

Public Speaking

COMM 111

Winter
2020

3 CREDITS
Mon/Wed/
Fri
11am-12pm
T 217
CRN#30383



Course Instructor: Chelsey Williams

Email: williach@linnbenton.edu

Preferred pronouns: she, her, hers
Office hours: In-person or via Zoom video conferencing. Email me or chat with me after class to schedule.

Course Description and Learning Outcomes

Upon successful completion of this course, students will be able to synthesize, organize information for varied audiences. Interact with confidence while adapting messages to audience needs. Listen critically

Upon the successful completion of this course, a student should be able to:

- ✓ Design and Development of oral presentations; choosing a topics, outline principals, gather credible supporting materials, understand ethical issues in communication, types of reasoning and logic as it pertains to public speaking.
- ✓ Combat speaking anxiety.
- ✓ Identify ethical communication responsibilities.

This course will provide students...

- ✓ Exposure to fundamental communication theories.
- ✓ Opportunity to practice of appropriate oral communication techniques.
- ✓ Engagement in the listening process.
- ✓ Assignments that improve comprehension, interpretation, and critical evaluation of communication methods.
- ✓ Ability to identify verbal and non-verbal messages.

course requirements Communication & Conduct

Presentations

- Introduction
- Manuscript
- Special Occasion
- Infomercial
- Extra Credit
10 pts each=50
- Informative Presentation (100)

150 pts

Weekly Activities

- 10 Weekly Online Activities (10 pts ea)

100 pts

Proficiency Evaluations

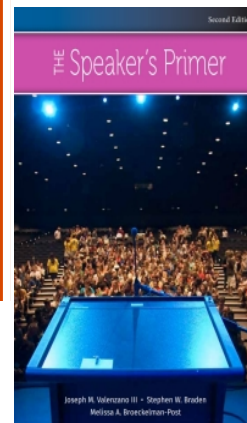
- 50 points Mid-Term
- 50 Final

100 pts

Total
Course
Points

350

Required Text



Valenzano III,

J.M., Braden,

S.W., &
Broeckelman-Post,
M.A. (2013) *The Speaker's Primer*
(2ed.). Southlake,
TX: Fountainhead
Press. ISBN:
9781598716207

Attendance makes the difference:

Attendance is required. However, I realize life happens. Students may miss up to three days before incurring a 5pt penalty per absence per day. If you do miss a class, the syllabus and Moodle site will keep you current on the work.

Late Arrival/Early Departure Policy

Please try and arrive no later than 5 minutes past the start time of class. Late arrivals are disruptive as are early departures, especially if a speech is going on. If you arrive late the door will be locked during a speech. Wait for the clapping and then knock to be let in.

If you need to leave early or come late please let me know beforehand. I understand life

happens, and I know we are all doing our best to try and juggle many things school being only one of them. I am much more sympathetic to students who communicate with me on what is going on.

Academic Integrity

Students are expected to comply with all regulations pertaining to academic honesty. For further information, visit [Academic or Scholarly Dishonesty](#) is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the student's own efforts or the efforts of another. It

includes: cheating (the use or attempted use of unauthorized materials, information or study aids); fabrication (falsification or invention of any information); assisting (helping another commit an act of academic dishonesty.

tampering (altering or interfering with evaluation instruments or documents; and plagiarism

(representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work). **See Link on Page 5 for exact college policy.**

GRADING SCALE

A = 93-100%; A- = 90-<93%; B+ = 87-<90%; B = 83-<87%; B- = 80-<83%; C+ = 77-<80%; C = 74-<77%; C- = 70-<74%; D+ = 67-<70%; D = 64-<67%; D- = 61-<64%; F = 0-<61%

Getting Help...

- Email me williach@linnbenton.edu separately for matters of a personal nature. Emails should be formatted in the following way:

Formal messages should look like this

- o Email williach@linnbenton.edu
- o **SUBJECT: COMM 111 CRN# _____ F2019**
- I should be able to respond to your email within the same day, if you do not hear from me within 24 hours, please send a follow up email as there may have been a technical problem. I will strive to return your assignments and grades for course activities no later than a week after they were due.
- I am not an IT expert-if you experience computer difficulties, need help with accessing your course, your Sign-On or other IT related issue, or if you experience any errors or problems while in you are using Blackboard **contact The LBCC Help Desk @<http://library.linnbenton.edu/student-help-desk>**

Student Conduct: Courtesy and Respect

1. As we learn about communication competence and intercultural competence decide how you will become mindful of your own behavior during class and reflect on your impact on the learning environment.
2. While in class, put all personal items away, including cell phones, laptops, and translators.
3. Please do not read newspapers, other textbooks, or work on another classes homework.
4. You do not need my permission to leave the room for personal reasons.
5. I will be concerned about students who leave without returning, please email within 24 hours.

Class Dedication and Professional Guidelines

- Unless indicated otherwise, please complete the readings and view other instructional materials for each week. Students are expected to **intentionally participate in class**. This means be ready to share and discuss. Your participation is graded.
- Students are expected to conduct themselves in the course in compliance with the university's regulations regarding civility.
- Civility is an essential ingredient for academic discourse. All communications for this course should be conducted constructively, civilly, and respectfully. **Differences in beliefs, opinions, and approaches are to be expected.** In all you say and do for this course, be professional. Please bring any communications you believe to be in violation of this class policy to the attention of your instructor.
- Be respectful of others and their opinions, valuing diversity in backgrounds, abilities, and experiences.
- Challenging the ideas held by others is an integral aspect of critical thinking and the academic process. Please word your responses carefully, and recognize that others are expected to challenge your ideas. A positive atmosphere of healthy debate is encouraged.

Supporting Learning Accomodations

Not All Learning Challenges Are Visible: Many students deal with a social disability that is not visible to others but can significantly impact their lives in ways that require additional accommodations in a learning setting. An example of these might be; Autism, Anxiety, Dyslexia, ADD, ADHD, Depression, Misophonia, OCD, etc. You should meet with me during the first week of class if any of these situations apply to you:

1. You have a documented disability and need accommodations.
2. You have medical information that you would like me to know about as it pertains to your learning in my classroom.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the CFAR Website <https://www.linnbenton.edu/current-students/student-support/center-for-accessibility-resources>.

Children in Class: As a parent myself, I know the challenges of parenting and school.

If you are experiencing a hardship with daycare, I do welcome children in class on occasion, please let me know beforehand so I can accommodate you.

Religious Observances

I will be happy to work with you if class, meetings or assignments conflict with your religious practices. Please let me know of any anticipated conflicts early in the term.



Weekly Topic/Activity Schedule

For Assignment/Topic Specifics for each week please login our MOODLE for assignment specifics.

Reading Schedule

ODD WEEKS

Week 1 (Jan 6-12)
READ: Chapters 1 & 2

Week 3 (Jan 20-26)
READ: Chapters 5,6,9

Week 5 (Feb 3-Feb 9)
READ: Chapter 12/17

Week 7 (Feb 17-Feb 23)
READ: Chapter 18

Week 9, (March 2-March 8) As assigned

EVEN WEEKS

Week 2, (Jan 13-19)
READ: Chapters 3 & 4

Week 4 (Jan 27-Feb 2)
READ: Chapters 7,8

Week 6
(Feb 10-16) READ: Chapter 14/19

Week 8, (Feb 24-March 1)
READ: Chapter 13/19

Week 10, (March 9-15)
As assigned .

ATTENDANCE ASSIGNMENTS & LATE WORK

- Weekly attendance is important. There are 5 mini-presentations and 1 formal informative speech.*
- All assignments have a Moodle submission requirement.*
 - Assignments (unless otherwise noted will be due Saturday at 5pm.*
- All speeches must include a paper submission (check each assignment for specific details).*
- Late work is accepted after the due date and will be assigned a 1pt penalty for each day it is late and cannot be later than one week past the due date.*

PLEASE USE GOOGLE DOCS

Many assignments need to be created using Google Docs. When assignments require this you will share the document via a link. You can only share links to me using your LBCC EMAIL. You cannot submit them to me using another Gmail account. Failure to submit a working link will be considered a late submission. Click on this <https://youtu.be/25CtYkqamIA> for a video on how to share your Google Docs.



College Specific Dates, Resources & Statements

important dates

Monday, January 6

Winter Classes Begin.

Monday, January 20
MLK Day
College Closed

March 16th
Finals Week

Last Day to Withdraw Dates/Last Day to Charge Financial Aid

<https://www.linnbenton.edu/calendar/index.php?com=searchresult&t=20>



Academic Honesty

Linn Benton Community College takes incidents of academic integrity very seriously. Any academic dishonesty infraction is a direct violation of Linn Benton's Academic Honesty policy. All staff and faculty have the responsibility to create and maintain a learning environment that promotes academic integrity. If you have additional questions regarding the Academic Honesty process, please visit <https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/7000-series-student-services/administrative-rule-no-7030-02-academic-integrity.php>

Statement of Inclusivity

LBCC prohibits unlawful discrimination 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 status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our Board Policies and Administrative Rules. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public-report

Your continued enrollment in this class signifies your acceptance of the terms of this syllabus.

Center for Accessibility Resources

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 their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the CFAR Website for steps on how to apply for services or call 541-917-4789.

