

COM115-640: Public Speaking Hybrid Class Summer 2014

Saturdays, 9:00-1:00pm ■ REA 2317 ■ Meets for 5 Saturdays ■ June 2 – August 3

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Course Information

Required Materials: Textbook: O’Hair, D., Rubenstein, H., & Stewart, R. (2013) *A Pocket Guide To Public Speaking (4th ed.)*. Boston: Bedford / St. Martin’s Press.

Other Required Materials:

1. Printed copies of additional course supplements posted to *Desire2Learn* (worksheets, grading rubrics, etc.), as needed.
2. A method of recording verbal lectures, such as a laptop or paper and functional writing implement—DO NOT come to class without some method of physically taking notes.
3. USB [flash/stick/memory] drive.
4. 3 x 5 OR 4 x 6 notecards.

Course Description

This course is designed to develop and/or enhance oral and written communication skills necessary for effective public speaking. All students address the class in oral presentations designed to instruct, inform, persuade and inspire. As a hybrid class, students are required to participate in class activities and discussions ONLINE using *D2L (Desire2Learn)* programming. Thus students must become familiar with how to use D2L immediately and be self-motivated to work online interacting with other students on a regular basis.

COURSE OBJECTIVES: Upon successful completion of this course, the student will be expected to:

1. Analyze an audience and adapt presentations accordingly.
2. Apply principles of composition such as effective organization and outlining to the development of oral presentations.
3. Develop ideas with credible forms of support and documentation.
4. Recognize and demonstrate nonverbal communication appropriate to the verbal message.
5. Utilize visual aids/technology to support and enhance oral presentations.
6. Actively listen to and critically evaluate oral communication.
7. Apply the fundamental concepts of effective public speaking through oral presentations.

Policies & Procedures

Desire2Learn [URL: <https://rrcc.desire2learn.com/>]

The syllabus, lecture notes, style guides, and supplemental materials, as well as any course announcements, quizzes and the final exam will be posted on *Desire2Learn*. Print copies of these items will not be distributed in class. The URL for *Desire2Learn* is shown above, and can also be accessed via *The Rock* portal. It is the responsibility of the student to retrieve the full syllabus within the first week of class. The final page of the syllabus, *Student Agreement* and (optional) *FERPA Waiver*, is due on the date stipulated on the *course schedule*.

Attendance & Tardiness

Attendance on class meeting dates is mandatory.

- **Absences**

No absences are allowed in this class. Attendance for all 5 Saturdays is required. Any absence will result in 100 point reduction in grade; (75pts are deducted for partial absences 5min-1.5hr; 100pts. deducted for absence beyond 1.5hr tardiness.) There is no possibility to make-up missed assignments or speeches in the case of absences, which results in additional point loss. In case of emergency, students must present a valid excuse. Valid excuses are generally issued from a doctor/dentist in the case of emergency, the police in case of a traffic incident, a RRCC official in case of college commitment, etc. **In accordance with RRCC policy, students who miss the first day of class (June 2, 9am) will be dropped from the class.**

- **Leaving Early or Arriving Late (*Tardiness*)**

A student may arrive late or leave early once without penalty(+/- 15 minutes). Every additional tardy/early dismissal will result in a -50 point penalty. Students arriving after 30 minutes of class have transpired (or leaving 30 minutes early) will be marked ½ absent for that class session. If a student arrives after role has been taken, it is the responsibility of the student to ensure that their attendance has been properly recorded. The attendance records of the instructor are the official record, and are not open to debate at the end of the course.

- **Late Arrival Protocol.**

If a student arrives late on a speech date, the student will wait quietly outside the classroom until the current speaker is finished, and applause is heard. DO NOT enter the classroom while another student is giving a speech. Failure to adhere to this policy will result in a -25-point penalty on the offending student's speech. **If a student arrives late on a speech date, and has missed their designated speech time, they will be penalized one letter grade for the assignment being late.**

Classroom Expectations

- **Classroom Climate**

As this is a communication class, students are expected to participate in live discussion in class and on the discussion board frequently and in an appropriate respectful manner. Students are expected to comply with the *Student Code of Conduct* during class. We will not discriminate against or criticize members of this classroom or community based on gender, ethnicity, sexual orientation, disability or any other difference. Students who engage in such behavior or who are disruptive, will be asked to leave the class.

- **Cell Phones and Computer Usage**

Cell phones and iPods must be turned off during class. The use of a cell phone or iPod is absolutely forbidden during class. Any electronic media that cause interference during the speech of another individual will result in a 10 pt penalty on the owner's speech grade. Laptop computers are permitted for class related usage only. DO NOT check your email, Facebook account, etc. during class. Students caught using laptop computers for purposes other than course related activities will not be allowed laptop use for all future classes.

- **Participation**

Class participation (in live class meetings and on discussion boards) is expected and constitutes 150 possible points toward your final grade. Class participation will be assessed based on meaningful and unsolicited contribution during class discussions, preparation for class activities, completion of worksheets, etc. Absences and lack of contribution will negatively affect participation grades.

Connect to Success

Connect to Success is a learning support service that assists students with study tips and success strategies, learning styles, goal setting, and interest inventories while also providing information about college services and community resources. Students can stop by the office in the LARC, room 1264, call for information at (303) 914-6317 or visit www.rrcc.edu/success.

Students With Different Needs

Students with documented disabilities are reminded that it is their responsibility to identify themselves to the Office of Disability Services and to instructors so reasonable accommodations for learning and evaluation within the course can be made. The Office of Disability Services is located in Room 1182 on the Lakewood campus. You can contact the Office at www.rrcc.edu/disabilityservices, or at (303) 914-6733. Current and comprehensive documentation must be on file with the office prior to approval of the accommodation.

Academic Honesty

All graded work must be the **original work of the student** claiming credit for it. Students guilty of knowingly using or attempting to use another person's work as though that work were their own, and students guilty of knowingly permitting or attempting to permit another student to use their work, will receive the grade of "F" for the entire assignment, and may receive a grade of "F" for the course. Students should also be familiar with the official RRCC policy on academic dishonesty that appears in the most recent edition of the Student Catalog. Cheating and plagiarism will be reported. See tutorial on plagiarism in D2L tab "Writing Aids".

Communication Lab

Students are encouraged to use the Communication Lab for help with speeches. The Department of Communication offers a Communication Lab upstairs in the LARC: Room 2281. No appointment is necessary. Please check the COM Lab website at: <http://www.rrcc.edu/communication/lab.html> for hours of operation. Students can receive help with topic selection, speech outlining, research and source documentation, visual aid preparation, speech rehearsal, speech delivery, and general speech techniques. Please bring your assignment and outline. Also see the "Communication Lab" folder on DESIRE2LEARN for more information and **COM LAB Assignment**.

RRCC Library Research

Students can access electronic databases via campus computers, or from home. In order to access databases from home, students must establish a library account. Information about RRCC Library Services is available at <http://www.rrcc.edu/library/>. Should you need access to physical books and periodicals, students should use the RRCC library, local college libraries, or local County libraries. This information will be discussed further during class.

Grading and Class Assignments

Speeches

Speech #1: Sensory / Virtual Experience	50 Points
Speech #2: Analysis	100 Points
Speech #3: Informative - Object, Concept, Person, or Event	125 Points
Speech #4: Persuasive—Fact or Value	150 Points
Speech #5: Special Occasion	75 Points
Impromptu Speeches (2)	<u>50 Points</u>
	550 Points

Exams

Comprehensive Final Exam	150 Points
Quizzes (5 total)	<u>100 Points</u>
	250 Points

Other

Discussion Board & Class Participation	150 Points
Self-Evaluation (1)	<u>50 Points</u>
	200 Points

Total Possible Points from Assignments = 1000

Extra Credit Options

Com Lab	10 Points
Outside Speech Evaluations (2 Possible)	20 Points Each

Extra Credit (50 Possible Points)

Students may earn up to, and not exceeding, 50 points of extra credit. Extra credit opportunities are available during the course and posted to the *Extra Credit* tab on DESIRE2LEARN. Extra credit assignments must be typed and submitted on the designated date. No late submissions allowed.

Letter Grades

A = 900-1000 Points

B = 800-900 Points

C = 700-800 Points

D = 600-700 Points

F = 599 Points and below

ADDITIONAL GRADING INFORMATION

Quizzes (100 Points)

Ten (10) quizzes will be administered over the term via *Desire2Learn*. Quizzes are based on assigned readings in the text. Students are allotted 30 minutes to complete the quiz. Quizzes are due by 11 PM on the date noted on the *Course Schedule*. There are no *make-ups* on quizzes.

Final Exam (150 Points):

The final comprehensive exam will be administered via *Desire2Learn* and contains 75 multiple choice questions. Ninety (90) minutes is allotted for the exam, the amount of time equivalent to what would be scheduled for a classroom final exam. The final exam is due by 10:00 PM on the final day of class, August 3, 2013.

Speeches (550 Points)

Detailed instructions and grading rubrics for each speech are located in the *Speech Assignments* folder on *Desire2Learn*. Grading rubrics must be printed and attached to the formal outline when submitted to the instructor on the day of the speech.

- **Speech Topic**
All speaking assignments will address a topic *approved* by the instructor via *Desire2Learn* dropbox by the date stated on the *Course Schedule*.
- **Outlines**
Each speech requires a typewritten, full sentence outline that conforms to APA or MLA style including internal citations and bibliography format. Outlines account for a varied percentage of each speech grade. Students must submit the typewritten formal [full-sentence] outline for their speech on the day of their speech. Students will not be allowed to deliver speeches if they have not submitted an outline. Delivery note-cards will be checked at the beginning of each speech to ensure they are formatted correctly and not excessive. If notecards are considered excessive, they will not be allowed to be used.
- **Due Dates**
Students will present speeches on the dates noted on the syllabus. The date noted on the syllabus is the final due date of the speech and corresponding outline. If a student is absent on the presentation date without a *valid, documented* excuse, that student will earn zero points for the assignment. Again, students who are unprepared, and fail to submit a full-sentence, typed, *formal* outline, and grading rubric on the day they are scheduled to speak will not be allowed to deliver a speech. ***Given the short duration of this class, there will be no make-up opportunities granted for missed speeches.***
- **Submitting Written Assignments**
Students are required to submit written assignments for – outlines, manuscripts, etc. - to DROPBOX. Final work submitted through email is not accepted.
- **Allowed Presentation Time**
All speeches have a *target time*. Speakers are granted an additional “grace period” of 30-seconds over or under the target time. Speeches that exceed the “grace period” will incur a penalty for each 30-second increment over or under the time limit. Speakers who exceed the time limit by 2-minutes will be told to stop speaking, thus resulting in additional point loss for failing to complete the assignment. The best way to mitigate time penalties is to be well prepared and to practice.
- **Research for Speeches and Citations**
It is expected that students will conduct research using appropriate, credible, college-level sources, and cite at least the minimum number of sources in each speech. **Students are prohibited from using Wikipedia, About.com, Ehow.com or other non-credible sites. Students who cite Wikipedia, About.com, Ehow.com, and other non-credible, non-college appropriate sites will receive 0-points on the outline portion of the speech grade.** Students will be penalized for using sources that are not

credible, and for incorrect citation of sources (verbal or written). Outlines that fail to include proper internal citations or a bibliography will result in 0 points for that portion of the speech.

General Criteria for Evaluating Speeches:

An Adequate Speech: 'C' range – 70 – 80
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| <ul style="list-style-type: none">> Fulfill the basic requirements for the assignment, but demonstrate little creativity or research> Have a clear central idea, as well as an identifiable introduction, body, and conclusion, but these components may appear muddled, disorganized, or choppy> Delivery of speech is competent, but may need more rehearsal time as evidenced by too much reading from notes, a monotone voice and/or few gestures.> Overall a decent speech, but could be much better with more preparation and practice |
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A Strong Speech: 'B' range – 80 – 90

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| <p>Display solid organization by making helpful use of transitions, but lacks the clarity and style of an "A" speech</p> <ul style="list-style-type: none">> Support main points with sufficient and credible supporting materials, but could perhaps strengthen the speech with additional research or more variety of sources.> Have a introduction and conclusion which achieves the major goals for each component, but could perhaps be more creative and/or provide more insight into the speech topic.> Speech is delivered with skill and effectiveness, but could still use a little more dynamism to connect with the audience. On the way to an "A" speech, but needs more polishing. |
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An Excellent Speech: 'A' range – 90 – 100
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| <ul style="list-style-type: none">> Cultivate a high degree of interest, emotion, and/or commitment among the audience> Contain and demonstrate exceptionally high quality research that seeks out a variety of sources and perspectives> Have a gripping and memorable introduction, conclusion, and main points> Present supporting materials with exceptional clarity, power, and vividness> Be delivered with special skill and dynamism by moving naturally, maintaining eye contact, demonstrating confidence, and making strong connections with the audience |
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TENTATIVE ASSIGNMENTS & COURSE SCHEDULE

NOTE: All assignments (quizzes, discussion board activities) are DUE Fridays by midnight.

	Readings & Topics for Discussion	Online Discussion Boards	Reading Quizzes	Class Assignments DUE Yellow = Class Meetings
WEEK 1 6/2-6/7	<p>Syllabus & D2L Orientation</p> <p>Ch1 – Becoming a Pub Spkr Ch2 – From A to Z</p> <p>Speech 1: Sensory Speech Ch3 -- Managing Sp Anxiety Ch16 – Using Language</p> <p>Syllabus Agreement (sign and bring to class Saturday)</p> <p style="text-align: center;">Lecture 6/7:</p> <p>Ch6 – Analyzing the Audience Ch7 - Selecting a Topic & Purpose Ch8 – Developing Supporting Material</p>	<p>Cyber Café Introductions</p> <p>DB#1 Orientation Activites</p> <p>DB#2</p> <p>DB #3 (Optional)</p>	<p>Syllabus Quiz</p> <p>Quiz #1</p>	<p style="text-align: center;">June 7 Class 9am-1pm</p> <hr/> <p style="text-align: center;">SPEECH 1: Sensory / Virtual Experience (Submit TOPIC for this speech in Dropbox ASAP, before Friday)</p> <p>Bring: Manuscript Flash Drive Rubric for Speech 1 Instructions for Speech 2 Syllabus Agreement</p>
WEEK 2 6/8-14	<p style="text-align: center;">Speech 2: Speech Analysis Speech</p> <p>Ch5 – Listeners & Speakers Ch12 – Organizing the Speech Ch13 – Selecting Organizational Pattern Ch14 – Outlining the Speech</p>	<p>DB #4 DB #5</p>	<p>Quiz #2 Quiz #3</p>	<p style="text-align: center;">Speech Analysis Topic DUE in Dropbox Friday by midnight</p>
WEEK 3 6/15-21	<p>Delivering Your Speech: Ch17 – Choosing a Method of Delivery Ch18 – Controlling the Voice Ch19 – Using the Body Ch11 – Citing Sources</p>	<p>DB #6 DB #7</p>	<p>Quiz #4</p>	<p style="text-align: center;">June 21 Class 9am-1pm</p> <hr/> <p style="text-align: center;">SPEECH 2: Speech Analysis</p> <p>Bring: Outline, Citations, Note Cards, Flash Drive Rubric</p> <p style="text-align: center;">Impromptu Speech #1</p>

<p>WEEK 4 6/22-28</p>	<p>Speech 3: The Informative Speech</p> <p>Ch 23 – Informative Speaking Ch 9 – Locating Supporting Material Ch10 – Finding Credible Sources on the Internet Ch13 - Selecting Organizational Pattern</p>	<p>DB #8</p>	<p>Quiz #5</p>	<p>I Informative Speech Topic DUE in Dropbox Friday by midnight</p>
<p>WEEK 5 6/30-7/5</p>	<p>Ch15 – Intro & Conclusion Ch20 - Speaking with Presentation Aids Ch21 - Designing Presentation Aids Ch22 – Guide to MS Powerpt</p>	<p>DB #9</p>	<p>Quiz #6</p>	
<p>WEEK 6 7/7-13</p>	<p>Speech Evaluation / Critiques</p> <p>Speech 4: Persuasive Speech</p> <p>Ch13 Revisited: Selecting Topic for Persuasive Speeches Ch24 Persuasive Speaking Ch4 Ethical Public Spkg</p> <p>Audience Analysis (Revisited) Persuasion Strategy</p>	<p>DB #10</p>	<p>Quiz #7</p>	<p>July 12 Class 9am-1pm</p> <hr/> <p>SPEECH 3: Informative Speech</p> <p>Bring: Outline, Citations, Note Cards, Flash Drive, Rubric, Printout of PowerPoint</p>
<p>WEEK 7 7/14-20</p>	<p>Argumentation: Persuasion Strategy Toulmin Model Fallacious Arguments</p>	<p>DB #11 DB #12</p>	<p>Quiz #8</p>	<p>Persuasive Speech Topic DUE in Dropbox Friday by midnight</p>
<p>WEEK 8 7/21-27</p>	<p>Persuasive Speeches and Audience Response</p>	<p>DB #13 DB #14</p>	<p>Quiz #9</p>	<p>July 26 Class 9am-1pm</p> <hr/> <p>SPEECH 4: Persuasive Speech – Fact, Value or Policy</p> <p>Bring: Outline, Citations, Note Cards, Flash Drive, Rubric.</p> <p>Impromptu Speech #2</p> <p>Special Occasion Speech Topic DUE in Dropbox Friday midnight</p>

WEEK 9 7/28-8/3	Speech 5: Special Occasion	DB #15	Quiz #10	August 2 Class 9am-1pm
	Ch25 - Speaking on Special Occasions Impromptu Speeches		Final Exam Due 11pm Sunday Aug 1	SPEECH 5: Special Occasion Bring: Manuscript DUE: All remaining XC Assignments

Instructor Disclaimer

The instructor reserves the right to alter any or all parts of the scheduled activities and/or work identified in this syllabus. These rights extend to assignments, evaluation, and all other aspects of the course. The course schedule is tentative and may change throughout the course. The instructor will alter content and dates as needed. Students will be advised of changed in class or via or *Desire2Learn* email or "Updates" on the home page of the course.

**COM 115-601: Public Speaking Summer 2013
Student Syllabus Agreement**

DUE: Saturday, June 8, 2013

I, (Print Name), have read and comprehend the syllabus for COM 115: Public Speaking. I fully understand the attendance policy, grading procedures, and assignment requirements as stipulated in the syllabus. I recognize that it is my responsibility to complete the reading assignment before the lecture, and to participate in class discussions and practice activities to achieve the best grade possible. I realize that I am responsible for my academic success or failure, and I will seek the help of the instructor immediately should I become lost in the material or experience problems. Any confusion I may have experienced through reading the course policies stated in the syllabus has been clarified through either the explanations of the instructor or questions I have asked. As a student member of this class, I acknowledge and agree to adhere to these policies.

Signature of Student

Date: _____

FERPA WAIVER (OPTIONAL)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Generally, schools must have written permission from the student in order to release any information from a student's education record. Thus, the instructor of this course cannot disclose or discuss grades via telephone, internet or other media due to the *un-secure* nature of the medium.

If you wish to discuss your grade via email, phone, etc., you must opt to waive your right to electronic privacy under FERPA. Information will be released to the student only, and after it has been verified that the requesting individual is the actual student enrolled in the course—no information will be released to friends, spouses, or other family members without the additional handwritten, free-will consent of the student.

The waiver of your right to electronic privacy is optional and has no bearing on your success in this class. If you choose to waive select FERPA protections, the instructor of this course is not responsible for information disclosed to someone using the student's email, phone, etc., or by someone other than the student accessing the messages therein.

I, _____, have chosen to waive the above stated FERPA protections so that I may discuss
(Print Name)
my class standing, including grades, with my instructor via electronic media.

STUDENT SIGNATURE

DATE