



**Huron University College**  
**Speech 2001 (550) 2021-2022**  
**Forms of Oral Discourse**  
**Dr. George Donaldson**

*Course Description:*

Speech 2001 is a practical course in public speaking. The purpose of the course is to teach students some of the basic skills required to present information and arguments clearly and effectively before an audience. The course does not examine the history of rhetoric. Instead, emphasis is placed on practical communication in several settings using several methods. Students are encouraged, and at times required, to make full use of technical aids to oral communication.

**Class:** Tuesdays, 3:30 – 5:10; Thursdays, 2:30-3:20

**Location:** H 111

**Office Hours:** by appointment virtually

**Email:** [gdonalds@uwo.ca](mailto:gdonalds@uwo.ca)

**Course Learning Objectives:**

Successful students who complete the course will be able to:

- Speak confidently in various settings from notes alone
- Use visual and other aids appropriately in presenting information and arguments
- Think on your feet
- Prepare suitable information from apt research sources
- Organize material in ways that are suited to oral rather than written forms
- Interact well with an audience.

*Assignments:*

First Speech	(1-2 minutes)	0%
Introductory Speech	(4-5 minutes)	5%
Demonstration Speech	(3-5 minutes)	5%
Impromptu Speech	(2-3 minutes)	10%
Recitation from Memory	(3-4 minutes)	15%
Informative Speech	(6-7 minutes)	15%
Persuasive Speech	(8-9 minutes)	20%
Debate		20%
Attendance		10%

*Time Limits on Speeches:*

You will see from the list of assignments above that each speech has time limits. Keeping to these time limits is important. On any speaking occasion your audience will budget their time according to what is announced. Keeping an audience late, or obliging audience members to leave before you are finished speaking, or ending before the announced time, will all negatively affect the audience's perception of you. If your speech falls outside these limits the following penalties apply: 3 marks will be deducted from your grade for the speech for each minute, or part of a minute, the speech falls outside the time limits. For example, an Informative Speech lasting 5 minutes and 10 seconds would fall within one minute of the lower time limit and so would be penalized 3 marks. A Persuasive Speech lasting 11 minutes and 45 seconds would be penalized 9 marks because it is more than two but less than three minutes outside the upper time limit.

*Scheduling:*

You will receive a schedule for each of the assignments. This schedule will specify the day on which you must present your assignment. You must deliver your speech on the day assigned to you. There are three circumstances in which this rule may not apply:

- If you meet the criteria in the "Accommodation on Medical Grounds" section below, then your speech will be rescheduled.
- If there is a holiday in your religion on the day in question, again your speech will be rescheduled. You must present your re-scheduled speech on day assigned to you. The re-scheduled date is not negotiable.
- Lastly, you may exchange dates with someone else in the class. If you cannot find someone willing to exchange dates, you must deliver your speech on the assigned day. If the person with whom you have exchanged dates fails to appear on the date initially assigned to you, you will receive zero for the speech. If you do not present your speech on the assigned day you will receive a grade of zero for the speech.

If you are unwell on the assigned day, and present medical documentation to that effect, you may present your speech at a later date without academic penalty. To be eligible for this academic accommodation on medical grounds, you must submit via e-mail the text, or detailed notes, as well as the visual aids for the speech, no later than the start of the class in which the speech is scheduled. Failure to provide all these materials by the start of the class on the scheduled day of the speech makes you ineligible for this consideration.

*Attendance:*

The attendance grade is calculated as follows: for each absence 1 mark is deducted from the given total of 10. To be present one must arrive no later than 10 minutes after the start of class and remain in the class until its conclusion. See "Academic Accommodations" section below for exceptions from these rules. One important aim

of this emphasis on attendance is to ensure that all speakers have an audience to whom they deliver their speeches. It is your responsibility to sign the attendance sheet when you are present in class. Those who are present but occupied with other activities – reading, chatting, preparing work for other classes etc. – are not properly fulfilling the role of an audience member. If I see you engaged in activities of this sort, I shall remove your name from the list of those present without discussion and you will lose your attendance mark for that day.

### **Topics for Speeches**

A list of topics for each speech will appear as the year progresses on OWL. You may choose from among these topics which will cover a wide range of important issues. Topics not on the list may not be presented.

### **Lecture Schedule**

N.B. The following dates are a **guide** to when speeches will be delivered. The **exact** dates will be posted on OWL immediately prior to each round of speeches.

#### *September*

Week 1	Course Introduction	
Week 2	Introduction: First Speech	(1-2 minutes)
Week 3	Introduction: First Speech	(1-2 minutes)
Week 4	Demonstration Speech	(3-5 minutes)

#### *October*

Week 5	Demonstration Speech	(3-5 minutes)
Week 6	Impromptu Speech	(2-3 minutes)
Week 7	Impromptu Speech	(2-3 minutes)
Week 8	Introductory Speech	(4-5 minutes)

#### *November*

Week 9	FALL READING WEEK	
Week 10	Introductory Speech	(4-5 minutes)
Week 11	Introductory Speech	(4-5 minutes)
Week 12	Recitation from Memory	(3-4 minutes)

#### *December*

Week 13                      Recitation from Memory                      (3-4 minutes)

*January*

Week 1                      Informative Speech                      (6-7 minutes)

Week 2                      Informative Speech                      (6-7 minutes)

Week 3                      Informative Speech                      (6-7 minutes)

Week 4                      Persuasive Speech                      (8-9 minutes)

*February*

Week 5                      Persuasive Speech                      (8-9 minutes)

Week 6                      Persuasive Speech                      (8-9 minutes)

Week 7                      WINTER READING WEEK

Week 8                      Persuasive Speech                      (8-9 minutes)

*March*

Week 9                      Debates

Week 10                      Debates

Week 11                      Debates

Week 12                      Debates

*April*

Week 13                      Debates



**Appendix to Course Outlines: Academic Policies & Regulations 2021 - 2022**

**Prerequisite and Antirequisite Information**

Students are responsible for ensuring that they have successfully completed all course prerequisites and that they have not completed any course antirequisites. Unless you have either

the requisites 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.

### **Pandemic Contingency**

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, typically using a combination of synchronous instruction (i.e., at the times indicated in the timetable) and asynchronous material (e.g., posted on OWL for students to view at their convenience). Any remaining assessments will also be conducted online at the discretion of the course instructor. In the unlikely event that changes to the grading scheme are necessary, these changes will be clearly communicated as soon as possible.

### **Student Code of Conduct**

Membership in the community of Huron University College and Western University implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. While in the physical or online classroom, students are expected to behave in a manner that supports the learning environment of others. Please review the Student Code of Conduct at:

<https://huronatwestern.ca/sites/default/files/Res%20Life/Student%20Code%20of%20Conduct%20-%20Revised%20September%202019.pdf>.

### **Attendance Regulations for Examinations**

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Review the policy on Attendance Regulations for Examinations here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/exam/attendance.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf).

### **Statement on Academic Offences**

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 website:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

The appeals process is also outlined in this policy as well as more generally at the following website: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsundergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf).

### **Turnitin.com**

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>).

### **Statement on Use of Electronic Devices**

It is not appropriate to use electronic devices (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

### **Statement on Use of Personal Response Systems (“Clickers”)**

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else’s clicker in class constitutes a scholastic offence
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

### **Academic Consideration for Missed Work**

Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is **48 hours or less** and the other conditions specified in the Senate policy at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf) are met.

Students whose absences are expected to last **longer than 48 hours**, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. **Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.**

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation. Further details concerning policies and procedures may be found at: <http://academicsupport.uwo.ca/>.

### **Policy on Academic Consideration for a Medical/ Non-Medical Absence**

**(a) Consideration on Medical Grounds for assignments worth *less than 10%* of final grade: Consult Instructor Directly and Contact Academic Advising**

When seeking consideration on **medical grounds** for assignments worth *less than 10%* of the final course grade, and if the student has exceeded the maximum number of permissible Self-Reported absences, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. If documentation is requested, the student will need to complete and submit the [Student Medical Certificate](#). The instructor may **not** collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

**(b) Consideration on Non-Medical Grounds: Consult Huron Support Services/Academic Advising, or email [huronsss@uwo.ca](mailto:huronsss@uwo.ca).**

Students seeking academic consideration for a **non-medical** absence (e.g. varsity sports, religious, compassionate, or bereavement) will be required to provide appropriate documentation where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported. All consideration requests must include a completed [Consideration Request Form](#). Late penalties may apply at the discretion of the instructor.

Please review the full policy on Academic Consideration for medical and non-medical absence at: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf). Consult [Huron Academic Advising](#) at [huronsss@uwo.ca](mailto:huronsss@uwo.ca) for any further questions or information.

**Support Services**

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation, students should email an Academic Advisor in Huron's Student Support Services at [huronsss@uwo.ca](mailto:huronsss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <https://huronatwestern.ca/student-life/student-services/>.

Department Chairs, Program Directors and Coordinators are also able to answer questions about individual programs. Contact information can be found on the Huron website at: <https://huronatwestern.ca/contact/faculty-staff-directory/>.

If you think that you are too far behind to catch up or that your workload is not manageable, you should consult your Academic Advisor. If you are considering reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Advising website, <https://huronatwestern.ca/student-life/student-services/academic-advising/> or review the list of official Sessional Dates on the Academic Calendar, available here: <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>.

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 and/or Scholarship/Bursary eligibility.

Huron Student Support Services: <https://huronatwestern.ca/student-life/student-services/>

Office of the Registrar: <https://registrar.uwo.ca/>

Student Quick Reference Guide: <https://huronatwestern.ca/student-life/student-services/#1>

Academic Support & Engagement: <http://academic-support.uwo.ca/>

Huron University College Student Council: <https://huronatwestern.ca/student-life/beyond-classroom/hucsc/>

Western USC: <http://westernusc.ca/your-services/#studentservices>

### **Mental Health & Wellness Support at Huron and Western**

University students may encounter setbacks from time to time that can impact academic performance. Huron offers a variety of services that are here to support your success and wellbeing. Please visit <https://huronatwestern.ca/student-life-campus/student-services/wellness-safety> for more information or contact staff directly:

Wellness Services: [huronwellness@huron.uwo.ca](mailto:huronwellness@huron.uwo.ca)

Community Safety Office: [safety@huron.uwo.ca](mailto:safety@huron.uwo.ca)

Chaplaincy: [gthorne@huron.uwo.ca](mailto:gthorne@huron.uwo.ca)

Additional supports for Health and Wellness may be found and accessed at Western through, <https://www.uwo.ca/health/>.