

**Linn-Benton Community College**  
**Department of Communication**

**COMM 111: Public Speaking (CRN 32272)**  
**Course Syllabus**  
**Winter 2018**

**Schedule:**

January 8- March 21

Days: TR

Time: 10:00-11:20am

Location: Takena Hall 219

**Instructor:**

Hailey Goplen, M. A.

[goplenh@linnbenton.edu](mailto:goplenh@linnbenton.edu)

Office: SSH 204

Office phone: 541-917-4757

Office Hours: MW 2:00-3:30pm; T/Th 11:30-12:30pm

**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 pre-requisite 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. (2013). *The Speaker’s Primer*. 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
20	Class Participation (In-Class/Homework)
15	Speech: Dream Job
35	Speech: Informative
50	Speech: Persuasive
20	Speech: Impromptu
30	Mini Celebrations of Learning (Quizzes)
15	Classmate Critique
15	Clock Talks
<b>TOTAL= 200 points</b>	

**Assignment Details:** This list provides an 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 (15 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.

### Mini Celebrations of Learning (Quizzes)

- **(30 points; 10 points each)**- While some people refer to these as quizzes, I prefer to call them “mini celebrations of learning”! There are three “celebrations/quizzes” throughout the semester. Material covered will come both from your textbook and class discussions/activities.

### Other Assignments/Participation

- **Participation (20 points; 5 points each)**: There will be four random participation assignments throughout the course of the semester. These assignments make up the 20 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 deadline. 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.**

## **GENERAL INFORMATION PERTAINING TO SPEECH ASSIGNMENTS**

### **Speaking assignments will require give important steps:**

1. Selecting an appropriate topic
2. Conducting research
3. Preparing an outline
4. Rehearsing the speech
5. Presenting to the class

### **In general, speech grades are based on the following criteria:**

1. The appropriateness of the topic for the assignment
2. Clear organization of the speech
3. Adaptation of the speech for the audience
4. The correct usage of source citations
  - a. Full credit will only be given for stating complete source citations orally while delivering a speech. Sources must be credible- in general, Wikipedia, tabloids, and/or websites produced by extremists, bigots, etc. are not credible sources.
5. The incorporation of required supporting materials
6. Effective delivery
7. The quality of the outline
  - a. You must turn in an outline to me prior to your speech.
  - b. If you show up on the day you are assigned to speak without a TYPED outline, you will receive a 0 for the speech.
8. The length of the speech
  - a. One point will be deducted for every 15 seconds that the speech is under or over time.

### **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:**

Prior to speaking, you will need give me your speech folder with the following materials inside:

1. TYPED outline of your speech
2. Reference page following APA guidelines (if relevant)
3. Copy of visual aids, such as PowerPoint slides (if relevant)
4. Other necessary speech documents (will be mentioned in class)

## COURSE POLICIES & PROCEDURES

### Late Work:

All assignments are to be turned in on time. **Late assignments will not be accepted and will receive an automatic zero.**

### Attendance:

Due to the interactive nature of this course, attendance is critical for your success and understanding of content. 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 valid, documented excuse (must be approved by me—vacation, sleeping in, etc. are not valid excuses). Additionally, keep in mind there will be four random attendance/participation assignments throughout the course of the semester. These assignments make up the 20 points within the participation category. It is up to you whether you attend class, however, be aware that if you miss an in-class assignment, **these points cannot be made up.**

**Tardiness:** Two tardies equal one absence. If you are tardy by over 15 minutes, you will be marked as absent. If you leave class early, you will be marked as absent for the day. If you arrive late, let me know after class so I can sign you in on the roll sheet.

**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 have to remind you to put away your phone more than once in a class period, you will be asked to leave and counted as absent. **If I see you utilizing your phone during a speech, you will automatically lose one grade level on your speech.**

**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 surprising to some students, I do have a life outside of this class. While I check email often, after 5:00pm M-F and during weekends are times I set aside for my family. 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 (bonus: I typically have candy). 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 be 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.

### **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.

### Course Schedule: Winter 2018

<b>Date</b>	<b>Topics/Activities</b>	<b>Readings</b> (readings should be completed prior to coming to class on the date listed)	<b>Assignments</b>
<b>Jan. 9</b>	Introduction to Course Assign Dream Job Speech		
<b>Jan. 11</b>	Understanding Public Communication Canons of Rhetoric Topic Selection	Chapter 1 & Chapter 5	<b>Clock Talk #1-</b> ½ of class
<b>Jan. 16</b>	Outlining Organizing Your Speech <b>IN-CLASS WORKDAY</b>	Chapters 10 & 11	<b>Clock Talk #1-</b> ½ of class
<b>Jan. 18</b>	Speech Anxiety & Practice Delivery	Chapters 2, 18, & 19	<b>Celebration of Learning 1 (quiz)-</b> (Ch's 1, 2, 5, 10, 11, 18, 19)
<b>Jan. 23</b>	DREAM JOB SPEECHES		
<b>Jan. 25</b>	Assign Informative Speech Informative Speaking	Chapter 13	
<b>Jan. 30</b>	Speaking and Ethics Research and Preparation	Chapters 3 & 6	<b>Clock Talk #2-</b> ½ of class
<b>Feb. 1</b>	Supporting Materials Presentation Aids	Chapters 8 & 16	<b>Clock Talk #2-</b> ½ of class
<b>Feb. 6</b>	Audience Analysis	Chapters 4 & 7	
<b>Feb. 8</b>	In-class Workday		<b>Celebration of Learning 2 (quiz)-</b> (Ch's 3, 4, 6, 8, 7, 13, 16)
<b>Feb. 13</b>	INFORMATIVE SPEECHES		
<b>Feb. 15</b>	INFORMATIVE SPEECHES		

<b>Feb. 20</b>	INFORMATIVE SPEECHES		
<b>Feb. 22</b>	Persuasive Speeches/Reasoning Assign Persuasive Speech	Chapters 12 & 14	<b>Clock Talk #3-</b> ½ of class
<b>Feb. 27</b>	Language Commemorative Speech	Chapter 15 & 17	<b>Clock Talk #3-</b> ½ of class
<b>March 1</b>	In-class workday		<b>Celebration of Learning 3 (quiz)-</b> (Ch's 12, 14, 15, 17)
<b>March 6</b>	PERSUASIVE SPEECHES		
<b>March 8</b>	PERSUASIVE SPEECHES		
<b>March 13</b>	PERSUASIVE SPEECHES		
<b>March 15</b>	PERSUASIVE SPEECHES <b>Impromptu Speech Practice</b>		
<b>March 20</b>	<b>Final: Tuesday, March 20</b> <b>9:30-11:20</b>		



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