

Fall 2023
TR 11:30am – 1:20pm in CH 202, CRN: 28356, Sec. B03
Email: cooke@linnbenton.edu

COMM 111: Public Speaking, 4 credits

Instructor: Erin Cook
Office: CH 204 – E

Office Hours: TR 10:30am – 1:30am, Zoom, or by appt.

Welcome to COMM 111Z: Public Speaking. I hope that you benefit from this course related to the presentations you give in your personal, professional, and/or academic lives. Please read through the syllabus CAREFULLY, paying attention to assignment deadlines as all due dates are included, so late assignments are not accepted. Further, this document acts as a contract, so staying in the course is acceptance of the policies in this document.

COMM 111Z emphasizes developing communication skills by examining and demonstrating how self-awareness, audience, content, and occasion influence the creation and delivery of speeches and presentations. We will move toward these goals through readings, in-class discussions, group activities, videos, written assignments, presentations, 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.

Success in this course is largely dependent upon your willingness to be an active participant, ability to use necessary technology to access information, down/upload assignments, and communicate. College-level reading and writing skills (WR 121Z) are strongly recommended for success in this course. Students who successfully complete this course should be able to complete the following course Learning Outcomes:

- Develop messages for diverse audiences, purposes, and contexts.
- Identify and utilize skills to manage communication apprehension.
- Deliver and adapt speeches and/or presentations to live audiences.
- Evaluate public speeches, including their own, by identifying aspects of preparation, credibility, logic, and delivery.

PREREQUISITES: There are no prerequisites for this course.

TEXTBOOK: Valenzano III, J.M., Braden, S.W., and Melissa Broeckelman-Post, M.A. (2017) *The Speaker's Primer* (3rd ed.). Southlake, TX: Fountainhead Press. Print ISBN: 9781680368772

EVALUATION AND GRADING:

Assignment	Points	%	Grading	
Homework (6 @ 10 pts)	60	7%		
Introduction Speech (50 pts), Draft (20 pts), & Outline (20 pts)	90	71%	792 – 880	A
Informative Speech (100 pts), Draft (50 pts), & Outline (50 pts)	200		704 – 791	B
Persuasive Speech (100 pts), NPA (50 pts), & Outline (50 pts)	200		616 – 703	C
Toast or Roast Speech (60 pts), Draft (30 pts) & Outline (30 pts)	120		528 – 615	D
Evaluations (4 @ 20 pts)	80	9%	< 527	F
Quizzes (5 @ 20 pts)	100	11%		
Assessment Pretest/Posttest (2 @ 5 pts)	10	1%		
	Total: 860			

COURSE MATERIALS: an internet connection, knowledge of Moodle, and Word/PDF/ODT; *NO PAGES FILES*.

IN – CLASS/HOMEWORK ACTIVITIES: There will be weekly in – class/homework activities for points. You must be in class for the entire class period to complete, submit, and earn points. Homework assignments are submitted via Moodle. All due dates are listed on the course calendar thus late assignments are not accepted.

ATTENDANCE: Attendance is based on presence and participation in class. You are allowed three (3) unexcused absences for the term. Additionally, you must arrive on time and stay for the full class. You are responsible for signing in daily. If you are going to be gone for a college sanctioned event, documentation needs to be submitted PRIOR for the absence to be excused. Documentation after the fact will not be accepted. Last, missing class for another class is unacceptable.

QUIZZES: Weeks 2, 4, 6, 8, and 10, a quiz will be on Moodle, that covers the material since the previous quiz. The quiz is to check your reading of the text and review of the lecture materials. The quizzes will be multiple choice/short answer for a total of 20 points. Dates for quizzes are listed below. Makeup for missed quizzes are not afforded.

SPEECHES: You will give four (4) prepared and practiced speeches: an introduction, an informative, a persuasive and a toast/roast speech. These speeches are timed and presented extemporaneously from an outline due before you present the speech. More info about speech requirements will be handed out and discussed in class.

VISUAL AIDS: The four (4) prepared/practiced speeches require you to incorporate a visual aid. More information will be given about what constitutes a visual aid, but no animals, weapons or controlled substances allowed.

OUTLINES: For each speech, a typed, double-spaced, proofread outline in standard outline format is required. ALL outlines will be uploaded to Moodle. 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. You will also turn in a draft outline prior to the final version. The info and persuasive speeches will also require outside research and a works cited page as well as have a workshop day.

EVALUATIONS: You will complete four (4) evaluations of presented speeches. Two will evaluate other classmates’ speeches. Two will evaluate your speeches based on recordings your speeches during class.

SPEECH DAYS: On speech days, arrive to class on time, if not early. You need to arrive early to setup visual aids. When class starts, the door will be locked. If you are late, wait in the hallway. **DO NOT** knock! For the *INFO and PERSUASIVE ONLY* you need to record yourself, both audio and video, for your self-evaluation. If you are late for your speech, you need to wait until all others are done and if there is time you will be able to present.

DEADLINES: All assignments are due via Moodle by 11:59pm on the dates listed. After these times, assignments are late and not accepted. If you miss a deadline, it is **NOT** acceptable to email me an assignment.

24 HOUR POLICY: Once graded work is returned, you must wait 24 hours before asking questions about the grade. Comments are given on work, so read through the comments as questions may be answered there.

WRITTEN ASSIGNMENTS: All written assignments must be typed, double-spaced, and proofread. Conventional spelling, complete sentences and a formal approach is required.

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

TECH: If your phone rings, I will answer it and you lose ten (10) points. If a device is out and not focused on class, you lose ten (10) points. Remove headphones during class. Recording is prohibited without consent.

END OF TERM GRADE DISCUSSIONS: Please accept responsibility for the grades you earn as they are based on the efforts that you put into the course. I understand that “life” happens, the unexpected arises, and the unthinkable emerges at inopportune times. I am here to discuss situations with you if want. I will not engage reasons why work is incomplete, I will not haggle for points, nor will I change grades especially at the end of the term. Claim responsibility for your grades. The grade you want is a result of the work you put in, empower yourself. (*Adapted from a statement provided by Dr. Nikki Roberts, Ph.D. Central New Mexico Community College*)

ACADEMIC INTEGRITY: Academic integrity is the principle of engaging in scholarly activity with honesty and fairness, and participating ethically in the pursuit of learning. Academic integrity is expected of all learners at LBCC. Behavior that violates academic integrity policies at LBCC includes cheating, plagiarism, unauthorized assistance or supporting others in engaging in academic dishonesty, knowingly furnishing false information, or changing or misusing college documents, among others. LBCC students are responsible for understanding and abiding by the College’s academic integrity policy. Using someone’s work, ideas or information as your own without proper citation can lead to failing the assignment/class. In short: do your own work. You are held accountable to the Student Code of Conduct, which outlines expectations pertaining to academic honesty (including cheating and plagiarism), classroom conduct, and general conduct.

COMMUNICATION: Email is the best way to get in touch with me. Though, keep in mind a few stipulations:

- All correspondence needs to be from your LBCC student email account. ONID email works too.
- Include your name, class day/time, and 111 in the email so I can better answer your questions/concerns.
- I respond to emails during office hours or when on campus, NOT in the evenings or on weekends.
- If you email me a picture of a cute baby animal, you will earn 5 extra credit points. Limit one per term.

ACCESSIBILITY RESOURCES: Students who may need accommodations due to documented disabilities, who have medical information which I should know, or who need special arrangements in an emergency should speak with me during the first week of class. If you believe you may need accommodations but are not yet registered with Accessibility Resources, please visit [Accessibility Resources](#) for steps on how to apply for services or call 541-917-4789 as soon as possible as the accommodations process takes time.

INCLUSION: To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive, and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating, and problem-solving in an ever-changing community and diverse workforce. 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. Everyone has the right to their own opinion and to express their opinion though not impose those opinions upon others. Keeping the expression of ideas open is beneficial for all in the learning process. You might just be surprised at what you not only learn about communication but about yourself as well.

NONDISCRIMINATION: LBCC does not discriminate based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other stats protected under applicable federal, state, or local laws in its programs or activities. For further information see [Board Policy 1015](#) and [Administrative Rule 1015-01](#).

TITLE IX REPORTING POLICY: If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

PUBLIC SAFETY/EMERGENCY RESOURCES: In an emergency, call 911. Also, call [LBCC Public Safety and Loss Prevention Office](#) at 541-926-6855 or 541-917-4440. From an LBCC phone, you may alternatively dial 411 or 4440. LBCC has a public safety app available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost and Found. They provide escorts for safety when needed. Visit them to learn more.

COVID – 19 SAFETY AND SUCCESS POLICY: Due to the rise in COVID-19 variants and consistent with CDC guidance and OHA requirements, Linn-Benton Community College has established rules and policies, which can be found [here](#). This class is scheduled to be offered face-to-face on the Corvallis campus in Chinook Hall. If things change, the class will be designed to optimize your interactions with me, the material, and your classmates. If you experience symptoms of COVID-19 or are caring for someone who is, please consult [LBCC's COVID-19 Information Page](#) for information and your next steps. You need NOT disclose private medical information or provide documentation of your illness.

ASSIGNMENT CALENDAR: I reserve the right to change the contents of this syllabus due to unforeseen circumstances any time during the term. You will be given notice of relevant changes in class, through a Moodle announcement, or through LBCC email.

Dates	Topic/In-Class <i>Speeches/Outlines</i> <u>Homework</u> Reading
1	9/26 Course Intro, Public Communication (1) Assessment Pretest Read Ch. 1 – 3
	9/28 Speech Anxiety (2), Ethics (3) <i>Intro Speech Assigned</i>
	10/1 <u>Syllabus Quiz Due, Plagiarism Due</u> <i>Intro Draft Due</i> Read Ch. 4 – 6
2	10/3 Civility (4), Careers (5), Culture and Diversity (6)
	10/5 <i>Introduction Speeches Presented</i> <i>Intro Speech Outline Due</i>
	10/8 <u>Quiz 1 Due, Intro Eval Due</u> Read Ch. 7 – Ch. 11
3	10/10 Topic (7), Support (10), Research and Prep (8)
	10/12 Audience (9), Context (11)
	10/15 Read Ch. 12, Ch. 13, & Ch. 15
4	10/17 Outlining (12), Introductions, Conclusions, and Connectives (13) <u>Connectives Due, Outline Puzzle Due</u>
	10/19 Informative Speech (15) <i>Informative Speech Assigned</i>
	10/22 <u>Quiz 2 Due, Translators Due</u> <i>Info Body Draft Due</i> Read Ch. 18, Ch. 20 & Ch. 21
5	10/24 Visual Aids (18), Delivery (20), Practice (21)
	10/26 Informative Speech Workshop: Bring updated info rough draft with intro/conclusion added.
	10/29 Practice Your Informative Speech!
6	10/31 <i>Informative Speeches Presented</i> <i>Info Speech Outline Due</i>
	11/2 <i>Informative Speeches Presented</i>
	11/5 <u>Quiz 3 Due, Info Self Evaluation Due</u> Read Ch. 16 & Ch. 14
7	11/7 Persuasive Speech (16), Reasoning (14) <i>Persuasive Speech Assigned</i> <u>FVP/Monroe Due</u>
	11/9 Persuasive Speech Workshop: Bring persuasive NPA rough draft.
	11/12 <i>NPA Rough Draft Due</i>
8	11/14 <i>Persuasive Speeches Presented</i> <i>Persuasive outline due</i>
	11/16 <i>Persuasive Speeches Presented</i>
	11/19 <u>Quiz 4 Due, Persuasive Self Eval Due</u> Read Ch. 17 & Ch. 19
9	11/21 Epideictic Speech (17) <i>Toast or Roast Speech Assigned</i>
	11/23 NO CLASS: College Closure – Thanksgiving
	11/26 <i>Toast or Roast Draft Outline Due</i>
10	11/28 Language (19); Toast or Roast Workshop: Bring toast or roast full draft.
	11/30 <i>Toast or Roast Speeches</i> <i>Toast or Roast Outline Due</i> Assessment Posttest
	12/3 <u>Quiz 5: Ch. 17 & Ch. 19 Due</u>
F	12/5 Final Exam Tuesday 12/5 at 12:30PM