

**Huron University College
Speech 2001 (550) 2017-2018
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, 2:30p.m.-3:20p.m.; Thursdays, 3:30p.m.-5:10p.m. in HUC W108

Office: HUC A302

Office Hours: see OWL

Email: gdonalds@uwo.ca

Tel. 519-438-7224 x 238

A Note on the Purpose of Office Hours: office hours are an opportunity for informed discussion outside class time.

What I expect of you:

- to have read, thought about, researched and have some views about, the issue in hand.

What you should expect of me:

- to help you develop the ideas you already have; to help you look at things in alternative ways; to make you aware of anything that is relevant that you may not have come upon in the research you have already done.

So, I cannot answer questions such as, "Is this thesis sentence OK" because in so doing I become a co-author of your work while, at the same time, discouraging you from independent, capable thought. What I can do is help you think more carefully about what you already have in mind, help you see what you do and do not know, what you intend to argue and what evidence you have to support your contentions.

Also, the office hour immediately prior to an assignment's due date has the same number of minutes in it as do other hours. If you leave it to the last minute before an assignment is due to come to an Office Hour, there is no guarantee that others in the class have been any better organized than you and so there may be no available time. Plan accordingly.

A Note about email: I strongly encourage you to come to speak with me during Office Hours rather than sending me emails. You are at university to learn how to

think. Emails will not help you do that. While you attend university, you have access to many able, educated people. It is not always so in life. Take advantage of the access you have to these educated people: choose discussion, not email.

Laptops, cell phones and the like, are not permitted in the classroom. Students who choose to ignore this rule and who, for example, send emails, or text, or surf the internet, etc. - will be penalised as follows:

- First Offence: Lose 1 Attendance mark
- Second Offence: Lose 3 Attendance marks
- Third Offence: Zero for Attendance

These penalties will be levied without discussion. These penalties are in place because speakers need audiences with whom to interact. It is unfair to a speaker who has often worked hard to prepare material if he or she has to speak before an audience which is paying them no attention because they are absorbed in texting, or some such activity. These penalties are in place to encourage you to listen to your better selves and so choose to behave well, not badly.

For more information please see the Technology Policy in the Appendix (below)

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% |
| Demonstration Speech | (3-5 minutes) | 5% |
| Impromptu Speech | (2-3 minutes) | 5% |
| Introductory Speech | (4-5 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 1.0 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

| | | |
|------------------------------|----------------------------|---------------|
| Thursday, 7 th . | Course Introduction | |
| Tuesday, 12 th . | Introduction: First Speech | (1-2 minutes) |
| Thursday, 14 th . | Introduction: First Speech | (1-2 minutes) |
| Tuesday, 19 th . | Demonstration Speech | (3-5 minutes) |
| Thursday, 20 th . | Demonstration Speech | (3-5 minutes) |
| Tuesday, 26 th . | Demonstration Speech | (3-5 minutes) |
| Thursday, 28 th . | Demonstration Speech | (3-5 minutes) |

October

| | | |
|------------------------------|----------------------|---------------|
| Tuesday, 3 rd . | Demonstration Speech | (3-5 minutes) |
| Thursday, 5 th . | Demonstration Speech | (3-5 minutes) |
| Tuesday, 10 th . | FALL READING WEEK | |
| Thursday, 12 th . | FALL READING WEEK | |
| Tuesday, 17 th . | Impromptu Speech | (2-3 minutes) |
| Thursday, 19 th . | Impromptu Speech | (2-3 minutes) |
| Tuesday, 24 th . | Impromptu Speech | (2-3 minutes) |
| Thursday, 25 th . | Impromptu Speech | (2-3 minutes) |
| Tuesday, 31 st . | Introductory Speech | (4-5 minutes) |

November

| | | |
|------------------------------|------------------------|---------------|
| Thursday, 3 rd . | Introductory Speech | (4-5 minutes) |
| Tuesday, 7 th . | Introductory Speech | (4-5 minutes) |
| Thursday, 9 th . | Introductory Speech | (4-5 minutes) |
| Tuesday, 14 th . | Introductory Speech | (4-5 minutes) |
| Thursday, 16 th . | | |
| Tuesday, 21 st . | Introductory Speech | (4-5 minutes) |
| Thursday, 23 rd . | Introductory Speech | (4-5 minutes) |
| Tuesday, 28 th . | Recitation from Memory | (3-4 minutes) |
| Thursday, 30 th . | Recitation from Memory | (3-4 minutes) |

December

| | | |
|----------------------------|------------------------|---------------|
| Tuesday, 5 th . | Recitation from Memory | (3-4 minutes) |
|----------------------------|------------------------|---------------|

January

| | | |
|------------------------------|--------------------|---------------|
| Tuesday, 9 th . | Informative Speech | (6-7 minutes) |
| Thursday, 11 th . | Informative Speech | (6-7 minutes) |
| Tuesday, 16 th . | Informative Speech | (6-7 minutes) |
| Thursday, 18 th . | Informative Speech | (6-7 minutes) |
| Tuesday, 23 rd . | Informative Speech | (6-7 minutes) |
| Thursday, 25 th . | Informative Speech | (6-7 minutes) |
| Tuesday, 30 th . | Persuasive Speech | (8-9 minutes) |

February

| | | |
|------------------------------|---------------------|---------------|
| Thursday, 1 st . | Persuasive Speech | (8-9 minutes) |
| Tuesday, 6 th . | Persuasive Speech | (8-9 minutes) |
| Thursday, 8 th . | Persuasive Speech | (8-9 minutes) |
| Tuesday, 13 th . | Persuasive Speech | (8-9 minutes) |
| Thursday, 15 th . | Persuasive Speech | (8-9 minutes) |
| Tuesday, 20 th . | WINTER READING WEEK | |
| Thursday, 22 nd . | WINTER READING WEEK | |
| Tuesday, 27 th . | Persuasive Speech | (8-9 minutes) |

March

| | | |
|------------------------------|-------------------|---------------|
| Thursday, 1 st . | Persuasive Speech | (8-9 minutes) |
| Tuesday, 6 th . | Debates | |
| Thursday, 8 th . | Debates | |
| Tuesday, 13 th . | Debates | |
| Thursday, 15 th . | Debates | |
| Tuesday, 20 th . | Debates | |
| Thursday, 22 nd . | Debates | |
| Tuesday, 27 th . | Debates | |
| Thursday, 29 th . | Debates | |
| <i>April</i> | | |
| Tuesday, 3 rd . | Debates | |
| Thursday, 5 th . | Debates | |
| Tuesday, 10 th . | Debates | |



Appendix to Course Outlines

Prerequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites. Unless you have either the requisites for this course or written special permission from your Provost and Dean to enrol 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.

Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and the University of Western Ontario 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. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior

to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the *Code of Student Rights and Responsibilities* at:

<http://www.huronuc.ca/CurrentStudents/StudentLifeandSupportServices/StudentDiscipline>

Technology

It is not appropriate to use technology (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and is 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.

Academic Accommodation for Medical/Non-Medical Grounds

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

(a) Medical Grounds for assignments worth 10% or more of final grade: Go Directly to Academic Advising

University Senate policy, which can be found at

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf, requires that all student requests for accommodation on medical grounds for assignments worth 10% or more of the final grade be made directly to the academic advising office of the home faculty (for Huron students, the “home faculty” is Huron), with supporting documentation in the form (minimally) of the Senate-approved Student Medical Certificate found at: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform_15JUN.pdf.

The documentation is submitted in confidence and will not be shown to instructors. 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. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor’s decision is appealable to the Provost and Dean.

(b) Accommodation on Medical Grounds for assignments worth less than 10% of final grade: Consult Instructor Directly

When seeking accommodation on medical grounds for assignments worth less than 10% of the final course grade, 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. 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. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor's decision is appealable to the Provost and Dean.

(c) Non-medical Grounds: Consult Instructor Directly

Where the grounds for seeking accommodation are not medical, the student should contact the instructor directly. Late penalties may apply at the discretion of the instructor. Apart from the exception noted below, academic advisors will not be involved in the process of accommodation for non-medical reasons.

Where a student seeks accommodation on non-medical grounds where confidentiality is a concern, the student should approach an academic advisor with any documentation available. The advisors will contact the instructor after the student's request is received, and will outline the severity and duration of the challenge without breaching confidence. The student will be informed that the instructor has been notified that significant circumstances are affecting or have affected the student's ability to complete work, and the student will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. Before denying a request for accommodation where documentation has been submitted to an academic advisor, the instructor will consult with the Provost and Dean. The instructor's decision is appealable to the Provost and Dean.

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

Statement on Academic Integrity

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
- Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);
- Unauthorized resubmission of course work to a different course;
- Helping someone else cheat;
- Unauthorized collaboration;
- Fabrication of results or sources;
- Purchasing work and representing it as one's own.

Academic Integrity: Importance and Impact

Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another's work or ideas is not only an offence against the community of scholars and an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual's university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university's work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual's, and the public's, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university's reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Provost and Dean's Office, and this record of the offence will be retained in the Provost and Dean's Office for the duration of the student's academic career at Huron University College.

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.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

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.

Policy on Special Needs

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

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 Provost and 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 Provost and Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Provost and Dean of the Faculty offering the course will communicate that decision to the Provost and Dean of the Faculty of registration.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post that information on the Huron website, <http://www.huronuc.ca/AccessibilityInfo> (“Class Cancellations”).

Mental Health @ Western

Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Academic Advising

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation [see above], students should contact an Academic Advisor in Huron’s Student Support Services (huronsss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <http://www.huronuc.ca/CurrentStudents/AcademicAdvisorsandServices>

Department Chairs and Program Directors and Coordinators are also able to answer questions about their individual programs. Their contact information can be found on the Huron website at: <http://www.huronuc.ca/Academics/FacultyofArtsandSocialScience>