This certification mark recognizes that this course met Quality Matters review standards.

Course Number: SPCH1113 (ACTS Equivalent Course SPCH1003)

Course Title: The Principles of Speech

Course Description: This course uses a time-tested model of speech preparation that allows students to quickly develop effective public speaking skills. Students practice the use of six steps which make developing a public speech a well-rehearsed habit. Students first determine a speech goal that meets the needs of their audiences, then develop an audience adaptation strategy, next gather their information, then organize and develop their material to suit their audience, next create visual aids to enhance their verbal data, and finally practice the wording and delivery of their speeches prior to actually delivering the speeches to their audiences. Students who effectively develop their assigned speeches by following these steps will transfer that knowledge so that they can effectively tackle the real life speaking situations they will encounter after they leave the classroom.

Instructor: Sharon Scott

Instructor Bio: My name is Sharon Scott. I have a Master of Arts Degree from the University of Arkansas at Little Rock in Technical and Expository Writing and a Bachelor of Science Degree in English Education from Southern Arkansas University. I have completed all course work in the Higher Education doctoral program at UALR and I am currently planning and researching my dissertation topic focusing on online class orientation. I will complete my doctorate as my teaching schedule allows. I have been teaching fulltime at SAU Tech since 1999 and taught as an adjunct instructor for ten years at SAU Tech before that. I feel sure that the Principles of Speech course will be beneficial to you in both your present and future work because we all must communicate on the job whether we are addressing one person or a group of people.

How can you reach me?
 1) Office: AD 224 2) E-mail: sscott@sautech.edu - If you're in the SPCH1113 Principles of Speech class, however, you will e-mail me through the Blackboard course email. 3) Phone: 870-574-4555

Prerequisite: None

Textbook Information: Verderber, R. F., Verderber, K. S., & Sellnow, D. D. (2011). *The challenge of effective speaking* (15th ed.). Belmont, CA: Wardsworth, Thoson Learning.

Other Requirements: Internet speech students must recruit an audience of at least eight people and videotape themselves delivering their speeches in front of their live audiences. Both the speaker and the audience members must be seen in the video and the sound must be clear to make grading possible. Students will then mail the video-taped speech to the instructor or put the video on YouTube and send the link to the instructor. Alternative to videotaping: Internet speech students may attend Speech Nights at SAU Tech and meet face to face with at least eight of their online classmates on the main campus during the semester to be audience members for each other. The instructor will set a night when the speech classroom is available and let students know the dates. IF at least nine students want to meet on a different night or in a different place, then one of the students must be responsible for videotaping the speeches and getting the videos to the instructor.

Learning Outcomes:
1. Identify and demonstrate the principles of public speaking.
2. Find and organize appropriate materials for a speech.
3. Deliver effective speeches using narration, process explanation and demonstrative, definition, exposition, and persuasion.
4. Listen effectively and analytically.
5. Adapt the principles of effective speaking to other occasions and formats and give various special occasion speeches (including but not limited to problem solving group speeches, acceptance speeches, presentation speeches, and tribute speeches).

On-Campus Requirement: The final exam must be taken at an approved proctor site.   Visit the college website at www.sautech.edu for detailed information.

Modes of Interaction:
This course is delivered as a fully online course AND as a web-enhanced course.

I really like to form an on-line "community of learners" between the students and me and among the students themselves. I strive to create and facilitate a "user-friendly" course, but if you are unclear about something, by all means ask for clarification. Here is some information about the required work:

Assignments: In this section, you will find assignments for each lesson per unit.   Once you submit an assignment, it will be graded and your grade will be posted.

Collaborative Projects: In this section, you will find the selections for a variety of collaborative projects you will develop during this course. There are 2 projects for this course: An online discussion board for reflection, communication, and discussion with your classmates and a problem solving discussion group project that you will develop with a group of your fellow students. You will develop a written outline for your particular part of the problem solving discussion group speech and you will videotape your particular speech even if your group members do not ever get together face to face. Guidelines for the projects will be provided.

Discussion/Journal: In this section, you will sometimes be asked to respond to a topic provided by your instructor. Use this as a tool for sharing thoughts and opinions regarding current issues and to comment to your classmates or to respond to their comments.

Methods of Assessment
Quizzes will be provided for each lesson of the course.   You will have a Proctored Final Exam at the end of the course.

Enrollment Procedures
SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:
- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A $10 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: http://www.sautech.edu.edu/studentResources/admissions.aspx

Course Registration Website: http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: http://www.sautech.edu/lrc/index.aspx

Bookstore Website: http://sautech.textbooktech.com
Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites.   Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations:
Prior computer skills are essential for success in an online class.   Prior to enrolling in an online class, you should be able to:
- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

Online speech students must have audience members to deliver their speeches to. Prior to enrolling in online speech class, you must determine if you:
- Know at least eight people who are willing to be the audience members for your speeches during the semester.
  - Children who are too young to understand the speech content do not count as audience members!
  - IF children are part of an audience, then you must adapt your speech content to the different ages in the audience.
  - Students will lose points for giving adult speeches to audiences with children as audience members.
- Own and know how to operate a video recorder to videotape your speeches during the semester.
  - Mail the video to the instructor;
  - OR post the video on YouTube and send the instructor the link;
  - OR make plans to attend the speech nights on the SAU Tech campus to be audience members for your classmates.
- Speech Night at SAU Tech attendees must remain for all student speeches and are not allowed to give their speeches and then leave.

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s).   The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech.   To make it easier for you, we have compiled a list of these things.   Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).
- Microsoft Word – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded
    on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at
    http://download.openoffice.fm/free/?pk=26976
- Adobe Reader 7.0 or higher – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from
    http://www.adobe.com/products/acrobat/readstep2.html
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from
    http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=Shockwav eFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from
    http://www.macromedia.com/shockwave/download/download.cgi?
- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some
  other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
  - Cost: Free
  - Can be downloaded to your computer from
    http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-