

Speech 2001 The Major Forms of Oral Discourse 2019-2020**Section: 002****Email: maylen@uwo.ca****Time/Room: Tuesday 6:30-9:30 UC- 2105****Instructor: Prof. Marielle Ayles****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 can 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:

Demonstration Speech	5%
Social Speech	5%
Informative Speech	10%
Persuasion Speech	12.5%
PowerPoint Speech	12.5%
Group Presentation	10%
Final Speech	15%

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

Speech Analysis (Turnitin on OWL)	10%
Informative Speech Draft (Turnitin on OWL)	7.5%
Persuasive Speech Proposal (Turnitin on OWL)	7.5%
Group Work: critiques, Q & A, hosting, and panels	5%

Students are also expected to engage in a number of ungraded exercises and practice speeches, particularly near the beginning of the course. **Please notify instructor prior to your scheduled speaking time if you are unable to give your presentation.**

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

Because of the workshop nature of the course, attendance is very important. 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%

A record of attendance including the number of hours of class you have missed and the dates on which you have missed those hours will be posted on Sakai and updated regularly. It is your responsibility to check your attendance, 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 non-medical 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 Accommodation Policy set out below and in the document 'Information for Students in a Writing Studies Course' on this website, and either initiate a Self-Reported Absence or 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 there may then contact all of your instructors. **A missed speech results in a grade of zero unless there are extenuating circumstances to do with health or other unusual circumstances.** Again, see the Medical Accommodation Policy set out below and in the document 'Information for Student in a Writing Studies Course' for the options available to you and the procedure(s) you should follow. On the day you are presenting a speech, you are required to be at class five minutes early. If you are using a computer, you will need to arrive ten minutes early for set-up. Demonstration Speeches require additional time for set-up and clean-up. If you are not on time, you will receive a penalty of minus 10% on your speech.

If required by individual instructors, **outlines (keyboarded) are due immediately** following your presentation. ***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.

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 either initiate a Self-Reported Absence (**for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period**) or 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).

Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:

- i. A Self-Reported Absence, or**
- ii. Academic consideration supported by the Academic Counselling Office.**

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 – instruct the student to follow the procedures set out in **Writing Studies’ Basic Policy**.

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.

Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing:

Please refer to the “Information for All Students in a Writing Studies 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.

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.