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| **COMM 111: Public Speaking** |
| **Summer 2020** | **Delivered via Moodle**  | **CRN: 10243, 3 credits** |
| Instructor: Erin Cook | Email: cooke@linnbenton.edu | Office hours: MTWR 9AM to 9:30AM via Zoom |

Public Speaking introduces 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, recorded and uploaded speech presentations, self – 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 (2nd ed.). Southlake, TX: Fountainhead Press. Print ISBN: 978168036-3210; Ebook ISBN: 9781598719468

**MATERIALS:** A method of recording audio and video and reliable internet access.

**ASSIGNMENTS AND GRADING:**

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| **Assignment** | **Points** | **Overall Grading** |
| Homework (6 @ 10 pts) | 60 |  |  |
| Introduction Speech (50 pts), Draft (20 pts), & Outline (20 pts) | 90 | 720 – 800  | A |
| Informative Speech (100 pts), Draft (50 pts), & Outline (50 pts) | 200 | 640 – 719  | B |
| Persuasive Speech (100 pts), Outline (50 pts), & NPA (20 pts) | 170 | 560 – 639  | C |
| Toast or Roast Speech (60 pts), Draft (30 pts), & Outline (30 pts)  | 120 | 480 – 559 | D |
| Evaluations (3 @ 20 pts) | 60 | < 479 | F |
| Quizzes (5 @ 20 pts) | 100 |  |  |
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|  | Total: 800 |  |  |

**LECTURES:** Pre-recorded lectures and slides will be posted on Moodle every week, ideally by Monday each week.

**HOMEWORK ACTITIVES:** There are a variety of homework activities, that you will earn points for by completing and uploading the assignments to Moodle. Due dates for all homework assignments are listed on the course calendar. Late assignments are not accepted.

**QUIZZES:** Every week 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 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 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: an introduction, an informative, a persuasive and a toast/roast speech. These speeches will be timed and presented extemporaneously from an outline that is duethe same dates that the related speeches are due via a Moodle upload. More information about the speech requirements will be given in separate speech assignments posted on Moodle.

**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. 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. For the ***INTRO/INFO ONLY*** you will turn in a draft of your outline prior to you turning in the final version of the outline. For the ***INFO/PERSUASIVE ONLY***, a works cited page, in APA format, is due with the outline.

**EVALUATIONS:** You will complete four (4) evaluations of your recorded prepared speeches by recording your speech and then watching the recording of the speech. Evaluation forms will be given with the speech assignments.

**DEADLINES:** All assignments will be due via Moodle. Homework assignments are due Thursdays each week by 11:59pm. Speeches, outlines, evaluations, and quizzes are due on Sundays each week by 11:59pm. After that time 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 in this course. I do not give grades, rather 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, bullet points, or abbreviations are not appropriate.

**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](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call 541-917-4789.

**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. You have a school email address which all correspondence with me needs to come from. 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 via Moodle, it will come from my cooke@linnbenton.edu email address. Please make sure that you 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.
* During the week, I will respond to emails during office hours as well as periodically checking email throughout most of the day. 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.)***

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| *Monday June 29th***Lecture Material**Course IntroPublic CommunicationAnxiety and Ethics**Speech Assigned**Introduction Speech | *Tuesday June 30th***Homework Assignment**Plagiarism | *Friday July 2nd*  | *Sunday July 5th***Quizzes**Quiz 1 |
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| *Monday July 6th***Lecture Material**Topic, Research, SupportInformative Speech**Speech Assigned**Info Speech | *Tuesday July 7th* | *Friday July 10th***Rough Draft Outline**Introduction Outline | *Sunday July 12th***Quizzes**Quiz 2**Speech and Outline**Introduction Speech |
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| *Monday July 13th***Lecture Material**OutliningIntros and ConclusionsDelivery and Visual Aids**Speech Assigned** | *Tuesday July 14th***Homework Assignment**Intro Self EvalPuzzleConnectivesTranslators | *Friday July 17th***Rough Draft Outline**Info Outline  | *Sunday July 19th***Quizzes**Quiz 3**Speech and Outline**Info Speech |
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| *Monday July 20th***Lecture Material**PersuasionReasoning**Speech Assigned**Persuasive Speech | *Tuesday July 21st***Homework Assignment**Info Self EvalFVPMonroe | *Friday July 24th***Rough Draft Outline**NPA | *Sunday July 26th***Quizzes**Quiz 4**Speech and Outline**Persuasive Speech |
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| *Monday July 27th***Lecture Material**Ceremonial Speech**Speech Assigned**Toast OR Roast Speech | *Tuesday July 28th***Homework Assignment**Persuasive Self Eval | *Friday July 31st***Rough Draft Outline**Toast or Roast Outline | *Sunday August 2nd***Quizzes**Quiz 5**Speech and Outline**Toast OR Roast Speech |