

COMM 111: Fundamentals of Public Speaking – Benton Center (CRN 30536)

Instructor: Erin Cook

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Office Hours: Tuesdays from 4:00PM to 6:00PM, BC 102C or by appointment.

COURSE OUTCOMES: The goals for students in COMM 111 are an enhanced understanding of speech preparation and improved skills as public speakers. You already have an extensive practical experience with public speaking, whether you know it or not. This class is designed to give you a new language and skills set to become better public speakers, inside the classroom and out. COMM 111 will introduce you to the fundamentals of speaking and provide you with the opportunity to improve your skills as a public speaker. 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, and critiques. Because this is a performance based course, **CLASS ATTENDANCE IS MANDATORY**, no exceptions. 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.

TEXTBOOK: Fundamentals of Public Speaking, 1st Ed. ISBN: 978-1-59871-612-2

MATERIALS: A flash/thumb/storage drive and a method of recording audio and video of yourself (camera, phone, etc.)

ASSIGNMENTS AND GRADING

Assignment	Points	Overall Grading	
Participation (10 @ 10)	100		
In-Class Activities/Homework	80	720 - 800	A
Introduction Speech	40		
Intro Rough Draft Outline	10	640 - 719	B
Intro Final Outline	10		
Informative Speech	100	560 - 639	C
Informative Rough Draft	50		
Informative Final Outline	50	480 - 559	D
Persuasive (Speech: 90 + Prop: 10)	100		
Persuasive Outline	50	≤ 479	F
Commemorative Speech	50		
Commemorative Outline	20		
Evaluations (4 @ 10)	40		
Final Exam	100		
	Total: 800		

IN-CLASS ACTIVITIES: Points will be earned for participation in discussions and written/group activities in class. These points cannot be made up and you must be in class for the **ENTIRE CLASS** period to earn the points for the day.

24 HOUR POLICY: Once graded work is handed back, you must wait 24 hours before asking questions, with the exception of deciphering hand writing. 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 that arise are answered there initially.

SPEECHES: You will give a total of four (4) speeches in this class: an introduction speech, an informative, a persuasive and a commemorative speech. All of these speeches will be timed, an outline must be submitted **PRIOR** to presenting, and a visual aid is required for all speeches. More information about each of the speech requirements will be given in class.

OUTLINES: For each speech that you present you are required to turn in a typed, double-spaced, stapled, proofread outline in standard outline format. Use of conventional spelling, complete sentences and an appropriately formal approach to assignments is required, meaning “text” language, emoticons 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 the night you present. For the **INFORMATIVE/PERSUASIVE ONLY**, a works cited page, in either APA/MLA format, is due as well. More information about specific outline requirements will be given in class.

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, firearms or controlled substances.

EVALUATIONS: You will complete four evaluations of 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 along with the speech assignments.

SPEECH DAYS: On the assigned speech days, you are expected to arrive to class on time. If you have a visual aid that you need to load on the computer, you need to arrive to class **NO LATER** than 5:45PM. At 6:00PM, the door will be shut and locked. If you are late to class, you need to wait out in the hallway. Please **DO NOT** knock on the door as you may be interrupting someone’s speech. Additionally, for the **INFORMATIVE/PERSUASIVE ONLY** you need to bring either some method of recording yourself (i.e. camera, phone, etc. but must be equipped with audio and video) **OR** you need to bring a thumb/flash/jump drive so that you can download your speech from the back-up camera in order to complete your self-evaluation.

DISABILITIES SERVICES: Students who may need accommodations due to documented disabilities, 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 have not accessed services and think you may need them, please contact Disability Services, 541-917-4789.

ACADEMIC HONESTY: Academic honesty is expected at all times. Using someone else’s work as your own or information or ideas without proper citations can lead to failing the assignment or the class. In short: do your own work.

NONDISCRIMINATION: 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.

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.

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

TECHNOLOGY: Your participation in this class is technology free, meaning that you cannot use a laptop to take notes unless you have ODS accommodations. This technology free rule includes cell phones. If your phone rings in class, I will answer it and you will lose the participation points for that day. Also if you are caught texting, you will also lose the participation points for that day. I reserve the right to publicly mock you for violating these rules. Class is only three hours, with periodic breaks, give your thumbs and your eyes a rest as well as be a respectful audience member.

COMMUNICATION – With the most effective method for getting in touch with me being email, there are a few things that I would like you to keep in mind when attempting to contact me via email. First, I will not open nor respond to emails that come from a “personal” email address. You are a student at this college, and as such you have been provided with a school email address which all correspondence with me needs to come from. Secondly, 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. Third, when you send me an email during the week, please allow 24 hours for a response; on the weekend or over breaks it may take longer for me to respond. If you have not heard from me in that time, then you can send a courteous and professional follow up email.

CIVILITY AND RESPECT: This is a class that is founded upon the notion of our right to the freedom of speech. With that said, there may be views, opinions, thoughts expressed that do not align with your own beliefs. Keep in mind that 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. Keep the expression of thoughts and ideas open so that all present can be involved in the learning process. You might just be surprised at what you not only learn about public speaking but about yourself as well. Additionally, while someone is presenting, that is not the time to practice your speech, check your phone, or work on other assignments.

COURSE CALENDAR: *(I RESERVE THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS ANY TIME DURING THE TERM.)*

Date	Topic	Assigned	Presented	Due	Chapters
1/9	Course Intro, Communication Process	Introduction			1
1/16	Topic, Research, and Support			Intro Rough Draft	4
1/23	Intro Speeches Informative Speech	Informative	Introduction	Intro Outline	10, 11
1/30	Language and Organization			Intro Evaluation Info Rough Draft	8, 9
2/6	Delivery, Visual Aids				5, 6
2/13	Informative Speeches		Informative	Informative Outline	
2/20	Persuasion, Audience, Commemorative	Persuasive		Informative Evaluation	12, 7, 13
2/27	Persuasive Speeches	Commemorative	Persuasive	Persuasive Outlines	
3/6	Commemorative Speeches		Commemorative	Comm. Outline Persuasive Evaluations	
3/13	Final Exam			Commemorative Evaluation	