

Instructor: Monica Couvrette, MA

Email: couvrem@linnbenton.edu

Remind: @comm111w (see instructions on Moodle)

Office Hours: *Zoom/Remind* - M/W 10-11:30 (link on Moodle) •OR• By appointment



LET'S DO THIS – It will be OK

My goal is to help each one of you feel more capable by the end of the term. I hope to share the tools that you need to move forward with confidence and a little less fear. I am committed to going on this journey with you, but I cannot do that without communication. Please get in touch with me if you're struggling, we can do this together.

REQUIRED MATERIALS – Get these things

NO TEXTBOOK

- 2 or 3-inch 3 ring binder - I use handouts in place of a textbook
- Lined paper/ Notebook in binder
- Writing implement
- BOOKMARK THIS PAGE: <https://owl.english.purdue.edu/>
 - This is a phenomenal writing guide, and you will be held to the standards that you will find on these pages.
 - This is a guide for APA citations. I will be grading assuming that you have used this resource. You may not use MLA.
- Microsoft Office - Free through LBCC (we will NOT be using Google Docs)
- Internet access – This course uses email, Remind, Zoom, and Moodle

LEARNING OUTCOMES – Your brain will grow

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

ATTENDANCE – Come to class

Attendance is MANDATORY; a public speaking class is only successful when there is a consistent audience. Please come to class on time and prepared. You are allotted two absences without losing points. Each subsequent absent deducts an automatic **3 points** from your final grade. If you have perfect attendance (you may use your two free days) by the end of the term, you will earn **5 points** extra credit!

Speech dates will be assigned throughout the term. You must present your speech on the assigned date. You are not allowed to make up a speech if you miss your assigned date. If you do not show up on your assigned speech date, you will receive **0 points** for that speech. Exceptions to this policy are granted on a case-by-case basis.

If something significant happens in your life that will impact your ability to get your work done/give a speech please contact me, and *more importantly* contact your advisor. If you do not communicate, we cannot help you!

Tardiness: If you are not in class by the time roll is called, you will be marked as tardy. It is your responsibility to come to me at the end of class so I can mark you as present. Three tardiness will count as one absence. If you arrive late on speech days, you *MAY NOT* enter the room until the person's speech is over (you will know by the applause). Entering the room while someone is presenting is be an automatic **5-point** deduction from your final grade. If you're more than 20 minutes late, you will be considered *absent*.

ETIQUETTE – How to student

Class:

Come to class prepared to, contribute to class activities, to listen, and to support and evaluate your peers on their speech days. Public speaking can be a very difficult, often terrifying, experience for some students. It is important to give your classmates your full respect and attention during their speeches.

Do not participate in any other activities during speeches such as homework, reading, or practicing your speech. Doing so will result in **5 points** being deducted from your final grade. It is extremely important that full attention is given to the speakers. Exceptions can be made on a case by case basis. Remember, if it is a speech day, be mindful of when you leave or enter the classroom – see the attendance policy.

Public speaking, like any skill, improves with practice. Therefore, this class relies heavily on active participation. In-class games, activities, group work, and short speeches are assigned weekly. You are expected to participate respectfully and professionally. Bad attitudes, disruptive language or behavior, or lack of participation will result in point deduction and/or dismissal from the class.

During class discussions please raise your hand to speak. I welcome enthusiastic participation, but interruption not so much.

Technology will be used in classroom sometimes, but the use of cell phones and laptops are prohibited during speech days. Do not use laptops in class unless I instruct you otherwise. If a phone rings or vibrates during a student's speech, **5 points** will be deducted from your final grade.

You may use the restroom, step out to take a call, or whatever might take you out of the classroom, at will (within the bounds of speech day etiquette). You are the master of your own body, I'm just here to teach you about public speaking.

Late Work:

Life happens, I understand that. There are occasions where I will be willing to accept late work, however this can only take place if there is frequent communication, the assignment isn't time sensitive, and you haven't made a habit of turning in work late. While some work isn't time sensitive, assignments such a speeches and rough drafts are. Those assignments may not be completed late for full credit. Exceptions can be made on a case by case basis.

Communication:

In class: I make it a point to create a fun and relaxed classroom environment – public speaking can be unnerving. However, basic respect for me and your peers is required no matter how much fun we have. Please be kind to your classmates and remember that I am your professor.

Email: Email is the best way to get in touch with me. You must use your @linnbenton.edu email, this required by the school for legal reasons. 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 COMM 111 and the section number in the subject line of your email. Make sure your email is courteous and professional. I will answer emails between the hours of 9 AM and 5 PM Monday – Friday, and I will always seek to get to them within 24 hours. Emails received outside of this time frame will be addressed on the following business day.

I communicate with my classes through email on a very regular basis. Please be sure to check your email more than once a day (Mon-Fri) to prevent you from missing important and potentially time-sensitive information.

Remind: Hours of availability are the same as email. Instructions can be found on the course Moodle page.

Zoom: This term I am offering weekly virtual office hours via Zoom. Instructions can be found on the course Moodle page.

Hangouts: Hours of availability are the same as email. Instructions can be found on the course Moodle page.

Grades: 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 read the comments carefully before raising concerns. I will not discuss grades over email, you must set a time to meet with me. You may email me to express that you have a concern and would like to set a meeting, but I will not answer specific questions pertaining to your grade until we meet.

Academic Dishonesty:

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

STANDARDS – Do this stuff

Informative Speech:

Your assignment description and grading rubric will be handed out the day that speech dates are assigned. On your speech day you must hand in a printed copy of your outline and the evaluation sheet before you speak. The evaluation sheet should be stapled face-up to the *front* of your outline. Make sure to write you name on the front.

The use of complete source citations is critical in all academic work. Your speech will require a minimum of 5 source citations. Full credit will only be given for stating complete source citations orally while delivering a speech. Because you are in college it is also expected that you will use credible sources. If the required number of sources are not cited, and/or if sources are not cited in the appropriate ways (orally, in the body of the outline, and on the reference page) the speech can receive **no more than a D**.

Speeches are graded in two parts: Your deliver and your outline. A portion of your grade is dependent upon the outline that you prepare and hand in when you speak. The other portion of the grade will come from your delivery. In my class, special consideration is given for growth over proficiency.

All speeches will have time limits, and some will require preparation prior to class. If you run over time you will be stopped after 30 seconds.

Formatting:

All assignments should be typed unless I specify otherwise. They should be in 12 pt font, Times New Roman, and double spaces. Your name, course section, and assignment name should be on each assignment. Additionally, Microsoft Word must be used for printed assignments like the final draft of your speech outline.

OTHER THINGS – Also important

Center for Accessibility Resources (CFAR)

Individuals requiring accommodation due to a documented disability and/or personal hardship should meet with me during the first week of class. I will do my best to assist you, provided that it does not compromise the academic integrity of LBCC. Students with disabilities should contact the Center for Accessibility Resources at 541-917-4789.

Nondiscrimination 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.

Mental and Emotional Health

Linn-Benton offers counseling and an emergency crisis line. A couple of other resources are 211(dial) (a free and confidential 24-hour service that helps people connect to local resources) and the Crisis Text Line (Text HOME to 741741 for free 24-hour support).

ASSIGNMENTS AND SCHEDULE

Assignment	Due Date	Submission Method	Points	Class Math	Completed
Syllabus Quiz	1/12/2020 23:59	Moodle Quiz	10		
Manuscript Passage Selection	1/12/2020 23:59	Moodle Discussion Board	5		
Manuscript Speech	Week 2	Delivered in Class	10		
Ted Talk Response	1/21/2020 23:59	Moodle	10		
Listening Quiz	1/26/2020 23:59	Submit Screenshot on Moodle	5		
Special Occasion Speech	Week 4	Delivered in Class	20		
Writing Center Rough Draft	2/9/2020 23:59	Submit Screenshot on Moodle	20		
Rough Draft	2/16/2020 23:59	Moodle	30		
Informative Speech	Week 8	Delivered in Class	50		
Peer Critique	Week 8	Hand in after last Inform Speech	20		
Group Presentation #1	Week 9	Delivered in Class	20		
Group Presentation #2	Week 10	Delivered in Class	20		
Self Critique	3/18/2020 23:59	Moodle	30		
Participation	Continuous	Come to class	100		
Point Total			350		