Course Syllabus
Communication Studies 220: Public Speaking (5 cr.)
(Section E/0852 FALL 2015)
Tuesday & Thursday 5:30pm-7:40pm in room R211

Instructor: Dru Anthony Williams
E-mail: dru.williams@bellevuecollege.edu
Canvas Website: bc.instructure.com
Phone: TBA
Office location: R230L
Office Hours: Tuesdays & Thursdays 1:00-2:00 pm (or by appointment)

Course Overview:
Our overarching goal this quarter is to develop and refine competent public speaking skills by emphasizing the marriage of well-crafted content and confident delivery. In developing strong content we will emphasize the importance of audience analysis, speaking purpose, message organization and clarity, and generating coherent and effective arguments. In order to bring this content to “life” we will emphasize the importance of public speaking as a communicative act that requires self-reflexive awareness and the conscientious use of key nonverbal skills including eye contact, facial expressions, gestures, vocal variety, and posture/movement.

Course description:
This course seeks to present the essentials of effective public speaking. Students explore topic selection, research methods, organization, analysis of material and audience, use of visual aids, and practice preparing and delivering various types of speeches.

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).

Books and Materials Required
Supplemental readings will be posted on Canvas or distributed in class. In addition I will frequently use Canvas as an instructional tool to manage our course. You will want to check our course’s Canvas webpage prior to each class meeting for updates, assignment descriptions, sample assignments, grading rubrics or other materials related to the course. Please make sure you have an active email address and that you can navigate your “MyBC” account via the internet from campus and from home.

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:  www.bellevuecollege.edu/netid

Methods of Evaluation:
Note: I always reserve the right to modify assignments depending upon class progress. Occasionally, it is necessary to drop an assignment, just as often I may add an assignment to the line-up. In the event that any changes are made, the final grade scale, noted below, will be adjusted.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework &amp; Participation</td>
<td>150</td>
</tr>
<tr>
<td>(3) Speech Outlines (25/50/50)</td>
<td>125</td>
</tr>
<tr>
<td>(3) Speeches (50/75/75)</td>
<td>200</td>
</tr>
<tr>
<td>TOTAL</td>
<td>475</td>
</tr>
</tbody>
</table>

Grades will be assigned based on your final number of accumulated points. There will be no extra credit offered in this class.

Grading Scale:

- 94%-100%= A
- 90%-93%= A-
- 86%-89%= B+
- 83%-85%= B
- 80%-82%= B-
- 76%-79%= C+
- 73%-75%= C
- 70%-72%= C-
- 66%-69%= D+
- 60%-65%= D
- 0-59%= F

Assignments

Homework & Participation (150 points):
Throughout the quarter there will be approximately [13] assignments designated as homework and/or participation that range in point value from 10-15 points each. These assignments will include, but are not limited to: selected activities from book chapters, a topic selection paper, Gallery Walks, outline workshops, self-critiques, and peer critiques. The homework assignments will range from 1-3 type-written pages (double-spaced, 1 inch margins, 12pt. font). Each assignment will be discussed in detail prior to the due date. If you are absent for days when in-class participation is required you will receive a zero for that assignment.
Speech Outlines (125 points):
For each of the (3) major speeches you will develop a full-sentence outline that incorporates the elements of sound arrangement, sound arguments based on strong evidence and meet the strategic purposes for each genre of speech. Each assignment will be discussed in detail prior to the due date.

Speeches (200 points):
You will be delivering three extemporaneous (see p. 17) speeches in this class. Your speech topic for all three speeches must be suitable for the public forum (see p. 372). These are not show and tell, book report, wedding toasts, or introducing your classmates speeches. We must use public forum topics in order to meet the course requirements outlined by the Communication Studies Department.

You will deliver an informative speech (5-7 minutes: 50 points), a persuasive speech (6-8 minutes-75 points), and an advocacy speech (5-6 minutes-75 points) about the same topic this quarter. You will be required to submit formal outlines for each speech and use keyword note cards (see p. 17).

Please be prepared to spend a great deal of time doing research using Bellevue College's research databases. In other words, you will need to devote as much time to this class as you would to a challenging science class with labs.

Policies

Late Written Assignments: For purposes of equity and fairness for all students, you will be given a reasonable amount of time to complete all written assignments. Deadlines for these assignments will be announced in class and they are listed on the course schedule. Minor assignments (outline workshops, peer critiques and activities) cannot be made up without a documented excuse. Late work will accrue a 10% penalty for each full or partial day it is late.

Statement on Academic Integrity: You should know that plagiarism is a serious violation of your contract as a student and will be treated accordingly. 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. Obviously, this means that you may not copy another person’s papers or speeches. But it also means that 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. If you aren’t sure whether a specific activity in which you are engaged is ethical, assume that it isn’t and ask about it!

Grievance Policy: If you have any concerns about the course please contact me about these concerns as soon as possible. For concerns about individual assignments we will adhere to the following policy: (1) a 24 hour waiting period will be enforced which will allow you time to review the grading criteria, my comments, and your performance in order to determine if an error was made; (2) contact me by email in order to schedule a meeting during office hours to discuss your concerns; (3) you must provide a written (1-2 paragraph) argument describing why you “earned” a higher score than the one recorded. All grade appeals must be initiated within two weeks of receiving the grade.

Should you have concerns about any aspect of the class, I encourage you to come to me with them. If for any reason you don’t feel comfortable raising your concerns with me, the usual next step would be to speak with the program chair (Katherine Oleson, koleson@bellevuecollege.edu). You can also
refer concerns about this class to the Arts and Humanities Division Dean, Maggie Harada (maggie.harada@bellevuecollege.edu) or the Assistant Dean, Scott Bessho (scott.bessho@bellevuecollege.edu) in the Arts and Humanities division office (R230). An additional resource for concerns you find aren’t being addressed by faculty or administration is the Ombuds Office (http://www.bellevuecollege.edu/ombuds/default.html).

Instructor’s Expectations *(BE YOUR OWN PROACTIVE SELF-ADVOCATE!)*

The contributions that we bring to each class will largely affect the quality of the learning that takes place in this course. Both analytical and experiential skills will be developed in this course and both require self-exploration *in and out* of the classroom.

In addition to lectures you will be engaged in activities and discussions designed to aid your understanding of the concepts explored in this class. Given this format, students need to commit to being active participants in this class. In addition, this area of study contains complex ideas and potentially difficult humanities jargon. I will do my best to assist you, but a college reading level and college writing level in English is needed to succeed in this course.

As students, I expect that you will *arrive on time* and *be present at every class session*, both physically and mentally. *Attendance will be taken daily* and students are expected to actively engage in classroom activities and discussions, complete assigned reading and work on time, utilize critical listening and evaluation skills, and help create a supportive and respectful classroom environment for everyone. *If you miss class, you are responsible for “catching up” on material covered during your absence so please ask a dependable colleague for their contact information.*

*Please know that you can be called on at any time to share your level of understanding of the course materials.* Our classroom will remain a dynamic space where we can openly share our experiences and reason through opposing arguments and perspectives. No doubt, you will hear some opinions this quarter that are not your own (this is essential to the design of the course), but you must engage those differing views in a respectful manner. If you have any questions about what may or may not be appropriate, ask me. Specific behaviors that will not be tolerated include persistent sleeping during class, “texting” during class, disruptive “side conversations,” or any other behavior that disrespects your colleagues or me. *Please make sure you turn off AND store all electronic devices before the start of class.*

After 3 absences you risk losing points and students with 7 or more absences may not earn credit for the class. *Being late (10+ minutes) [3] times equals [1] absence.* If you miss a speech day, you will receive a zero. The following pre-authorized adjustment may be made if:

1. Traveling on an official Athletic Schedule.
2. 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.
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

Religious Holidays
Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

College Anti-Discrimination Statement (Title IX)
Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult College Anti-Discrimination Statements.

Division Statements

Student Code of Conduct and Academic Integrity
Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one’s own without crediting the source), and fabrication 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 Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code.

Confidentiality and Mandatory Reporting
As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that may impact someone on campus with the Title IX Coordinator. Students may speak to someone confidentially by
contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at
425-564-2441 and more information can be found at www.bellevuecollege.edu/titleix/.

**Important Links**

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.

**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 D125. www.bellevuecollege.edu/autismspectrumnavigators/

The DRC office is located in B132 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

**The Writing Lab – D204-d**  http://bellevuecollege.edu/asc/writing

The Writing Lab is a place where you can work on developing college-level writing skills. As a
student, you can receive personalized feedback on your writing for class, college applications, or
short personal correspondence. Tutors can listen to your ideas and help you develop strategies to
see and avoid significant errors.

Students can drop in any time the Writing Lab is open as well as make an appointment. We
recommend visiting the lab at least two days before a paper is due. A tutoring session is a 35-minute,
face-to-face conversation to discuss your writing. The tutor will not fix your paper but will work with
you to identify areas to revise independently.

**Public Safety**

**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.