

BELLEVUE COLLEGE SPRING 2013 - (APRIL 1ST – JUN 14th)

Course Outline and Syllabus:

0859-B CMST&220 - Public Speaking (5 credits)**M-F 9:30 am to 10:20 am – R Bld Rm #R306**

Professor: Renee DeHeck
Classroom: RBld #R306
CMST Division Phone: 425-564-2341

Email: renee.deheck@bellevuecollege.edu
My Office: R Bld - R 230L
Office Phone: (425-564-2115)
Office Hrs: MW 11:30am 12:30pm

Required Text:

Lucas, Stephen E. (2009) *The Art of Public Speaking* (10th ed.). McGraw-Hill
 (ISBN-13 - 978-0-07-730629-8)

Course Description:

This course will emphasize the development and process of Oral Communication Theory/Practice of Message, Speaker, and Audience. Emphasis on ethics, reasoning, evidence, listening, and criticism. Classroom activities include preparation, presentation, observation and criticism of speeches.

COURSE REQUIREMENTS**General Course Outcomes:**

After completing this course, students should be able to:

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

COURSE EXPERIENCE & ASSIGNMENTS**1 Mass Quiz:** (= 100 pts)

ScanTron 886-E is used. There will be one in-class exam. Quiz will be in multiple-choice, true/false, matching and fill-in. A study guide will be provided before the quiz and you are allowed 2 note cards to use during the quiz. No make-up quizzes given.

Extra Credit: (25pts) There will be opportunities for extra credit which is completely optional. These points cannot be used to replace a required speech, but can be used help a low quiz score.

(Assignment to be announced per instructor's approval)

Attendance And In-class Group Exercises: (100 pts)

We will occasionally break into groups during class time to work on exercises that relate to material covered during lectures. Points vary, approx. 10-20 pts. each.

Attendance: You are expected to attend. Points are given for attendance. If you are absent on any day, you are responsible for obtaining materials and information you missed from other class members. It is best to send an email if you are ill. All speeches must be completed to pass this course. **After 4 absences you risk losing points and Students with 7 or more absences may be dropped from the class.** If you miss a speech day, you will receive a zero. The following pre-authorized adjustment may be made if:

- A. Traveling on an official Athletic Schedule.
- B. A serious illness or verifiable emergency and you call or email prior to your scheduled performance day. You should do everything you can to communicate with your instructor within 24 hours and possible documentation (Dr.'s note / accident report) Then if time allows and if circumstances merit rescheduling, the teacher will attempt to either re-schedule or accommodate a make-up assignment.

1 Special Speaker Report: (50pts)

Each Student will critique one guest speaker and fill out the critique sheet handed out in class.

The hand out is a guideline of what to look for in a good presentation. Further instructions to be provided. You may attend a guest speaker here on campus or perhaps, check Seattle Weekly web site for times of Book Reviews. (not a video, YouTube or student)

SPEECHES

****Special Note about Assigned Speech Dates:** The order of speech performances are assigned by the first letter of your last name. The course assignment schedule (page 5 & 6 of this syllabus will reflect the assigned dates by last name.

If you are absent on your date of presentation:

- A. You may only make up your speech if time allows on the next class time.
- B. Your highest possible score for a make up speech is a C.

Speech #1 & #2 - Special Occasion Speeches - You will choose 2 categories from the following list of special occasion speeches: an introduction, toast, after-dinner, eulogy, or acceptance speech. You can have fun with these. (25 pts each) 50 pts These may be read.

#3 Show & Tell/ Narrative Speech - This speech allows you to share a story with the class. The story may be about you, about someone you know, or maybe drawn from something you've read. Lastly, it may be a show& tell (with this last one, you must bring the item) handout provided 2-3 min.(30 pts)

#4. Informative Speech – INFORM class about an object, process, event or concept or Explain How something works. Visual aids and 2 sources are required. **Outline required.** Example Handout provided. (4-5 mins. - 100 pts.) Done as a team or group.

#5. Persuasive Speech - The focus is on changing or reinforcing the attitudes, beliefs values or behaviors of the audience. A **detailed outline (like example) due.** Visuals, and 2 or more Sources are required. I am looking for statistics in diagram form as well as cited on the outline and Spoken aloud during the speech. 5 - 6 min. 100 pts.

Outlines - There are 2 formal outlines required to be turned in on the day you present. They must be typed in the same form as the template you will be given in class. The 2 speeches requiring an outline are the Informative Speech #4 and the Persuasive Speech #5. It's 10% of each speech grade. It is due on the day you present and **it cannot be emailed**. You lose points if it is late.

2 Peer Critiques - Gaining feedback from the audience is important to all successful speakers. Students will be asked to evaluate one another's speeches, using a form provided by the instructor. Two Peer Critiques are required at 10 pts each = 20. You won't observe on the day you are assigned to speak. (Demo Speech #4 and the Persuasive Speech #5)

GRADING:

Course graded GPA which reflects A, B, C, D, F - with student's option to receive a Credit or No Credit Grade. Grades will be based on class participation, written assignments and exams. Credit will be apportioned in the following way:

Attendance/ In-class Exercises	100pts
Speech #1 & 2 (25pt each)	50
Speech #3 Show & Tell	50
Group Intro Exercise	30
#4 Informative Speech (Team or Group)	100
#5 Persuasive Speech	100
2 Peer Critiques 10 ea	20
1 Special Speaker Report (Critique Sheet	50
Mass Quiz	<u>100</u>
Total	600 points

GRADING SCALE:

<u>Points</u> = Grade	<u>Points</u> = Grade
570 – 600 = A (4.0 – 3.8)	438 – 461 = C (2.6 – 2.4)
540 – 569 = A- (3.7 - 3.5)	420 – 437 = C- (2.3 – 2.0)
522 – 539 = B+ (3.5 - 3.4)	402 – 419 = D+ (1.9 – 1.7)
498 – 521 = B (3.3 - 3.2)	378 – 401 = D (1.6 – 1.4)
480 – 497 = B- (3.2 - 3.0)	360 – 377 = D- (1.3 – 1.0)
462 – 479 = C+ (2.9 – 2.7)	0 - 359 = F (.9 – 0)

Extra Credit Option (15 pts.) may be determined by instructor & Pre authorization required

LATE OR MISSED ASSIGNMENT/EXAMS: There will be no "make-ups" of missed exams or speeches unless pre-authorized by instructor. Assignments or papers which are submitted after the designated due date will have points deducted 15% each day late.

PLAGIARISM: "The act of passing off as one's own, the ideas or writings of another."

Statement on Academic Integrity: You should know that plagiarism is a serious violation of your contract as a student and will be treated severely. It is important for you to understand that plagiarism is... any representation of another person's words or ideas in a manner that makes it seem as if they were your own, in either oral or written form.

*You may NOT copy another person's papers or speeches.

*You should not use another person's unique phrases or organizational schemes without making it clear to your audience where those words or ideas originated.

*Students caught cheating on an exam or assignment will not receive any credit for that portion of the class and will be reported to the Dean of Student Programs.

*In addition, the same speech or other assignments may not be given for credit in more than one class. If you are taking (or have taken) some other course in the department with speech assignment, you may not recycle a speech by giving it in both classes.

Americans with Disabilities Act Statement:

If you need course adaptations or other assistance because of a disability, if you have emergency medical information you feel you should share with me, or if you need special arrangements in case this building must be evacuated, please contact me as soon as possible, prior to undertaking any assignment for which you require an adaptation. Verification through Disability Resource Center may be required. Be sure to let me know of any concerns, emergencies, though out the quarter, so... don't wait until the end.

Special Needs: If you need course modification/adaptation or accommodations because of a disability, I can refer you to our Disability Resource Center (DRC. The Disability Resource Center is located in B132 and can be reached at 425-564-2498.

Classroom Conduct: Use discretion and good judgment regarding visual aids, speech topics, and group presentations. You should not bring to class any item which is illegal or prohibited on campus (i.e. drugs, alcohol, firearms, pornography, any related paraphernalia, etc.) To win the respect of your audience, avoid saying things that are offensive to them. Be constructive in your comments both in the classroom and online. If you have any questions about what may or may not be appropriate, ask your instructor.

As we celebrate language diversity, we also ask that in a Group setting, the conversation in the group be in English.

Behavior Expectations & Requirements: (MyBC no longer available)

- It's your responsibility to visit **CanvasWebSite** for announcements and lecture notes.
- **NO emailed papers** please, I only accept printed copies,. And they **MUST be STAPLED BEFORE YOU TURN THEM IN** (No Paper clips). Points docked for Non-Stapled Papers.
- Not Arriving late to class – If you arrive 10 min. late +, to class, you are marked absent.
- Not Leaving before the end of class, please let me know in advance.
- No Multi-tasking Cell Phones, Surfing Web Sites, Texting or using I-Pods during class time.
After 2 warnings, you may be asked to leave class for that day.
- Talking during lectures or while another student is talking
- Not Walking into class during a presentation & Wait until the end to ask questions

Spring 2013 - Scheduled Class Meetings (4/1/13 - 6/14/13)

0859 B CMST &220 - **Public Speaking** - 5 units

M-F 9:30am –10:20am in Bld R306

(Schedule is subject to revision per Instructors direction)

COURSE SCHEDULE

LECTURE & ASSIGNMENTS

Week 1 April.

M	1	Course Overview & Introduction (FIRST DAY)	
T	2	What is Public Speaking? Speech #1	Chapter 1
W	3	What is Public Speaking? Cont.	Chapter 1
Th	4	The Special Occasion Speech (handout for Speech #2)	Chapter 18
Fri.	5	Why is Speech Important? Ethics handouts & Exercise	Chapter 2

Week 2

M	8	Special Occasion Speeches #2 (A-Z Everyone presents) + Typed Script (Your choice: Toast, After-dinner, Eulogy, Acceptance)	
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**You may read it and then turn in your script.

T	9	Special Occasion Speeches #2 finish + Typed Script	
W	10	Causes of Speech Anxiety	Chap 3 Dwyer (supplement)
		Topic/Purpose	Chapter 5 Lucas
		<u>Handout:</u> Outline Template	
TH	11	Topic/Purpose + (Exercise)	Chapter 5 Lucas
F	12	Audience Analysis Finish Chap 5 if needed	Chapter 6
		Plan for Conquering Fear	Chap 5 Dwyer “

Last Day for Blue Card & in-person to avoid a W

Week 3

M	15	Introductions & Conclusions & Exercise	Chapter 10
T	16	Introduction & Conclusions cont. Exercise	Chapter 10
Wed.	17	Organizing Points & Exercise	Chapter 9
Th	18	Language	Chapter 12
Fri.	19	Language Exercises & Topic Selection	Chapter 12

Week 4

M	22	Support (Outline Exercise) (pink handout for Narrative/Show & Tell Speech #3)	Chapter 11
T	23	Delivery	Chapter 13
W	24	Delivery cont. + Examples	Chapter 13
Th.	25	Group Presentation Dynamics	Chapter 19
Fri.	26	Group Presentation Dynamics	

Week 5

(name order to be announced)

M	29	Speech #3 Narrative/Show& Tell Speech #3	
T	30	Speech #3 Narrative/Show& Tell Speech #3	

MAY

Wed.	1	Speech #3 Narrative/Show& Tell Speech #3 Cont.	
Th.	2	Speech #3 Narrative/Show& Tell Speech #3 Cont.	
Fri	3	Speech #3 Narrative/Show& Tell Speech #3 Cont.	

MAY

Week 6

M	6	Speech #3 Narrative/Show& Tell Speech #3 (overflow if needed)	
T	7	Visual Aids “Death by Power Point”	Chapter 14
Wed.	8	Visual Aids Options & samples	
Th	9	Informative Speaking	Chapter 15
Fri.	10	Informative Speaking + Examples	Chapter 15

Week 7

M	13	Informative Speaking + Examples	Chapter 15
T	14	Researching, & Logistics	Chapter 8, 7
Wed.	15	Researching, & Logistics	Chapter 8, 7
Th	16	Sample speeches	
Fri.	17	Library Day – prep day for speech #4 no class	

(last day to Withdraw from any Class with a W”

Week 8

M	20	Informative Speeches #4 + Typed Outlines (name order to be announced)	
T	21	Informative Speeches #4 + Typed Outlines last names	
Wed.	22	Informative Speeches #4 + Typed Outlines last names	
Th	23	Informative Speeches #4 + Typed Outlines last names	
Fri	24	Informative Speeches #4 + Typed Outlines last names	

Week 9

M	27	NO CLASS – MEMORIAL DAY HOLIDAY	
T	28	Informative <u>Speeches #4</u> + Typed Outlines (over flow)	
Wed	29	Persuasive Speaking + yellow handout	Chapter 16
Th	30	Persuasive Speaking & examples	Chapter 16
Fri.	31	Mass Exam (Chapters 1,2, 4-6, 7-16) (4x6 cards)	

Bring a ScanTron + blank sheet of paper and 2 prepared note cards

JUNE**Week 10**

M	3	Test Results & Finish Persuasive Speaking	Chapter 16
T	4	Speech #5 Persuasion Speech + Outlines (name order to be announce)	
Wed.	5	Speech #5 Persuasion Speech + Outlines last names	
Th	6	Speech #5 Persuasion Speech + Outlines last names	
Fri.	7	Speech #5 Persuasion Speech + Outlines last names	

Week 11

M	10	Speech #5 Persuasion Speech + Outlines last names	
T	11	Speech #5 Persuasion Speech + Outlines last names--Last Day	

(FINAL EXAM WEEK) June 12TH, 13TH, 14TH

Wed.	12	<u>Optional Finals Day-7:30am-9:20am (as Possible Overflow- to be announced)</u>	
Th	13		
Fri.	14		