CMST& 220: Public Speaking

Fall Quarter 2014
R211, Monday and Wednesday 5:30PM-7:40PM

Instructor: Mary McGough  
Instructor Email: mary.mcgough@bellevuecollege.edu  
Instructor Phone: 425-564-2236 (x2236)  
Office Location: R230  
Office Hours: Wednesday 9:30AM-10:20AM & by appointment Monday and Wednesday

Course Description

Explores effective communication in small groups. Students examine aspects of group process, including leadership, conflict management, decision-making, conformity, and critical thinking. Students work in groups to test theories and practice skills. Fulfills social science course requirement at BC.

Course Outcomes

After completing this class, students should be able to:

- Identify the language, listening, and nonverbal communication skills that are needed to promote a positive communication climate in a group setting.

- Analyze the influence of culture on group interaction.

- Identify the actions needed to conduct an effective meeting and promote group productivity.

- Analyze the methods of decision making used by a group.

- Evaluate how theoretical group problem solving models can be used to help a group accomplish a task.

- Identify methods groups can use to stimulate critical and creative thinking while problem solving.

- Evaluate how leadership theory can be used to help a group accomplish its goals.

- Identify different methods for managing conflict within a group.
**Required Text and Companion On-Line Resource**


http://myspeechkit.com

Independent reading, research and supplemental readings as assigned. You are encouraged to consult resources recommended in the textbook.

**ASSIGNMENTS and POINT DISTRIBUTION: HOW OUTCOMES WILL BE MET**

Active Participation in Class (20%)
Personal Manifesto/Occasional Speaking (15%)
Informative Speech & Outline (20%)
Persuasive Speech & Outline (25%)
Annotated Bibliography (5%)
Audience Analysis Surveys (10%) 2 at 5% each
Evaluation of Speaker (5%)  
TOTAL  1000

**Attendance and Active Participation in Class (250 points)** - Your success in this class depends crucially on your attendance and active participation in class. You will earn 5 points per day for attending and participating actively in class. Participating actively means that you have completed the required readings and any course prep assigned in class regardless of whether such prep is noted specifically on the course schedule. If you miss a class, please contact a peer to find out what course prep you need to do for the next day’s participation. Skills needed to earn daily points may include reading, writing, speaking, and/or participating in discussions and group activities.

Class attendance is essential for participation and will be checked at the beginning of each meeting. If you come in late, it is your responsibility to make sure that you are counted as present. If you are unable to make it to class, please contact me via e-mail so that this information is recorded. Students more than 10 minutes late will receive an absence for the class. **Students with 10 or more absences may not receive credit for the course.**

Assignment details to be distributed in class via Canvas website or in person.
GRADING

Any group work is not accepted late.

Individual assignments submitted after the stated deadline receive a maximum grade of C- or the number of points on the assignment scale that translates to not meeting expectations.

Students will be provided with specific instructions for how to meet expectations, which is C-level work, for each assignment. Instructor will provide tips for success and optional features to include to be eligible for scores in the B range. A level work exceeds expectations and demonstrates understanding of course-related concepts that have not been emphasized in class.

Grading philosophy is a hybrid of objective and subjective. Instructor evaluates student performance as a whole.

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CLASSROOM LEARNING ATMOSPHERE and COURSE PHILOSOPHY

This success of the class depends on students' active participation in class, commitment to community development and cohesion, collaboration (e.g., teaching and learning together) and acceptance of diversity. The class encourages assertiveness, confrontation and a commitment to developing skills.

Classroom assignments use service-learning and problem-based learning as a way to facilitate your active engagement in the learning process. Questions are encouraged so that all students have a clear understanding of course concepts and expectations for assignments.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

http://bellevuecollege.edu/about/goals/inclusion.asp
When engaged in your role as a student, please be constructive in your comments both in the classroom and online. Always treat your classmates with respect. Please consult with www.bcc.ctc.edu/artshum/policy.html to review the Arts and Humanities Division statement of Student Procedures and Expectations and/or contact your instructor should you have any questions or concerns.

CLASS POLICIES (Subject to modification)

No eating in class unless a special event has been announced. Beverages are okay provided you do not blow bubbles or slurp with a straw. If you spill, clean it up.

No laptops, cell phones or electronic devices allowed unless or until you are working in a group on a project and the group allows for such in its Group Charter. If you have a documented disability that requires use of an electronic device, this will be accommodated.

Late assignments will be accepted for a maximum grade of C-. Late is defined as any time after the assignment has been collected in class on the day it is due. Email submissions not accepted unless otherwise notified.

Due to instructor's chemical sensitivity and perhaps that of some students, please refrain from wearing colognes, perfumes, scents, hand sanitizers or other volatile chemicals in class. Thank you.

GENERAL REMINDERS and IMPORTANT LINKS

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: https://bellevuecollege.edu/sam.

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Computing Services website.

Student Code

“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for
possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at:
http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

RESOURCES

Counseling Center for Students
http://www.bellevuecollege.edu/counseling/
Building B - 2nd floor

Writing Lab for Students
http://www.bellevuecollege.edu/asc/writing/
Building D – 204
Disability Resource Center (DRC)

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.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or (425) 564-2764. ASN is located in the Library Media Center in D 125. www.bellevuecollege.edu/autismspectrumnavigators/.

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/.

Public Safety and Emergencies

Public Safety is located in the K building and can be reached at 425-564-2400 (easy to remember because it’s the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts
through our campus alerting system by registering at http://www.bellevuecollege.edu/alerts/?ref=footer

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these two rules:

1) Take directions from those in charge of the response - We all need to be working together.

2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.

Please do not hesitate to call Public Safety if you feel safety questions or concerns at any time.

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - http://bellevuecollege.edu/enrollment/calendar/deadlines/. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - http://www.bellevuecollege.edu/enrollment/holidays/. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

CLASS SCHEDULE (Subject to Change)

Distributed in class on Wednesday, September 24th.
(This documented may be edited to include the course schedule, but instructor expressly reserved the right not to post it here because it has already been shared with students.)

There is no final exam.