

COMM 111: Public Speaking

Winter 2017

TR @ 1:30M in BC – 104

CRN: 32512, 3 credits

Instructor: Erin Cook

Email: cooke@linnbenton.edu

Office: BC 102C, Corvallis

Office hours: TR 11 – 11:30 & 1 – 1:30 or by appointment

Phone: 541 – 757 – 8944 Ext. 5118

Public Speaking will introduce you to the fundamentals of presentational speaking and provide you with the opportunity to improve your skills as a public speaker. This class is designed to give you a new language and skills set to become better public speakers, inside the classroom and out. You already have an extensive practical experience with public speaking, whether you know it or not. 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 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.

OUTCOMES:

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

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		

IN – CLASS/HOMEWORK ACTIVITIES: Each week there will be a variety of in – class and/or homework activities, that you will earn points for. You must be in class for the entire class period to complete and submit these assignments. Make up activities will not be offered for unexcused absences.

WRITTEN ASSIGNMENTS: For all written assignments, they must be typed, double-spaced, stapled, and proofread. Use of conventional spelling, complete sentences and an appropriately formal approach is required, meaning “text” language, emojis, or abbreviations are not appropriate.

ATTENDANCE: Your attendance is based on both your presence in class as well as your participation in discussions and small group activities. You are responsible for your daily attendance in class by signing in when you arrive to class. You may only sign in for yourself and no one else. 5 minutes after class starts, the sign-in sheet will be put away and will no longer be available for that class. You are allowed two (2) unexcused absences for the term. For every three (3) unexcused absences after two (2) your **FINAL COURSE GRADE** will be lowered by one (1) full letter grade. Additionally, you must arrive to class on time and stay for the full class period. If you are going to be gone for a college sanctioned event, documentation needs to be submitted from coach, counselor, or academic advisor **PRIOR** to you being gone for the absence to be excused. Documentation after the fact will not be accepted. Last, missing class for another class is unacceptable.

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

DEADLINES: Assignments that are due in class are due in the first 5 minutes of class. After that time assignments are late and are not accepted. Assignments due outside of class are due on Sundays by 11:59PM on Moodle, unless otherwise stated. If you miss a deadline, it is **NOT** acceptable to simply email me an assignment.

END OF TERM GRADE DISCUSSIONS: Please accept responsibility for the grades that you earn in this course. I do not give grades out like hall passes, you earn them based on the direct efforts that you put into the course. I understand that “life” happens, the unexpected arises, and the unthinkable emerges at the most inopportune times. I am always willing to discuss life situations with you if you need it. I will not however engage reasons as to why your work is not complete, I will not haggle for points, nor will I change grades especially at the end of the term. Empower yourself and claim responsibility for the grades that you yourself earn.

GRADEBOOK: An online gradebook is used in this course, called ThinkWave. Points earned as well as attendance will be updated periodically on this website. During the first week, you will need to set up an account. More specific information will be given about how to set up an account but know that you will need to use your LBCC email address.

SPEECHES: You will give four (4) prepared and practiced speeches in this class: an introduction, an informative, a persuasive and a toast or roast speech. These speeches will be timed, presented 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 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 with the speech assignments.

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.

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.

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, 541 - 917 - 4789.

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 and opinions that contradict your own. 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. Keeping the expression of thoughts and ideas open is beneficial in allowing everyone to be involved in the learning process. You might just be surprised at what you not only learn about interpersonal communication but about yourself as well.

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 always expected. 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.

TECHNOLOGY: Your participation in this class is technology free, meaning that you cannot use a laptop to take notes unless you have DAS accommodations. This technology free rule includes cell phones as well. If your phone rings in class, I will answer it and ten (10) points will be taken from that week's assignments. If you are caught texting or with your phone out you will lose ten (10) points from that week's assignments. If your laptop/tablet is out you will lose ten (10) points from that week's assignments. I reserve the right to publicly mock you for violating these rules. Class is only 50 minutes long; give your thumbs and eyes a rest.

COMMUNICATION: Email is the best way to get in touch with me. However, there are a few stipulations that you need to follow when sending me an email:

- I will not open nor respond to emails that come from a "personal" email address. As an LBCC student, you have a school email address which all correspondence with me needs to come from. When sending an email to the class via Moodle, it will come from my cooke@linnbenton.edu email address. Please make sure that you email does not filter out emails that come from me.
- 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.
- Please include LB 218 the subject line of your email.
- During the week, I will respond to emails during office hours or when I am on campus on 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.)*

Week	Date	In - Class Topic/Activity (Chapter)	Assignment
1	1/10	Course Introduction; Assessment Pretest	
	1/12	Public Communication (1); Introduction Speech Assigned	
2	1/17	Anxiety (2); Ethics (3)	Introduction Rough Draft Due
	1/19	Topic (5); Research (6); Support (12)	Quiz 1: Ch. 1 - 3, 5, & 6
3	1/24	Disciplines (4); Audience (7); Situation (8)	
	1/26	Introduction Speeches	Introduction Outline Due
4	1/31	Outlining (9); Introductions and Conclusions (10)	Introduction Peer Evaluation Due
	2/2	Informative Speech (13); Informative Speech Assigned	Quiz 2: Ch. 4, 7 - 10, & 13
5	2/7	Visual Aids (16)	Informative Rough Draft Due
	2/9	Delivery (18); Practice (19)	
6	2/14	Informative Speeches	Informative Outline Due
	2/16	Informative Speeches	Quiz 3: Ch. 16, 18, & 19
7	2/21	Persuasive Speech (14); Persuasive Speech Assigned	Informative Self Evaluation Due
	2/23	Reasoning (11)	
8	2/28	Persuasive Speeches	Persuasive Outline Due
	3/2	Persuasive Speeches	Quiz 4: Ch. 14 & 11
9	3/7	Ceremonial (15)	Persuasive Self Evaluation Due
	3/9	Language (17)	
10	3/14	Commemorative Speeches	Commemorative Outline Due
	3/16	Commemorative Speeches; Assessment Posttest	
F	3/21	Final Exam Tuesday March 21 st @ 2:30pm in BC - 104; Commemorative Peer Evaluations Due	