

EFFECTIVE PRESENTATIONS/COM-265-601

SATURDAYS - 11/9 & 11/16 9:00-5:00 ROOM 1131

Fall 2019 Syllabus

CONTACT INFORMATION

Instructor: Elizabeth Merritts, Communication Adjunct Faculty
Classroom: Room REA 1131
Meeting Dates: Saturday, November 9, 2019 and November 16, 2019
Meeting Times: 9:00 AM – 5:00 PM
Office Hours: 15 minutes before/after class, by appointment, and by email
Phone: 303.914.6100 + ext. 3111
Email: elizabeth.merritts@rrcc.edu

REQUIRED TEXTBOOK/COURSE MATERIALS

Presentation Skills 201 by William R. Steele – 2nd edition - Erie Publishing 2016

Note cards

USB Flash Drive (Doesn't not have to be used exclusively for COM 265)

Access to D2L

Access to Internet

COURSE DESCRIPTION:

Focuses on effective presentation skills used in professional settings including conferences, briefings, training sessions, and sales presentations. Emphasizes formats, strategies, and presentation tips enables the student to develop and practice their skills.

Credit hours: 1

COURSE COMPETENCIES

- A. Assess a speaking situation prior to speaking.
- B. Demonstrate ability to research.
- C. Organize a presentation through stages of writing, revising, outlining, and rehearsing.
- D. Perform speeches utilizing multi-mode presentation, cross-modal reinforcement, effective language choices, and professional quality visual aids.
- E. Organize speeches using informative and persuasive formats.

COURSE REQUIREMENTS / EXPECTATIONS

Class attendance and participation are required. 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, group assignments, and class discussions.

Effective class participation should include the following:

- Providing constructive feedback to speakers and encouraging others to become involved in discussions.
- Posing relevant questions and issues, and demonstrating knowledge of material being discussed. **This requires students to take responsibility for reading assigned materials before coming to class.**

- Respecting the rights of others to express their opinions and beliefs even when they are in opposition to one's personal views.
- Demonstrated self-responsibility for all assignments and obligations.
- Being on time and prepared for class.

GRADES

SPEAKING ASSIGNMENTS:

Elevator speech – 30 to 45 second speech used to introduce who you are, what you're looking for, and how you can contribute to a company or organization.

Impromptu speech – This is a very short (1 minute long) speech utilizing the informative speech format on a random topic. This speech helps to develop quick thinking and organizational skills. It's meant to be fun and give you more practice speaking on the fly.

Informative speech – This will be a 4 to 5 minute speech you develop between class one and class two. You will deliver the speech the second Saturday of class. This speech must incorporate a visual aid. This speech also requires you to hand in a typed speaking outline.

Persuasive speech – This will be a team speech that you work on in class with a group. The emphasis will be on utilizing Monroe's Motivated Sequence and incorporating effective transitions between speakers. You will hand in a speaking outline that you will create in class and present your speech to the class on day two. This speech will be 5-10 minute speech depending on how many group members you have. This will be presented in a Shark Tank format. Each group will serve as the sharks for the other groups. More details will be revealed in class.

Speech analysis – You will watch a speech of your choice from a selected website and evaluate what you think the speaker did well and what you would change paying particular attention to the speaker's nonverbal message. Also, did the speaker follow any noticeable organizational pattern in their speech similar to the one we went over in class? Did you feel they used visual aids effectively etc. This should be typed and no longer than a page length. Be sure to include the link to your talk in your evaluation.

Class participation – Points will be earned by attending both days of class (required) and also participating in different activities and group discussions throughout class. Points are also earned by being attentive and respectful audience members.

CRITERIA FOR GRADING / GRADING STANDARDS / ASSESSMENT MODULES

Point Value/Assignment

Assignments

Elevator Speech	50 points
Impromptu Speech	25 points
Informative Speech	100 points
Informative Outline	25 points
Persuasive Speech	100 points
Persuasive Outline	25 points
Speech Analysis	25 points
Class Participation	200 points

550 TOTAL POSSIBLE POINTS

COURSE POLICIES

- **NO CELL PHONES OR TEXT MESSAGING IN CLASS!** Please be considerate and turn off cell phones and other electronic devices. It is obvious, distracting, and inconsiderate to the instructor and your classmates if you are sending or receiving a text message during class. The instructor reserves the right to ask you to leave the class if you are texting during class. You will lose attendance pts for the day if this happens.
- **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.

IMPORTANT DATES

STUDENTS PLEASE VERIFY YOUR SPECIFIC CENSUS AND WITHDRAW DATES IN THE DETAILED STUDENT SCHEDULE, WITH DROP & WITHDRAWAL DATE, IN THE ROCK, UNDER THE STUDENT TAB

Census Date (last day to drop with a refund) **11/09/2019**

If you drop a class before the drop date you are not responsible for payment, and you will not lose College Opportunity Fund (COF) credits. Additionally, a dropped course will not be visible on your permanent student record. If you are on financial aid, you should consult a financial aid advisor before dropping a class.

WITHDRAW DATE (LAST DAY TO WITHDRAW WITH A "W")

You can withdraw between the drop and withdrawal dates without affecting your grade point average. However, if you withdraw from a class you will be responsible for full payment and you will lose COF credits. If you are on financial aid, you should consult a financial aid advisor before withdrawing from a class. **11/14/2019**

ATTENDANCE POLICY

Attendance is required for this course. For each day you attend you will earn 100 attendance/participation points. Excessive absence can have a significant impact on your grade.

CLASS CANCELLATION POLICY

In the event of a class cancellation or delayed start, check D2L by 12:00 noon for alternative assignments and course communication.

RRCC is exempt from the State Inclement Weather Policy and may remain open while other state government offices close. If the campus is closed for an entire day, every effort will be made to have a decision by 5:30 a.m. You can learn when bad weather or emergency conditions require that either of the Red Rocks campuses are closed via local news media, or by calling the campus closure line at 303.914.6600.

MAKE-UP / LATE WORK POLICIES / EXTRA CREDIT

No make-up speeches are allowed unless a documented excuse is provided (Dr.'s note, court appearance documentation etc.). Make sure you are prepared to speak on your assigned day.

For every day work is handed in late one letter grade deduction will be assessed (one-day late B is highest grade possible, two days late C is highest grade possible etc.)

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.

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). More information is available at the [Accessibility Services website](http://www.rccc.edu/accessibility-services/) (www.rccc.edu/accessibility-services/). Note: Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive.

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/student-life/handbook) (<http://www.rccc.edu/student-life/handbook>).

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=). A link to this page is also available on the dashboard of "The Rock" after you login; scroll down to the "Campus Safety" section.

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, non-consensual 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](#)

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 Zehe, 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>).

NON-DISCRIMINATION

Red Rocks Community College is committed to diversity in its people and programs. The 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 3-120 and/or 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. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/ Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rccc.edu. Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rccc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

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.

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](https://cm.maxient.com/reportingform.php?RedRocksCC) to report a concern (<https://cm.maxient.com/reportingform.php?RedRocksCC>). Please see the [Behavioral Intervention Team website](http://www.rrcc.edu/behavioral-intervention-team) for more information (<http://www.rrcc.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.**

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/) (<https://www.cccs.edu/sp-19-50-use-of-recording-devices/>). If you require an educational accommodation, contact [Accessibility Services](mailto:access@rrcc.edu) (access@rrcc.edu; 303-914-6733).

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.**

ACADEMIC CALENDAR

The [current RRCC Academic Calendar](#) is your most accurate source of academic events and deadlines <http://www.rrcc.edu/academic-calendar>.

ACTIVATE AND USE YOUR STUDENT EMAIL 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.rrcc.edu/admissions/student-email>).

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.

CAMPUS MAPS

Campus maps for both the [Lakewood campus](#) and the [Arvada campus](#) are available to help locate your classrooms and other campus services (<http://www.rrcc.edu/campus-maps/lakewood-interior> and <http://www.rrcc.edu/campus-maps/arvada>).

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).

RRCC CATALOG

For additional college policies, please see the current [RRCC Catalog](#) (<https://www.rrcc.edu/schedule-catalog>).

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 (<http://www.rrcc.edu/student-life/handbook>).

TENTATIVE COURSE SCHEDULE

WEEK 1

11/9

Elevator Speech
Delivery – Chapter 6
Audience Analysis
Informative organization –Chapter 1
Visual aids 2.0 – Chapter 2

Homework:

Read chapters: 3,5,7
Informative Speech
Speech critique

WEEK 2

11/16

Informative speeches
Impromptu speaking
Researching for a speech
How to handle questions from an audience – Chapters 8,9
Working with a team – smooth transitions – Chapter 4
Persuasive speaking – Shark Tank style