

LINN-BENTON COMMUNITY COLLEGE
COMM111: FUNDAMENTALS OF SPEECH – Winter 2015

INSTRUCTOR: Zach Harper
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OFFICE HOURS: Tuesdays & Thursdays 11:30am-12:30pm

REQUIRED TEXTS: Emerson, D. (Editor). *Fundamentals of Public Speaking 2e* (2014). Southlake, TX: Fountainhead Press

COURSE DESCRIPTION

COMM111: Fundamentals of Speech is a course designed to help students learn strategies for expressing ideas with confidence and clarity. The aim is to teach students to speak in public by preparing presentations to diverse audiences in a variety of contexts. In addition, students will learn to become critical listeners by analyzing others' presentations.

PERFORMANCE-BASED LEARNER OUTCOMES

Upon successful completion of the course, students should be able to:

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(1) Understand the basic principles of oral communication (2) Learn to select and adapt topics to meet the needs and interests of particular audiences (3) Demonstrate the ability to collect, analyze, and use information to develop and adapt messages for particular audiences, purposes, and settings (4) Learn to organize ideas and supporting materials in a coherent and captivating message (5) Develop delivery skills by using voice, body, and gestures effectively in presenting speeches (6) Listen critically (7) Develop the ability to speak competently, confidently, and ethically in public communication situations (8) Develop the belief that Public Speaking can be enjoyable.

COURSE POLICIES

ATTENDANCE: Attendance for this course is a requirement. And rest assured I do take attendance. Students with more than **4** absences will see a deduction of points reflected in their participation points (which are a part of your overall grade). The fifth and every subsequent absence will see a progressive deduction of points. Should you miss more than six class periods, you should not expect to pass the course. Fair warning.

You must provide written verification for all *excused* absences. I will only excuse an absence of you provide evidence that you were either ill (and received medical care) or had to deal with a family emergency.

By signing up for this course, you have indicated to me that you will meet the attendance requirements for the course. If you are unable to attend class when it is scheduled to meet, you should drop the course now.

ACCESSIBILITY AND ACCOMODATIONS:

Students with **documented disabilities**, who have special needs, are reminded that it is your responsibility to identify yourself to your instructor no later than the first week of the term so reasonable accommodations for learning and evaluation within the course can be made. For further information contact LBCC's Accessibility Resources at 917-4789.

ACCOUNTABILITY: All students will be held accountable for their actions.

1. Proper respect and decorum will be observed during ALL class sessions. Civility is critical to ensure all students feel confident and comfortable in the classroom.
2. It is your responsibility to have completed assignments PRIOR to the start of class. This includes assigned readings, homework, papers, and speech preparation. This allows us to engage in productive class discussions and is the time to ask relevant questions. I reserve the right to give in-class pop quizzes if it becomes apparent reading assignments are not being completed.
3. All assignments will be turned in at the beginning of class on the designated due date. Acceptance of late work will be handled on a case-by-case basis. All written assignments MUST be typed. In-class quizzes and participation points CANNOT be made up.
4. Please don't let tardiness become a problem. If you are more than 15 minutes late or more than one occasion, I will discuss this with you outside of class. If the problem persists, further instances of tardiness will count as unexcused absences.
5. 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.

BEHAVIORAL EXPECTATIONS: A course catalog contains a very clear summary of the rules of conduct for any class, including academic performance and classroom behavior. If you violate these rules, you may be in violation of the LBCC Judicial Code. Penalties range from grade reductions and failure of the course, to expulsion from the College. In addition to these requirements, I have the following expectations of students:

1. If you wish to speak to me about a grade or any other personal matter, please arrange a meeting outside of class time. It is not suitable to engage in these discussions in front of fellow students.
2. The use of cell phones and other electronic devices during all class meetings is prohibited.

ASSIGNMENTS:

1. **PLAGIARISM, ACADEMIC MISCONDUCT, & CHEATING WILL NOT BE TOLERATED.** Penalties for these actions may result in zero points for the assignment or exam, failure of the course, or possible expulsion from the College.

See your undergraduate catalog for the College's definition of plagiarism and academic misconduct.

2. ALL speeches **MUST** be given on the day they are assigned. If you are unable to attend class on your scheduled speech day or an exam day, I must be notified as soon as possible PRIOR to the assigned speech day/time. I understand that special circumstances can occur, but it is YOUR responsibility to inform me of any. Make-up speeches or exams will be evaluated on a case-by-case basis. Student athletes and others who miss class due to College activities must complete assignments PRIOR to an absence.
3. Proper dress is required for presenters on speech days. Failure to comply with **my** dress guidelines may result in loss of points. Professional attire is encouraged but not mandatory. At times, though, it may result in bonus points. More information on this will be made available as speech days approach.

CORE ASSIGNMENTS (All assignments subject to change at instructor's discretion)

<u>Assignment</u>	<u>Points Possible</u>
Self-Introduction Speech	50
Informative Speech	75
Informative Speech Self-Reflection	25
Impromptu Speech	25
Persuasive Speech	100
Active Listening Response	25
<u>Final Examination</u>	<u>100</u>
Total Points	400

Grade Breakdown

A	400-360pts
B	359-320pts
C	319-280pts
D	279-240pts
F	239-0pts

To contest a final course grade, you must submit the following to me in writing:

- The course section you are in and the final grade you received
- The grades you received in class on each individual assignment and your own personal calculation of the point total you feel you *should* have
- The specific reasons you are disputing the grade
- Plus have ALL graded course assignments available to serve as a checklist against my records

Course Schedule (Subject to change at instructor's discretion)

Week One

Tuesday, 1/6: Course Overview
Thursday, 1/8: Chapter 1 – The Human Condition

Week Two

Tuesday, 1/13: Chapter 3 – The Practice of Public Speaking
Thursday, 1/15: Chapter 4 – Research and Preparation

Week Three

Tuesday, 1/20: Chapter 7 – Analyzing Audience
Thursday, 1/22: Chapter 5 – Delivery

Week Four

Tuesday, 1/27: SELF-INTRODUCTION SPEECHES
Thursday, 1/29: SELF-INTRODUCTION SPEECHES

Week Five

Tuesday, 2/3: Informative Speech Overview
Thursday, 2/5: Chapter 10 – Informative Speaking
Chapter 11 – Crafting an Informative Speech

Week Six

Tuesday, 2/10: Chapter 8 – Language
Thursday, 2/12: Chapter 6 – Presentation Aids
Chapter 9 – Outlining

Week Seven

Tuesday, 2/17: INFORMATIVE SPEECHES
Thursday, 2/19: INFORMATIVE SPEECHES

Week Eight

Tuesday, 2/24: INFORMATIVE SPEECHES
Thursday, 2/26: Chapter 12 – Crafting a Persuasive Speech

Week Nine

Tuesday, 3/3: Persuasive Speech Examples/Analysis
Thursday, 3/5: PERSUASIVE SPEECHES/ALR

Week Ten

Tuesday, 3/10: PERSUASIVE SPEECHES/ALR
Thursday, 3/12: PERSUASIVE SPEECHES/ALR

Finals Week – **COMPREHENSIVE EXAM**

CRN 30689: Tuesday, 3/17: 7:30-9:20am
CRN 30558: Tuesday, 3/17: 9:30-11:20am
CRN 30436: Tuesday, 3/17: 2:30-4:20pm