

COMM 111: Fundamentals of Public Speaking – Benton Center (CRN 43701)

Instructor: Erin Cook

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Office Hours: 8:30AM – 10:30AM 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: Fundamentals of Public Speaking, 2nd Ed. ISBN: 978-1-59871-913-0

MATERIALS: A method of recording audio and video of yourself (camera, phone, etc.) or a flash/thumb/storage drive.

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 (5 @ 20)	100		
Final Exam	50		
	Total: 800		

ATTENDANCE: Your attendance is based on both your presence in class as well as your participation in discussions 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. 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 my class for another class, for any reason, is unacceptable.

IN-CLASS ACTIVITIES: Each week there will be a variety of in-class activities, that you will earn points for. You must be present in 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, with the exception of deciphering hand writing. 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 ahead of time speeches in this class: an introduction speech, an informative, a persuasive and a commemorative speech. All of these speeches will be timed with an outline due **PRIOR** to presenting and require a visual aid. More information about the speech requirements will be given in class.

OUTLINES: For each speech that you present you must turn in a typed, double-spaced, stapled, proofread outline in standard outline format. Use of conventional spelling, complete sentences and an appropriately formal approach to assignments is required, meaning “text” language, emoticons 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, firearms or controlled substances allowed.

EVALUATIONS: You will complete four evaluations of the 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 4:20PM. At 4:30PM, 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) to complete your self-evaluation.

QUIZZES: Every other week on Thursdays, beginning week 2, 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 and will be a short, 10 question multiple choice/short answer format worth 20 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.

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, opinions, thoughts expressed that do not align with your own beliefs. Keep in mind that everyone has the right to their own opinion as well as the right to express their opinion. What people do not have the right to do is to impose those opinions upon others. Keep the expression of thoughts and ideas open so that all present 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, or work on other assignments.

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

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 in mind first, 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 a school email address which all correspondence with me needs to come from. Secondly, 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. Third, when emailing please include TR 111 in the subject line. Finally, 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.)*

Wk	Tuesday		Thursday	
1	3/31	Course Introduction	4/2	Communication Process (Ch. 1) Intro Speech Assigned
2	4/7	Tradition and Practice (Ch. 2 & 3) Intro Rough Draft Due	4/9	Topic, Research, Support (Ch. 4) Quiz 2 (Ch. 1 - 3)
3	4/14	Introduction Speeches Introduction Outlines Due	4/16	<i>NO CLASS - College In-service Day</i>
4	4/21	Organization (Ch. 9) Introduction Peer Evaluations Due Informative Speech Assigned	4/23	Informative Speech Continued (Ch. 10, 11) Quiz 2 (Ch. 9, 10)
5	4/28	Delivery (Ch. 5) Informative Outline Rough Draft Due	4/30	Visual Aids (Ch. 6)
6	5/5	Informative Speeches Informative Outlines Due	5/7	Informative Speeches Quiz 3 (6, 5, 11)
7	5/12	Persuasion (Ch. 12) Persuasive Speech Assigned Informative Self Evaluations Due	5/14	Language (Ch. 8) Persuasive Propositions due via Email
8	5/19	Persuasive Speeches Persuasive Outlines Due	5/21	Persuasive Speeches Quiz 4 (Ch. 8, 12)
9	5/26	Commemorative Speech (Ch. 13) Persuasive Self Evaluations Due Commemorative Speech Assigned	5/28	Audience Analysis (Ch. 7)
10	6/2	Commemorative Speeches Commemorative Outlines Due	6/4	Commemorative Speeches Quiz 5 (Ch. 13, 7)
Fin	Final Exam Tuesday June 9 th , 2015 @ 4:30 in BC - 104, our normal classroom. Commemorative Peer Evaluations Due			