

COMM P101: PUBLIC SPEAKING

Course Outline (Spring 2020) **MW** meeting days

Instructor: James Thompson Office: CA 10 Phone: 791-2238 Office Hours: Mon, Wed 10-11am, 230-3pm Tues 1-2pm or by appointment	E-Mail: jathomps@portervillecollege.edu (NOTE: You must type the word "speech" in the subject line to guarantee you don't get filtered by my junk mail filter) Instructor Website: www.wetalkgooder.weebly.com
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COURSE: The emphasis of this course is upon the principles of effective communication. We will study various communication strategies from both a *practitioner's* perspective as well as from the viewpoint of a *recipient*.

TEXTBOOK: REQUIRED - Speak Well, (2013) by Liz O'Brien, ISBN# 9780073406749

RECOMMENDED – A Pocket Style Manual, (2015) by Hacker & Sommers, ISBN# 9781457642326

STUDENT LEARNING OUTCOMES: At the end of this course the learner should be able to:

1. Identify and explain the basic principles of human communication.
2. Construct and deliver oral presentations that are competent in the areas of content, organization, and delivery.
3. Discover and evaluate information through research that is sufficient, credible, and relevant to support a thesis.

GRADE DISTRIBUTION: Grades earned in this course will be computed as follows:

Graded Assignments	Points Possible	My Score	Due Dates (TENTATIVE)
Speech Activity	50		Feb 3
Typed Group Outline	25		Feb 19
Group Presentations	25		Feb 19
Anything Speech	125		Mar 9
Delivery Analysis & Articulation	75		Mar 30
Test (there is only one)	200		Apr 1
Freewrite	50		Apr 13
My Source Doesn't Suck Activity	50		Apr 20
Articulation Speech			
1. Speech Itself	150		Apr 27
2. Works Cited Page	50		Apr 27
3. Speech Plan	100		Apr 27
Participation Points	100		na
Total Points Possible	1000		

FINAL GRADING SCALE:

100 - 90% A	900 – 1000 points
89 - 80% B	800 – 899 points
79 - 70% C	700 – 799 points

JAN	20	NO SCHOOL - MLK Jr Day	
	22	Syllabus / Course Overview	
	27	Ch 1	Comm. Model
		Ch 3	Comm. Apprehension
	29	Ch 6	Selecting & Narrowing Speech Topics
		<u>Homework</u> : Assign "Speech Activity"	
FEB	3	Speech Activity #1	
		Explain "Anything Speech"	
	5	Ch 9	Organizing Main Ideas (Body)
	10	Ch 11	Good Introductions & Conclusions
		Ch 10	Outline: From "Prep" Outline to "Speaking" Outline
	12	Group Outline Activity	
		<u>Homework</u> : Assign Song Lyric Activity	
	17	NO CLASS - President's Day	
	19	Finish Group Outline Activity / Speech	
		Ch 13	Practice Your Presentation (READ THIS ON YOUR OWN)
MAR	24	Typed Group Outline Due	
		Group Presentations	
	26	Ch 7	Evidence & Research
		The "CRAAP" test & Oral Citations	
	2	Ch 14	Delivery: Using Language, Body, & Voice
		Song Lyric Activity	
	4	Song Lyric Activity (finish)	
		Ch 12	Visual Aides (READ ON YOUR OWN)
	9	Speech #3 - "Anything Speeches"	
	11	Speech #3 - "Anything Speeches"	
	16	NO CLASS - Spring Break	
	18	NO CLASS - Spring Break	
	23	Speech #3 - "Anything Speeches"	
		Handout Studyguide for Midterm	
	25	Delivery Analysis: "Looking Through the Clouds"	
		<u>Homework</u> : Assign Delivery Analysis Questions	

	30	Delivery Analysis Discussion <u>Homework</u> : Assign Freewrite
APR	1	"THE" Test
	6	Discuss "Speech Plan"
	8	Ch 9 Persuasive Formats
	13	Collect Freewrites
	15	Explain Articulation Speech Explain "My Source Doesn't Suck" Assignment
	20	"My Source Doesn't Suck" Activity
	22	Workshop for Articulation speeches
	27	Speech #4 - "Articulation Speeches"
	29	Speech #4 - "Articulation Speeches"
MAY	4	Speech #4 - "Articulation Speeches"
	6	Speech #4 - "Articulation Speeches"
	11th	Mon May 11th @ 10am-12noon

ADDITIONAL POLICIES

1. The instructor reserves the right to rearrange any or all parts of the scheduled activities and/or work identified in this listing. The rights extend to assignments, evaluation, and all other aspects of the course.
2. All work, oral or written, **MUST** be completed on the assigned day. **Late work will not be accepted and will result in a grade of zero.** See "Late Work Supplement" at end of this syllabus for more detail.
3. **Cell phones must be "off and away" during all class sessions.** This is a big issue in this class because a ringing cell phone is a distraction to learning and a major distraction to students giving speeches. If your cell phone **does** go off in class, **I will confiscate it** and you can retrieve it from the Dean.
4. It is the responsibility of the student to formally withdraw from this course with the admissions office by the drop date should they feel it's necessary. Do not assume that the instructor will drop you should you decide to stop showing up to class at some point throughout the semester. Failure to do so will result in receiving an "F" in this course at the end of the semester.
5. Students with disabilities that may require assistance are reminded that it is your responsibility to identify yourself to the *Disability Resource Center at (559) 791-2215* and to your instructor so reasonable accommodations for learning and evaluation within the course can be made.
6. Cheating and Plagiarism will not be tolerated. Plagiarism is literary thievery. It is taking the words or ideas of another and misrepresenting them as your own. Academic integrity is expected. I will enforce the college's policy on cheating and plagiarism.
7. Show respect for the facility and those that must clean up after you. ***No eating in the theatre or any campus classroom!***
8. Should you have ANY questions throughout the semester, please feel free to contact me. I am *always* glad to offer assistance.
9. It is **your** responsibility to monitor your progress in this class. I do not search out students to inform them of their grades. I expect you to keep track of your score as the semester progresses. I would strongly suggest you keep every assignment/work that you do in this class as proof of your status at least until the end of the semester.

Speech Grading Rubric

“A” Speeches:

In order to receive an “A” on a presentation students must demonstrate exceptional levels of competency in all three areas of **Content, Organization, and Delivery**. These speeches will be easy to follow and employ intentional strategy (i.e. choosing appropriate outline), include rich, audience-specific content, and will be delivered in a fluent and dynamic way. Research speeches will include proper oral citations from credible sources.

“B” Speeches:

In addition to the skills displayed by “C” students, these students will demonstrate a strong level of competency in at least 2 of the 3 basic areas of Content, Organization, and Delivery.

“C” Speeches:

Speeches that will earn a “C” in this course by demonstrating minimum levels of comprehension in Content, Organization, and Delivery of messages. Students will demonstrate basic levels organizational planning and outlining, gathering of relevant content, and deliver messages that are clear and understandable to the audience. In addition, these speeches will conform to assignment details as well (i.e. time limits, topic focus, etc.)

“D” Speeches:

These speeches will not demonstrate minimum levels in all 3 areas of Content, Organization, and Delivery. While a speech may demonstrate one or two of these areas at minimum levels, it will not have done so for all 3 areas. For example, a speech delivered with a clear loud voice and some use of personal examples and elaborations without a clear use of outlining strategy would fall into this grade category.

“F” Speeches:

These speeches will be unable to demonstrate basic levels of understanding of the areas of Content, Organization, and Delivery. In addition, these speeches will often not follow the requirements of a given assignment (i.e. topic focus, typed outlines, etc.).

WORDS OF WISDOM

1. The fear of public speaking is completely normal and that fear is almost entirely a manifestation of your imagination and **absolutely** can be overcome.
2. I believe you CAN do anything you set your mind to and I will work hard to help you achieve your goals in this course.
3. Hard work and perseverance do not guarantee success, but a lack of either almost certainly insures failure.

LATE WORK SUPPLEMENT:

Policies

- I do not accept late work.
- If you plan on submitting something after the due date you must:
 1. Complete and submit it a copy of the attached “Late Assignment Request Form” to the completed assignment
 2. Submit the request no later than 1 week after the original due date
 3. If you need a signature from me verifying when the work was completed, I will only do this during my scheduled office hours
 4. Attach any relevant documentation that you would like me to consider as well
 5. All requests for consideration must be done so in writing
- Keep in mind that the Burden of Proof is on you to prove why I should consider accepting something late.

Some Commonly Used Reasons that DO NOT qualify for any or full credit on an assignment.

- My printer ran out of ink/wouldn't print. You must plan ahead and have hard copies of all assigned work ready at the start of class on the due dates.
- I was sick (and did not provide a doctor's note).
- I was sick (provided doctors note but did not turn in the work until after the due date).
- I was traveling with a school class/team (but no schedule and/or note is provided from the teacher/coach).
- I had to work (but no documentation or note is given and work also not submitted before the due date).
- I have my work done but it's on my flash drive, in my email, I emailed it to you, it's stored on my laptop/cell phone. You must plan ahead and have hard copies of all assigned work ready at the start of class on the due dates.
- I have my outline done now (after the original due date) so can I still do my speech.

If you feel that your situation is different keep the following in mind:

- Always notify me in advance of work trainings, team schedules, field trips, etc. so that we can set up an alternative for you to submit and complete your assignments before the due dates.
- Always get documentation to support your claim (note from supervisor, doctor's note, etc.). If you are sick make sure you see a doctor or visit a clinic so you can get a note documenting the illness. Without documentation, you will not likely be able to earn full/any credit.
- If you are suffering from a temporary illness (i.e. stomach flu), it is reasonable to assume you had time to complete the assignment and you should do everything you can to get me a copy of your work to prove it was completed. Ideally you would deliver this or have a classmate/friend deliver a hard copy to class or my mailbox. If this is not possible, an email attachment that is received BEFORE the start of class is still better than waiting until you return to show me your work. Make sure you either save the document in a file format I can open easily. I suggest using the word processors “Save As” feature and select the “file format” called “Rich Text Format (.rtf)”.

LATE ASSIGNMENT REQUEST FORM

NOTE: You may only receive one "late" assignment score for the semester

Name:	
Assignment Name:	
Assignment Due Date:	
Todays Date: (NOTE: must be no more than 1 week after assignment original due date)	
Date Work Submitted:	
Date Received by Instructor: (to be completed by Mr Thompson)	
Documentation for Absence Attached? (yes/no):	

Explanation: (This is where you explain why this was not turned in on time. You may attach additional sheets if necessary)

THIS SECTION TO BE COMPLETED BY INSTRUCTOR			
<u>Assignment Point Value</u>	<u>Raw Score</u>	<u>Deduction</u>	<u>Points Earned</u>