**Linn-Benton Community College**

**Department of Communication**

**COMM 111: Public Speaking (CRN: 41556; 42419)**

**Course Syllabus: Spring 2019**



**Schedule:**

April 2- June 16

Days: TR

Time: 10:00-11:20am; 2:30-3:50pm

Location: T-219; T-217

**Instructor:**

Hailey Adkisson, M. A.

adkissh@linnbenton.edu

Office: SSH 204

Office phone: 541-917-4757

Office Hours: MW 11:30-1:30pm; Thurs. 1:00-2:00pm; or by appointment

**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** | **Mini Celebrations of Learning (Quizzes)** |
| **15** | **Classmate Critiques** |
| **15** | **Clock Talks** |
| **TOTAL= 200 points** | |

**Assignment Details:** This list provides and 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 and outline development. In pairs, you will develop a speech about your partner’s “dream job” and discuss 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 semester. 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 deadlin**e. 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 give me 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 day you miss class without a documented excuse (i.e. doctor’s note, court document, etc.)**

**Tardiness:** 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 absent**.

**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 on 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, as well as one exams, 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 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 be 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.

**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 at [www.linnbenton.edu/cfar](http://www.linnbenton.edu/cfar) for steps on how to apply for services or call 541-917-4789.

**Tentative Course Schedule: Spring 2019**

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| --- | --- | --- | --- | --- |
| **WEEK** | **Date** | **Topics/Activities** | **Readings**  (completed prior to coming to class on the date listed) | **Assignments** |
| **Week 1** | **April 2** | Introduction to Course |  |  |
| **April 4** | Assign Dream Job Speech  Public Communication  Canons of Rhetoric  Topic Selection | Chapter 1 & 6 | **Clock Talk #1** |
| **Week 2** | **April 9** | Outlining  Organizing Your Speech  **IN-CLASS WORKDAY** | Chapters 11 & 12 | **Clock Talk #1**  **BRING LAPTOPS or OUTLINES** |
| **April 11** | Speech Anxiety & Practice  Delivery | Chapters 2 & 19 | **Quiz #1** |
| **Week 3** | **April 16** | **DREAM JOB SPEECHES** |  |  |
| **April 18** | Assign Info. Speech  Informative Speaking | Chapter 14  (p. 171-177) |  |
| **Week 4** | **April 23** | Research/Credible Sources  **MEET IN THE LEARNING CENTER COMPUTER LAB** |  |  |
| **April 25** | Speaking and Ethics  Research and Preparation | 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** | **April 30** | Culture and Diversity  Audience Analysis | Chapters 5 & 8 | **APA HW due**  **Clock Talk #2** |
| **May 2** | **In-class Workday** |  | **Quiz #2**  **BRING LAPTOPS or OUTLINES** |
| **Week 6** | **May 7** | **INFORMATIVE SPEECHES** |  |  |
| **May 9** | **INFORMATIVE SPEECHES** |  |  |
| **Week 7** | **May 14** | **INFORMATIVE SPEECHES**  Assign Persuasive Speech |  |  |
| **May 16** | Persuasive Speeches/Reasoning | Chapter 13 & 15 | **Clock Talk #3** |
| **Week 8** | **May 21** | Language  Presentation Aids | Chapters 17 & 18 | **Clock Talk #3**  **Persuasive Speech Topic Due by 10:00am** |
| **May 23** | Commemorative Speech  Impromptu Speech Overview | Chapter 16 |  |
| **Week 9** | **May 28** | **In-class workday** |  | **Quiz #3**  **BRING LAPTOPS and/or OUTLINES** |
| **May 30** | **PERSUASIVE SPEECHES** |  |  |
| **Week 10** | **June 4** | **PERSUASIVE SPEECHES** |  |  |
| **June 6** | **PERSUASIVE SPEECHES** |  |  |
| **FINALS WEEK** | **June 11** | **Final: Tuesday, June 11**  **Time TBD** |  |  |

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