

Public Speaking introduces you to the fundamentals of presentational speaking and provides you with the opportunity to improve your skills as a public speaker. This class is designed to give you a new language and skills set to become better public speakers, inside the classroom and out. You already have an extensive practical experience with public speaking, whether you know it or not. You will be involved in a variety of activities designed to enhance your understanding of speech preparation, delivery, and analysis of speeches. These activities include lectures, reading assignments, preparing and presenting speeches, self and peer critiques, and quizzes. Because this is a performance based course, your grade is mostly based off the performances you give in the class, meaning, but not limited to, the speeches. Students who successfully complete this course should be able to recognize the value, application and ethical responsibilities of the communication process; construct clear messages; interact with increased self-confidence; and recognize the value of listening and other applications of empathy within their lives.

**OUTCOMES:**

- Synthesize and organize information for varied audiences.
- Interact with confidence while adapting messages to audience needs.
- Listen critically.

**TEXTBOOK:** Valenzano III, J.M., Braden, S.W., and Melissa Broeckelman-Post, M.A. (2017) *The Speaker’s Primer* (3<sup>rd</sup> ed.). Southlake, TX: Fountainhead Press. Print ISBN: 9781680368772

**COURSE MATERIALS and REQUIREMENTS:** an internet connection, ability download/upload files to Moodle, and Word/PDF/ODT application; **NO PAGES FILES.**

**ASSIGNMENTS AND GRADING:**

Assignment	Points	Overall Grading	
Homework (6 @ 10 pts)	60		
Introduction Speech (50 pts), Draft (20 pts), & Outline (20 pts)	90	765 – 850	A
Informative Speech (100 pts), Draft (50 pts), & Outline (50 pts)	200	680 – 764	B
Persuasive Speech (100 pts), Outline (50 pts), & NPA (20 pts)	180	595 – 679	C
Toast or Roast Speech (60 pts), Draft (30 pts) & Outline (30 pts)	120	510 – 594	D
Evaluations (4 @ 20 pts)	80	< 509	F
Quizzes (5 @ 20 pts)	100		
Assessment Pretest/Posttest (2 @ 5 pts)	10		
	Total: 850		

**IN – CLASS/HOMEWORK ACTITIVES:** Each week there will be a variety of in – class/homework activities, that you will earn points for by completing and uploading assignments to Moodle. You must be in class for the entire class period to complete, submit, and earn points these assignments. Due dates for all homework assignments are listed on the course calendar. Late assignments are not accepted.

**ATTENDANCE:** Your attendance is based on both your presence in class as well as your participation in discussions and small group activities. You are allowed two (2) unexcused absences for the term. For every unexcused absence over two, your **FINAL COURSE GRADE** will be lowered by one 1/3 of a letter grade. Additionally, you must arrive to class on time and stay for the full class period. If you are going to be gone for a college sanctioned event, documentation needs to be submitted PRIOR to you being gone for the absence to be excused. Documentation after the fact will not be accepted. Last, missing class for another class is unacceptable.

**QUIZZES:** Even numbered weeks there will be an online quiz via Moodle, that covers the material that has been covered since the previous quiz. The quiz is designed to check your reading of the text and review of the lecture materials. The quizzes will consist of multiple choice/short answer questions worth a total of 20 points. The dates for each of the quizzes are listed on the course calendar. If you miss a quiz deadline, makeup quizzes will not be afforded.

**SPEECHES:** You will give four (4) prepared and practiced speeches: an introduction, an informative, a persuasive and a toast/roast speech. These speeches will be timed and presented extemporaneously from an outline that is due before you present the speech in front of the class. More information about the speech requirements will be given in separate speech assignments handed out in class and discussed during class meetings.

**OUTLINES:** For each speech, you must turn in a typed, double-spaced, proofread outline in standard outline format. ALL outlines will be uploaded online to Moodle. Use of conventional spelling, complete sentences and an appropriately formal approach to assignments is required, meaning “text” language, emoticons, bullet points, colored fonts or abbreviations are not appropriate. You will also turn in a draft of your outline prior to you turning in the final version of the outline. For the info and persuasive speeches, a works cited page, in APA format, is due with the outline.

**VISUAL AIDS:** The four (4) speeches that you present requires you to incorporate some type of visual aid. More information will be given about what constitutes a visual aid, but no animals, weapons or controlled substances allowed.

**EVALUATIONS:** You will complete four (4) evaluations of presented speeches. Two evaluations will be peer evaluations where you evaluate another classmate’s speech. Two evaluations will be self – evaluations where you evaluate your own speech presentation based on recordings during class meetings. Evaluation forms will be given with the speech assignments.

**DEADLINES:** All assignments will be due via Moodle by 11:59pm on the dates in the course calendar unless otherwise stated. After these times, assignments are late and are not accepted. If you miss a deadline, it is NOT acceptable to email me an assignment.

**24 HOUR POLICY:** Once graded work is handed back you must wait 24 hours before asking questions about the grade you earned. I take the time to write comments on all graded work, so please take the time to read through those comments before asking questions as many times the questions are answered there initially.

**END OF TERM GRADE DISCUSSIONS:** Please accept responsibility for the grades that you earn. I do not give out grades. You earn them based on the efforts that you put into the course. I understand that “life” happens, the unexpected arises, and the unthinkable emerges at inopportune times for all of us. I am always willing to discuss life situations with you if need be. I will not engage reasons why your work is incomplete, I will not haggle for points, nor will I change grades especially at the end of the term. Claim responsibility for your grades. The grade you want is a result of the work you put in, empower yourself. (Adapted from a statement provided by Nikki Roberts, Ph.D.)

**WRITTEN ASSIGNMENTS:** For all written assignments, they must be typed, double-spaced, stapled, and proofread. Use of conventional spelling, complete sentences and an appropriately formal approach is required, meaning “text” language, emojis, or abbreviations are not appropriate.

**SPEECH DAYS:** On speech days, you should arrive to class on time, if not early. If you have a visual aid that needs to be loaded on the computer, you need to arrive NO LATER than 15 minutes before class starts to load the presentation on the computer. We do not have time between presenters to load presentations, even from flash drives. When class starts, the door will be shut and locked. If you are late to class, please wait in the hallway. DO NOT knock! You may be interrupting someone’s speech. Additionally, for the *INFORMATIVE/PERSUASIVE ONLY* you need to bring a way to record yourself (i.e. camera, phone, etc. with audio and video) so you can complete your self-evaluation. If you are late for your speech, you will need to wait until all others have presented and if there is time you will be able to present.

**ACADEMIC HONESTY:** Academic honesty is always expected. Using someone else’s work, ideas or information as your own without proper citation can lead to failing the assignment or the class. In short: do your own work.

**CENTER FOR ACCESSIBILITY RESOURCES:** Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the [CFAR](#) for steps on how to apply for services or call 541-917-4789.

**FOOD AND DRINKS:** You may eat and drink in class. However, if you abuse this privilege, you will lose it.

**TECHNOLOGY:** Participation in class is technology free, meaning that you cannot use a laptop to take notes unless you have CFAR accommodations. This rule includes cell phones as well. If your phone rings in class, I will answer it and ten (10) points will be taken from that week's assignments. If your phone/laptop/tablet is out you will lose ten (10) points from that week's assignments. I reserve the right to publicly mock you for violating these rules.

**COMMUNICATION:** Email is the best way to get in touch with me. However, there are a few stipulations that you need to follow when sending me an email:

- Your student email address should be used for all correspondence with me. If you are dual enrolled with OSU and want to use your ONID email, that is fine as well. When sending an email to the class, it will come from [cooke@linnbenton.edu](mailto:cooke@linnbenton.edu). Please make sure that your email does not filter out emails I send.
- Please be sure to sign your emails with your first and last name and include 111 in the subject line.
- I respond to emails daily at various times but not in the evenings or over the weekend. If you have not heard from me within 24 hours during the week, then you can send a *courteous* and *professional* follow up.
- If you email me a picture of a cute baby animal, you will earn 5 extra credit points. Limit once per term.

**NONDISCRIMINATION:** LBCC maintains a policy of nondiscrimination and equal opportunity in employment and admissions, without regard to race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability, Vietnam era, or veteran status.

**INCLUSION:** The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill. There may be views and opinions that contradict your own. Everyone has the right to their own opinion as well as the right to express their opinion. What people do not have the right to do is to impose those opinions upon others. Keeping the expression of thoughts and ideas open is beneficial in allowing everyone to be involved in the learning process. You might just be surprised at what you not only learn about interpersonal communication but about yourself as well.

**COVID - 19 SAFETY AND SUCCESS POLICY:** Due to the rise in COVID-19 variants and consistent with CDC guidance and OHA requirements, Linn-Benton Community College has established rules and policies to make the return to the classroom as safe as possible. It is required for everyone to follow all the campus rules and policies. To participate in this class, LBCC requires all students to comply with the approved face covering policy, which means you must wear an approved face always covering while indoors. Your approved face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable. Please see me if you have concerns with meeting this expectation. If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement. *State guidelines do not limit* class size. Physical distancing accommodations can be made upon request and cleaning supplies are also available for personal use. LBCC's COVID-19 policies can be found [here](#). This class is scheduled to be offered face-to-face on campus at the Benton Center. If things change, the class will be designed to optimize your interactions with me, the material, and your classmates. If you experience symptoms of COVID-19 or are caring for someone who is, please consult [LBCC's COVID-19 Information Page](#) for information and your next steps. I am here to support your success during these challenging times. You need ***NOT*** disclose private medical information or provide documentation of your illness.

**COURSE CALENDAR: (I RESERVE THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS ANY TIME DURING THE TERM.)**

	Tuesday	Thursday	Sunday
1	1/4 Course Intro; Public Comm. (1) <u>Assessment Pretest</u> Read: Ch. 1 – 3	1/6 Speech Anxiety (2); Ethics (3) Intro Speech Assigned	1/9 <u>Syllabus Quiz and Plagiarism Due</u> Introduction Rough Draft Due Read: Ch. 4, Ch. 5, & Ch. 6
2	1/11 Civility (4); Careers (5) Culture and Diversity (6)	1/13 Introduction Speeches Intro Outline Due	1/16 <u>Quiz 1: Ch. 1 – 6</u> Intro Evaluation Due Read: Ch. 7 – Ch. 11
3	1/18 Topic (7); Research and Prep (8) Support (10)	1/20 Audience (9); Context (11)	1/23 Read: Ch. 12, Ch. 13, & Ch. 15
4	1/25 Outlining (12) Intros, Conclusion, Connectives (13)	1/27 Informative Speech (15) <u>Connectives and Puzzle Due</u> Informative Assigned	1/30 <u>Quiz 2: Ch. 7 – 13 &amp; Ch. 15</u> <u>Translators Due</u> Read: Ch. 18 – Ch. 21
5	2/1 Visual Aids (18) Language (19) Informative Rough Draft Due	2/3 Delivery (20); Practice (21)	2/6
6	2/8 Informative Speeches Informative Outline Due	2/10 Informative Speeches	2/13 <u>Quiz 3: Ch. 18 – 21</u> Info Self Evaluation Due Read: Ch. 16 & Ch. 14
7	2/15 Persuasive Speech (16) Persuasive Speech Assigned	2/17 Reasoning (14)	2/20 <u>FVP/Monroe Due</u>
8	2/22 Persuasive Speeches Persuasive Outline Due	2/24 Persuasive Speeches	2/27 <u>Quiz 4: Ch. 16 &amp; 14</u> Persuasive Self Evaluation Due Read: Ch. 17 & Ch. 19
9	3/1 Ceremonial (17) Toast/Roast Speech Assigned	3/3 Language (19)	3/6 Toast or Roast Draft Due
10	3/8 Toast or Roast Speech Toast or Roast Outline Due	3/10 Toast or Roast Speeches <u>Assessment Posttest</u>	3/13 <u>Quiz 5: Ch. 17 &amp; 19</u> Toast or Roast Peer Evaluation Due
F	3/15 Final Exam Tuesday @ 2:30 pm in BC 205	Lecture Topics   Readings   <u>Homework/Quiz/Exams</u>   Speeches	