

SPCH 207: Developing Professional Speaking Skills*3 credits, 3 hours lecture*

This second-year communications course focuses on the development of students' skills in speaking to a variety of audiences. Students will apply principles of communication theory to plan effective presentations and to present technical information in a professional and polished manner. In addition, they will practice using current technology to support oral communication skills, and they will adapt presentation techniques for different listeners and situations.

Prerequisites: WRITE 103

Instructor

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Office Hours

Monday	1:00 p.m. - 1:50 p.m. 5:30 p.m. - 6:30 p.m.
Wednesday	11:00 a.m. - 11:50 a.m.
Thursday	11:00 a.m. – 11:50 a.m.
Friday	11:00 a.m. – 11:50 a.m.

Hours of Instruction

Tuesday	1:00 p.m. -- 2:20 p.m.
Thursday	1:00 p.m. – 2:20 p.m.

Course Outcomes

Upon successful completion of this course, students will be able to:

- Adapt speeches and presentations to different audiences and genres, with an environmental emphasis.
- Develop a proposal, review scientific literature and participate in a group presentation to demonstrate an understanding of environmental research.
- Plan, draft, practice and present informative and persuasive speeches
- Demonstrate professional, ethical conduct in interview simulations
- Apply guidelines to critique student and professional presentations in order to facilitate continuous improvement and to increase analytical and critical skills.

Evaluation**SPEECHES:**

Introductory	<i>pass/fail</i>
Process analysis	5%
Advocacy	10%
Scientific explanation: lay audience	10%
Scientific explanation: specialists	10%
Interview	10%
Research project proposal	5%
Research project presentation	15%

CRITIQUES

Self-evaluations	5%
Assessments of student work	5%
Assessments of speakers & lecturer	10%
Resume and cover letter	10%

CLASS WORK

Participation, in-class work	5%
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100%

A grade of C- is required for progression or transfer.

Note that SPCH 207 has NO final exam. The final grade is based entirely upon course work. Your participation grade will depend upon several factors: being present in class and staying for the full three hours every week; making useful contributions to discussions, oral critiques, and in-class individual and group activities; completing in-class responses, minute papers, and other informal assignments; and being a co-operative, engaged, and supportive member of the learning community.

Performance Requirements

Presentations and speeches will be assessed on content, clarity, organization, speaking skills, and effective use of technology and other visual aids. Students will also offer feedback to others and engage in self-evaluation after each speech or presentation. Rubrics for instructor, student, and self-assessment will be distributed with each assignment.

All written work is due at the start of class on the due date. Written work submitted the following day will be accepted until 3 p.m. with a 10% penalty for lateness; after 3 p.m. it will be REFUSED. Except for in-class assignments, all written work must be typed in 12-pt Times New Roman, double spaced, and submitted to the appropriate drop box on Moodle.

Students will be evaluated on the following speeches:

1. Introductory speech: *Describe your interest in science*
2. Process analysis speech: *Explain how to perform a technical or scientific task*
3. Advocacy speech: *Persuade or motivate listeners to act on an issue of environmental importance*
4. Scientific explanation speeches: *Explain a scientific process or principle once for an expert audience and again for a lay audience*
5. Interview presentation: *Develop and present your resume and job skills and respond extemporaneously to interview questions*

- 6. Research project presentation: *Develop and carry out a research project on an environmental issue and then present your findings in an interactive group presentation*

Throughout the course, guest speakers from scientific and technical professions will visit the class, explaining how they use speaking and presentation skills in the context of their work. These presentations will provide models of professional presentation style, and students will discuss and critique the speeches. Students will also be required to attend at least one evening presentation of the Keyano Lecture Series (or an equivalent lecture or speech for a public audience) and submit a written critique of the presentation.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent	Rubric for Letter Grades
Excellent	A+	4.0	> 92.9	Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.
	A	4.0	85 – 92.9	
	A-	3.7	80 – 84.9	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	B-	2.7	70 – 73.9	
Satisfactory Progression	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
	C-	1.7	60 – 63.9	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
Minimum Pass	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

Proposed Schedule of Topics

DATE	TOPIC	SPEECHES	WRITTEN WORK	OTHER
January 7-9	Introduction to course; vocal delivery	Introductory speech		Process analysis speech assigned January 9
January 14-16	Audience and ethics in public speaking; how to write a critique			
January 21-23	Listening skills	Process analysis speech	Practice critique due January 21	January 23: Guest speaker
January 28-30	Analyzing the audience		Guest speaker critique due January 28 Process analysis critiques due January 30	Scientific explanation speech assigned January 28
February 4-6	Developing supporting materials			Research proposal and presentation

				assigned February 4
February 11-13	Scientific explanation speeches	Scientific explanation speeches (expert audience)		
February 17	FAMILY	DAY	COLLEGE	CLOSED
February 18-20	READING	WEEK	NO	CLASSES
February 25-27	Scientific explanation speech (lay audience)		Research proposal due February 25	Advocacy speech assigned February 25 February 27: Guest speaker
March 3-5	Using persuasion in public speaking		Scientific explanation critiques due March 3 Guest speaker critique due March 5	
March 10-12	Effective introductions and conclusions	Advocacy speeches		Interview presentation, resume, and cover letter assigned March 10
March 17-19	Interview techniques		Advocacy critiques due March 17	March 19: Guest speaker
March 24-26	Interviews and interviewing	Interview presentations	Resume and cover letter due March 24 Guest speaker critique due March 26	
March 31-April 7	Presentations	Research presentations	Interview critiques due April 7	
April 9	FINAL CLASS		Research presentation critiques due April 9 Keyano Lecture Series critique due April 9	

Please Note:

Date and time allotted to each topic is subject to change. Guest speaker dates, in particular, may be subject to change.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 8:30 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Student Life Department (CC210) is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.