

Master Syllabus

All courses require a syllabus. Syllabi may be photocopied and/or posted on the class Blackboard Companion site. Faculty must review the course syllabus with students on the first day of class.



Keiser University
General Education

<u>Course Prefix & Number:</u>	SPC 1017
<u>Course Title:</u>	Speech Communications
<u>Course Format:</u>	Face to Face, Hybrid, or Online
<u>Credit Hours:</u>	3.0
<u>Course Schedule:</u>	
<u>Prerequisites:</u>	None
<u>Co-requisites:</u>	None
<u>Faculty:</u>	Name and credentials: Phone: Email:
<u>Office Hours:</u>	
<u>Course Description:</u>	Focuses on preparation and delivery of different types of speeches. Topics include techniques to improve interpersonal communication skills, job interviewing, and working in teams.
<u>Critical Thinking:</u>	Students will review core communication elements (i.e., Rubric) for all contexts of communication and use them to critically evaluate speeches and other forms of communication and apply them to their own in-class speech and other life and career communication challenges.
<u>Course Objectives/Outcomes:</u>	

Upon completion of SPC 1017, the student will be able to:

1. Conduct research and develop informative and persuasive speech content appropriate for a given audience.
2. Organize material and practice delivery methods that result in coherent and professional presentations.
3. Confidently deliver speeches and presentations that exhibit effective use of verbal and nonverbal components.
4. Apply communication principles and knowledge to specific contexts, including job interviewing, listening, and interpersonal, intercultural, and group communication.

Grading and Evaluation Methods:

Assignment	Points	Due Date
Examinations	30	
Speeches	40	
Activities	25	
Post Test	5	
Total Points:	100	

Grading Scale:

Grading Scale

Letter Grade	Numeric Grade
A	90.00-100.00%
B	80.00-89.99%
C	70.00-79.99%
D	65.00-69.99%
F	Up to 64.99%

Required Textbook:

Lucas, S. E. (2019). *The Art of Public Speaking* (13th ed.) custom bundle with access code. New York, NY: McGraw-Hill Education. ISBN: 9781260693430

Recommended Textbook:

None

Other Course Material:

Instructors may supplement the Required Textbook with other material, such as Connect with LearnSmart Achieve

Topical Outline/Course Assignments/Calendar:

Include class dates, brief description of content to be covered, learning activities/assignments, and critical dates (i.e., tests and assignment due dates). Faculty are encouraged to test/offer quizzes early and often, to develop a better base for evaluating student progress and learning; students should be prepared for such evaluation exercises.

Course Guidelines and Policies*

**Faculty course guidelines must not contradict standard University or Program policies as stated in the University Catalog, Program Student Handbook and/or Program Manual.*

Additional guidelines and pre-approved policies may be included, examples appear below. The University Department Chair (UDC) should be consulted prior to making changes in the verbiage or adding additional policies. Any policies included in the syllabus should fit with the “students first” philosophy and complement the mission of the University and the program.

Academic Integrity

Students are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. Plagiarism, cheating and other misconduct are serious violations and will not be tolerated, and may result in academic penalties, including suspension or dismissal.

Participation

Participation is a basic requirement for an effective learning community. Students’ participation will be assessed and reflected in the participation grade. Class participation is based on the following criteria: arriving to class on-time; paying attention during lectures and discussions; respectful listening when someone else is speaking; being engaged in the class and in your learning without distractions such as texting, side-bar conversations, checking your phone or email etc.

Missed Tests/Quizzes

Makeup exams will be allowed only with pre-approval of the instructor or with an acceptable, documented reason. Acceptable reasons for makeup exams include severe illness, family emergency or other unavoidable events. Exam format for makeup exams may be different than the original exam but the content for the exam will not change.

Late Assignments

Assignments are due at the start of class on the day noted. Late assignments without penalty will be accepted only in cases of emergency. Students should discuss turning in late work directly with the instructor and in advance of the due date whenever possible. Late assignments will not be accepted if the assignment has already been graded and returned to the class.

Civility/Professionalism

This class is a community of learners, which means we will depend upon each other for support and information. In order to learn, we must be open to the views of people different than

ourselves. Please honor the uniqueness of your classmates and appreciate the opportunity we have to learn from one another. Please respect each other's opinions and refrain from personal attacks or demeaning comments of any kind.

It is of the utmost importance to communicate with courtesy and professionalism. Professional courtesy includes respecting other's opinions, being courteous and respectful, and working together in the spirit of cooperation.

University and Program Policies

Students are expected to abide by the policies set forth in the University Catalog and the Student Program Handbook/Manual. The University Catalog is available electronically at <http://www.keiseruniversity.edu/catalog/>. The Program Student Handbook/Manual is available electronically at the direction of your instructor.

Disability Accommodations:

In compliance with the Americans with Disabilities Act (ADA), students who require reasonable accommodations due to a disability to properly execute coursework must complete the application process and receive approval from the review committee. The first step is to consult with the Campus President or Dean of Academic Affairs.