



**Communication Studies CMST&220  
Public Speaking  
Item 0861  
Fall Quarter 2012**

**INSTRUCTOR:** Hank Sitko

**OFFICE:** R Building RM 230

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(best way to contact)

**OFFICE HOURS:** 08:00am – 8:30am MWF (or  
by appointment)

**TEXT:** **Required Textbook: David Zarefsky,  
*Strategic Public Speaking: A Handbook* (Pearson Education,  
2007).**

**CREDITS:** Five credit course

**CLASSROOM LOCATION:** **R Building, R-305** Section A

**Class Times:** 08:30am-09:20am, Daily

**COURSE DESCRIPTION:** This course is designed to enhance your ability to construct and deliver speeches in a public forum. The method for improving your public speaking will be a combination of theory, critical analysis, and practice. By applying rhetorical theories to public speeches, you will develop the capacity to critically reflect upon rhetorical practices. This critical awareness will be put to use in the strategic planning of your own speeches. By examining the speeches of others, you will begin to see what does and does not work in a given speech situation, and by preparing and delivering your own speeches to the class, your ability to address an audience will improve. Consistent attendance and active participation are essential to be successful in this course. I highly recommend that you have a college level reading ability. Please contact me with any questions or concerns.

**COURSE OUTCOMES:** Upon successful completion of this course, students will be able to:

1. Identify and analyze the four elements of the rhetorical situation (audience, occasion, speaker, speech).
2. Explain and apply an understanding of ethical considerations and responsibilities as a speaker.
3. Demonstrate critical thinking through critique and analysis of one's own speeches as well as others' speeches.
4. Evaluate credibility of evidence.
5. Identify and analyze lines of argument and fallacies.
6. Present speeches that apply recommendations for effective application of the canons of rhetoric (invention, arrangement, style, and delivery).

## EXAMINATIONS:

Three multiple-choice examinations will be given. No make-up of examinations or quizzes will be provided.

## EXAMS--QUIZZES—SPEECHES

Three (2) examinations	100 points each=	200 points
Attendance Points		170 points
Speech Points	60	
Homework points	50	
In-class Points	60	
Quizzes (best of 9 of 12)	10 points each=	90 points
Self-Introduction Speech		10 points
Oral Interpretation Speech		30 points
Guest Introduction		30 points
Informative Speech		100 points
Persuasive Speech		100 points
Speech Outlines (2)	25 points each=	50 points
Speech Critiques (3)	20 points each=	60 points
		<b>840 total points</b> (approximately)

## GRADING:

**Points earned as a percentage of points available will determine your grade:**

Here is the grading schedule for the course.

Percent	Decimal	Letter	Percent	Decimal	Letter
95-100	4.0	A	77	2.2	C+
94	3.9	A	76	2.1	C
93	3.8	A-	75	2.0	C
92	3.7	A-	74	1.9	C
91	3.6	A-	73	1.8	C-
90	3.5	A-	72	1.7	C-
89	3.4	B+	71	1.6	C-
88	3.3	B+	70	1.5	C-
87	3.2	B+	69	1.4	D+
86	3.1	B	68	1.3	D+
85	3.0	B	67	1.2	D+
84	2.9	B	66	1.1	D
83	2.8	B-	65	1.0	D
82	2.7	B-	64	0.9	D
81	2.6	B-	63	0.8	D-
80	2.5	B-	62	0.8	D-
79	2.4	C+	61	0.7	D-
78	2.3	C+	60	0.6	D-
			59 & Below	0.0	F

## **SUPPLIES:**

Scantron sheets                      #2 pencil  
Access to a computer                clean 4gb thumb/flash drive

## **COLLEGE RESOURCES**

**Student Success Center:** The Student Success Center provides math, writing, reading and tutorial assistance. It is located in Building D Room 204. Please contact the SSR for hours and other information at <http://bellevuecollege.edu/asc/>. Their phone number is 425-564-2200.

**Bellevue College and Media Center:** Our library houses various resources that will be beneficial to your writing and learning. Make yourself familiar with the website. In particular cruise the tutorials and take note of how to cite your research in MLA and APA formats. The library website is, <http://bellevuecollege.edu/lmc/research.html>

## **POLICIES:**

**Academic Honesty:** Students are expected to uphold the standards of Academic Honesty and Conduct set forth in the *Student Rights, Freedoms, and Responsibilities Handbook*. *Academic Honesty*, including but not limited to cheating, misrepresentation, or plagiarism is not tolerated at any level. *Plagiarism* means directly or indirectly using someone else's words or ideas as if they were your own--in other words, not explicitly identifying the outside source or not using quotation marks and/or parenthetical documentation to let your audience know that you are drawing on another source. In addition to using someone else's exact wording, plagiarism can also include summarizing or paraphrasing someone else's work without acknowledging the source. When in doubt, document and ask your instructor.

Plagiarism amounts to stealing someone else's ideas and does a disservice to that person, your audience and yourself. *Plagiarism, collusion in the writing of papers, and cheating on examinations will result in your failure for the assignment and, in all probability the course, and referral to the Associate Dean of Students for disciplinary action.*

**Classroom Etiquette:** It is the responsibility of every student to foster a respectful atmosphere for their peers. Cell phones and other electronic devices should be put on silent and stowed away while class is in session. **Students who must answer cell phones, text messages, listen to iPods, etc during the class period will be asked to leave the class for that session.** Students are also expected to behave in a manner that supports the learning of all students. Disruption of the course will not be accepted and students who are disruptive of their peers or the instructor will be asked to leave.

No recording of any kind of this class is permitted. No texting is permitted.

**Civility Statement:** Bellevue College is required to provide a civil, productive atmosphere that fosters learning and growth. Please join me in creating this kind of environment by treating each other with courtesy, listening respectfully to each other, reflecting thoughtfully on each other's ideas (not just reacting to those ideas), expressing your views in a straightforward but diplomatic way (focusing on ideas, not personalities), and offering each other feedback.

**Disability Accommodations:** The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in B 132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

**Family Education Rights and Protection Act (FERPA):** FERPA laws preclude the instructor from discussing any aspect of your academic

performance with anyone but you (this includes parents, spouses, siblings, and significant others).

**Running Start:** Running Start students are held to the same attendance, performance, and academic standards as all other students. This includes all FERPA protections and campus privacy concerns. *High School events or activities are not acceptable excuses for missing a class or assignment.* Running Start students should not feel the need to identify themselves to the instructor or class.

**Emergency Closure:** In case of an emergency closure (**in the case of weather, etc**), please access the following web site for information, <http://www.bellevuecollege.edu/publicsafety/status/> and/or call 425-401-6680. If a closure is necessary, it is your responsibility to check your e-mail for course assignments or updates.

- **Your email, phone or mobile device!** Students and employees may sign up to receive emergency email or text message alerts directly from BC as soon as changes are made to the campus status during emergency situations. Go to the BC Alert System sign-up page to learn more or sign in to edit your profile.
- **Use [Schoolreport.org](http://www.schoolreport.org)**—BC also provides emergency information to this website during inclement weather-related closures. This resource also provides an email notification service you may sign up for if you are not eligible to use BC's Alert System. With Schoolreport.org you will receive emergency information for Bellevue College as well as 125 other Puget Sound-area schools and school districts.

If I am unable to make it to class I will correspond to you via email.

## **COLLEGE POLICIES**

Please refer to Bellevue College's Policies and Procedures website <http://bellevuecollege.edu/policies/> for information on the following college policies: Alcohol and Drug Policy, Equal Opportunity/Non-Discrimination, Limitation of Liability, Minor Children on Campus, Sexual Harassment, Smoking on Campus, Sex Offender Notification, and Weapons Policy.

## **Attendance**

Attendance will be taken daily. It is especially important not to miss class during oral presentations. Interaction and student response is an important part of this course. Absences will deprive you of important information and experiences. During oral presentations much of the learning results from practice but also from hearing other student's speeches.

**Attendance Points:** There are several types of points associated with attendance. There will be points associated with in-class assignments and there will be points associated with homework.

In-class points include communication activities related to the class as well as reviewing speech presentations.

In order to receive in-class points you must be present for the entire class period. Coming in late or leaving class early will nullify your points. In-class points cannot be made up.

Homework points are given for homework that is completed outside of class. It is due on the assigned day and cannot be submitted electronically or by another student.

## **Presentations & Speech(es)**

If you miss your assigned date to deliver your speech fifty percent will be taken off every aspect of your speech assignment and you will deliver your speech during the last week of the quarter. **No excuses will be permitted for missing your presentation.**

If you are late for your assigned time to deliver your speech you will be assessed a late penalty. And finally, if the class is dismissed early and you arrive after the dismissal time you will have to make up your speech at another date and you will be assessed the fifty percent penalty as specified above.

Your Informative and Persuasive speeches will require Power Point as a visual aid. If your power point presentation does not work or if you do not have a power point for an assignment that requires one you will not be given any credit. The amount of credit will be specified on the assignment and its corresponding rubric.

This is an institution of higher learning and requires a certain discourse. When you construct and present your speeches it is expected of you to adhere to the academic discourse of this institution. Therefore any speeches that deviate from this discourse will not be accepted. Any speech that does not adhere to the elements of critical thinking, or logical argumentation and focuses on promoting an individual's agenda or espousing his or her beliefs will not be accepted.

### **Use of tobacco products**

The use of tobacco products is not permitted in class.

### **Being on time**

Punctuality is important in this class especially during days when speeches are given. Consistently arriving late to class signals disrespect to the class and the instructor. It is expected that all students will make an effort to be punctual to class. Please do not enter class while someone is doing their presentation. Wait outside the classroom until you hear applause and then enter. If you arrive late for class you will not receive any attendance points.

### **Early departure from class**

You are expected to stay for the entire class. If you choose to leave early attendance points will not be assigned. Also, if you have to leave the class while someone is doing a speech, please wait until there is a break between speakers before leaving.

## **ASSIGNMENTS**

**Late Papers:** Late papers will not be accepted. I will not accept any papers after the quarter has ended. There will be no "make-ups" of missed exams or in-class activity. Assignments or papers which are submitted after the designated due date will have points deducted 40% each day late (not each class period, but each day including Saturday's and Sunday's).

**Assignment Submissions:** Papers may not be submitted electronically (emailed). All papers must be handed in during class on the day they are due. Another student may not hand in a paper for you.

**Format:** All assignments must be typewritten 12 pt, double spaced with one inch margins (top, bottom, left and right).

### **Electronic and Paper Dictionaries**

The use of electronic and/or paper dictionaries will not be allowed while taking quizzes or exams.



## **VARIOUS AND SUNDRY ITEMS**

- The instructor reserves the right to modify the course schedule, grading structure and syllabus.
- Disagreements over grades should be resolved on the day the grade is assigned or shortly afterwards.
- Keep all your work till the end of the quarter
- For all written assignments you must have back- up copies
- No assignments will be given after the close of the quarter.
- I do not give incomplete grades

### **Important Dates, Fall 2012**

**September 18, 2012, Tuesday**

**October 9, 2012, Tuesday**

**October 26, 2012, Friday**

**November 12, 2012, Monday**

**November 22, 2012, Thursday**

**November 23, 2012, Friday**

**December 5-7, 2012**

**December 5, 2012, Wednesday**

**Classes Begin**

**No Classes College Issues  
Day**

**No Classes: Professional  
Development**

**No Classes: Veterans' Day**

**No Classes: Happy**

**Thanksgiving**

**Finals Week**

**Class Final TIME 07:30am-  
9:20am.**