SPCH-S121 Public Speaking online section requirements
Department of Communication Studies
Indiana University East

VIDEO RECORDING EQUIPMENT
You will need to have access to a digital video/audio recording device (e.g., a camcorder or smartphone) in order to complete SPCH-S121 coursework. A tripod is strongly recommended, as it will allow you to position the video recorder to properly frame your presentation.

It is highly recommended that you test the video and audio quality of your recording before beginning each presentation that you submit. Doing so will ensure that your recording device is capturing your speech in a way that will allow it to be graded.

Further, students must have the technical skills to transfer video files to an online hosting site (e.g., YouTube) or to an IU Box account in order to submit them, depending on the requirements of the section instructor.

VIDEO FRAMING
Most instructors require students to record their entire bodies when presenting a speech. Thus, close up shots will result in grade deductions or submissions being rejected altogether. Individual section instructors will make such requirements known to students.

Figure 1: Camera framing.

Correct
Incorrect

COMPUTER EQUIPMENT
Students must have access to a functioning computer with a high speed internet connection. Please note that online sections are conducted entirely online and that problems with internet access or technical issues will not be accepted as excuses for not submitting assignments before their deadlines.
AUDIENCE REQUIREMENTS
Depending on the section instructor, you may be required to present your speeches in front of a live audience of at least three (3) or more adults. If your instructor requires an audience, you may be required to pan the camera to show the audience members right before your speech and again, at the end of the speech in order to earn credit.

If procuring an audience is a potential issue for you, it is recommended that you contact the instructor listed for a section to ascertain whether or not s/he requires students to present speeches in front of a live audience. Further, individual section instructors may be able to recommend where you might find audience members (e.g., family members, co-workers, etc.). If you have any questions about the appropriateness of an audience member, please contact your section instructor for guidance before recording your speech.

VIDEO EDITING
Edited speech videos will not be accepted for credit. All graded submissions must be completed in a single take from beginning to end.

CONTACT
You may direct questions or concerns about these requirements to:

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Basic Course Coordinator
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NOTES
If you are unable to procure access to the require equipment or perform the technical tasks associated with uploading/sharing speech video files, you should avoid enrolling in this course.

RECORDING TIPS
1. Review all recordings closely. If there is no audio or if the audio is not understandable, your instructor will have no choice but to reduce your grade or give you a zero for the assignment.
2. Re-record speeches that are inaudible or those in which the speaker is not clearly visible. Remember, the assessment of each presentation depends on what the evaluator is able to view on the recording, not what the speaker may have intended. Even if your speech is proficient, you will not earn a good grade if the speaker cannot be seen or heard clearly.
3. When recording the speech, the speaker should be standing and his/her body entirely visible.
4. You must speak loudly enough for the microphone to pick up your voice. The clearer your recording is, the easier it is to evaluate.
5. Use a tripod for better camera stability and recording results
6. Good lighting focused on you from the front against a non-reflective background usually gives the best video picture.
7. Store a backup copy of your speech in the event that your instructor has difficulty viewing the file that you submit.

8. The speaker should be dressed appropriately for the presentation. Dress as if you were teaching a college course for the day. This means: no hats, no shorts, a solid shirt (no writing on the shirt), no sunglasses, no ripped jeans. Your eyes must be visible. Pull back your hair if necessary.

9. Do NOT overuse cue cards or read from notes when delivering your speech. If this is obvious, your grade may be reduced.

10. You may use a chair as an easel for posters or other visual aids. Some students in the past have been able to link PowerPoint slides to their television screens for use as visual aids.

11. Speeches must not be edited. Do not stop the recording to re-record a portion of the speech. You can re-record the entire speech as many times as you want and submit the complete, unedited product to your instructor, but you cannot edit separate takes together.

12. Practice with the camera, so that you know how a recording will look, and so that you are able to anticipate technical glitches.

13. By enrolling in this course you give permission for your recordings to be evaluated as part of your coursework and as part of the programs offered through Indiana University East.