Course Outline

ENVIRONMENTAL TECHNOLOGY

SPEECH 207
SPEECH AND PRESENTATIONS FOR SCIENCE UNDERGRADUATES
WINTER 2014

3 CREDITS
3 HOURS PER WEEK

INSTRUCTOR: JANE JACQUES
INSTRUCTOR: Jane Jacques  
PHONE NUMBER: (780) 791-4836  
E-MAIL: jane.jacques@keyano.ca  
OFFICE NUMBER: S211-D  

OFFICE HOURS:  
Monday  10:00 – 10:50 AM  
Tuesday  9:00 – 9:50 AM  
Wednesday  1:00 – 1:50 PM  
Thursday  2:00 – 2:50 PM  
Friday  9:00-9:50 AM  

HOURS OF INSTRUCTION:  
Tuesday  2:00 – 2:50 PM  Room S207  
Thursday  11:00 – 12:50 PM  Room S218  

COURSE DESCRIPTION:  
SPEECH 207 offers both theoretical and practical study of oral communication skills for the scientific and technical workplace. Students will prepare and deliver a variety of speeches, including informative, persuasive, and research speeches, and critique their own presentations and those of other students and professionals. They will also participate in interviews, group presentations, and class discussion. Throughout the term, they will develop skills in listening, organizational ability, and critical thinking, and also make effective use of communications technology and visual aids to enhance their presentations.

PRE-REQUISITE(S):  
WRI 103: Writing for Science Undergraduate Students

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.
REQUIRED RESOURCES:


ASSIGNMENTS:

1. Introductory speech: *My 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 for a lay audience and again for an advanced audience*
5. Interview presentation: *Develop and present your resume and job skills and respond extemporaneously to interview questions*
6. Research project group presentation: *With one or two other students, develop and carry out a research project on an environmental issue and then present your findings in an interactive group presentation*

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.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>READINGS</th>
<th>ASSIGNMENTS</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6-10</td>
<td>Introduction to course</td>
<td>Ch 1 to 3: pages 1-45</td>
<td>Introductory speech</td>
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<tr>
<td>January 13-17</td>
<td>Audience and ethics in public speaking</td>
<td>Chapters 1 to 3: pages 1-45</td>
<td>Extemporaneous speaking</td>
<td>QUIZ 1: Chapter 3</td>
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<tr>
<td>January 20-24</td>
<td>Listening skills</td>
<td>Ch 4: pages 46-56</td>
<td>Process analysis speech assigned</td>
<td>Guest speaker QUIZ 2: Chapter 4</td>
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<tr>
<td>January 27-31</td>
<td>Developing ideas</td>
<td>Ch 8: pages 124-133</td>
<td>Process analysis speech given</td>
<td>QUIZ 3: Chapter 8</td>
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<tr>
<td>February 3-7</td>
<td>Introducing and concluding a speech</td>
<td>Ch 15 &amp; 16: pages 225-237</td>
<td>Process analysis critiques due</td>
<td>QUIZ 4: Chapters 15 &amp; 16</td>
</tr>
<tr>
<td>February 10-14</td>
<td>Organizing ideas</td>
<td>Ch 13: pages 194-201</td>
<td>Research proposal and project assigned</td>
<td>Guest speaker QUIZ 5: Chapter 13</td>
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<tr>
<td>February 17</td>
<td>FAMILY DAY</td>
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<tr>
<td>February 18-21</td>
<td>Delivering a speech</td>
<td>Ch 18-20: pages 257-278</td>
<td>Advocacy speech assigned</td>
<td>QUIZ 6: Chapter 18</td>
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<td>February 24-28</td>
<td>READING</td>
<td>WEEK</td>
<td>NO CLASSES</td>
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<tr>
<td>March 3-7</td>
<td>Library class</td>
<td>Ch 9 &amp; 10: pages 134-165</td>
<td>Interview presentation assigned</td>
<td>QUIZ 7: Chapters 9 &amp; 10</td>
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<tr>
<td>March 10-14</td>
<td>Scientific explanation speeches</td>
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<td>Research proposal due Scientific explanation speeches given</td>
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<tr>
<td>March 17-21</td>
<td>Principles of persuasive speaking</td>
<td>Ch 25: pages 350-364</td>
<td>Scientific explanation critiques due</td>
<td>Guest speaker QUIZ 8: Chapter 25</td>
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<td>March 24-28</td>
<td>Using persuasive strategies</td>
<td>Ch 26: pages 365-378</td>
<td>Guest speaker critique due</td>
<td>QUIZ 9: Chapter 26</td>
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<td>March 31-April 4</td>
<td>Advocacy speeches</td>
<td></td>
<td>Advocacy speeches given</td>
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<tr>
<td>April 7-11</td>
<td>Interviews and interviewing</td>
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<td>Interview presentations given</td>
<td>QUIZ 10: REVIEW</td>
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<tr>
<td>April 14-17</td>
<td>Presentations</td>
<td></td>
<td>Keyano Lecture Series critique due</td>
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GUEST SPEAKERS:

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 and submit a written critique of the presentation.

MOODLE

Go to http://ilearn.keyano.ca

This course is supported through Moodle. Assignments, readings and handouts will be posted on Moodle. Login information will be provided by your instructor. For further instructions please see the Moodle handout.

EVALUATION:

SPEECHES:

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

CRITIQUES

Self-evaluations 5%
Assessments of student work 10%
Assessments of speakers & lecturer 10%

QUIZZES

Quizzes on assigned readings 10%

RESEARCH

Research project proposal 5%

100%
GRADING SYSTEM:

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<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Grade Points</th>
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<tr>
<td>A+</td>
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<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>Satisfactory</td>
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<tr>
<td>C-</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>Minimal Pass</td>
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<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
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</tbody>
</table>

A minimum grade of ‘C-’ is required for progression.

IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17, 2014</td>
<td>Courses dropped after this date will be designated “W”. (A withdrawal (W) is not reflected in your GPA)</td>
</tr>
<tr>
<td>March 7, 2014</td>
<td>Courses dropped after this date will be designated “WF”. (A withdrawal failure (WF) counts as a 0 in your GPA)</td>
</tr>
<tr>
<td>April 17, 2014</td>
<td>Last day of classes</td>
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<tr>
<td>April 22–30, 2014</td>
<td>Final Exams <em>(Do not make travel or work plans before the exam schedule is released!)</em></td>
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</tbody>
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COLLEGE POLICIES

Equality, Equity and Respect
The Keyano College is committed to providing an environment of equality, equity and respect for all people within the College community. All members of this community are considered partners in developing teaching and learning contexts that are welcoming to all. Faculty, staff, and students are encouraged to use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and valued in relation to their gender, ethnic and cultural background, and sexual orientation.


Plagiarism and Cheating
Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.
No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

Student Rights & Responsibilities

Students should consult the Keyano College Credit Calendar or online at: http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1112-10-full.pdf

Specialized Supports and Duty to Accommodate

Disability Support Services: Learner Assistance Program

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

Specialized Supports and Duty to Accommodate

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.
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Jane Jacques, Instructor

Reviewed and approved by:

Louis Dingley, Chairperson

Guy Harmer, Dean

Date

Date

Date