

**COMM 111: Public Speaking**

Fall 2018

TR @ 8:30am in BC – 104

CRN: 23449, 3 credits

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Public Speaking will introduce you to the fundamentals of presentational speaking and provide 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, small group activities, in – class presentations, critiques, quizzes, and exams. 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* (2<sup>nd</sup> ed.). Southlake, TX: Fountainhead Press. Print ISBN: 978168036-3210; Ebook ISBN: 9781598719468

**MATERIALS:** A method of recording audio and video, and internet access to course gradebook, quizzes, and files.

**ASSIGNMENTS AND GRADING:**

Assignment	Points	Overall Grading	
In-Class Activities/Homework	100		
Introduction Speech	50	756 – 840	A
Intro Rough Draft Outline	20		
Intro Final Outline	20	672 – 755	B
Informative Speech	100		
Informative Rough Draft	50	588 – 671	C
Informative Final Outline	50		
Persuasive Speech	100	504 – 587	D
Persuasive Outline	50		
Commemorative Speech	50	503 ≥	F
Commemorative Outline	20		
Evaluations (4 @ 20)	80		
Quizzes (5 @ 20)	100		
Final Exam	50		
	Total: 840		

**IN – CLASS/HOMEWORK ACTIVITIES:** Each week there will be a variety of in – class/homework activities, that you will earn points for. You must be in class for the entire class period to complete and submit these assignments. Make up activities will not be offered for unexcused absences.

**ATTENDANCE:** Your attendance is based on both your presence in class as well as your participation in discussions and small group activities. You are responsible for your daily attendance in class by signing in when you arrive to class. You may only sign in for yourself and no one else. 5 minutes after class starts, the sign-in sheet will be put away and will no longer be available for that class. 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 from coach, counselor, or academic advisor 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:** Week's 2, 4, 6, 8, and 10 you will have 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, participation in class activities and will be a short, multiple choice/short answer format worth 20 points. The dates for each of the quizzes are listed on the course calendar as well as the material that is covered on those quizzes. If you miss a quiz deadline, makeup quizzes will not be afforded.

**SPEECHES:** You will give four (4) prepared and practiced speeches in this class: an introduction, an informative, a persuasive and a toast or roast speech. These speeches will be timed, presented extemporaneously from an outline that is due PRIOR to presenting and will require a visual aid. More information about the speech requirements will be given in class. You will also give a variety of impromptu speeches designed to practice learned skills.

**OUTLINES:** For each of the formal speeches that you present, you must turn in a typed, double-spaced, proofread outline in standard outline format. ALL formal speech drafts and outlines will be uploaded online to Moodle drive. 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. This is a college course with scholarly standards and as such to meet these standards you need to do your best work. For the *INTRO/INFORMATIVE ONLY* you will turn in a draft of your outline prior to you turning in the final version of the outline. For the *INFORMATIVE/PERSUASIVE ONLY*, 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 the prepared speeches throughout the term. Two will be peer evaluations of other student's speeches and two will be self-evaluations based off recording and watching your informative and persuasive speeches. Information about the evaluations will be given with the speech assignments.

**DEADLINES:** Assignments that are due in class are due in the first 5 minutes of class. In an effort to cut down on costs and materials, most of the assignments will be due via Moodle this term. After that time assignments are late and are not accepted. Assignments due outside of class are due on Sundays by 11:59PM on Moodle, unless otherwise stated. If you miss a deadline, it is NOT acceptable to simply 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 in this course. I do not give grades out like hall passes, you earn them based on the direct efforts that you put into the course. I understand that "life" happens, the unexpected arises, and the unthinkable emerges at the most inopportune times. I am always willing to discuss life situations with you if you need it. I will not however engage reasons as to why your work is not complete, I will not haggle for points, nor will I change grades especially at the end of the term. Empower yourself and claim responsibility for the grades that you yourself earn.

**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 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 Website](#) 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:

- I will not open nor respond to emails that come from a "personal" email address. As an LBCC student, you have a school email address which all correspondence with me needs to come from. When sending an email to the class via Moodle, it will come from my [cooke@linnbenton.edu](mailto:cooke@linnbenton.edu) email address. Please make sure that your email does not filter out emails that come from me.
- Please be sure to sign your emails with your first and last name, otherwise I won't know who you are or how to answer your questions or concerns.
- Please include 8:30 - 111 the subject line of your email.
- During the week, I will respond to emails during office hours or when I am on campus on and I will not be responding to emails over the weekend. If you have not heard from me within 24 hours of emailing me during the week, then you can send a *courteous and professional* follow up email.

**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.

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

	Date	In - Class Topic/Activity (Chapter)	Assignment
1	9/25	Course Introduction; Assessment Pretest	
	9/27	Public Communication (1); Introduction Speech Assigned	
2	10/2	Anxiety (2); Ethics (3)	Introduction Rough Draft Due
	10/4	Topic (5); Research (6); Support (12)	Quiz 1: Ch. 1 - 3, 5, 6, & 12
3	10/9	Introduction Speeches	Introduction Outline Due
	10/11	Disciplines (4); Audience (7); Situation (8)	
4	10/16	Outlining (9); Introductions and Conclusions (10)	Intro Evaluation Due
	10/18	Informative Speech (13); Informative Speech Assigned	Quiz 2: Ch. 4, 7 - 10, & 13
5	10/23	Visual Aids (16)	Informative Rough Draft Due
	10/25	Delivery (18); Practice (19)	
6	10/30	Informative Speeches	Informative Outline Due
	11/1	Informative Speeches	Quiz 3: Ch. 16, 18, & 19
7	11/6	Persuasive Speech (14); Persuasive Speech Assigned	Info Self Evaluation Due
	11/8	Reasoning (11)	
8	11/13	Persuasive Speeches	Persuasive Outline Due
	11/15	Persuasive Speeches	Quiz 4: Ch. 14 & 11
9	11/20	Ceremonial (15); Language (17); Toast/Roast Speech Assigned	Persuasive Self Evaluation Due
	11/22	NO CLASS: College Closure - Thanksgiving 	
10	11/27	Toast or Roast Speech	Commemorative Outline Due
	11/29	Toast or Roast Speeches; Assessment Posttest	Quiz 5: Ch. 15 & 17
F		<i>Exam 3, Tuesday December 4<sup>th</sup>, 2018 @ 7:30AM in BC - 104</i>	