

COMM 111: Fundamentals of Public Speaking – Benton Center (CRN 25558)**Instructor:** Erin Cook

TR 4:00pm – 5:20pm in BC – 104

Fall Term 2016

Email: cooke@linnbenton.edu**Phone:** 541 – 757 – 8944 Ext. 5118**Office Hours:** At the Benton Center ONLY, TR 3:00pm – 3:50pm in BC 102C, or by appointment.

COURSE OUTCOMES: The goals for students in COMM 111 are an enhanced understanding of speech preparation and improved skills as public speakers. You already have an extensive practical experience with public speaking, whether you know it or not. This class is designed to give you a new language and skills set to become better public speakers, inside the classroom and out. COMM 111 will introduce you to the fundamentals of speaking and provide you with the opportunity to improve your skills as a public speaker. 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, small group activities, in – class presentations, critiques, quizzes, and exams. Because this is a performance based course, your grade is mostly based off of 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.

TEXTBOOK: Valenzano III, J.M., Braden, S.W., & Broeckelman-Post, M.A. (2013) *The Speaker’s Primer* (1sted.). Southlake, TX: Fountainhead Press. ISBN: 9781598716207

MATERIALS: A method of recording audio and video, storage drive, and internet access to course gradebook.

ASSIGNMENTS AND GRADING:

Assignment	Points	Overall Grading	
In-Class Activities/Homework	100		
Introduction Speech	50	720 – 800	A
Intro Rough Draft Outline	20		
Intro Final Outline	20	640 – 719	B
Informative Speech	100		
Informative Rough Draft	50	560 – 639	C
Informative Final Outline	50		
Persuasive Speech	100	480 – 559	D
Persuasive Outline	50		
Commemorative Speech	50	479 ≥	F
Commemorative Outline	20		
Evaluations (4 @ 10)	40		
Quizzes (4 @ 25)	100		
Final Exam	50		
	Total: 800		

ATTENDANCE: Your attendance is based on both your presence in class as well as your participation in discussions, presentations, and small group activities. Additionally, you must arrive to class on time and stay for the full class period in order to be counted as present for the day. Attendance is taken in the first 10 minutes of class; after that time, you will be counted absent for the day. You are allowed two (2) unexcused absences for the term. For every additional unexcused absence over two (2), your FINAL COURSE GRADE will be lowered by 1/3. If you are going to be gone for a college sanctioned event, documentation from a coach, counselor, or academic advisor needs to be submitted PRIOR to being gone in order for the absence to be excused. Documentation after the fact will not be accepted. Lastly, missing class for another class, for any reason, is unacceptable. If you miss a speech day, you will not be able to make it up.

IN-CLASS ACTIVITIES: Each week there will be a variety of in-class activities, that you will earn points for. You must be present for the entire class to complete these assignments. Make up activities are not offered for unexcused absences.

24 HOUR POLICY: Once graded work is handed back, you must wait 24 hours before asking questions about the grade 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 that arise are answered there initially.

GRADEBOOK: Updated weekly is a gradebook on my instructor website. Please check grades there prior to emailing. http://cf.linnbenton.edu/artcom/performing_arts/cooke/web.cfm?pgID=4329.

SPEECHES: You will give a total of four (4) prepared and practiced speeches in this class: an introduction, an informative, a persuasive and a toast or roast speech. All of these speeches will be timed, present extemporaneously from an outline that is due **PRIOR** to presenting and will require a visual aid. More information about the speech requirements will be given in class. You will also give a variety of impromptu speeches designed to practice learned skills.

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 google drive. 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. This is a college course with scholarly standards and as such to meet these standards you need to do your best work. For the *INTRO/INFORMATIVE ONLY* you will turn in a draft of your outline prior to you turning in the final version of the outline. For the *INFORMATIVE/PERSUASIVE ONLY*, a works cited page, in APA format, is due with the outline.

VISUAL AIDS: Each of the speeches that you present requires you to incorporate some type of visual aid. More information will be given about what constitutes a visual aid but no animals, weapons or controlled substances allowed.

EVALUATIONS: You will complete four evaluations of the four prepared speeches throughout the term. Two will be peer evaluations of another student’s speech and two will be self-evaluations based off recording and watching your informative and persuasive speeches. Information about the evaluations will be given along with the speech assignments.

SPEECH DAYS: On speech days, you should arrive to class on time, if not early. If you have a visual aid that needs to be loaded on the computer, you need to arrive **NO LATER** than 15 minutes before class starts to load the presentation on the computer. We do not have time between presenters to load presentations, even from flash drives. When class starts, the door will be shut and locked. If you are late to class, you need to wait out in the hallway. **DO NOT** knock on the door as you may be interrupting someone’s speech. Additionally, for the *INFORMATIVE/PERSUASIVE ONLY* you need to bring some method of recording yourself (i.e. camera, phone, etc. that is with audio and video) in order to complete your self-evaluation. If you are late for your speech, you will need to wait until all others have presented and if there is time you will be able to present.

QUIZZES: On the Thursday of week’s 2, 4, 6, and 8 you will have an in class quiz at the end of class that covers the material that has been covered since the previous quiz. The quiz is designed to check your reading of the text, participation in class activities and will be a short, 10 question multiple choice/short answer format worth 25 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 have an unexcused absence for a day when there is a quiz, makeup quizzes will not be afforded.

CENTER FOR ACCESSIBILITY RESOURCES: Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you think you may need accommodation services, please contact the Center for Accessibility Resources, 917-4789.

FOOD AND DRINKS: You may eat and drink in class. However, if you abuse this privilege, you will lose it.

ACADEMIC HONESTY: Academic honesty is expected at all times. 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.

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 expressed that contradict your own. Everyone has the right to their own opinion and to express their opinion but not impose said opinion on others. Keep the expression of thoughts and ideas open so that all can be involved in the learning process. You might just be surprised at what you not only learn about public speaking but about yourself as well. Additionally, while someone is presenting, that is not the time to practice your speech, check your phone, sleep, or work on other assignments.

TECHNOLOGY: Your participation in this class is technology free, meaning that you cannot use a laptop to take notes unless you have CAR accommodations. This technology free rule includes cell phones. If your phone rings in class, I will answer it and you will lose ten (10) points from that week's assignments. Also if you are caught texting, you will also lose ten (10) points from that week's assignments. I reserve the right to publicly mock you for violating these rules. Class is only an hour and a half with a break, so give your thumbs and eyes a rest as well as be a respectful audience member.

COMMUNICATION: When contacting me via email keep a few things in mind:

- I will not open nor respond to emails that come from a "personal" email address. You are a student at this college, and have been provided with an LB email address which all emails to me needs to come from.
- Please be sure to sign your emails with your first and last name, otherwise I won't know who you are or how to answer your questions or concerns.
- When emailing please include TR 111 in the subject line.
- During the week I will respond to emails during office hours or when I am on campus and 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.

COURSE CALENDAR: *(I RESERVE THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS ANY TIME DURING THE TERM.)*

	Tuesday		Thursday	
1	9/27	Course Introduction; Assessment Pretest	9/29	Public Communication (1) Introduction Speech Assigned
2	10/4	Anxiety (2); Ethics (3) Intro Rough Draft Outline Due	10/06	Topic (5); Research (6); Support (12) Quiz 1(Ch. 1 - 3, 5, 6, & 12)
3	10/11	Disciplines (4); Audience (7); Situation (8)	10/13	Introduction Speeches, Intro Outlines Due
4	10/18	Outlining (9); Intros and Conclusions (10) Intro Peer Evaluation Due	10/20	Informative Speech (13) Informative Speech Assigned; Quiz 2
5	10/25	Visual Aids (16) Informative Rough Draft Outline Due	10/27	Delivery (18); Practice (19)
6	11/1	Informative Speeches Informative Outlines Due	11/3	Informative Speeches Quiz 3 (Ch. 16, 18, & 19)
7	11/8	Persuasive Speech Assigned Informative Self Evaluation Due	 11/10	Persuasive Speech (14); Reasoning (11)
8	11/15	Persuasive Speeches Persuasive Outlines Due	11/17	Persuasive Speeches Quiz 4 (Ch. 14 & 11)
9	11/22	Ceremonial (15); Language (17) Persuasive Self Evaluation Due	11/24	<i>NO SCHOOL - Thanksgiving Holiday</i> 
10	11/29	Commemorative Speeches Commemorative Outlines Due	12/1	Commemorative Speeches
F	Final Exam Tuesday December 6 th , 2016 at 4:00pm in BC - 104 Commemorative Peer Evaluations Due			