

**COM115-601
Public Speaking
Spring 2012**

Instructor: Tracey C. Mahoney
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Course Materials

Required Textbook:

Grice, G. L. and Skinner, J. F. (2011). *Mastering Public Speaking: The Handbook (2nd Ed.)*. Boston: Pearson Education.

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 notecards.

Desire2Learn

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 at the top of this page. 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 Contract* and (optional) *FERPA Waiver*, is due on the date stipulated on the *course schedule*.

Attendance

Attendance on class meeting dates is mandatory. You may not miss more than 2 ½ hours of this course, total. One hundred points will be deducted from your final grade (-100 x ____) for each full absence. There will be no make-up of missed assignments or speeches, resulting 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. **Please note: Poor planning by students does not constitute a “valid excuse.”** In accordance with RRCC policy, students who miss the first day of class will be dropped from the class.

Leaving Early or Arriving Late (Tardies)

A student may arrive late or leave early once without penalty(+/- 30 minutes). Every additional tardy/early dismissal will result in a -25 point penalty. Students arriving after 45 minutes of class have transpired (or leaving 45 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 semester.

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.**

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.

Communication Lab

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 our class.

Assessment

| | |
|--|-------------------|
| Speech #1: Special Occasion | 50 Points |
| Speech #2: Informative—Process | 75 Points |
| Speech #3: Informative—Object, Concept, Person, or Event | 100 Points |
| Speech #4: Persuasive—Fact or Value | 100 Points |
| Speech #5: Persuasive—Policy | 150 Points |
| Comprehensive Final Exam | 150 Points |
| Quizzes | 100 Points |
| Classroom: Assignments & Participation | 25 Points |
| Total Regular Points | 750 Points |

Testing (250 Points)

Quizzes (100 Points)

Five (5) quizzes will be administered over the term via Desire2Learn. Students will be allotted an amount of time to complete the quiz equal to what would be permitted in the classroom. Quizzes are due by 10:00 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 will contain 75 multiple choice questions. Two hours will be 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: 18 February 2012.

Speeches (475 Points)

Five (5) graded extemporaneous speeches will be delivered during the course. **Detailed instructions and grading rubrics for each speech are located in the *Speech Assignments* folder on Desire2Learn. Grading rubrics must be attached to the formal outline when submitted to the instructor on the day of the speech.**

| | | | |
|--|------------|---------------|-----------|
| Speech #1: Special Occasion | 50 Points | 3 – 4 Minutes | |
| Speech #2: Informative—Process | 75 Points | 4 – 5 Minutes | 3 Sources |
| Speech #3: Informative—Object, Concept, Person, or Event | 100 Points | 5 – 6 Minutes | 4 Sources |
| Speech #4: Persuasive—Fact or Value | 100 Points | 6 – 7 Minutes | 5 Sources |
| Speech #5: Persuasive—Policy | 150 Points | 7 – 8 Minutes | 6 Sources |

All speaking assignments will address a topic *approved* by the instructor via *Desire2Learn* dropbox by the dated stated on the *Course Schedule*. Each speech requires a typewritten, full sentence outline that conforms to APA or MLA style 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 that they are correctly formatted. Delivery note-cards that are considered *excessive* will not be allowed for use during speech delivery.

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, preparation 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.**

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.

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 sites will receive 0-points on the outline portion of the speech grade.** Other internet sources are permissible if the source meets the CRAAP test (see Desire2Learn). Students will be penalized for incorrectly citing sources, whether verbal or written, or for citing a majority of sources that fail the CRAAP test. Outlines that fail to include proper internal citations or a bibliography will result in 0 points for that portion of the speech.

Speech Grade Appeals: Speech grades are earned on the basis of results, not effort. It is an unfortunate reality that someone will be more successful than you, but with less effort. You are free to dispute your grade through the following process: (1) You must wait one day before you attempt to dispute a grade; (2) You must type and support your arguments with evidence; (3) Typed arguments must be submitted to the instructor no later than the class period immediately following the return of the speech with grade; (4) A maximum of 5% may be awarded for a well argued, well supported case. **DO NOT blame the instructor for your errors. Explain what you did incorrectly, cite textbook information, and discuss how you plan to fix the error in the next speech.**

Classroom: Assignments & Participation (25 Possible Points)

Because attention and preparation are essential for success in this class, classroom participation scores will be assessed based on meaningful contribution during discussions, preparation for class activities, completion of worksheets, etc. Not all contributions are meaningful. Absences and lack of contribution will negatively affect participation grades. Assignment and participation points will be awarded throughout the course.

Extra Credit (40 Possible Points)

Students may earn up to, and not exceeding, 40-points of extra credit. Numerous extra credit opportunities are available during the course and posted to the *Bonus Points (XC)* folder on DESIRE2LEARN. Due dates are listed on the course schedule. Due dates for extra credit work are final; no late work will be accepted. Extra credit assignments must be typed and will be graded at an upper-division level.

Additional Policies

1. The agreement attached to this syllabus must be signed and returned to your instructor on the specified date during the term. Students who fail to submit their agreement on the due date will be penalized.
2. It shall be the responsibility of the student to notify the instructor in advance, in writing, if the student intends to participate in a religious holy day that does not fall on state holidays or periods of class recess.
3. **Work submitted through email is not accepted for any reason.** Students are expected to have copies of all submitted assignments in case of loss by whomever.
4. All assignments awarded points, including extra credit, must be typewritten, unless otherwise stipulated.
5. Sexism, racism, proselytizing, and other forms of harassment will not be tolerated. Students who engage in such activities, or who are disruptive, will be asked to leave the class. Students are expected to comply with the *Student Code of Conduct* during this class
6. 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 point penalty on the owner's speech grade.
7. 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 be forbidden to use their laptop during future classes.

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.

Course Schedule: Spring 2012

| Date | | Chapters | Topics | Notes |
|------|----|----------------------------------|--|--|
| 1/14 | AM | Syllabus 1 6 9 | Syllabus An Introduction to Public Speaking Selecting Your Speech Topic Organizing the Body of Your Speech | Bring: Syllabus Worksheets for 6, 9 & 11 |
| | PM | 11 18 Speech | Outlining Your Speech Speaking on Special Occasions Speech: Self-Introduction | This Week: Quiz #1 Due 1/20 Speech 1 Topic Due 1/17 |
| 1/21 | AM | Speech 2 3 4 | Speech 1: Special Occasion The Ethics of Public Speaking Speaking Confidently Responding to Speeches | Bring: Worksheet for 7 Due: Syllabus Agreement Due: XC—Outline Errors |
| | PM | 7 8 15 | Researching Your Topic Supporting Your Speech Speaking to Inform | This Week: Quiz #2 Due 1/27 Speech 2 Topic Due 1/25 |
| 1/28 | AM | Speech 14 | Speech 2: Informative—Process Using Presentational Aids | Bring: Worksheet for 5 |
| | PM | 5 10 13 | Analyzing Your Audience Introducing and Concluding Your Speech Delivering Your Speech | This Week: Quiz #3 Due 2/3 Speech 3 Topic Due 2/1 |
| 2/4 | AM | Speech | Speech 3: Informative—Object, event, concept, or person | |
| | PM | 16 17 | The Strategy of Persuasion The Structure of Persuasion | This Week: Quiz #4 Due 2/9 Speech 4/5 Topic Due 2/7 |
| 2/11 | AM | Speech | Speech 4: Persuasive—Fact or Value | Due: XC—Research Due: XC—Speaker Critique |
| | PM | 12 Review XC Speech | Wording Your Speech Persuasion Review (<i>Policy</i> Emphasis) XC Speech: Impromptu | This Week: Quiz #5 Due 2/15 |
| 2/18 | AM | Speech | Speech 5: Persuasive—Policy | Remaining Assignments/XC Due: COM Lab Fallacies Rhetorical Criticism |
| | PM | Exam | Final Exam | Final Exam Due By 10:00 PM |

The fine print:

- ❖ Students are responsible for all assigned readings regardless of coverage in lecture. It is expected that students will have read the assignment and completed worksheets prior to the class meeting.
- ❖ This schedule is tentative and may change throughout the term. The instructor will alter content and dates as needed. Students will be advised of changes in class, or via DESIRE2LEARN email, prior to modification.
- ❖ Students are expected to conduct themselves in a mature manner during class. Disruptive students will be asked to leave the class. Repeated disruptions may result in permanent removal from the class.

**COM 115-601: Public Speaking
Student Syllabus Agreement
Spring 2012**

DUE: Saturday, 21 January 2012

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