

# COM 115-601 PUBLIC SPEAKING

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Red Rocks Community College, SPRING 2019  
Saturdays 8:30 am – 5:00 pm  
RRCC Lakewood Campus – East Building 2317

## ONLINE COURSE INFORMATION

INSTRUCTOR: COLLEEN BUDZINSKI, COMMUNICATION FACULTY

E-mail: [colleen.budzinski@rrcc.edu](mailto:colleen.budzinski@rrcc.edu)

- USE THIS EMAIL ONLY, DO NOT USE INSTANT MESSAGE THROUGH D2L
- EMAIL ONLY USING YOUR CCCS.EDU EMAIL ADDRESS FOR CORRESPONDENCE

Office Hours: By appointment or before/after class

## ONLINE COURSE INFORMATION

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

The syllabus, lecture notes, assignments and supplemental materials will be posted on Desire2Learn (D2L). The URL for Desire2Learn is shown above. Students are expected to hand in **ALL** assignments through the D2L. Grades will also be posted in D2L throughout the semester.

## IMPORTANT DATES

01/26: Last day to drop class and initiate refund

02/02: Process Speech

02/09: Informative Speech

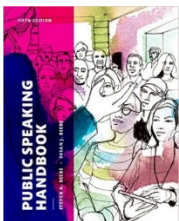
02/16: Persuasive Speech

02/23: Tribute Speech

02/23: Final Exam

\*Note - Please consult a financial aid advisor prior to dropping or withdrawing

## REQUIRED TEXTBOOK



- Textbook: “Public Speaking Handbook”, Beebe and Beebe, 5<sup>th</sup> ed.
- 1-2 packs of 4x6 lined notecards
- 2-sided folder (to hold course worksheets)
- USB Flash Drive (your USB does NOT have to be used exclusively for COM125)
- Notebook and/or computer for taking course notes

\*If possible, bring your own personal computer, BUT this is not a requirement. There will be computers available in class provided by the AV Department.

## COURSE DESCRIPTION AND LEARNING OUTCOMES:

This course combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery. Students will work toward the following learning outcomes:

1. Compare and contrast communication fields including speech communication, interpersonal communication, group communication, organizational communication, mass communication, and intercultural communication.
2. Demonstrate understanding of these essential factors in public speaking: speaker, message, audience, occasion, purpose, and the critical thinking processes related to each.
3. Evaluate through critical analysis selected speeches using the following skills: listening, reasoning, and rhetorical criticism.
4. Incorporate understanding of these factors into speech performance: source credibility, communication apprehension, and ethics.
5. Prepare and deliver a variety of speeches including informative and persuasive speeches before a live, synchronous audience giving feedback to the speaker that demonstrate: topic selection, audience analysis, organization, academic research strategies and language use.
6. Demonstrate understanding of impromptu, extemporaneous, manuscript, and memorized methods of speech delivery.
7. Demonstrate understanding of vocal and physical delivery: pitch, rate, volume, vocal variety, body movement, gestures, eye contact, and facial expressions.
8. Demonstrate the ability to select and apply appropriate audio-visual forms of technology.
9. Demonstrate an understanding of how writing, conversation, and performance impact public speaking situations.

Throughout this course, there is consideration of the impact of culture, gender, and politics on communication roles and styles. By the time this course is completed, you should have a firm grasp on the fundamentals of effective public speaking. By the end of this semester, you will hopefully have any speech anxiety under control and be able to confidently approach any speaking experience beyond this course.

## CLASSROOM ETIQUETTE:

### ***NO CELL PHONES OR TEXT MESSAGING IN CLASS!***

- Please be considerate and **turn off cell phones and other electronic devices during class.** It is obvious, distracting, and inconsiderate to the instructor and your classmates if you are sending or receiving a text message during class, surfing the internet, on social media, or listening to content on your device during class. The instructor reserves the right to ask you to leave the class if you are using your device in an inappropriate or distracting way during class.

### ***LAPTOPS FOR NOTETAKING ONLY!***

- Please refrain from using your laptop to play video games, use the Internet, or engage in other personal tasks while in class. Please be considerate to your fellow classmates and instructor. The instructor reserves the right to ask students to shut off a laptop during class and refrain from bringing it back in these situations.

## CLASS PARTICIPATION AND ATTENDANCE:

We only have 5 classes total, and you need to be committed to attend **EVERY** class. Class attendance and participation are required and make up 15% of your overall grade. You will earn up to 25 points for each class period you actively attend and participate in for a maximum of 125 points.

This course calls for a great deal of student interaction and participation. Expect yourself to get to know everyone in the class. Expect to be actively involved in all exercises and class discussions. Your participation as a productive class member is extremely important.

Effective class participation should include the following:

- Providing constructive feedback to speakers and encouraging others in class.
- Posing relevant questions and issues, and demonstrating knowledge of material being discussed.
- Respecting the opinions/beliefs of class members, even when they are in opposition to your views.
- Demonstrated self-responsibility for all readings, assignments, and obligations.
- Being on time and prepared for class.

## COURSE REQUIREMENTS:

Assignment	Point Value
Quizzes (4 @ 5 points each)	20
Introduction Speech (1-2 minutes)	50
Process Speech (4-6 minutes)*	100
Informative Speech (5-7 minutes)*	150
Persuasive Speech (6-8 minutes)*	150
Speech of Tribute (3-5 minutes)*	75
Preliminary Outlines (4 @ 10 points each)	40
Self-Evaluations (4 @ 10 points each)	40
Group Presentation and Activity	50
Impromptu Speeches	15
Attendance and Audience Participation (5 @ 25 points each)	125
In-Class Assignments	25
Communication Lab Tutoring	10
Final Exam	150
<b>Total Possible Points:</b>	<b>1,000</b>

*\*Each of these speeches requires a preliminary outline handed in prior to the speech and a final typed outline due on the day you speak. We will go over the format in class. The Informative Speech and Persuasive Speech will also require a typed Reference page due on the day you speak.*

## SPEAKING ASSIGNMENTS:

**LATE SPEECHES WILL NOT BE ACCEPTED (EXCEPT IN DOCUMENTED SITUATIONS). We simply do not have enough time in this accelerated course for make-up speeches.**

Each of you will deliver five graded individual speeches. This means we will hear approximately 100+ speeches in addition to conducting the necessary lectures/discussions, hearing impromptu speaking efforts, providing feedback for everyone on speech presentations, and taking care of other necessities. It is absolutely essential that everyone be prepared to speak on the assigned dates. It is your responsibility to meet all course expectations with the understanding that the unique nature of public speaking classes imposes special demands on all of us. A detailed assignment sheet will be distributed for each speaking assignment and thoroughly discussed in-class before the speech is due.

## ACADEMIC RESEARCH:

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 using MLA format. Students are prohibited from using Wikipedia, About.com, Ehow.com, or other non-credible sites. Students will be penalized for incorrectly citing sources, whether verbal or written.

## COMMUNICATION LAB:

The Department of Communication offers a Communication Lab located in the Library, next to the Writing Center in room 2264. For our class, students must spend at least 15 minutes with the tutor in order to receive full credit. We have reserved time slots for the Communication Lab on Saturday afternoons. You will be expected to sign up for a 15-minute slot in-class each Saturday morning. This tutoring session time will go towards the 10 points awarded in-class for the Communication Lab.

## OUTLINES, SELF-EVALUATIONS, AND REFERENCE PAGES:

Students are required to turn in a preliminary outline (hand written or typed) and a final typed outline for each speech (except the Any Old Bag Speech). The Informative and Persuasive speeches will also require a Reference page in APA format. Students will also hand in a detailed self-evaluation for each speech presented except the Tribute Speech. Self-Evaluations must be submitted via the D2L Assignment Submission Folder. Feedback will be provided through D2L. Preliminary outlines will be handed in in class. Final outlines and Reference pages should be handed in on the assigned speaking date in-class. **No late final outlines or Reference pages will be accepted.**

## LATE WORK:

**Again, due to our accelerated schedule, we simply do not have time or room for late work. Especially, quizzes, exams, and speeches will not be accepted (except in documented situations).**

For all other assignments, outlines, or self-evaluations you are marked down one letter grade each class period they are late. You are strongly encouraged to stick to the course schedule and get all of your course work in on time. This will only benefit you as the student.

## GRADING POLICY:

All final grades will be calculated on the following point scale:

A= 900-1000

B= 800-899.99

C= 700-799.99

D= 600-699.99

F= 599.99 and below

**Final grades will be based strictly on the above point scale and will NOT be rounded up.** It is your responsibility to keep track of your grade in the class. Extra credit options are available on our content page if you are interested in earning additional credit toward your overall score.

## RRCC POLICIES AND PROCEDURES

### Academic Misconduct

Academic misconduct consists of plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences (as determined by the instructor) and to disciplinary action, according to the current [Student Handbook](http://www.rccc.edu/student-life/handbook) (<http://www.rccc.edu/student-life/handbook>). All academic integrity incidents shall be sent to the Vice President of Student Success, Dr. Lisa Fowler.

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### Accessibility Services

Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, call Accessibility Services at 303-914-6733, 720-336-3893 (VP) or email [Accessibility Services](mailto:access@rccc.edu) ([access@rccc.edu](mailto:access@rccc.edu)). More information is available at the [Accessibility Services website](#). Note: Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive.

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### Code of Conduct and Student Discipline Process

Students are expected to adhere to the Student Code of Conduct. All allegations of violations shall be referred to the Chief Student Services Officer. For more information regarding the college's discipline process, contact Dr. Lisa Fowler (303-914-6608) and see the [current RRCC Student Handbook](http://www.rccc.edu/studentlife/handbook) (<http://www.rccc.edu/studentlife/handbook>).

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### Emergency Notifications

RRCC uses various communication formats to relay information about emergency situations on or affecting its campuses. Connect-Ed is the notification system the College uses to send emergency messages to its entire community. Emergency notifications are sent via e-mail, text (SMS), and voicemail to mobile or home phones. All students, staff, and faculty are automatically enrolled to receive emergency notifications via their school email, home phone, and work phone as available through the Banner system. To receive mobile phone and text messages (SMS), users must opt-in to this service. You can opt-in and update your phone numbers by visiting the "[Your Alert System](#)" page of Self-Service Banner. ([https://erpdnssb.cccs.edu/PRODRRCC/wt\\_emerg\\_ph.p\\_contact\\_info?refer=](https://erpdnssb.cccs.edu/PRODRRCC/wt_emerg_ph.p_contact_info?refer=)). A link to this page is also available on the dashboard of "The Rock" after you login; scroll down to the "Campus Safety" section.

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### Mandatory Reporting

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct (which includes sexual harassment, non-consensual sexual contact, nonconsensual sexual intercourse, and sexual exploitation) is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator, Executive Director of Human Resources at 303-914-6298. Further information may be found on the college [Human Resources website](http://www.rccc.edu/human-resources/sexual-misconduct) (<http://www.rccc.edu/human-resources/sexual-misconduct>).

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### Non-Civil Rights Grievance Process

The student grievance process is intended to allow students an opportunity to present an issue which they feel warrants action. A grievable offense is any alleged action which violates or inequitably applies State Board for Community Colleges and Occupational Board Policies, Colorado Community College System President's Procedures, or college procedures. Additionally, the student must be personally affected by such violation or inequitable action. For more information regarding the student grievance process, contact Dr. Steven Zeeh, Director of Campus Life (303-914-6372) and see the [current RRCC Student Handbook](http://www.rccc.edu/student-life/handbook) (<http://www.rccc.edu/student-life/handbook>).

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## Non-Discrimination

Red Rocks Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. RRCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Executive Director of Human Resources as its Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Red Rocks Community College, Office of Human Resources, 13300 W 6th Avenue, Lakewood, CO 80228, 303-914-6298.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

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## Report a Concern

RRCC cares about the safety, health, and well-being of its students, faculty, staff, and community. You should refer individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or those that cause a significant disruption to the RRCC community by completing the [electronic form](#) to report a concern (<https://cm.maxient.com/reportingform.php?RedRocksCC>). Please see the [Behavioral Intervention Team website](#) for more information (<http://www.rccc.edu/behavioral-intervention-team>). **NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911 or RRCC Campus Police at 303-914-6394.**

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## Use of Recording Devices

Recording lectures or classroom discussions is prohibited unless:

- Written permission from the instructor has been obtained and all students and guest speakers have been informed that audio and/or video recording may occur. OR
- A student is entitled to make audio and/or video recordings as an educational accommodation determined through Accessibility Services.

A student granted permission to record may only use the recording for their own learning and may not publish or post the recording on any medium or venue without the instructor's explicit written authorization. For more information, please see [SP 19-50](#) (<https://www.cccs.edu/sp-19-50-use-of-recording-devices/>). If you require an educational accommodation, contact [Accessibility Services](#) ([access@rccc.edu](mailto:access@rccc.edu); 303-914-6733).

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## What to do in an emergency – Standard Response Protocols

RRCC follows the [standard response protocols](#) visible in each in classroom and around both campuses. The RRCC Emergency Management Plan and additional useful information are available via the RRCC Police Department [homepage](#). **To report an emergency, contact 911.**

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## Academic Calendar

The [current RRCC Academic Calendar](#) is your most accurate source of academic events and deadlines.

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## Activate and Use Your Student E-Mail Account

RRCC communicates with students via email only through their college-issued student email address. For access information and instructions for setting up your account, please see the student email website <http://www.rccc.edu/admissions/student-email>

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## Campus Closure Information

Did you know RRCC is exempt from the State Inclement Weather Policy and may remain open while other state government offices close? When either of the RRCC campuses are required to close due to bad weather or emergency conditions, you can learn about it via local news media, the [RRCC website](#), or by calling the campus closure line at 303-914-6600.

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## Campus Maps

Campus maps for both the [Lakewood campus](#) and the [Arvada campus](#) are available to help locate your classrooms and other campus services.

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### Lost and Found

Lost and found is located with the Campus Police department at the Lakewood campus (303-914-6394) and with the Welcome Desk at the Arvada Campus (303-914-6010).

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### RRCC Catalog

For additional college policies, please see the current [RRCC Catalog](#)

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### Student Handbook

The [current RRCC Student Handbook](#) is your most current source of dates, resources, contacts, and policies including the grade dispute process and academic appeals.



TENTATIVE COURSE SCHEDULE – SUBJECT TO CHANGE

JANUARY 26

Agenda	Assignments/Readings Due
Course Introduction, Syllabus Review, Student Introductions	Read Chapters: 1,3, 10, 11, 13
Topic: Chapter 1 Introduction to Public Speaking	Speech: Introduction Speech
Topic: Chapter 3 Presenting Your First Speech	Review: Process Speech
Topic: Chapters 10-11 Introducing and Concluding	Preliminary Outline: Process Speech
Topic: Chapter 13 Delivery	
Syllabus Quiz	
Quiz Covering Chapters 10, 11, 13	
Prepare for Process Speech	

FEBRUARY 2

Agenda	Assignments/Readings Due
Present Process Speeches	Read Chapters: 2, 7, 9, 15
Topic: Chapter 2 Confidence and Anxiety	Final Outline: Process Speech
Topic Chapter 7 Developing	Speech: Process Speech
Topic: Chapter 9 Outlining	Review: Informative Speech
Topic: Chapter 15 Informative	Preliminary Outline: Informative Speech
Quiz Covering Chapters 7 and 15	
Prepare for Informative Speech	

FEBRUARY 9

Agenda	Assignments/Readings Due
Present Informative Speeches	Read Chapters: 5-6, 8, 14, 16-17
Topic: Chapters 5-6 Listening and Audience	Self Evaluation: Process Speech
Topic: Chapter 8 Supporting Material	Final Outline: Informative Speech
Topic Chapter 14 Visual Aids	Speech: Informative Speech
Topic: Chapters 16-17 Persuasive Speech and Strategies	Review: Persuasive Speech
Prepare for Persuasive Speech	Preliminary Outline: Persuasive Speech

FEBRUARY 16

Agenda	Assignments/Readings Due
Present Persuasive Speeches	Read Chapters: 4, 12, 18
Topic: Chapter 4 Ethics	Self Evaluation: Informative Speech
Topic: Chapter 12 Language	Final Outline: Persuasive Speech
Topic: Chapter 18 Special Occasions	Speech: Persuasive Speech
Quiz Covering Chapters 4-6	Review: Tribute Speech
Prepare for Tribute Speech	Preliminary Outline: Tribute Speech
Prepare for Group Presentation	

FEBRUARY 23

Agenda	Assignments/Readings Due
Present Tribute Speech	Self Evaluation: Persuasive Speech
In Class Complete Tribute Self Evaluations	Final Outline: Tribute Speech
Group Presentation	Speech: Tribute Speech
Final Exam (cumulative)	Self Evaluation: Tribute Speech
	Group Presentation
	Final Exam

## TYPICAL (TENTATIVE) SATURDAY AGENDA:

Time	Activity
8:30 am – 8:45 am	Welcome
8:45 am – 10:00 am	Lecture, Conduct Speeches
10:00 am – 10:15 am	<b>BREAK</b>
10:15 am – 11:30 pm	Finish Speeches, Lecture, In-Class Activities
11:30 pm – 12:30 pm	<b>LUNCH BREAK</b>
12:30 pm – 2:00	Lecture, In-Class Activities, Communication Lab
2:00 pm – 2:15 pm	<b>BREAK</b>
2:15 pm – 3:15 pm	Course Activity and Assignments, Exams
3:15 pm – 4:45 pm	Speech Workshop
4:45 pm – 5:00 pm	Questions and Dismiss

## CRITERIA USED FOR EVALUATING SPEECHES:

The average speech (Grade C) should meet the following criteria:

1. Conform to the kind of speech assigned (informative, persuasive, etc.)
2. Be ready for presentation on the assigned date.
3. Conform to the time limit.
4. Fulfill any special requirements of the assignment, such as preparing an outline, using visual aids, conducting an interview, etc.
5. Have a clear specific purpose and central idea.
6. Have an identifiable introduction, body, and conclusion.
7. Show reasonable directness and competence in delivery.
8. Be free of serious errors in grammar, pronunciation, and word usage.

The above average speech (Grade B) should meet the preceding criteria and also:

1. Deal with a challenging topic.
2. Fulfill all major functions of a speech introduction and conclusion.
3. Display clear organization of main points and supporting details.
4. Support main points with evidence that meets the tests of accuracy, relevance, objectivity and sufficiency.
5. Exhibit proficient use of connectives-transition, internal summaries, and signposts.
6. Be delivered skillfully enough so as not to distract attention from the speaker's message.

The superior speech (Grade A) should meet all the preceding criteria and also:

1. Constitute a genuine contribution by the speaker to the knowledge or beliefs of the audience.
2. Sustain positive interest, feeling, and/or commitment among the audience members.
3. Contain elements of vividness and special interest in the use of language.
4. Be delivered in a fluent, polished manner that strengthens the impact of the speaker's message.

\*The below average speech (Grades D or F) is seriously deficient in the criteria required for the C speech.