



# SYLLABUS FOR FUNDAMENTALS OF SPEECH

Credits 3  
ENG 1301-01-DL and Fundamentals of Speech  
Winter 2022-2023

Instructor: Jessica López-Barkl, Associate Professor of Theater and Speech, Theater Program Director

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Instructor Email: [jbarkl@sunysullivan.edu](mailto:jbarkl@sunysullivan.edu)

Office Hours: by appointment in person or via Zoom

Course Format: Online

Meeting Times/Location: For online/remote learning classes we assume that you will be checking in at least three times for each module (3 contact hours – class time and otherwise) in addition to, at least 3 hours of work at home for the speeches and/or research.

Semester Start Date: 12/23/22

Semester End Date: 1/13/23

Last Day to Withdraw: 1/9/23

## COURSE DESCRIPTION

This course provides public speaking training and practice

## LEARNING OBJECTIVES

General Education Learning Outcomes 10. BASIC COMMUNICATION (In conjunction with ENG 1001)

Students will:

1. Produce coherent texts within common college-level written forms;
2. Demonstrate the ability to revise and improve such texts;
3. Research a topic, develop an argument, and organize supporting details
4. Develop proficiency in oral discourse; and
5. Evaluate an oral presentation according to established criteria

Upon completing this course, students will:

1. Students will develop and organize clear, focused speeches.
2. Students will integrate appropriate research materials into speeches.
3. Students will demonstrate critical thinking through evaluation of speeches.
4. Students will demonstrate effective delivery techniques.
5. Students will demonstrate appropriate audience behavior.

## CO/PREREQUISITES

Non-applicable

## COURSE MATERIALS

Suggested Text:

Koch, Arthur and Schmitt, Jason. SPEAKING WITH A PURPOSE (10<sup>th</sup> edition).  
Routledge. 2017. ISBN-13: 978-0415784108.

Materials:

1. Computer with working camera and microphone (either built-in or external).
2. Some way of recording your speeches, be it using a smart phone or purchasing a recording device.
3. Access to internet and YouTube.

Suggested Software/Website Software:

1. PowerPoint or Google Slides
2. Prezi Account

## TECHNOLOGY REQUIREMENTS

[Brightspace](#) (Learning Management System) is where your course materials can be located.

Pulse – Mobile access to your Brightspace Classes. Download from your phone's Play Store.

Brightspace Help – contact [BrightspaceHelp@sunysullivan.edu](mailto:BrightspaceHelp@sunysullivan.edu) or go to E006 for in person help.

Campus Tech Support Phone: 845-434-5750 extension 4457

Campus Tech Support Website: [ithelpdesk@sunysullivan.edu](mailto:ithelpdesk@sunysullivan.edu)

## ACCESSIBILITY AND ACCOMMODATIONS

SUNY Sullivan values equity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or achievement, please notify the instructor as soon as possible. Students with disabilities are also welcome to contact [Kelly Dearborn](#) (845-434-5750 ext 4328 or [kdearborn@sunysullivan.edu](mailto:kdearborn@sunysullivan.edu)) within

The Department of Learning and Student Development to discuss a range of options to removing barriers in the course, including accommodations.

## REGULAR AND SUBSTANTIVE INTERACTION

As your instructor, I plan to interact and engage with each of you on a regular basis throughout the term to support your learning. I will provide direct instruction related to the course's learning objectives, respond to your questions, grade and/or provide feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate. [Customize this statement. (Aligns with OSCQR standards [1.3](#), [4.29](#), [5.38](#), [5.39](#), [5.41](#), [5.43](#)).

## COURSE EXPECTATIONS AND LEARNING ACTIVITIES

### • DISCUSSIONS

You will need to respond with college-level spelling and grammar. If you cite something, be sure to use MLA. (There is a tutorial available if you do not know how to cite...).

In brainstorming discussion forums, you will need to respond to four students.

In Feedback Forums, you will need to respond to each student that posts. This means you should check in to the on-line class daily, post your original post **ON THE FIRST DAY OF THE MODULE**, and then proceed to spend the rest of the day checking in and responding, in order to watch and respond to every speech in the forum. I will only give full points to the student who responds, at least once to every speech posted.

### • JOURNALS

There are no journals in this class.

### • ASSIGNMENTS/PROJECTS

There are 6 speeches in this class: Self-Introductory, Personal Experience, Informative/Demonstrative, Persuasive, Intercultural Experience, and Impromptu. The details for all of these assignment/speeches are detailed in the modules they are assigned, and are accompanied with a quiz to ensure that the student understood the content of the directions.

### • READINGS/LECTURES

There are lectures on Prezi Readings and YouTube included for each assignment/speech. They are located in the Module that the assignment/speech is assigned.

### • QUIZZES/TESTS/ASSESSMENTS

There are 5 quizzes in this class that accompany the lectures/readings, in preparation for the first five speeches.

- **LEARNING ACTIVITY (TEMPLATE FOR COPY AND PASTE)**

All activating in this class are located in the Course Expectations/Learning Activities Section of this syllabus.

## **PARTICIPATION EXPECTATIONS**

For on-line/remote learning classes we assume that you will be checking in at least three times for each module (3 contact hours – class time and otherwise) in addition to, at least 3 hours of work at home for the speeches or research. This will be obvious in the discussion forums. If you only check in on at the beginning of the module, then you will have a hard time catching up. Check in by 9:30 AM on the first day of the module, check again a couple more days, and then the time during the last hours of the module.

For Discussion Forums: You will need to respond with college level spelling and grammar. If you cite something, be sure to use MLA. (There is a tutorial available if you do not know how to cite...). In brainstorming discussion forums, you will need to respond to four students. In Feedback Forums, you will need to respond to each student that posts. This means you should check in to the on-line class daily, post your original post **ON THE FIRST DAY OF THE MODULE**, and then proceed to spend the rest of the day checking in and responding, in order to watch and respond to every speech in the forum. I will only give full points to the student who responds, at least once to every speech posted. Lastly, please use the Liz Lerman Method of Critical Response as your guide to good feedback. The article is in course information. However, briefly, please begin with positive feedback and then give opinions in a neutral/open way...i.e..." I thought your use of the word "um" was unconscious, and therefore, troublesome to the fluidity of your speech."

In regards to what you can expect from me as an instructor: You can expect that I will always utilize my one rule (The Golden Rule) to treat you as you would like to be treated, so...I will always attempt to have everything graded and commented upon within 2-3 days of its posting. I hated not knowing my grade or how I did for weeks on end, so...you won't receive that kind of treatment from me. I will also always attempt to respond to any emails or questions within 24 hours of receiving them.

## **FEEDBACK AND SUGGESTIONS**

There is a Questions section in the Content area of the Learning Management System. Please create a thread for any questions you may have about the class. No question is a dumb question, and your fellow students may have the same one but are too afraid to ask.

## **EVALUATION AND GRADING SCALE**

### **GRADING WEIGHTS:**

#### **Assessment and Evaluation:**

1. Introductory Speech (1-3 min.) 25 pts.

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2. Personal Experience Speech (4-6 min.) 25 pts.
  3. Informative/Demonstrative Speech with outline, reference page, and visual aid (6-8 min.) 125 pts.
  4. Persuasive Speech with outline, reference page, and visual aid (7-8 min.) 125 pts.
  5. Intercultural Experience Speech (5-7 min.) 100 pts.
  6. Impromptu Speech (1-3 min.) 25 pts.
  7. Discussion Forums and Quizzes 275 pts.
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#### GRADING SCALE:

<b>Letter Grade</b>	<b>% Grade</b>
A	93%-100%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
F	<60

#### COURSE SCHEDULE

- Module 1 - December 26, 2022, 10 AM (Getting-to-Know-You Discussion Forum - you must post your first thread by 10 AM for full points)
- Module 1 - December 27, 2022, 11:59 PM (Course Test; Sign Syllabus and Prof/Student Contract; YouTube Channel)
- Module 2 - December 28, 2022, 11:59 PM (Self-Introductory Speech and Module 2 Quiz)
- Module 3 - December 29, 2022, 10 AM first thread due & 11:59 PM watch/respond to all speeches (Self-Introductory Speech Feedback Forum - you must post your first thread by 10 AM)

- Module 4 - December 30, 2022, 11:59 PM (Personal Experience Speech and Module 4 Quiz)
- Module 5 - January 3, 2023, 10 AM first thread due & 11:59 PM watch/respond to all speeches (Personal Experience Speech Feedback Forum - you must post your first thread by 10 AM)
- Module 6 – January 4, 2023, 10 AM first thread due & by 11:59 PM respond to at least 4 classmates (Info/Demo Brainstorming Discussion Forum - you must post your first thread by 10 AM).
- Module 7 – January 5, 2023, 11:59 PM (Module 7 Quiz, Info/Demo Speech 6-8 minutes with a visual aid, Outline, & Works Cited Page)
- Module 8 - January 6, 2023, 10 AM first thread & 11:59 PM watch/respond to all speeches (Info/Demo Speech Feedback Forum - you must post your first thread by 10 AM).
- Module 9 - January 9, 2023, 10 AM first thread & by 11:59 PM, respond to at least 4 classmates (Persuasive Speech Brainstorming Discussion Forum - you must post your first thread by 10 AM).
- Module 10 - January 10, 2023, 11:59 PM (Module 10 Quiz, Persuasive Speech - 7-8 minutes with a visual aid, Outline, & Works Cited Page)
- Module 11 - January 11, 2023, 10 AM first thread , and by 11:59 PM watch/respond to all speeches (Persuasive Speech Feedback Forum - you must post your first thread by 10 AM).
- Module 12 - January 12, 2023, 10 AM first thread and by 11:59 PM respond to at least 4 classmates (Intercultural Experience Speech Brainstorming Discussion Forum - you must post your first thread by 10 AM).
- Module 13 - January 13, 2023, 11:59 PM (Module 13 Quiz, Intercultural Experience Speech, 5-7 minutes)
- Module 14 - January 17, 2023, 10 AM first thread & 11:59 PM watch/respond to all speeches (Intercultural Experience Speech Feedback Forum - you must post your first thread by 10 AM)
- Module 15 - January 18, 2023, 5 PM (Impromptu Speech - call, text, or email for your topic and you have 2 hours to execute at that moment).

## COURSE POLICIES

### LATE WORK/MAKE-UP POLICY

No late work is accepted.

### ONLINE ATTENDANCE POLICY

For on-line/remote learning classes we assume that you will be checking in at least three times for each module (3 contact hours – class time and otherwise) in addition to, at least 3 hours of work at home for the speeches or research. This will be obvious in the discussion forums. If you only check in on at the beginning of the module, then you will have a hard time catching up. Check in by 9:30 AM on the first day of the module, check again a couple more days, and then the time during the last hours of the module.

The SUNY rules state that you need to complete an assignment in the module or email the instructor to be counted as "present" in the module that is occurring.

## NETIQUETTE

Please use this link to help you understand netiquette:

<https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/>

## ADDITIONAL COURSE POLICIES AND PROCEDURES

IF YOU DO NOT HAVE AN AUDIENCE, YOU WILL RECEIVE A ZERO FOR THE SPEECH

(you can use the class or record before hand); NO EXCEPTIONS! YOU MUST SHOW THE

AUDIENCE AT THE BEGINNING OF THE SPEECH AND AT THE END! You must have 3-5 audience members.

## CAMPUS POLICIES

### WITHDRAWAL AND DROP DATE POLICY

Students may withdraw from a full semester (15 weeks) course at any time before the end of the tenth (10th) week. No "W" grade may be issued after the last day of the tenth (10th) week or its equivalent, except for extenuating circumstances, and then, only with the approval of the Division Dean. **The last day to withdraw from a course this semester is indicated in the header above.**

### ACADEMIC INTEGRITY AND PLAGIARISM

Any and all plagiarism will result in an F for the course and the student's name reported to the Learning Commons. [Catalog 2020-21](#) page 166

### TECHNOLOGY ACCEPTABLE USE POLICY

[SUNY Sullivan Information Technology Acceptable Use Policy](#)

### COPYRIGHT POLICY

[Copyright Policy](#)

### PROCEDURES FOR RESOLVING ACADEMIC GRIEVANCES

[Grievance Procedures for Students in Appealing Grades](#)

### REASONABLE ACCOMMODATIONS

[Accommodations](#)

## CODE OF CONDUCT

[Student Code of Conduct](#)

## TOBACCO AND VAPE FREE CAMPUS POLICY

[Tobacco and Vape Free Campus Policy](#)

## BASIC NEEDS STATEMENT

To learn effectively you must have basic security: a roof over your head, a safe place to sleep, enough food to eat. If you're having trouble with any of those things, please contact the Dean of Student Development Services at [dean@sunysullivan.edu](mailto:dean@sunysullivan.edu), or me. Together we can work to make sure those needs are met.

## NAMES & PRONOUNS

This institution recognizes the importance of a diverse student body, and we are committed to fostering equitable classroom environments. You are invited to share how you want to be referred to both in terms of your name and your pronouns (he/him, she/her, they/them, etc.). I will do my best to address and refer to all students accordingly, and will support you in doing so as well. In this classroom, we will respect and refer to people using the names and personal pronouns that they share.

## RESOURCES

### DEPARTMENT AND PROGRAM INFORMATION

Department Phone Number: 845-434-5750 x4290

Department Email Address: [alanese@sunysullivan.edu](mailto:alanese@sunysullivan.edu) or [rhanofee@sunysullivan.edu](mailto:rhanofee@sunysullivan.edu)

### OTHER RESOURCES

Disability Resources – ADA, Office E212E or call 845-434-5750 ext. 4328

Counseling Center: Contact Jennifer King, Director of Learning and Student Development Services/ Counselor Office E212D, 845-434-5750 ext. 4335

Tutoring Services: Contact Naquan Holman, Coordinator of Tutorial and Student Success Services, Office E212K or call 845-434-5750 ext. 4391

Technology Support: IT Help Desk, Office G010 or call 845-434-5750 ext. 4457 or email [ITHelpDesk@sunysullivan.edu](mailto:ITHelpDesk@sunysullivan.edu)

Open Computer Labs, G009

Office of Diversity and Inclusion: Contact Alex Alorro, Office H122B or call 845-434-5750 ext. 4483