Public Speaking

COMM 111: 3 credits

Fall 2018

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| Instructor: Jake Hood  Office Hours: W: 9:50-10:50, 12:00-1:00, and by appointment | Office: Takena 236  Email: [hoodj@oregonstate.edu](mailto:hoodj@oregonstate.edu)  Phone: 917-4894 |

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:

Valenzano III, J.M., Braden, S.W., & Broeckelman-Post, M.A. (2013) The Speaker’s

Primer (1sted.). Southlake, TX: Fountainhead Press. ISBN: 9781598716207

**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. You are allowed only 2 absences without penalty. Each additional absence (for any reason) will result in a 30-point deduction from your final grade. Use these for emergencies only. If you attend 100% of the recitations, you will receive 10 extra credit points at the end of the term.

**Tardiness:** Please arrive to class on time. In the event that you are late on a speech day, wait outside the classroom until the current speech is finished (you will hear clapping). DO NOT enter during a speech. If you are consistently late or if you enter during a speech, I will deduct points. If you are late to class, it is your responsibility to ensure that I have noted your attendance.

**Attentiveness & Cell Phones**: It is important that you give each individual speaker your undivided attention. Do not read your textbook for another class, write note cards for your own speech, or play on your phone. Regarding cell phones: Do not use them or have them out during class. It is painfully obvious when someone is using their phone, and it is disrespectful to whoever may be speaking. **There is no tolerance for cell phone use during student speeches**, and you will lose points on your own speech if your cell phone is out/rings while a student is presenting.

**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. Three of the 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. If you no-show your speech day, 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.

**Deductions:** Every 30 seconds the speech goes over or under the given speech time, 5% will be deducted from the speech grade. If the required amount of sources are not cited (orally and in outline), your grade will decrease by a letter grade. Point deductions will also be made if speech evaluation forms are not turned in on the day of your speech. Speech evaluation forms must be stapled to your outlines.

**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. Please be advised that many students print out their homework at the library 10 minutes before class starts which causes the printers to jam. This is not a valid excuse for being late or failing to turn in an assignment.

On that note, the work you do should be professional. This includes but is not limited to stapling your assignments, not hand-writing something on your assignments, not sending me panic mail at midnight the night before a speech because you are not prepared, and showing up for the presentation days that you choose. Points will be deducted for a lack of professionalism.

**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:** During the week, I will respond to emails in 24 hours or less. If you are emailing me a document to review, you will want to give me enough time to be able to look over it. Be sure to also give yourself enough time to be able to make changes to the document. On weekends, it may take me longer than 24 hours to respond to emails.

**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 (CFAR) 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. For further information see [Board Policy BP-1015](https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/1000-series-the-college/board-policy-series-number-1050-equal-opportunity-statement.php). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public\_report](http://linnbenton-advocate.symplicity.com/public_report)

***“Speech is power; speech is to persuade, to convert, to compel” --Ralph Waldo Emerson***

**Graded Speech Assignments Points Earned points**

Manuscript Speech 50 \_\_\_\_\_\_\_\_\_

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

Impromptu Speech 50 \_\_\_\_\_\_\_\_\_

Informative Speech 175 \_\_\_\_\_\_\_\_\_

Persuasive Speech 225 \_\_\_\_\_\_\_\_\_

Special Occasion Speech 50 \_\_\_\_\_\_\_\_\_

**Miscellaneous**

Video Reflection/Self-Evaluation 40 \_\_\_\_\_\_\_\_\_

Professionalism 50 \_\_\_\_\_\_\_\_\_

TED Talk Assignment 40 \_\_\_\_\_\_\_\_\_

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

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

**Maximum Points Possible 800 \_\_\_\_\_\_\_\_\_/800**

**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 and will be discussed at length in class. You are required to bring the evaluation rubrics that I give you to every speech you present. Three 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.

*TED Talk Paper:* For this assignment, you will watch a TED talk video on your own time. In 2 full pages (double spaced), you will discuss what made the speaker both effective and ineffective in terms of delivery. Include a link of the video you watch at the top of your paper.

*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.

**Grade Breakdown**

**A (720 - 800 pts)**

**B (640 - 719 pts)**

**C (560 - 639 pts)**

**D (480 - 559 pts)**

**F (479 pts and below)**

**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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|  | Monday | Wednesday |
| Week 1 | 9/24: Syllabus; Nature of the course; Introductions; Manuscript overview | 9/26: Specific/General Purpose; Topic selection; Manuscript topics due; Manuscript overview;  Speech Sign-ups |
| Week 2 | 10/1: Organization; Intro/Conclusion; Main Points;  Manuscript Speeches (All) | 10/3: Listening; Audience Analysis; Self-Intro Speech Overview; Outlining; Speech Activity |
| Week 3 | 10/8: Supporting Material; Visual Aids; Self-Intro Prep | 10/10:  Self-Introduction Speeches |
| Week 4 | 10/15: Self-Introduction Speeches; Overview of Informative | 10/17: Outlining Review; Delivery; Movement Activity |
| Week 5 | 10/22:Impromptu Speeches (all); Informative Prep | 10/24: Informative Speeches |
| Week 6 | 10/29:  Informative Speeches | 10/31: Informative Speeches |
| Week 7 | 11/5:  Persuasive Speech Overview;  Intro to Persuasive Speaking | 11/7: Persuasion; Artistic Proof; Organization |
| Week 8 | 11/12: No Class. *Veterans Day*. | 11/14: Language |
| Week 9 | 11/19: Persuasive Speeches | 11/21: Persuasive Speeches |
| Week 10 | 11/26: Persuasive Speeches | 11/28:  Special Occasion Overview; Special Occasion Prep |

Final exam will be on Monday, December 3rd, at 8:00 AM. Same room as regular class.

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