

**Communication Intro to Public Speaking**

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Canvas Messenger works best.

**Required Materials:**

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| page1image17648 | * Textbook: O’Hair, D., Rubenstein, H. & Stewart, R. (2016). A Pocket Guide to Public Speaking 6th Edition.   ▪**ISBN:** 978-1-319-10278-4  ▪**Note:** 5th or 4th edition is also acceptable |

**Course Description:**

This course covers the fundamentals of public speaking utilizing theories and techniques of communication to enhance public speaking skills. Particular emphasis will be placed on the organization and criticism of public discourse. This will be achieved through research, reasoning, presentations, and the evaluation of various types of speeches, which include informative and persuasive speeches. C-ID # COMM 110

**Course Outcomes:**

Upon completion of this course, students will be able to:

1. Construct and deliver dynamic and competent presentations that are adapted to the purpose and audience.
2. Utilize organizational patterns and research materials that incorporate sufficient, credible, and relevant evidence.
3. Explain the principals of human communication by critically evaluating public speeches through constructive critique and self-analysis.

**Course Objectives:**

In the process of completing this course, students will:

1. Gain communicative competence and confidence as a result of the preparation, presentation, and analysis of oral messages.
2. Gain an understanding of the communicative process.
3. Develop skill in informative, persuasive and ceremonial speaking.
4. Recognize the need for clear and concise organization of ideas.
5. Use supporting materials effectively.
6. Analyze and adapt messages to address audience attitudes, needs and demographics.
7. Recognize the role of culture in the production and management of spoken interaction.
8. Develop skill in extemporaneous speaking, students will present a minimum of three graded speeches in front of an audience.
9. Enhance vocal skills (projection, diction, inflection and volume).
10. Improve listening skills.
11. Critique and analyze their own and other speeches.
12. Utilize practical assignments and exercises that will reinforce the theoretical concepts studied in class.
13. Present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.

**Student Rights:** So that students are fully aware of their rights and responsibilities they are encouraged to become familiar with the “Campus Policies” section of the Schedule of Courses. **This material includes information regarding cheating and plagiarism, disruptive classroom behavior, and other instructional issues.** Students with disabilities should identify themselves so that appropriate accommodations can be made.

**Changes to Syllabus:** The instructor reserves the right to make changes to this syllabus and to the class calendar if extenuating circumstances arise. This right extends to assignments, evaluations, and all other aspects of the course. Denying that you have heard an oral assignment change or evaluation process change is not a basis for appealing the information contained in this syllabus.

**Cheating:** Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism:** Plagiarism is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

## Course Policies

### Course Material and Readings. Readings should be completed in their entirety by the first class for which they are assigned. This is a course centered around public speaking and students are encouraged to comment on the material.

### Due Dates are Firm. **There are NO makeups for activities or exams that are missed WITHOUT a university-excused absence.** The instructor must be informed 1 week prior to missing class for religious holidays or university-sponsored activities, and excuses for illness or emergencies require appropriate written documentation within two class periods of the absence. (General Doctors’ appointments do not count as an excused absence.) **If a student misses a speech** and does not have an excused absence, they can make up the speech on “last ditch day.” However, the student receives a 2-letter grade drop and is not guaranteed a spot-on last-ditch day. You cannot make up more than 1 speech and you cannot make up the persuasive or ceremonial speech.

\*\*YOU CANNOT PRESENT WITHOUT AN OUTLINE\*\*\* Not submitting an outline will cause you to miss your speech day. See canvas for outline workshop dates and submission dates.

### Attendance Policy and Participation Points: Attendance is used to determine your participation in the course. If you are not present, you cannot participate. Check Canvas regularly to stay up to date on your stance in the class. Attendance is mandatory on speech day in order to participate in activities that contribute to your participation points. Excused absences are accepted as long as they are documented. If, however, you know in advance that you will be absent please inform the instructor so that accommodations can be made prior to your absence. Also understand that notifying the instructor does not excuse the absence. **Official documentation must be provided by the next class period in order for an absence to be excused. If you are absent it is your responsibility to find out all announcements made during your absence.**

1. Monitor Our Canvas Course Page*.* Our course will use Canvas as a place to store and keep important course documents (e.g., syllabus, assignment descriptions, class announcements), record student grades, and submit assignments. You should regularly check our Blackboard page throughout the semester (multiple times a week especially).
2. *Learn how to use Canvas:* All work will be submitted via Canvas. No work will be accepted via email, hard copy, etc. The “I didn’t know how” or the “I didn’t have internet” excuse will not be accepted. Make sure you have ample time to submit assignments via the library computers if that is the case.

### *Classroom Code of Conduct:* In this course, we are learning the building blocks that will allow us to better communicate not only on a platform, but with our peers, colleagues and friends. This college prides itself on diversity, which means we will have not only diversity among ethnicity, but amongst values, ideas, religions, and political views. In order to foster a positive environment, there are a few tips to respect diversity and foster good discussions. **Sexist, racist, transphobic, and homophobic language will not be tolerated in the classroom.** If you have opposing views, express them without derogatory language. Be sure to allow everyone’s voice to be heard and if you are not sure if you are being respectful, remember the golden rule: treat others as you wish to be treated. In this class, we will discuss differences, not dispute them, and keep an open environment to facilitate good conversation and communication practices.

1. *Technology Policy:* Tech is allowed in the classroom as long as it is not a distraction. At times tech will be used in order to engage in educational purposes. Although, students who are excessively on their phones or using laptops for non-relevant reasons (i.e. social media, online shopping) will be asked to put away their technology. *TECHNOLOGY IS NOT ALLOWED IN THE AUDIENCE DURING SPEECHES*; I ask that we are mindful of your peers and provide them with your full attention.

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## Course Grades

Your grade in this class will be based on the points that you earn in the following activities/assignments:

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| --- | --- | --- |
| **Graded Items** | **Points Possible** | **Your Score** |
| Canvas Trial Run | 10 |  |
| Participation monitored via attendance | 100 |  |
| The 5 Ws Speech | 40 |  |
| Online Assignment 1 | 25 |  |
| A Look at my Life Speech | 100 |  |
| Quiz 1 | 60 |  |
| JFK Speech Critique | 50 |  |
| Speech Critique Sheets: 12 @ 10 Points Each | 120 |  |
| Informative Speech | 125 |  |
| Persuasive Speech | 150 |  |
| Online Assignment 2 | 25 |  |
| In Class Assignment (Ethics) | 25 |  |
| Quiz 2 | 60 |  |
| Ceremonial Speech | 50 |  |
| Quiz 3 | 60 |  |
| Total Points Possible | 1000 |  |

The instructor reserves the right to increase points for students who are on the margin; this will be done on the basis of attitude and participation throughout the semester and is solely at the discretion of the instructor.

Grading Scale

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599 or less = F

\*\*Reminder: D is NOT a passing grade for this course.\*\*