Western Arts&Humanities

Department of English and Writing Studies

Speech 2001   The Major Forms of Oral Discourse   2024-2025

Section: 002

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. 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. Speech develops "the ability to communicate information, arguments, and analyses accurately and reliably, orally and in writing, to a range of audiences" (Ontario Council of Academic Vice Presidents' statement on "University Undergraduate Degree Level Expectations," December, 2005). In addition, emphasis is placed on 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. Further, failure to present a scheduled speech will result in a grade of zero. No audits allowed. No Final Examination.*

Course Text

O'Hair, Dan, Rob Stewart and Hannah Rubenstein. *A Speaker's Guidebook: Text and Reference*. Eighth Edition. Bedford/St. Martin's, Boston, 2022.

Assignments: *Scripts/outlines (keyboarded) are due on Brightspace on the presentation date.*

Demonstration Speech	5%
Social Speech	5%
Informative Speech	10%
Persuasion Speech	10%
PowerPoint Speech	10%
Group Presentation	10%
Final Speech	15%
Critiques	15%
Informative Speech Draft (Turnitin on OWL)	10%
Persuasive Speech Proposal (Turnitin on OWL)	10%

Due dates appear on the schedule below. *In addition to the above, students will engage in ungraded exercises and practice speeches.*

OWL and Tech Support
Students are responsible for checking the course OWL site (https://westernu.brightspace.com/) regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class. If students need assistance with the course OWL site, they can seek support on the OWL Brightspace Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

Assignment Format (including citations)
All drafts and scripts are to be electronic (typed) documents and must have your name, course name, section number, and instructor's name on the first page. Do not use a cover page; these are particularly unnecessary for online submissions. When using sources for written assignments, you will be expected to follow MLA, APA, or Chicago citation practice. See pages 457-464 in the textbook, Dan O'Hair, *et. al.* In oral presentations, you can simply refer to the authors and salient details: e.g., "according to the United Nations …," "The UNESCO heritage website lists …," "in MLK's famous speech of …," "a Western University study of 2022 shows that..." Attach a Works Cited your submission on Brightspace.

Submitting Assignments
Assignments are due on the dates specified in the syllabus. Missed presentations receive zero, and late penalties for written work are outlined below unless I have permitted an extension. You must contact me ahead of the due date and provide a suitable reason (see also **Academic Accommodation**, below). Any term work not submitted by the last day of classes will receive a grade of zero without official academic accommodation. *Important*: you are responsible for keeping a copy of all assignments you submit.

Scripts
♦	Scripts/outlines (keyboarded) are due on Brightspace at 11:55 p.m. on the speaking date; late submissions receive a 2.5% deduction/day
♦	Slides must also be submitted to Brightspace by 11:55 p.m. on the presentation day; late submissions receive a 2.5% deduction/day

Deductions
10%	For arriving late on a speaking date
2%	To speeches that go over the time limit by 1.5-2 minutes
5%	To speeches that go over 3 minutes or more
2.5%	Per day for failing to hand in a script/slides and other written assignments *by the deadline*
10%	For failing to submit PowerPoint slides
15%	For failing to submit a script *at all*. I realize that some of you will be working from cue cards and other aids. In these instances, a typed outline of your major points and supporting materials, and the fully written opener and closer are acceptable, if they are clear
TBD	For failing to submit a works cited page for quotes, paraphrasing, and inspiration from other sources. Failure to cite and overreliance on AI are serious academic offenses (see below).

Other Written Assignments
Late assignments receive a penalty of 2.5%/day. Deductions are not arbitrary or strictly punitive. Professors generally try to stagger due dates across courses so that every class receives timely feedback. If one third of this class is one week late with scripts, speech drafts, etc., I might be facing close to 100 assignments that must be returned well before the next due date. Asking for an extension in advance allows me to plan to ensure, for example, that you receive feedback on the draft assignments prior to giving a speech. I cannot promise to grant extensions, but if you ask several days in advance, and it doesn't interfere with my other courses, or your next assignment, I can generally accommodate extensions *for the written assignments. Note: there are no "make-up" assignments in this course.*

Procedure for Assignment Submission

Scripts and slides must be submitted to Brightspace on the speaking date. For the Informative and Persuasion Draft assignments you will find Turnitin submission links. You will upload them as a single Word (.doc or .docx extension) file,* titled to identify you as author. Your graded assignment, with comments, will be returned to you in the same format through Brightspace.

Note: *PDF or other read-only formats and compressed/zipped files are not acceptable. Please note also that Turnitin will not accept more than a single file submission.* In other words, do not try to submit an assignment twice <u>or in parts as two or more files</u>. Also note that I access your original uploaded Word file; typically, any formatting errors (etc.) that show in the Turnitin preview function will not appear on your uploaded file.

Attendance Policies

Speaking dates

Speakers will be given the opportunity to submit their preferred speaking dates. Once schedules are posted to Brightspace, they are firm; failing to follow procedures for missed speeches will result in zero (see Academic Accommodation/Consideration below). *On the day you are presenting, you must arrive at least 5 minutes ahead of the start of class (10 minutes if set-up is required). If you are late, you will receive a penalty of minus 10% on your speech.*). Speech is an Events Based Course, and the tight schedule makes rescheduling difficult. *Notify me by 10 a.m. if you are unable to present*. Regardless of whether absences are accommodated, for planning purposes, I need this information ASAP.

Missed speeches that receive consideration will be slotted in openings in the existing schedule, and speakers will be given at least 48 hours notice. If a missed speech receives consideration/accommodation, but the schedule is full, students <u>might</u> be asked by instructors to submit a virtual speech in place of an in-person speech.

*Note that <u>**Group Speeches**</u> are considered central to the learning objectives for this course. Accordingly, students seeking academic consideration for this project will be required to provide formal supporting documentation. Students who are granted academic consideration will be provided with the opportunity to make up this work after the instructor consults with the department about an alternative assignment.*

Posted speaking dates are fixed unless:
♦   Consideration is approved
♦   Accessible Education approves Accommodation for specific dates
♦   The speaker trades dates with another speaker; *both must inform me of the change through email*

Weekly Attendance

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%
♦   Missing roll call counts as an absence: be sure to alert me if you leave early or arrive late.

Starting in October, the record of missed hours will be updated regularly on Brightspace. It is your responsibility to keep track of how many hours you have missed.

This policy will only be waived on medical or compassionate grounds. If you have good reasons for waiving an absence from one class (e.g., you have already missed six hours), discuss the reasons with your instructor within one week of the anticipated absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all your instructors.

Attendance also extends to tardiness. If you are 20 minutes late, you will be penalized an hour of attendance. Please do not enter the room when speeches and Q & A are in progress. Early departures from class, which have not been previously arranged with the instructor, will also be counted as absences. If you leave during the break, you will be docked 1-1.5 hours.

*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.

Scholastic Offences, including Plagiarism
The University Senate requires the following statements, and Web site references, to appear on course outlines:

"Scholastic Offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, which can be found here: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

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 Western and Turnitin.com http://www.turnitin.com."

In this course, students are permitted to use AI tools for information gathering and preliminary research purposes only (unless otherwise indicated in the assignment instructions). These tools are intended to enhance the learning experience by providing access to diverse information sources. It is essential, however, that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize, develop, and articulate their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration, but students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism in any form. Note that for all assignments completed outside of class, the instructor can require you to attend an in-person interview to discuss your work and/or to review research notes, rough drafts, outlines and other materials used in preparing the assignment before a mark is finalized. Assignments should always reflect students' own thoughts and constitute independent written work. By adhering to these guidelines, students

contribute to a responsible and ethical learning environment that promotes critical thinking, supports independent inquiry, and encourages original written contributions.

Academic Consideration

University policy on academic considerations is described here. This policy requires that all requests for academic considerations must be accompanied by a self-attestation.

Please note that any academic considerations granted in this course will be determined by the instructor, in consultation with the academic advisors in your Faculty of Registration, in accordance with information presented in this course outline.

For procedures on how to submit Academic Consideration requests through the Student Absence Portal, please see the information posted on the Office of the Registrar's webpage:
https://registrar.uwo.ca/academics/academic_considerations/index.html

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

All academic consideration requests must include supporting documentation, which may include a Student Medical Certificate. Recognizing that formal documentation may not be available in some extenuating circumstances, the policy allows students to make one Academic Consideration request **without supporting documentation** in this course. However, the following assessment is excluded from this, and therefore always require formal supporting documentation: Group Speeches

Because of the events-based nature of the course, the instructor reserves the right to deny academic consideration for missed Group Speeches scheduled in March and April.

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:
https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

Students who are in emotional/mental distress should refer to MentalHealth@Western: (https://www.uwo.ca/health/psych/index.html) for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519-661-3030 (during class hours) or 519-433-2023 after class hours and on weekends.

Religious Accommodation
Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar.

Statement on Gender-based Sexual Violence
Western University is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website: https://www.uwo.ca/health/studentsupport/survivorsupport/get-help.html. To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Other Student Support Services
Registrarial Services http://www.registrar.uwo.ca
Student Support Services https://student.uwo.ca/psp/heprdweb/?cmd=login
Services provided by the USC http://westernusc.ca/services/
Academic Support and Engagement http://www.sdc.uwo.ca/

Intellectual Property and Copyright
All instructor-written materials (e.g., PowerPoints, lecture notes, oral lectures) for this course are created solely for students' personal use within the course and remain the instructor's intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these materials to any other person. These limitations extend to recording, photographing, or sharing lectures (online or in-person) and lecture material without permission. Posting the instructor's content from this course to online course sharing sites like OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

Audience Etiquette
Do not distract the speakers and audience. Late arrivals and early departures to and from class (including after breaks) are disruptive and can affect speakers' performances. If you arrive late during a speech, stand quietly in the hall. Also:

♦ Turn-off all technology during speeches and Q & A
♦ Do not speak to instructors during speeches: they are listening and preparing feedback
♦ Do not enter the room when speeches are in progress
♦ Do not make noise (including conversation) in the hallway while speeches are in progress

Some of you have classes before Speech that can run late. Entering during lectures is acceptable, but not during speeches, so inform your other professors that on scheduled speaking dates (yours and those of your peers), you must be in class at or before 12:30.

Classroom Computer-Use Policy: Students are expected to respect the classroom environment and to refrain from inappropriate use of technology. Speech 2001 is not only about public speaking but also about acquiring good listening skills. It is not appropriate to use technology (such as, but not limited to, laptops and cell phones) during speeches and Q & A periods. Doing so is distracting to other students.

Recordings: For privacy reasons, students are not permitted to produce audio or audio-visual recordings during class. While it would be interesting to have an archive of speeches for posterity, it isn't possible. This policy can only be waived in special circumstances when students receive accommodation through Accessible Education, and permission must be requested from the instructor on a case-by-case basis (i.e., for specific days and times, etc.).

E-mail policy: I respond to email messages within 24 hours during the week and 48 hours on weekends. Note that UWO Instructors can only respond to UWO e-mail addresses, and grades cannot be communicated through email.