

Speech 2001 The Major Forms of Oral Discourse 2017-2018**Section: 002****Time/Room: TU 6:30-9:30 P&AB – 36****Instructor: Professor Marielle Aylen****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 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.

Because of the workshop nature of the course, attendance and participation are mandatory. Failure to present a scheduled speech might result in a grade of zero for the assignment. No audits allowed. No Final Examination.

Course Text:

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

Assignments:

Impromptu Speech	5%
Demonstration Speech	5%
Social Speech	5%
Informative Speech	10%
Persuasion Speech	10%
PowerPoint Speech	10%
Group Presentation	10%
Final Speech	15%

In addition to the above assignments, individual instructors create assignments involving listening skills, quizzes, rhetorical analysis, peer and manuscript evaluation; the total value of these assignments is 30% of the final grade.

Speech Analysis	10%
Informative Speech Draft	5%
Persuasive Speech Proposal	10%
Group Work: workshops, critiques and panels	5%

A missed speech results in a grade of zero unless there are extenuating circumstances related to health or other unusual circumstances. Please notify your instructor **prior** to your scheduled speaking time if you are unable to give your presentation. ***Since my technology is turned off during classes and meetings be sure to notify me through e-mail at least four hours ahead of class.***

***Attendance and Missed/Late Assignment Policies:**

Because of the workshop nature of the course, attendance is very important. Hearing other speeches helps you to improve as a speaker. Moreover, a consistent audience is essential for presentations to run smoothly, and last-minute changes not only disrupt other speakers in the line-up, but also have the potential to seriously affect the year's schedule. 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%.

A record of non-attendance – the dates and number of hours of class you have missed – will be posted on OWL and updated regularly. ***It is your responsibility to sign the sheet during class, to check your attendance on OWL, and to keep track of how many hours you have missed.***

This policy will only be waived for medical or compassionate reasons. If you have evidence that would support waiving an absence of one class meeting, provide it to your instructor within one week of that absence. In the case of a medical reason, please see the medical policy outlined below and have a Counselor in your Faculty contact the instructor. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty. That advisor may then contact all of your instructors. See the Policy for Medical reasons in the Information for Students in the Writing Program document on the course website.

Speaking Dates:

A missed speech results in a grade of zero unless there are extenuating circumstances related to health or other unusual circumstances. On the day you are presenting a speech, you are required to be at class at least five minutes ahead of the start of class (earlier if set-up is required). If you are not on time, you will receive a penalty of minus 10% on your speech. A missed speech results in a grade of zero unless there are extenuating circumstances to do with health or other unusual circumstances.

Additionally:

- **Late Arrivals and early departures** to and from class (including returns from breaks) are disruptive and will result in deductions
- **Do not enter the classroom when a speech is in progress**
- **Failing to sign the attendance sheet counts as an absence**
- If you miss class for **employment interviews** consult an academic counsellor

The speech schedule is not negotiable.

- Students must alert instructors to potential conflicts prior to the speech schedule being posted to OWL
- If speakers switch dates with each other, both speakers must notify me one week prior to the date
- Be aware that in the event that speeches go over time, some speakers might be bumped to the next class.

Good organizational skills and coordination with the instructor, other speakers, and hosts, are factored into the assessment of each speech. To avoid the deductions listed on OWL be sure to:

- Arrive on time for the speech and five minutes early (ten minutes for PowerPoint and Demonstration speeches) for set up: if you are late on your presentation date, **you will receive a penalty of minus 10% on your speech**
- **At the beginning of each term you must alert the instructor if you do not have enough travel time between classes**

- Alert the instructor of technology use, room arrangement, and other requirements *at least* twenty-four hours ahead of the speech
- Hand in typed outlines, speeches, PowerPoint, etc. at the end of class (with full name and page numbers)
- Outlines (keyboarded), works cited lists, hardcopies of the speeches and PowerPoint slides are due *immediately* following your presentation (see instructions for individual assignments)
- Other written assignments must be submitted at the end of class on the due date. Late submissions will be penalized 2%/day
- Documents must be stapled and include your full name and page numbers. *Do not e-mail your assignments.*

Scripts or outlines (keyboarded with page numbers) are due *immediately* following your presentation (never through e-mail). Nameless and unstapled scripts will not be graded. If required by individual instructors, Critiques are due one week after the presentation under analysis; please provide two copies of your critique.

***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.

Assessments, Grades, & Reviews

- See Grading rubric posted to OWL
- Feedback will be returned with hardcopies of the speeches (shorter versions of the assessments are posted to OWL at the end of the year)
- Failure to submit a speech script in class will result in deductions and reduced feedback on the content of the speech
- I will not review or explain evaluations in, or at the end of, class (too many distractions)
- ***Assessment reviews will only take place during office hours and at least one week after assignments have been returned and students have thoroughly digested the comments.*** Bring specific questions: the aim is to improve subsequent speeches (not to negotiate marks)

Classroom Computer-Use Policy:

Speech 2001 is not only about public speaking but also about acquiring good listening skills. Thus, it is not appropriate to use technology (such as, but not limited to, PDAs, laptops, cellphones) in the classroom for non-classroom activities. Such activity is disruptive to both the speaker and the audience, and it can inhibit learning and the professor’s ability to assess a speech. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Tardiness:

If you arrive after speeches have begun, do not enter the room until the speech is over so as not to create a distraction. Similarly, if there are several of you waiting in the corridor, do not distract the audience by peering into the room, engaging in conversation, etc.

E-mail policy: I respond to e-mail within 24 hours. Please note that I check E-mail once daily. **Be sure to include your full name and that the subject line of your e-mail conveys a sense of the content;** otherwise, the spam filter might delete your message.

- Assignments will not be accepted through e-mail
- UWO Instructors can respond only to UWO e-mail addresses

- Grades can be communicated only through Owl, not through UWO e-mail
- Scripts and other assignments are not accepted through e-mail
- Missed classes and/or failure to sign the attendance sheet will not be addressed through e-mail
- My technology is turned off during classes and meetings: be sure to notify me through e-mail at least four hours ahead of class if you are running late for, or you will miss your speech

Medical Accommodation Policy:

(For UWO Policy on Accommodation For Medical Illness, see:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>

[downloadable Student Medical Certificate {SMC}: <https://studentservices.uwo.ca> under the Medical Documentation heading])

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counseling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counseling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counseling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other 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 office of a student's home Faculty.

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

<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”

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 instructors do 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.

Plagiarism:

The University Senate requires that the following statement on plagiarism be included on all course syllabi:

“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/handbook/appeals/scholoff.pdf>

Students must write their analyses 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 offense (see Scholastic Offence Policy in the Western Academic Calendar).

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 course site. Modifications to the schedule may occur from time to time, but students will be notified by e-mail if this occurs.

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