Syllabus

SPD 100 (92): PRINCIPLES OF PUBLIC SPEAKING
Professor: Nan Peck
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Northern Virginia Community College
Extended Learning Institute (ELI)
8333 Little River Turnpike
Annandale, VA 22003-3796
(703) 323-3347 (800) 627-5443
Web Site: eli.nvcc.edu

Mandatory Class Sessions:
Wednesday, February 4th, 7-10 pm
Wednesday, March 3rd, 7-10 pm
Wednesday, April 7th, 7-10 pm
Wednesday, May 5th, 7-10 pm

Start Date: This is your official start date; all other dates are based on it. You are expected to meet a schedule for submission of your work (see details in Spring Schedule section), so you need to buy your course materials and start on time. See page 3 for required course materials.

Last Refund Date: This is the last date that you can ask to withdraw from this course and be entitled to a refund of your tuition. This is also the last date you can drop this course and add another course without paying additional tuition. Requests for refunds must be made in writing and postmarked by the Last Refund Date. Use the Refund and Withdrawal Form on the back of this page to request a refund.

Last Date for Withdrawal: This is the last date that you can request to withdraw from this course without grade penalty. Use the Refund and Withdrawal Form on the back of this page to request a grade of "W." Students who do not send in their minimum required assignments as specified by the instructor by the last withdrawal date will be administratively withdrawn with no refund.

End of Enrollment Date: All assignments and examinations should be completed by this date.

For questions not answered in this Syllabus, call:

The ELI Hotline at (703) 323-3347. ELI staff members are available between 8:30am and 5:00 pm Monday through Friday, as well as some evenings and Saturdays (hours vary by semester). If you are hearing impaired, call the V/TDD number, (703) 323-3717.
Refund and Withdrawal Form

SPD 100 (92): PRINCIPLES OF PUBLIC SPEAKING

SEND A SEPARATE FORM FOR EACH COURSE THAT YOU ARE REQUESTING PERMISSION TO DROP. PLEASE PRINT OR TYPE.

LAST NAME: __________________________________ FIRST: _____________________ MI: _______

STREET: __________________________________________________________________________

CITY: _____________________________________________ STATE: _______ ZIP: ______________

PHONE # HOME: (        ) _______________________  WORK: (        ) ___________________________

STUDENT ID #: ______________________________  HOME CAMPUS: ___________________

CHECK THE OPTION BELOW THAT APPLIES TO YOU:

☐ I am withdrawing before my Last Refund Date as listed on this Syllabus.

☐ I am withdrawing before my Last Withdrawal Date as listed on this Syllabus.

☐ I am withdrawing after my Last Withdrawal Date as listed on this Syllabus but have the following mitigating circumstances that prevent me from finishing the course:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

I certify that the above information is correct.

SIGNATURE: _________________________________________________ DATE: ______________

PLEASE HELP US IMPROVE ELI BY COMPLETING THE SURVEY BELOW.

My reasons for withdrawing from this course include:

☐ The reasons are unrelated to the course. ☐ I needed more help with the technology.
☐ I registered for the wrong section. ☐ I missed interacting with other students.
☐ Learning at a distance is not for me. ☐ It was difficult to reach the instructor.
☐ The course demands overwhelmed me. ☐ The course materials were late arriving.
☐ I didn’t have access to the technology. ☐ The course materials were unclear.
☐ Other:

_____________________________________________________________________________
_____________________________________________________________________________

Mail this form to: Refund/Withdrawal
Extended Learning Institute
8333 Little River Turnpike
Annandale, VA  22003-3796
## Getting Started

Welcome to SPD 100 (92): PRINCIPLES OF PUBLIC SPEAKING, and to ELI! This Syllabus provides information on your course requirements, required books and materials, assignments and examinations, and policies governing your enrollment. **Be sure to read this Syllabus carefully.** Unlike most other ELI courses, SPD 100 is not an independent study course. You will be working collaboratively with other students in the course, and you will all follow the same dates for assignments.

### Course-Specific Information

#### Course Materials

The textbooks and other materials you will need to purchase for this course are:

- *Fall/Spring Course Guide for SPD 100* (includes assignments, information on exams and other course details)*

You may order textbooks and other course materials, including Course Guides, by phone, fax, or mail. Call 1-888-SHIP-TEXT for more information. You may also purchase course materials in the ELI section of any campus bookstore. Before traveling to the bookstore, call ahead to confirm that your books are in stock. Take your Syllabus with you when purchasing your course materials, so you are sure to get the right books for your course. Some textbooks may be ordered online at [direct.mbsbooks.com/novaeli.htm](http://direct.mbsbooks.com/novaeli.htm).

*NOTE: Some Course Guides are available at no charge on ELI’s Web site: [eli.nvcc.edu/courses.htm](http://eli.nvcc.edu/courses.htm)*

#### Course Summary

SPD 100 is designed to increase your knowledge and awareness of the theory and principles of public address. You will be given several opportunities to develop your confidence as a public speaker as well as to organize, develop and listen to spoken discourse.

#### Course Objectives

Upon successful completion of SPD 100, you should be able to demonstrate an increased understanding of and appreciation for the communication process as it relates to speaker and audience interactions. We seek to develop speaking and listening skills for effective speech composition and delivery. Upon successful completion of this course, you will demonstrate:

- development of critical insight for being able to judge spoken discourse;
- development of an appreciation for how spoken communication is used to critically examine facts, values and policies; and
- development of a respect for the ethical codes that govern discourse: tolerance for reasonable differences of opinion, the preference for civility, the willingness to put evidence and arguments to tests of rationality, and the fostering of interpersonal values that open and maintain channels of communication.
As with any speech communication course, upon successful completion you should be able:

• to report increased self-confidence;
• to express your ideas with verbal fluency;
• to apply knowledge of nonverbal communication in sending and receiving messages;
• to demonstrate critical thinking skills in sending and receiving messages;
• to demonstrate organizational skills;
• to adapt messages and behaviors to different communication contexts;
• to employ listening and responding skills adapted to different communication contexts; and
• to demonstrate an understanding and respect for cultural and social diversity.
This is a 16-week course and enrollment corresponds to campus enrollment dates. Unlike other ELI courses, you are required to meet a schedule that is consistent with others enrolled in the course. There are four mandatory class sessions that you must attend.

**Principles of Public Speaking, Spring 2004**

<table>
<thead>
<tr>
<th>Unit #</th>
<th>Week</th>
<th>ASSIGNMENT/EXAM/PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/14</td>
<td>Submit Introductory Remarks &amp; PRCA score, Video #1, reading</td>
</tr>
<tr>
<td>2</td>
<td>1/21</td>
<td>Video #2, reading</td>
</tr>
<tr>
<td>3</td>
<td>1/28</td>
<td>Video #3, reading</td>
</tr>
<tr>
<td>4</td>
<td>2/4</td>
<td>CLASS SESSION, present personal narrative talk</td>
</tr>
<tr>
<td>5</td>
<td>2/11</td>
<td>Video #4, reading</td>
</tr>
<tr>
<td>6</td>
<td>2/18</td>
<td>Prepare speech, Video #5, reading</td>
</tr>
<tr>
<td>7</td>
<td>2/25</td>
<td>Research talk, Video #6, reading</td>
</tr>
<tr>
<td>8</td>
<td>3/3</td>
<td>CLASS SESSION, present demonstration speech, submit speaking outline</td>
</tr>
<tr>
<td>9</td>
<td>3/17</td>
<td>Submit Exam #1, Video #7, reading</td>
</tr>
<tr>
<td>10</td>
<td>3/24</td>
<td>Prepare outline, Video #8, reading</td>
</tr>
<tr>
<td>11</td>
<td>3/31</td>
<td>Submit preparation outline, Video #9, reading</td>
</tr>
<tr>
<td>12</td>
<td>4/7</td>
<td>CLASS SESSION, present persuasive speech</td>
</tr>
<tr>
<td>13</td>
<td>4/14</td>
<td>Submit Exam #2, Video #10, prepare your critique</td>
</tr>
<tr>
<td>14</td>
<td>4/21</td>
<td>Submit critique paper, Video #11, reading</td>
</tr>
<tr>
<td>15</td>
<td>4/28</td>
<td>Prepare banquet, Video #12</td>
</tr>
<tr>
<td>16</td>
<td>5/5</td>
<td>CLASS SESSION, special occasion speaking, course evaluation</td>
</tr>
</tbody>
</table>

**Class Meetings**

There will be four MANDATORY CLASS MEETINGS for this course:

- Wednesday, February 4, 2004, 7:00-10:00 p.m.
- Wednesday, March 3, 2004, 7:00-10:00 p.m.
- Wednesday, April 7, 2004, 7:00-10:00 p.m.
- Wednesday, May 5, 2004, 7:00-10:00 p.m.
All meetings will take place at the Extended Learning Institute, 8000 Forbes Place, Springfield, VA. See the last page of this Syllabus for directions to ELI. If you will be unable to attend these sessions, complete the Refund and Withdrawal Form (page 2) before your refund date (see front cover of this Syllabus).

You will be expected to present your speeches and to provide your classmates with feedback on their talks as well. Expect 20-30 students at these sessions. Your instructor will provide you with immediate written feedback (and a graded evaluation), and a camcorder will be set up to record your presentation. Be sure to bring your videotape (VHS-format). This is your opportunity to meet your classmates and your instructor and to conduct audience analysis for your presentations.

Grading Scale

The course grading criteria are listed below. Final grades will be based on the following scale:

Class Participation (0-100 points)
Two Written Examinations (0-50 points each = 100 points)
Graded Speeches (0-200 points):
- Personal Narrative (0-50 points)
- Demonstration Speech (0-50 points)
- Persuasive Talk (0-100 points)
Two Speech Preparation Outlines (0-25 points each = 50 points)
Self-Critique of Speech (0-50 points)

To calculate your final grade, you will be assigned the following:
450-500 points = A
400-449 points = B
300-399 points = C
250-299 points = D
0-249 points = F

Please keep a personal record of all your grades so that you can compute your own course grade.

If you neither submit the Introductory Remarks nor attend the first class session, you will be automatically withdrawn from the course with no refund.

If you do not withdraw and do not finish your course assignments, you will receive a grade based upon the work you have submitted. Usually, this grade is an “F.”

If you are receiving financial aid, course withdrawal or a grade of “F” may impact your status. Please contact the Financial Aid office for further information.

Course Evaluation

At the last class meeting, you will be asked to complete a written course evaluation, a copy of which is located in the Appendix to the Course Guide. There is also a short, online survey that provides valuable feedback to ELI and its instructors. You will be given an opportunity to complete the online survey at the end of your last class session, or you may complete the survey at http://eli.nvcc.edu/courseeval.htm.
Using Technologies

Email

All NVCC students automatically receive a student email account through the Virginia Community College System (VCCS). If you use email for course-related correspondence, you must use this account (instructors will not reply to non-VCCS accounts). For information on how to set up and access your account, go to www.nvcc.edu/ithd/studentmail.html, or call the IT Help Desk at (703) 426-4141. Your instructor’s email address is npeck@nvcc.edu.

TV/Video Programs

In addition to the textbook and Course Guide, this course includes video programs. You may access these programs in several ways:

- Most telecourses are broadcast via NVCC cable television (see TV schedule). Telecourse schedule information is also available at www.nvcc.edu/tvcenter.
- Several telecourses are blockfed overnight on NVCC-TV from 11:59pm to 6am (see Overnight Blockfeed Schedule or the Schedule of Classes).
- Videotapes of all telecourses are available at each campus Learning Resource Center (LRC), but tape copies and VCRs are limited. Students should be aware that viewing tapes in the LRC would be time-consuming. At Loudoun, tapes are kept in the Testing Center.
- Most telecourses are available for rental. See the TV schedule for rental agencies.

- Some courses require viewing videos available from local video stores.
- Some courses require purchase of videos from campus bookstores.

If you start your course after broadcasts have begun, you may view previously shown programs at campus LRCs, off the Overnight Blockfeed, if available, or rent the tapes from a rental agency, if available. If you experience TV reception problems, call (703) 323-3377.

The programs you need to view for this course are listed below in broadcast order:

Tape 1: Introduction to Public Speaking
Tape 2: Dealing with Speech Anxiety
Tape 3: Preparing Your First Talk
Tape 4: Structuring a Talk
Tape 5: Stylistic Considerations
Tape 6: Researching a Talk
Tape 7: Delivery Skills
Tape 8: Persuasive Public Speaking
Tape 9: Listening Skills
Tape 10: Fine Tuning a Speech
Tape 11: Special Occasion Speaking
Tape 12: Developing Your Voice

World Wide Web Technology

This course includes assignments which involve use of the World Wide Web. If you do not have Internet access at home or work, you may use workstations on any of the NVCC campuses.

The Course Guide and information about the course are available on the class home page at http://www.nvcc.edu/home/npeck/spd100/default.htm.
Computer Conferencing

This course features the use of computer conferencing in Blackboard. You will use the discussion board in Blackboard to communicate with your instructor and other students in the course.

To enter the computer conference:

- Use your browser to connect to www.nvcc.edu/bbstart. Follow the directions to determine your email and Blackboard user names and passwords.
- Log on to your email account and make sure you know how to use it; you will be required to use this account for all course-related email.
- Log on to your Blackboard account.
- Click on SPD100(92) – Principles of Public Speaking under “My Courses.” After logging on, review the Announcements and other course information. The link for the discussion board is on the left side of the page.

Each week, there is a unit for you to explore. Most weeks this will include a video lecture, and each video has discussion questions. React and respond to the video questions on the Blackboard discussion board.

Get into the habit of signing on to your Blackboard account at least weekly. You cannot afford to procrastinate because your classmates are depending upon your responses.

If you have any problems with Blackboard, please report them right away. Sometimes you’ll find that the server is down – please be patient.

Note: To Students Who are Imprisoned or Homebound Only

To Videotape Your Speech Outside of Class

If you have been given permission by your instructor to do so, you may submit pre-recorded videotaped speeches. YOU MUST FIRST OBTAIN PERMISSION TO DO THIS. Be sure to submit a VHS tape.

If you desire, you may come to one of the AVISS centers at the five campuses to videotape your presentations. Contact your instructor for more information. For each of these options you are expected to supply your own VHS tape.

Do NOT edit your videotaped speeches. Any videotaped speeches that have been edited will not be graded.
ELI Policies and Procedures

The policies and procedures are listed below in alphabetical order.

**Academic Dishonesty**
Academic dishonesty includes cheating, plagiarism, and other forms of dishonorable conduct (see the Student Handbook, available at the Student Activities Office on campus or upon request from ELI, for more detailed information). Such dishonesty will not be tolerated. Penalties can range from the issuance of failing grades (on an assignment, an exam, the course) to being referred to the Dean of Student Development for further disciplinary action, which can include expulsion from the College.

**Examinations**
There are two essay examinations for this course. Exam #1 is already in your Course Guide. You will be given Exam #2 during Class Session #3. You need not take these exams on campus. Submit your answers via email to npeck@nvcc.edu.

**Graduation**
If you plan to graduate in the current semester, you must complete all work before the College's regular semester ends. Read the NVCC Schedule of Classes to determine the date when "Classes and Examinations End" and the "Last Day to Apply for Graduation." You must meet these deadlines regardless of your ELI End of Enrollment Date. If you plan to graduate, be sure to inform your instructor so you can establish an accelerated study schedule and so your instructor can receive and grade your work before the deadline.

**Limited Services During Holidays**
Many campus offices, as well as the Learning Resource Centers, are closed or have limited hours during holiday and semester breaks. Be sure to call first before you arrive on campus to use these facilities. Faculty also may not have regular office hours during those times, which may delay the return of your assignments.

**NVCC ID Cards**
An NVCC ID card is required to use materials in the library and learning labs. You may obtain an ID card at any campus.

**Parking on Campus**
For visits to campus (to buy books, use the library, take an exam, etc.), you may park at a meter, park in a visitor lot, or purchase a parking sticker for the semester from the campus security office. Parking at ELI is free and does not require a sticker.

**Submission of Work**
Try to submit your work according to the timeline suggested in the Course Schedule. In your Course Guide, you will find further instructions for submission of your work.

You may email your work to: npeck@nvcc.edu. Please remember to put SPD 100 in the message line and identify yourself in the message itself. Few people are willing to open files from anonymous sources! You must use your student email account. Otherwise, your grade will not be returned to you electronically.

Weekly discussions for units require using the SPD 100 Blackboard site.

**Be sure to keep a copy of all work you submit and also keep the graded copy that is returned to you with your instructor's comments.** Without these copies, any later discussion concerning your grade will be based solely on ELI's records.
### Campus Learning Resource Centers and Bookstores

<table>
<thead>
<tr>
<th>Alexandria</th>
<th>Annandale</th>
<th>Loudoun</th>
<th>Manassas</th>
<th>Woodbridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001 N. Beauregard St.</td>
<td>8333 Little River Turnpike</td>
<td>1000 Harry Flood Byrd Highway (Route 7), Sterling</td>
<td>6901 Sudley Road</td>
<td>15200 Neabsco Mills Rd.</td>
</tr>
<tr>
<td>Learning Resource Center (Library)</td>
<td>(703) 845-6231</td>
<td>Learning Resource Center (Library)</td>
<td>(703) 450-2567</td>
<td>Learning Resource Center (Library)</td>
</tr>
<tr>
<td>Testing Center</td>
<td>(703) 845-6035</td>
<td>Testing Center</td>
<td>(703) 450-2508</td>
<td>Testing Center</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>(703) 845-6041</td>
<td>Computer Lab</td>
<td>(703) 450-2521</td>
<td>Computer Lab</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(703) 845-6221</td>
<td>Bookstore</td>
<td>(703) 450-2589</td>
<td>Bookstore</td>
</tr>
<tr>
<td>TDD</td>
<td>(703) 845-6016</td>
<td>TDD</td>
<td>(703) 450-2548</td>
<td>TDD</td>
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</tbody>
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### Extended Learning Institute Office and Mailing Addresses

The Extended Learning Institute offices are located at 8000 Forbes Place in Springfield, Virginia. It is conveniently located just off the Capital Beltway, I-495, at the Braddock Road Exit, Number 54A. This information is provided for students needing to drive to the offices to meet with an instructor, to register, or to drop off a paper.

Please note that the mailing address is not the same as the office address. Be sure to mail everything to:

Extended Learning Institute  
Northern Virginia Community College  
8333 Little River Turnpike  
Annandale, VA 22003-3796