Public Speaking

COMM 111: 3 credits

Winter 2023

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| Recitation Instructor: Walker VaveOffice Hours: Tues and Thurs: 10:00-11:30 pm by appointment | Office: SSH 205Email: vavew@linnbenton.edu  |

Course Outcomes:

 1. Demonstrate ethical and competent communication for varied audiences.

 2. Confidently articulate and practice theories of communication and rhetoric.

 3. Apply critical thinking and listening to communication and rhetoric.

Course Materials:

 “**The Speaker’s primer book”** by: Joseph M. Valenzano III, Melissa A. Broeckelman-Post, Stephen W. Braden

**Classroom/Course Expectations:**

**Attendance**: Attendance is MANDATORY. A listening audience is essential to public speaking. For this reason, your participation as a member of the audience is necessary. ***Attendance will be taken in recitation***. Each student is permitted ***two absences*** without a consequence. Each absence thereafter will incur a 30-point deduction to the final grade. If you attend **100%** of the recitations, you will receive **10 extra credit points** at the end of the term.

What should I do if I miss class?

 Going to classes is the single most important rule in succeeding in college (not to mention you are paying a lot of money for the privilege of attending these classes). In the event you miss class, *do not* ask me if you missed anything- this is single handily the most frustrating question for a professor. We had class, so yes, you did miss something important. Each time you miss class, you miss something important. When you miss class, the first thing you should do is check the syllabus to see what happened in class that day. Next, ask another classmate what you missed and get the notes from them *prior* to attending the next class; talk to them for a summary of the class and copy their notes before you attend our next class so you do not fall behind.

What if I’m late to class?

 In the real world we are required to show up on time for work, same goes for our class. Many employers report that recent college graduates are unable to show up to work on time, therefore students are required to come to class on time, as coming in late disrupts the learning of your classmates and reflects poorly on your credibility as a presenter. Tardiness is not tolerated, per OSU’s student code of conduct.  ***If you are not there by the time I take roll, you will be considered tardy. If you arrive late, it is your responsibility to talk to me after class to make sure I didn’t mark you absent***. ***Three tardies equate to one absence***. If you interrupt a speaker you will be asked to leave and will be marked absent for the day, even if you are scheduled to speak and you will get points deducted from your final grade. It is unfair to jeopardize another student’s grade.

**Laptops**: Unless I have asked you to bring them for a class activity, please do not use your laptop in class. If you have a situation that requires you to use a laptop, please speak with me.

**Speeches**: You will give **six** graded speeches during the term. The major speeches will require an extended outline (this will be discussed more in class). We will determine speaking dates several weeks before each speech. You must present on your selected speaking day. My approval is required if two parties agree to switch dates. We will have a tight schedule, leaving little to no room for make-ups. ***Missed day of Speech****:* If a documentable, serious, and inescapable emergency causes you to miss a speech, email me immediately, attach proof of the emergency, AND attach all of your speech materials (BOTH OUTLINES AND YOUR SLIDES).  The attachments prove that your story is real AND that you were ready before disaster struck. I need to see the proof. Points will always be deducted from your make-up speech no matter the reason of your absence. Of course, that is only if you are able to give a make-up speech, which is not guaranteed. ***Remember, we are in a tight schedule. So, if we do not have time in class to squeeze you in to deliver your make-up speech, then you will earn a zero. Lastly, if we do have time to squeeze you in to make-up the speech, you won’t guarantee the full credit.***

**Attentiveness and The *Golden Rule* on Speech Day:** Do not enter or leave the classroom meeting in the middle of a speech. *Always* wait until you hear applause to reenter the classroom on speech days. Cell phones must not ring or vibrate during a speech. You should not whisper or do anything that might distract the speaker. If you interrupt a speaker you will be asked to leave and will be marked absent for the day, even if you are scheduled to speak. Also, you will get points deducted from your final grade. It is unfair to jeopardize another student’s grade.

**Deductions:** Every speech time that goes over or under the given speech time, points will be deducted from the speech grade. Also, every 15 seconds you go shorter or over the speech time, you will get deducted 5 points from speech grade. If the required amount of sources are not cited (orally and in outline), your grade will decrease by a letter grade. If you interrupt a speaker you will be asked to leave and will be marked absent for the day, even if you are scheduled to speak. Also, you will get points deducted from your final grade. It is unfair to jeopardize another student’s grade.

**Make-up Policy:** The general rule for make-ups is that there are not make-ups. Illness and emergencies will be dealt with dependent on class time.

**The *Golden Rule* on Speech Day:** Do not enter or leave the classroom in the middle of a speech. *Always* wait until you hear applause to re-enter the classroom on speech days. Cell phones must not ring or vibrate during a speech. You should not whisper or do anything that might distract the speaker. If you interrupt a speaker in any way, there will be a 15% deduction of points from your own speech. It is unfair to jeopardize another student’s grade.

**Late Work**: Deadlines are part of virtually every career. There is a growing consensus in the business community that teachers are too soft on students with regard to deadlines, leaving students unprepared for the demands they are expected to meet in the real world. Therefore, late assignments are *not* accepted, and you may not make up assignments for any reason. All assignments have specific due dates. Please honor these dates and be prepared to submit materials on the assigned dates (see schedule in syllabus). All assignments are due at the start of class. On that note, please keep track of the schedule for all of the classes you are taking; due dates for exams or papers in other classes are not acceptable excuses for failing to complete an assignment on time in our class. Furthermore, problems with your computer or printer and running out of paper or printer ink are not excuses for failing to turn in an assignment the day it is due.

**24 Hour Rule:** I am available to discuss any grade you receive on an assignment, test, or speech. I ask that you wait 24 hours before approaching me. I do this because this gives you time to think about the grade and develop the questions you have about it. If you want a grade change, type your argument on no more than 1 sheet of paper explaining why you think you deserve the grade for which you are arguing. I will read your argument and make my decision. If further discussion is warranted, you can stop by my office.

**Email:** I will check email daily on weekdays (Monday through Friday). **I do not check email from Friday at 3 pm through Monday at noon. If you email during the time I do not check email, I will respond Monday afternoon.** For weekday emails, please do not expect an immediate response to your email. I observe a 24-hour policy for replying to an email, which means I require a *minimum* of 24-hours in which to check, weigh (think about), and respond to an email. I will respond to your emails as quickly as I reasonably can, but please don’t be surprised if there is no immediate response to a last-minute email.

**Academic Honesty:** LBCC is dedicated to maintaining an optimal learning environment and insists upon academic honesty. To uphold the academic integrity of the institution, all members of the academic community, faculty, staff, and students must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. Accordingly, if you exchange information with another student during an exam, use unauthorized sources during an exam, and/or submit someone else’s work or ideas as your own in any of your assignments, you will receive an F for the assignment and may be subject to further discipline.

**Students with Disabilities:** I am committed to providing assistance to help you be successful in this course. Individuals requiring accommodation due to a documented disability and/or personal hardship should meet with me during the first week of class. I will do my best to assist you, provided that it does not compromise the academic integrity of LBCC. Students with disabilities should contact the Center for Accessibility Resources at 541- 917-4789. Please notify me during the first week of class for any accommodations that you will be requesting.

**Nondiscrimination Policy:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**Graded Speech Assignments Points Earned points**

 Manuscript Speech 25 \_\_\_\_\_\_\_\_\_

 Impromptu Speech 25 \_\_\_\_\_\_\_\_\_

 Special Occasion Speech 25 \_\_\_\_\_\_\_\_\_

 Self-Introduction Speech 100 \_\_\_\_\_\_\_\_\_

 Informative Speech 100 \_\_\_\_\_\_\_\_\_

 Persuasive Speech 100 \_\_\_\_\_\_\_\_\_

**Miscellaneous**

Syllabus Pop quiz 5 \_\_\_\_\_\_\_\_\_

Self-Introduction Rough Draft 20 \_\_\_\_\_\_\_\_\_

 Video Reflection/Self-Evaluation 20 \_\_\_\_\_\_\_\_\_

 TED Talk Assignment 10 \_\_\_\_\_\_\_\_\_

 Quizzes 50 (2 @ 25) \_\_\_\_\_\_\_\_\_

 Peer Critiques 20 (2 @ 10pts) \_\_\_\_\_\_\_\_\_

 Attendance & E.C. 0 \_\_\_\_\_\_\_\_\_

**Maximum Points Possible 500 \_\_\_\_\_\_\_\_\_/500**

**Grade Breakdown**

450-500 A

400-449 B

350-399 C

300-349 D

299 and below F

**Assignment Descriptions**

*Self-Evaluation:* For this assignment, you will watch the video recording of your informative speech. In 1 to 2 pages (double-spaced) evaluate your delivery/presentation. Talk about what made you effective as a speaker, as well as areas of your presentation you can improve on for future presentations.

*Speeches and Visual Aids:* All speech guidelines and grading rubrics are handed out at least one week before the speech date. You are required to bring the evaluation rubrics that I give you to every speech you present. All the Major speeches require visual aid (self-introduction, informative, and persuasive). The use of complete source citations is a critical element of a well-developed speech. Each speech will require a minimum number of source citations. Full credit will only be given for stating complete source citations orally while delivering a speech. Because you are speaking to a college audience, it is also expected that you will use credible sources.

*Outlines:* Final outlines are required for all major speeches. Outline requirements are available in your textbook and discussed at length in class. The final outlines are worth 25% of your speech grade. If you do not bring an outline on the day you speak, you will receive **0 points** for that speech.

*In-Class Peer Critiques:* You are required to complete several critiques of speeches presented by other students in class (handed out in class). They will be filled out during the Self-Introduction and Persuasive Speeches. Please complete the critique while the speaker is delivering his/her speech. You will be evaluated on the quality of your critique. You will not receive credit for critiques that are poorly written or not turned in. It is your responsibility to make sure you complete all required critiques.

**Grading Policy:**  It will help you to understand your grades and your evaluation on tests and papers to remember that an “A” is not average, a “C” is.  And a “C” means that you have simply met the minimum requirements for a particular assignment.  In other words, if you only do everything that I ask you to, you are doing “C” work.  The grade descriptions I abide by are as follows:

 A = outstanding work that is superior and demonstrates an in-depth understanding of the skills and material that far surpasses the minimum expectations of a student in the class. B = above average work that demonstrates an understanding of the skills and material that exceeds the minimum requirements.

 C = average work which illustrates that the student has met the minimum requirements and expectations for a particular assignment.

 D = below average work in which the student does not meet the minimum expectations for a given assignment.

 F = below average work in which little or no effort seems to have been expended by the student.

**Tentative Course Schedule** (Instructor reserves the right to make changes to the schedule)

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|  | Tuesday | Thursday |
| Week 1 | 1/10: Nature of the course;Syllabus | 1/12: Introductions; Break the ice activity; Manuscript overview**Syllabus Pop quiz**  |
| Week 2 | 1/17: Organization; Intro/Conclusion; Main PointsManuscript Speeches (All) | 1/19: Specific/General Purpose; Topic selection; Self-Intro Speech Overview; Outlining |
| Week 3 | 1/24: Visual Aids; Supporting Material;Self-Intro Prep**Self-Introduction RD due** | 1/26: Audience Analysis; Listening lectureSelf-Intro Prep |
| Week 4 | 1/31: Self-Introduction Speeches | 2/2: Self-Introduction SpeechesOverview of Informative & Sources |
| Week 5 | 2/7: Impromptu OverviewDelivery & CitationsQuiz#1 Prep  | 2/9: **Impromptu Speech (All)**Informative Prep/expectation**Quiz #1** |
| Week 6 | 2/14: Informative Speeches | 2/16: ***Informative Speeches***  |
| Week 7 | 2/21: Informative Speeches  | 2/23Persuasive Speech OverviewIntro to Persuasive Speaking  |
| Week 8 | 2/28Persuasion; Artistic Proof; OrganizationPersuasive speech Prep: Persuasive activity (Group prep) | 3/2:Special Occasion LecturePersuasive Expectation and Prep |
| Week 9 | 3/7: **Persuasive Speech** | 3/9: **Persuasive Speech** |
| Week 10 | 3/14: **Persuasive Speech**Special Occasion/Quiz #2 prep | 3/16:Quiz # 2**Special Occasion Speeches** (*Everyone*) |

Perfect attendance results in 10 points of extra credit, but if you are consistently late, you will lose out on these points.

**Mask Protocol**: The Oregon Health Authority and LBCC no longer require a mask/face covering when indoors. If you wish to wear a mask for one reason or another, that is fine with me! However, I will ask that you remove your mask during speeches so that your audience and I are able to see your facial expressions and hear your voice better. (Speakers present at the front of the room, so there will always be a considerable distance between the speaker and the audience.)