

Example of Course Calendar for SPCH 1101

| Class Meets Week #/Dates | Assignments Schedule for Public Speaking 1101 Note: Since this course is hybrid, there will be in-class meetings, online, and combinations of in-class and online. Consult this schedule for assignments and attendance requirements. Items in RED INK show assignments which need to be submitted by the posted date. Please refer to the Speech FAQs for details of assignment requirements. |
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| Week #1 – POST DATES <p style="text-align: center;">In-Class</p> | <p style="text-align: center;">“First Day of Class” Meeting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In-Class Activity: ZAP #1 – Ice Breaker <input type="checkbox"/> Discuss Course Requirements and Assignments Calendar <ul style="list-style-type: none"> <input type="checkbox"/> Complete and Submit the Student Information Sheet <input type="checkbox"/> PPT (PowerPoint) – “First Day of Class” <input type="checkbox"/> Syllabus, Assignments Schedule, Frequently Asked Questions (FAQs) <input type="checkbox"/> Textbook–<u>PURCHASE BEFORE NEXT CLASS</u> <input type="checkbox"/> Learning Management System <input type="checkbox"/> Class supplies needed <input type="checkbox"/> Required Speeches – Extemporaneous and Impromptu (ZAPs) <input type="checkbox"/> Speech Groups (SG) and Tech Teams (TT) <input type="checkbox"/> Evaluations (Speech, Outline, Peer Evaluations, Self-Evaluations) <input type="checkbox"/> Exams – Mid-Term and Final Exam <input type="checkbox"/> Grading System |
| Week #2 – POST DATES <p style="text-align: center;">Combination of In-Class and ONLINE</p> | <p style="text-align: center;">Discuss Required Speeches: (Informative, Group Presentation, Persuasion, and Special Occasion Speech)</p> <p style="text-align: center;">In-Class Activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the Audience Analysis Worksheet (P. 11-13) in textbook <input type="checkbox"/> Tour of LMS Portal <p style="text-align: center;">Assignments Due <u>Before Today:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Textbook: <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 1 (The Fundamentals of Speech - p. 1-24) <input type="checkbox"/> Read Chapter 5 (Introduction Speech - p. 182) <input type="checkbox"/> Practice “Stress to Success Breathing Exercises” (p.173) <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Register and Log-in to LMS using the course code bundled with your textbook <input type="checkbox"/> “Join a Class” using the Course ID your instructor e-mails to you <input type="checkbox"/> Click on “Videos” <input type="checkbox"/> Watch the video: “Audience Analysis” & “Fear of Public Speaking” <input type="checkbox"/> LMS Assignment: |

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| | <ul style="list-style-type: none"> <input type="checkbox"/> Download copy of syllabus, class assignments schedule, and FAQs <input type="checkbox"/> Review PPTs (PowerPoints): “Overcoming the Fear of Public Speaking”, “Audience and Speaker Responsibilities”, “Speech Delivery Options” <input type="checkbox"/> Go to “Lessons” – Look through all folders <input type="checkbox"/> See your Assigned Speech Groups (SG\TT)) on the LMS Course Announcements Page |
| <p>Week #3 – POST DATES ONLINE</p> | <p>Preparing for the Required Speeches: (Informative, Group Presentation, Persuasion, and Special Occasion Speech)</p> <p style="text-align: center;">In-Class Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss Organizing and Writing an Outline; See examples in LMS <input type="checkbox"/> Discuss Group Presentations – due next week <input type="checkbox"/> ZAP #2- (Introduce Yourself – Past, Present, Future) <p style="text-align: center;">Assignments Due <u>Before Class Begins Today:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Textbook: <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 2 (Organizing a Speech - p. 25-82) <input type="checkbox"/> Complete the following Worksheets <ul style="list-style-type: none"> <input type="checkbox"/> Audience Analysis Worksheet (p. 11-13) <input type="checkbox"/> Personal Report of Speaker Anxiety (p. 7- 8) <input type="checkbox"/> Listening Assessment Inventory Worksheet (page 19) <input type="checkbox"/> LMS <ul style="list-style-type: none"> <input type="checkbox"/> Click on “Student Resources” – See the tab for Public Speaking Confidence Center – Click on Videos – watch the video “Martin Cox’s Tips for Relaxing” <input type="checkbox"/> Watch video examples of Persuasion Speeches in the “Student Resources” file – click on “Sample Speeches” – click on “Alternative Multi-Media” and then scroll down to see sample student speeches <input type="checkbox"/> Submit Discussion Board Assignment: Go to your SG# Discussion Board. Discuss what you learned from watching “Martin Cox’s Tips for Relaxing” video – How will you incorporate this into your first speech? <input type="checkbox"/> Submit The Audience Analysis, Personal Report of Speaker anxiety, and Listening Assessment Inventory Worksheets to the Digital Drop Box in the “Speeches” file in LMS to be graded <input type="checkbox"/> Review PPTs: “Effective Presentation Skills”, “Dressing for a Speech”; “Group Presentation” |

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| <p>Week #4- POST DATES</p> <p>In-Class</p> | <p>GROUP PRESENTATIONS TODAY – ALL Students</p> <p>In-Class Activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom Discussion of Group Presentations <input type="checkbox"/> Work in groups to prepare for the presentation <input type="checkbox"/> Participate in Question/Answer sessions following presentation <input type="checkbox"/> Participate in oral critique of today’s group presentations <input type="checkbox"/> Discuss Topic Proposals (due next week) <input type="checkbox"/> Discuss upcoming Informative Speech <input type="checkbox"/> Discuss Verbal and Non-Verbal Communication <p>Assignments Due Before Class Begins Today:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Textbook: Read Chapter 5 (Group Presentations and Central Idea Speeches) Read Chapter 2 – Selecting a topic – p. 31; Questions about your topic? Contact your instructor with questions. <input type="checkbox"/> LMS; Click on “Videos” - Watch the videos: “American nonverbal Communication in Europe” to see an example of a group presentation; “Performance Anxiety” and “Questions and Answers” <p>Review PPTs: “Selecting a Topic”, “Writing an Outline”, “Organizing a Speech”; “Verbal vs. Non-verbal Communication”</p> |
| <p>Week #5- POST DATES</p> <p>In-Class</p> <p>NOTE: Students are required to attend the Library Research Class and meet with SG\TT for the Informative Speech/Group Presentation.</p> <p>Following the Library Research Class, please return to your classroom to meet with your instructor to discuss research, interviews, and MLA citations of research.</p> | <p>Your instructor will note attendance during the Library Research Class.</p> <p>In-Class Activity: Attend the Library Research Class during the first hour of your class time today - Building 100 – LIBRARY - Please be on time!!!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Learn how to navigate Galileo and conduct research to be used as support for upcoming speeches; Review responsibilities for citing sources using MLA documentation guidelines; Learn how to include interviews as a source of research for upcoming speeches (Interview Project is mandatory for the Persuasion Speech); and Prepare for the Informative Speech. <p>Assignments Due Before Class Begins Today:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Textbook: Read Chapter 3 – Conducting Research - p. 83-152, and Using Interviews as a Source of Research and Verbally Citing Research <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Click on “Student Resources” and then click on “MySearchLab” – Go into all areas and learn how they might help you with upcoming research (Research Navigator, Source Check, Auto-cite, MLA Documentation Guidelines and Examples of Citations) <input type="checkbox"/> Topic Selector - Choose a topic for the Informative Speech and Persuasion Speech <input type="checkbox"/> Click on “Videos” – Watch (3) three videos: “Selecting a Speech Topic”; “Transitions”; and “Conclusions” <input type="checkbox"/> Review PPTs: “Selecting a Topic”, “Conducting Research”, “Citing Sources of Research”, “Central Idea Speech” |

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| | <input type="checkbox"/> Submit Topics Proposal (Informative AND Persuasion Speech) to the Topics Proposal Digital Drop Box for Instructor Approval <input type="checkbox"/> “Put Your Name in the Hat” for the Informative Speech Order |
| <p>Week #6 – POST DATES COMBINATION In-Class and ONLINE</p> <p>NOTE: The class will meet today for the first part of class. During the second part, the class room will be OPEN for Informative Speech rehearsals.</p> | <p>Instruction - “Creating Effective Visual Aids and Handouts”</p> <p style="text-align: center;">In-Class Activity:</p> <input type="checkbox"/> Explore “Hall of Fame” and “Hall of Shame” Visual aids and Handouts and learn how to create effective visual aids and handouts <input type="checkbox"/> ZAP #3 (Hall of Fame or Hall of Shame?) <input type="checkbox"/> Complete preparations for the Informative Speech <input type="checkbox"/> Rehearse Speech |
| <p>Week #7 – POST DATES In-Class</p> | <p style="text-align: center;">Informative SPEECHES BEGIN Today</p> <p>Bring enough Peer Evaluation Worksheets to class for scheduled speakers!</p> <p style="text-align: center;">In-Class Activity:</p> <input type="checkbox"/> Speakers scheduled for today will submit The Informative Speech Packet (See FAQs for contents); <input type="checkbox"/> Audience members will complete Informative Speech Peer Evaluations <input type="checkbox"/> Oral critique of today’s speeches <input type="checkbox"/> Discuss Mid-Term Exam |
| <p>Week #8- POST DATES In-Class</p> | <p style="text-align: center;">Informative SPEECHES End Today</p> <p>Bring enough Peer Evaluation Worksheets to class for scheduled speakers!</p> <p style="text-align: center;">In-Class Activity:</p> |

- Submit Topics Proposal (Informative AND Persuasion Speech) to the Topics Proposal Digital Drop Box for Instructor Approval**
- “Put Your Name in the Hat” for the Informative Speech Order**

Week #6 – POST DATES COMBINATION In-Class and ONLINE

NOTE: The class will meet today for the first part of class. During the second part, the class room will be OPEN for Informative Speech rehearsals.

Instruction - “Creating Effective Visual Aids and Handouts”

In-Class Activity:

- Explore “Hall of Fame” and “Hall of Shame” Visual aids and Handouts and learn how to create effective visual aids and handouts
- ZAP #3 (Hall of Fame or Hall of Shame?)**
- Complete preparations for the Informative Speech
- Rehearse Speech

Assignments Due Before Class Begins Today:

- Textbook:**
 - Read Chapter 4** (Delivering a Speech p. 153-176)
 - Review Chapter 5** (Central Idea Speech)
- LMS:**
 - Review PPTs:** “Creating Effective Visual Aids and Handouts”
 - Submit** draft of the **Informative Speech Outline to SmartThinking ONLINE Writing Tutor** this week – make corrections before submitting next week to your instructor for a grade
 - Click on “Videos”** – Watch the video: “Presentation Aids”

Week #7 – POST DATES In-Class

Informative SPEECHES BEGIN Today

Bring enough Peer Evaluation Worksheets to class for scheduled speakers!

In-Class Activity:

- Speakers scheduled for today** will submit The Informative Speech Packet (See FAQs for contents);
- Audience members** will complete Informative Speech Peer Evaluations
- Oral critique of today’s speeches**
- Discuss Mid-Term Exam**

Assignments Due Before Class Begins Today:

- Textbook**
 - Read Chapter 5 (Persuasion Speeches)
- LMS**
 - Review all entries pertaining to The Persuasion Speech
- Begin preparations for the Persuasion Speech**
 - Conduct research for the Persuasion Speech (Three sources are required – one must be an interview)

Week #8- POST DATES In-Class

Informative SPEECHES End Today

Bring enough Peer Evaluation Worksheets to class for scheduled speakers!

In-Class Activity:

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| | <ul style="list-style-type: none"> <input type="checkbox"/> Speakers for today will submit the Informative Speech Packet (See FAQs for contents); <input type="checkbox"/> Audience members will complete Informative Speech Peer Evaluations <input type="checkbox"/> Oral critique of today's speeches - (Roast Material) <input type="checkbox"/> Review for Mid-Term Exam <p style="text-align: center;">Assignments Due <u>Before Class Begins Today:</u> (Last Week's Speakers):</p> <ul style="list-style-type: none"> <input type="checkbox"/> LMS:Submit Self-Evaluation to the Informative Speech Self-Evaluation Digital Drop Box (All Students): <input type="checkbox"/> Textbook: <ul style="list-style-type: none"> <input type="checkbox"/> Review Chapter 3 (Conducting an Interview) <input type="checkbox"/> Review Chapter 5 (Persuasion Speech – p. 255) <input type="checkbox"/> Review Glossary Terms (p. 329-332) <input type="checkbox"/> Study for Mid-Term Exam – (Exam will cover all book chapters and glossary) <input type="checkbox"/> Decide who you will interview as a source of research to be used for the Persuasion Speech; the interview is a MANDATORY ASSIGNMENT. Contact person (NOW) and schedule an appointment for the interview; Do not interview a family member or friend. <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Watch video examples of Persuasion Speeches in the “Student Resources” file – click on “Sample Speeches” – click on “Alternative Multi-Media” and then scroll down to see sample student speeches. |
| <p>Week #9 – POST DATES</p> <p>NOTE: SPRING BREAK – POST DATES</p> | <p style="text-align: center;">Classes are Cancelled for Spring Break</p> <div style="display: flex; justify-content: center; align-items: center;">  </div> <p style="text-align: center;">HOWEVER, you have assignments due for the next week! Use your time wisely!</p> |
| <p>Week #10- POST DATES</p> <p>Combination In-Class and Online</p> <p>Mid-Term EXAM TODAY</p> <p>Plan to meet with your Tech Team today to rehearse your speech in the classroom.</p> | <p style="text-align: center;">Mid-Term Exam is DUE TODAY And Preparations for the Persuasion Speech – FINAL EXAM PROJECT</p> <p style="text-align: center;">In-Class Activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bring your typed Persuasion Speech Outline and your PowerPoint for the Persuasion Speech to class today for peer evaluations <input type="checkbox"/> Rehearse with Tech Team <p style="text-align: center;">Assignments Due <u>Before Class Begins Today:</u> (Last Week's Speakers):</p> <ul style="list-style-type: none"> <input type="checkbox"/> LMS: |

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| | <ul style="list-style-type: none"> <input type="checkbox"/> Submit Self-Evaluation to the Informative Speech Self-Evaluation Digital Drop Box <p style="text-align: center;">(All Students):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check FAQs to make sure you have your Persuasion Speech Packet complete and ready to submit next week <input type="checkbox"/> Complete the Interview assignment; Conduct the interview, type transcript and mail thank you note to the interviewee (due next week) <input type="checkbox"/> Complete research for the Persuasion Speech and begin working on the Persuasion Speech Contract (due next week) <input type="checkbox"/> Textbook: <ul style="list-style-type: none"> <input type="checkbox"/> Review Chapter 3 (Conducting Interviews) <input type="checkbox"/> Read Chapter 5 (Persuasion Speech and Special Occasion Speech) <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Review PPTs: “Developing a Persuasion Speech”, “Requirements for a Persuasion Speech” and “Special Occasion Speeches” <input type="checkbox"/> “Put Your Name in the Hat” for the Persuasion Speech Order <input type="checkbox"/> Submit Interview Project (transcript and thank you note) to the “Interview Project” Digital Drop Box <input type="checkbox"/> Submit the Persuasion Speech Contract to the Digital Drop Box; Make sure that it contains <u>ALL sources of research</u> you plan to use; Cite sources using MLA Documentation Guidelines; <input type="checkbox"/> Mid-Term Exam ONLINE today between 6:00 AM and midnight |
| <p>Week #11- POST DATES</p> <p style="text-align: center;">In-Class</p> <p><u>ALL</u> Persuasion Speech Packets (Final Exam Projects) are DUE TODAY – Regardless of the scheduled presentation date</p> | <p style="text-align: center;">Persuasion Speeches Begin TODAY</p> <p style="background-color: yellow;">Bring enough Peer Evaluation Worksheets to class for scheduled speakers!</p> <p style="text-align: center;">In-Class Activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audience members will complete Peer Evaluations <input type="checkbox"/> Participate in a critique of the speeches <p style="text-align: center;">Assignments Due <u>Before Class Begins Today:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Review all contents of the Special Occasion Speech folder <input type="checkbox"/> Submit Persuasion Speech Outline to Turnitin.com – NOTE: this is a mandatory assignment. Students who do not submit the outline to Turnitin.com will not be allowed to present a speech. |
| <p>Week #12– POST DATES</p> <p style="text-align: center;">In-Class</p> | <p style="text-align: center;">Persuasion Speeches Continue</p> <p style="text-align: center;">In-Class Activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audience members will complete Peer Evaluations <input type="checkbox"/> Participate in a critique of the speeches |

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| | <p style="text-align: center;">Assignments Due <u>Before Class Begins Today:</u> (Last Week's Speakers):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watch the video of your Persuasion Speech. Complete the Self-Evaluation assignment following the directions <input type="checkbox"/> LMS: <u>Submit</u> Self-Evaluation to the Persuasion Speech Self-Evaluation Digital Drop Box |
| <p>Week #13- POST DATES</p> <p style="text-align: center;">In-Class</p> | <p style="text-align: center;">Persuasion Speeches End TODAY Graded packets are returned to students today</p> <p style="text-align: center;">In-Class Activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audience members will complete Persuasion Speech Peer Evaluations <input type="checkbox"/> Participate in a critique of the speeches <p style="text-align: center;">Assignments Due <u>Before Class Begins Today:</u> (Last Week's Speakers):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watch the video of your speech. Complete the Self-Evaluation assignment following the directions <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Submit Self-Evaluation to the Persuasion Speech Self-Evaluation Digital Drop Box |
| <p style="text-align: center;">Week #14 – POST DATES</p> <p style="text-align: center;">Combination of In-Class and ONLINE</p> | <p style="text-align: center;">Let's discuss the Special Occasion Speech</p> <p style="text-align: center;">Assignments Due <u>Before Class Begins Today:</u> (Last Week's Speakers):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Watch the video of your Persuasion Speech. Complete the Self-Evaluation assignment following the directions <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Submit Self-Evaluation of the Persuasion Speech to the Persuasion Speech Self-Evaluation Digital Drop Box <input type="checkbox"/> Review PPTs: "Special Occasion Speeches" <p style="text-align: center;">Prepare for the Special Occasion Speech</p> |
| <p>Week #15- POST DATES</p> | <p style="text-align: center;">Let's CELEBRATE the last day of speech class with a Special Occasion Speech (ROAST and a TOAST)</p> <p style="text-align: center;">NOTE: Evaluation Worksheets and Speech Packets are not required for this speech – only an outline and your jump drive!</p> |
| <p>Week #16- POST DATES</p> <p style="text-align: center;">ONLINE Class Date</p> | <p style="text-align: center;">Speech students do not have Final Exam – the Persuasion Speech Project was your Final Exam</p> <p style="text-align: center;"><u>FINAL Assignments Due Today:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> LMS: <ul style="list-style-type: none"> <input type="checkbox"/> Submit Self-Evaluation of the Special Occasion Speech to the Special Occasion Speech Self-Evaluation Digital Drop Box; |

**Classes end this week –
Final Exams Week –
POST DATES**

BONUS POINTS FOR (The Informative, Group Presentation, Persuasion Speech, and Special Occasion Speech). Answer the following questions and post your answers to the Bonus Digital Drop Box

1. What was your favorite speech?
2. What was your least favorite speech?
3. What one activity helped you the most this semester?
4. How did you improve as a speaker?
5. What would you like to do to further improve your speaking skills?
6. If you were the instructor, what would you do to make this a better class for future students?