Public Speaking

COMM 111: 3 credits

Fall 2020

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| Recitation Instructor: Walker Vave  Office Hours: Tues and Thurs: 2:30-4:00 pm by appointment | Office: Via Zoom  Email: [vavew@linnbenton.edu](mailto: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:

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 3 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 and The *Golden Rule* on Speech Day:** Do not enter or leave the classroom/Zoom 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. 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.

**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 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. Point deductions from your speech will also be made if speech evaluation forms are not turned in on the day it is due.

**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:** 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 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.

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

**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 40 (2 @ 20) \_\_\_\_\_\_\_\_\_

Peer Critiques 30 (3 @ 10pts) \_\_\_\_\_\_\_\_\_

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

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

**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 | 9/29:  Nature of the course;  Syllabus | 10/1: Introductions; Break the ice activity; Manuscript overview  **Syllabus Pop quiz** |
| Week 2 | 10/6: Organization; Intro/Conclusion; Main Points  Manuscript Speeches (All) | 10/8: Specific/General Purpose; Topic selection;  Self-Intro Speech Overview; Outlining |
| Week 3 | 10/13:  Visual Aids; Supporting Material;  Self-Intro Prep  **Self-Introduction RD due** | 10/15:  Audience Analysis; Listening lecture  Self-Intro Prep |
| Week 4 | 10/20:  Self-Introduction Speeches | 10/22:  Self-Introduction Speeches  Overview of Informative |
| Week 5 | 10/27:  Impromptu Overview  Delivery  Quiz#1 Prep | 10/29:  **Impromptu Speech (All)**  Informative Prep  **Quiz #1** |
| Week 6 | 11/3:  Informative Speeches | 11/5:  ***Informative Speeches*** |
| Week 7 | 11/10:  Informative Speeches | 11/12  Persuasive Speech Overview  Intro to Persuasive Speaking  **Persuasive Activity** |
| Week 8 | 11/17  Persuasion; Artistic Proof; Organization  Persuasive speech Prep:  Persuasive activity (Group prep) | 11/19:  **Persuasive Speech** |
| Week 9 | 11/24:  **Persuasive Speech** | 11/26:  Thanksgiving Holiday |
| Week 10 | 12/1:  **Persuasive Speech**  Special Occasion/Quiz #2 prep | 12/3:  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.

Dear Faculty,

Thank you for your upcoming teaching in a face-to-face or hybrid course this fall.  I want to share with you some specifics related to teaching on campus and thank you in advance for helping to keep our students, our campus community, and yourself healthy throughout the term.

* **Face coverings must be worn at all times by both students, faculty, and staff. Masks with a respirator valve are not the highest safety standard, and therefore not recommended.**
* Faculty need to keep their face covering on at all times while teaching; you may not remove it when lecturing or for any other reason. If you are in an office alone and the door is closed, you may remove your face covering.
* Faculty may wear a face shield rather than a face mask while lecturing, although masks are a higher safety standard. You may pick up a face shield from Cindy Sparks.
* Facilities will sanitize each classroom after use; however, it is good practice to wipe down surfaces that you will be using to add extra protection, especially between working with groups of students. Facilities cleaning schedule is based on EMS, so it is imperative your in-person courses show in EMS.
* In order to comply with Oregon Health Authority standards, all instructors teaching face-to-face or hybrid need to take attendance for each class. This will enable us to do contact tracing, should it become necessary. Attendance will be done in AVISO, our new student retention software. . Mandatory training for taking attendance with AVISO will be held:
  + September 24, 3-4 pm

Taking attendance via AVISO for each class session held on campus is mandatory. AVISO is very user friendly, so it should not pose a big learning curve or take too much time on your part.

* **Golden Rule #2 :** If a student comes to class without a face covering, and refuses to put one on after you give them a reminder, please contact the academic dean scheduled to help that day. Their name and contact phone will be found on the following [calendar](https://docs.google.com/document/d/1kH8hjHXvB2Xdw9aFUyJfxxBlPlnIPRuC2L1opUYYxaA/edit?usp=sharing). They will get to your classroom as quickly as possible; in the event you can’t reach them, please call Public Safety.**Also, you will be marked absence and get points deducted on that day.** We want everyone to feel comfortable attending the class this fall term and also have good health. Because without your presence in class, we will not have a audience for the students as they present their speech.
* All classroom or conference room usage **must** be scheduled in EMS. If you need to use classroom or conference room space on any campus other than the classroom that your class has been assigned, please [request a room reservation](https://lfforms.linnbenton.edu/Forms/Conference-Services). Facilities and Public Safety rely heavily on the information in EMS for cleaning and safety.
* Food on our campuses - The culinary program will provide food on the Albany campus from 12-1 each day beginning the second week of the term. They will provide online ordering and a specific place for pickup. Details will be shared during the first week of the term. They also are working on plans to provide food to our other sites but that is still in the development phase.
* Other campus facilities will be limited for face-to-face/in-person services. Please see our [College Rebounding Plan](https://www.linnbenton.edu/documents/Rebounding%20Plan%202020.pdf) for details.
* On the Albany campus, If students need a space to work between classes, the following locations are available:
  + RCH corridor with 8 study stations with power outlets available.
  + WOH corridor with 4 study stations with power outlets available.
  + RCH classroom 213--temporary occupancy level for study for 12 students, includes sink with hand washing station.
* On other campuses, we are currently working on finding space and will update this document when we have that information.

Thank you for the extra care you will be taking this fall. Please be in touch with your Dean or Associate Dean with any questions or concerns.