quietly in the hall. Also:

- ◆ Turn-off all technology during speeches and Q & A
- ◆ Do not speak to instructors during speeches: they are listening and preparing feedback
- ◆ Do not enter the room when speeches are in progress
- ◆ Do not make noise (including conversation) in the hallway while speeches are in progress

Some of you have classes before Speech that can run late. Entering during lectures is acceptable, but not during speeches, so inform your other professors that on scheduled speaking dates (yours and those of your peers), you must be in class on or before 12:30.

Classroom Computer-Use Policy: Speech 2001 is not only about public speaking but also about acquiring good listening skills that are essential in human relationships. It is not appropriate to use technology (such as, but not limited to, PDAs, laptops, cell phones) in class for non-classroom activities. Doing so is distracting to other students and to the instructor, and it can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology.

Recordings

For privacy reasons, students are not permitted to produce audio or audio-visual recordings during class.

Assessments & Deductions

Organization:

Speech is an Events Based Course, and in the professional world speakers are expected to be organized. Below, under “deductions” you will see that avoidable deficiencies in planning can quickly add up to compromise an otherwise strong presentation. Failing to request an extension and/or applying for accommodation is tantamount to not showing up in the workplace on the date of your presentation. E-mail me if you must miss your speech. Regardless of whether these absences are accommodated, for planning purposes, it is important that I have this information ASAP.

Written Assignments:

Late assignments receive a penalty of 2%/day. Deductions are not arbitrary or strictly punitive. Professors generally try to stagger due dates across courses so that every class receives timely feedback. If one third of this class is one week late with scripts, speech drafts, etc., I might be facing close to 100 assignments that must be returned well before the next due date. Asking for an extension in advance allows me to plan more efficiently to ensure, for example, that you receive feedback on the draft assignments prior to giving a marked speech. I cannot promise to grant extensions, but if you ask several days in advance, and it doesn’t interfere with my other courses, or your next assignment, I can generally accommodate extensions *for the written assignments*.

Deductions

- 2% To speeches that go over the time limit by 1.5-2 minutes
- 5% To speeches that go over 3 minutes or more
- 2% Per day for failing to hand in a script and other written assignments **by the deadline**
- 5% For failing to submit PowerPoint slides with PowerPoint scripts
- 15% For failing to submit a script *at all*. I realize that some of you will be working from cue cards and other aids. In these instances, a typed outline of your major points and supporting materials, and the fully written opener and closer are acceptable, as long as they are clear
- TBD For failing to submit a works cited page when quoting, paraphrasing, and/or drawing inspirations from other sources (failure to cite is a form of plagiarism). Similarly, overreliance on AI results in penalties. So be sure to see university policies below.

E-mail policy: I respond to email messages within 24 hours during the week, and 48 hours on weekends. **Note that UWO Instructors can respond only to UWO e-mail addresses,** and grades can be communicated only through the Mail aspect of OWL.

Additional Feedback and Grade Review

I provide substantial feedback on the assignments. If you have questions, I am happy to answer them (my aim is to see students improve as speakers). If you have questions about the marks, wait one week to contact me. During that time, consult the assignment instructions, grading rubric and my comments. These steps will lead to a more productive exchange.

Owl (Sakai): Assignments will be posted on our OWL course site. Modifications to the schedule may occur from time to time, but students will be notified by e-mail if this occurs.

Special Requests (Special Examinations, Incomplete Standing, Aegrotat Standing): Please refer to the “Information for All Students in a Writing Course” for more detailed information. Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean’s office of your home faculty.

Students who are in emotional/mental distress should refer to Health and Wellness
<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.
Immediate help in the event of a crisis can be had by phoning 519.661.3030 (during class hours) or 519.433.2023 after class hours and on weekends.

Support Services

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

Medical Accommodation Policy: Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading ‘Accommodation for Illness – Undergraduate Students’, noting the procedures, restrictions, and notice requirements:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

Writing Studies’ Basic Policy: students seeking academic consideration **on medical or any other grounds** for any missed tests/exams, class attendance/participation components, or late or missed assignments must apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Exception: in Writing Studies courses, a student seeking academic accommodation **on non-medical grounds** for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments **worth less than 10% of a final grade** *may* first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in **Writing Studies’ Basic Policy**. ***All missed speeches, however, (including those worth 5%) require accommodation because scheduling in this events-based course is very tight.***

Please note that individual instructors will **not under any circumstances** accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g., to explain an absence from class which may result in a grade penalty under an ‘Attendance’ policy in the course). **All medical documentation must be submitted to the Academic Counselling or Undergraduate office of a student’s home Faculty.**

Students who are or who feel they should be covered under Student Accessibility Services should review Western policy here:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10

Students who are in emotional/mental distress should refer to MentalHealth@Western: (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help.

Scholastic Offences, including Plagiarism

The University Senate states that: “Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf”

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text 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 as above).

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 <http://www.turnitin.com>.

“In this course, students are permitted to use AI tools for information gathering and preliminary research purposes only (unless otherwise indicated in the assignment instructions). These tools are intended to enhance the learning experience by providing access to diverse information sources. It is essential, however, that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize, develop, and articulate their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration, but students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism in any form. Note that for all assignments completed outside of class, the instructor can require you to attend an in-person interview to discuss your work before a mark is finalized. Assignments should always reflect students’ own thoughts and constitute independent written work. By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking, supports independent inquiry, and encourages original written contributions.”

When you give a speech, be prepared to give sources if questions are asked at the end of a speech. Using credible and cited sources is an important aspect of *ethos* in public speaking.

Prerequisites: Unless you have either the prerequisites for this course or written special permission from your Dean to enroll in it, you may be removed from this 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.

Owl (Sakai):

Assignments, when they are assigned, will be posted on our Sakai course site. Modifications to the schedule may occur from time to time, but students will be notified by e-mail if this occurs.

Intellectual Property and Copyright

All instructor-written materials (e.g., PowerPoints, lecture notes, oral lectures) for this course are created solely for students' personal use within the course, and they remain the instructor's intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses, without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these materials to any other person. These limitations extend to recording, photographing, or sharing lectures (online or in-person) and lecture material without permission. Posting the instructor's content from this course to online course sharing sites like OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

Western Senate Policy on Academic Accommodation

“Accommodation by Instructor for work worth less than 10% of the overall grade in a course:

Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility. A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline.

In arranging accommodation, instructors will use good judgment and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean's office, who will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy (https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf), **instructors may not collect medical documentation.**”

Medical Accommodation Policy

“The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course

requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.”

Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Documentation from Student Health Services

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

Documentation from Hospital Urgent Care Centres or Emergency Departments

Information for Writing Studies Instructors Fall/Winter 2022-2023 Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.”

Please note that individual instructors **will not under any circumstances** accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related reasons (e.g., to explain an absence from class which may result in a grade penalty under an ‘Attendance’ policy in the course). **All medical documentation must** be submitted to the Academic Counselling or Undergraduate office of a student’s home Faculty.

Students with disabilities work with Accessible Education (formerly SSD), which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

Students who are in emotional/mental distress should refer to MentalHealth@Western:

(<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to obtain help.

Immediate help in the event of a crisis can be had by phoning 519-661-3030 (during class hours) or 519-433-2023 after class hours and on weekends.

Religious Accommodation: Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

Statement on Gender-based Sexual Violence: Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, here. To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Other Student Support Services

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca>

Goals/Outcomes: Upon finishing this course in public speaking, a student will be able to

- ❖ Speak effectively and confidently
- ❖ Understand and apply ethical theories
- ❖ 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