

Linn-Benton Community College
Department of Communication
COMM 111: Public Speaking (CRN: 21810; 20515)
Course Syllabus: Fall 2019

Schedule:

Oct. 1- Dec. 5
Days: TR
Time: 10:00-11:20am; 11:30-12:50pm
Location: IA-232

Instructor:

Hailey Adkisson, M. A.
adkissh@linnbenton.edu
Office: SSH 202
Office phone: 541-917-4757
Office Hours: MW 1:30-2:30pm; TR 1:00-2:30pm



General Course Information:

This course exposes students to theory and practice in the creation, adaptation and delivery of original speeches before an audience. It will also provide the opportunity to understand the nature of public speaking and discourse in both ancient and modern society. **Please note:** WR 121 is a recommended prerequisite for Comm 111.

State of Oregon's Outcomes

As a result of taking General Education Speech Communication courses, a student should be able to:

- Engage in ethical communication processes that accomplish goals
- Respond to the needs of diverse audiences and contexts
- Build and manage relationships

LBCC Course Outcomes

As a result of taking Comm 111, a student should be able to:

- Synthesize and organize information for varied audiences
- Interact with confidence while adapting messages to audience needs
- Listen critically

Student Learning Objectives:

Students who pass this class will demonstrate the ability to:

- Research, organize and outline speeches
- Incorporate sound reasoning and evidence to support claims
- Apply critical thinking skills when evaluating speeches
- Adapt speeches to different audiences
- Apply ethical standards associated with public speaking
- Effectively deliver speeches with more confidence

Required Text:

Valenzo III, J. M., Braden, S. W., Broeckelman-Post, M.A. (2016). *The Speaker's Primer (2nd ed.)*. Southlake, TX: Fountainhead Press.

Required Course Materials:

- Solid-colored 2 pocket folder with name printed CLEARLY on front
- 3x5 index cards
- Access to PowerPoint/Google Slides software

ASSIGNMENTS & GRADING

POINTS POSSIBLE	LEARNING ACTIVITY
15	Class Participation (In-Class/Homework)
20	Speech: Dream Job
35	Speech: Informative
50	Speech: Persuasive
20	Speech: Impromptu
30	Quizzes
15	Classmate Critiques
15	Clock Talks
TOTAL= 200 points	

Assignment Details: This list provides an overview of assignments. Due dates and points may be adjusted if need be. More information for each assignment will be handed out in-class.

Formal Speeches

- **Speech: Dream Job (20 points)**- This first speech will provide an introductory opportunity to explore public speaking techniques, get to know your classmates, and begin outline development. In pairs, you will develop a speech about your partner's "dream job" and discuss the qualifications of the individual to a "hiring committee" of your classmates.
- **Speech: Informative (35 points)**- Using informative speaking techniques discussed in class and in the readings, inform the audience about a topic you are interested in. Credible sources must be incorporated and cited orally and on your outline.
- **Speech: Persuasive (50 points)**- Using persuasive speaking techniques discussed in class and in the readings, develop a speech to persuade the audience towards a topic of your choosing. Credible sources must be incorporated and cited orally and on your outline.
- **Speech: Impromptu Speech (20 points)**- During finals week, you will practice impromptu speaking techniques by developing a short special occasion speech. You will have time in class to prepare and deliver the speech.

Quizzes:

- **(30 points; 10 points each)**- There are three quizzes throughout the term. Material covered will come both from your textbook and class discussions/activities and will be relevant towards what you will be graded on during your speeches. The best way to study is to look through PowerPoint slides and your notes.

Other Assignments/Participation

- **Participation (15 points; 5 points each)**: There will be three random participation assignments throughout the course of the semester. These assignments make up the 15 points within participation category. **These points cannot be made up.** Assignments may include (but are not limited to) homework assignments, in-class activities, reading discussions, etc.
- **Clock Talks (15 points; 5 points each)**- In order to become more comfortable with public speaking, you will be asked to give three “mini” speeches throughout the term. These speeches are designed to be informal and short in nature (1-2 minutes max). **Clock Talk points cannot be made up.**
- **Classmate speech critiques (15 points; 5 points each)**: Part of becoming a stronger public speaker is being able to recognize positive techniques from other speakers as well as opportunities for improvement. You will be asked to critique three of your classmates’ speeches throughout the term. **You will be assigned days to critique. If you miss a day you are assigned, you will receive a zero for that critique.**

Grading: Grades will be assigned based upon points earned in all assignments:

A	=	200-180 points
B	=	179-160 points
C	=	159-140 points
D	=	139-120 points
F	=	Below 120 points

After I return your assignment, you have one week to discuss a grade with me. **I will not discuss grades after the one week deadline.** I will not discuss grades via email or during class. If you would like to discuss your grade, please come talk to me during scheduled office hours or by setting up an appointment with me. **There is absolutely no rounding up in this course or extra credit.**

Speaking Days: You must present speeches on the day you are assigned to speak. **If you miss class on a day you have been assigned to speak, you will receive zero points for the speech and cannot make up points.**

Speech Folders: On the day of your speech, you will need to hand in your speech folder with the following materials inside:

1. TYPED outline of your speech (following the correct format)
2. Reference page following APA guidelines (if relevant)
3. Other necessary speech documents (will be mentioned in class)

COURSE POLICIES & PROCEDURES

Late Work: Late assignments will not be accepted and will receive an automatic zero.

Attendance: In order to improve your public speaking abilities, simply reading from a textbook and/or looking at PowerPoint slides is insufficient. Instead, textbook/lecture slides are taught in conjunction with group activities, discussion, and in-class speeches. While you are adults and are capable of deciding whether or not to attend class, frequent lack of attendance negatively impacts both your own and your classmates' learning. Therefore, students are allowed to miss **only two days** of class.

Thereafter, your final grade will be lowered by five points for each additional day you miss class.

Tardiness (regular class days): Being on time to class is incredibly important as we go over important announcements in the first few minutes of class as well as start lecture, activities, and speeches. Arriving late is very disruptive to other students' learning. **As a result, if you are late by more than 10 minutes, you will be marked as tardy. Two tardies equal one absence.**

Tardiness (speech days): Arriving late on speech days is incredibly disruptive and unfair to the students that arrived on time. On speech days, the classroom door will be shut and locked five minutes after the start of class. **You will not be permitted to enter the classroom after this point.** This means if you are assigned to speak or critique on a day you are late, you will receive a zero for that assignment.

Cell/Media Phone Policy: While internet and cell phone access have become a regular part of our culture, I expect you to silence your mobile devices during the duration of class out of respect for myself and your classmates. If you are expecting an urgent phone call/text, please notify me before class and excuse yourself from the room when responding. **If I see you utilizing your phone during a speech, you will automatically lose one grade level on your speech.**

Laptops should only be used for notetaking and/or in-class work days. Please refrain from visiting any websites that are not related to the class (including social media) and/or working on homework for other classes.

Note Taking Policy: As this is a college course, note taking is expected. While lecture slides are available on Moodle, content on my slides is minimal and examples are often given orally and not listed on the slides. In order to do well in this course, it is imperative you take notes and write down examples I give throughout the term.

Classroom Culture: Public speaking is a very realistic fear for many people. While it may not be a fear of yours, keep in mind it could be a fear of others. Therefore, please give your classmates your 100% attention and support during speeches. Side conversations, rudeness, and cell phone usage will not be tolerated.

Communication and office hours: While I check email often, after 5:00pm M-F and during weekends are times I set aside for my family (and sleeping). If you respond to me after 5:00pm M-F or on the weekends, do not expect a response until the next business day. While the best way to get ahold of me is typically email, I thoroughly enjoy when students stop by my office. Students that do best in my class tend to be the ones that come to my office hours. If my office hours do not work with your schedule, please let me know and I will try my best to meet with you at a different time.

Writing Guidelines: All written assignments for this class must follow APA guidelines. This means papers should be written in 12 point, Times New Roman font, be double-spaced, and have 1 inch margins. All reference pages and citations should also follow APA guidelines. Failure to follow APA will result in a deduction of points. For help with APA, visit: <https://owl.english.purdue.edu/owl/resource/560/01/> or Google Purdue APA Owl.

Additionally, while this is not a writing course, proofreading/editing for grammatical and spelling errors is imperative in effective communication. Excessive spelling or grammatical errors will result in point deductions on assignments.

Honor Code: 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 alike, 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, or submit someone else's work or ideas as your own in any of your assignments, you will receive an F for the exam/assignment and may be subject to further discipline.

Equal Opportunity and Non-Discrimination 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.

Pronouns & Names: In order to provide an optimal learning environment for all students, creating a safe space is imperative. If you identify with a particular pronoun/name not represented on the class roster, please feel free to send me an email or come and discuss it with me in-person so I can be sure to recognize this. Your learning and identity are important to me.

ADDITIONAL CAMPUS RESOURCES

Roadrunner Resource Center: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu , or visit www.linnbenton.edu/RRC under Student Support for Current Students). This office can help students get connected to resources to help. Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that they may possess.

Childcare Conflicts: I understand the unforeseen disruption in childcare often puts students that are parents in a position of having to miss class to stay home with a child. If this is something you are experiencing, please talk to me and we can figure out a solution.

Special Needs: LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR website](#) for steps on how to apply for services or call 541-917-4789

Tentative Course Schedule: Fall 2019

WEEK	Date	Topics/Activities	Readings (completed prior to coming to class on the date listed)	Assignments
Week 1	Oct. 1	Introduction to Course		
	Oct. 3	Assign Dream Job Speech Public Communication Canons of Rhetoric Topic Selection	Chapter 1 & 6	Clock Talk #1
Week 2	Oct. 8	Organizing and Outlining IN-CLASS WORKDAY	Chapters 11 & 12	Clock Talk #1 BRING LAPTOPS or OUTLINES
	Oct. 10	Delivery and Practice	Chapter 19	Quiz #1
Week 3	Oct. 15	DREAM JOB SPEECHES		
	Oct. 17	Assign Info. Speech Informative Speaking	Chapter 14 (p. 171-177)	
Week 4	Oct. 22	Research/Credible Sources MEET IN NSH-108		
	Oct. 24	Credibility, Research, and Citations	Chs. 3 (p. 25-31) & 7 (p. 75-88; 92-92)	Clock Talk #2 Info. speech topic due by 10:00am on Moodle
Week 5	Oct. 29	Culture, Diversity, and Understanding Your Audience	Chapter 5	APA HW due Clock Talk #2
	Oct. 31	In-class Workday		Quiz #2 BRING LAPTOPS or OUTLINES
Week 6	Nov. 5	INFORMATIVE SPEECHES		
	Nov. 7	INFORMATIVE SPEECHES		
Week 7	Nov. 12	INFORMATIVE SPEECHES (roll over) Assign Persuasive Speech	Chapter 15	
	Nov. 14	Persuasive Speaking Language	Chapter 15 & 17	Clock Talk #3
Week 8	Nov. 19	Presentation Aids	Chapters 16 & 18	Clock Talk #3

		Commemorative Speeches		Persuasive Speech Topic Due by 10:00am
	Nov. 21	In-Class workday Impromptu Speech Overview		Quiz #3 BRING LAPTOPS and/or OUTLINES
Week 9	Nov. 26	PERSUASIVE SPEECHES		
	Nov. 28	NO CLASS- Thanksgiving Break		
Week 10	Dec. 3	PERSUASIVE SPEECHES		
	Dec. 5	PERSUASIVE SPEECHES		
FINALS WEEK	Dec. 10	Final: Tuesday, Dec. 10 10am Section: 9:30-11:20am 11:30am section: 12:30-2:20pm		

*Please note that assignments, policies and schedule are subject to change upon instructor's discretion.