

## Communication Studies 220/Public Speaking

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In Classes: 930 & 1130, (D) 1230-240 T/TH

Arts & Humanities/Communication Studies

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Office Hours: 1030 M-Th. & by appointment

**TEXTS:** The Art of Public Speaking, 11th edition by Lucas  
Deep Economy, Bill McKibben

**General goals:** This course is designed to introduce the student to the basic principles of ethical public speaking-focusing on the individual's role as an effective speaker, as a critical, discerning and active audience plus an overall understanding of the role that rhetoric plays in community and a democratic culture. On completion of the course- students should have enhanced their skills in critical thinking, in researching & problem solving contemporary social issues, in writing, delivering and critiquing public discourse.

**NOTE:** *Because of the skills needed to accomplish the assignments in the course- College level English- in reading, writing, listening and comprehension are necessary to succeed in this course. If you have any concerns about your abilities in these areas-please see me in the first week of the quarter. If you have not taken your assessment testing in reading or writing you need to do so-see me for directions.*

**ATTENDANCE & PARTICIPATION POLICY:** CMST 220 deals with both knowledge about rhetorical theories, generalizations, principles, research results, etc.--and knowledge of rhetoric--actual experience, practice speaking. Knowledge about can be gained from reading, lectures, writing, etc., some of which may well be done alone and at other than class times. But knowledge of can only be developed and evaluated in the classroom context, where expectations are appropriate, feedback is available, and everybody's "in it together." Consequently, **attendance is very important**. If you're absent, and if you miss a large part of the course, your evaluation will suffer. **The CMST 220 attendance requirement is defined this way: Any person may miss five hours of class without penalty. Any absences beyond five class hours will result in that person's grade for the course being lowered. Missing 20% of the course will result in failure.**

### **GUIDELINES FOR PARTICIPATION**

1. **To participate, you must come to class...PREPARED!**
2. **Participation involves sharing information.** You have lived a number of years. During those years, you have amassed a store of experience through dealing with other people. You have a great deal of intuitive knowledge of how people relate and communicate with each other. Participation involves sharing those experiences.
3. **Participation involves sharing your feelings.** You have a reaction now and then to what other people say and do. You have some topics, which are quite important to you. Sharing those feelings in class, expressing why you feel as you do, or asking why others feel as they do is part of participation.
4. **Participation involves listening.** You have to be able to listen actively to participate in this class. That means you have to attend to what your colleagues are saying and check your perceptions of what they are saying. You listen well if you can provide examples of your own which relate to the content or feelings of what has been already said.
5. **Participation involves asking me questions and challenging my opinions.** I do not claim absolute and final knowledge of communication. My experiences of communication will be different from yours. If you do not challenge me when I am vague, question me when I am obscure or tell me when you think the material is groundless; you are not participating well. I cannot teach effectively if you do not actively participate.
6. **Participation means being prepared for class. Read, Read, Read©**
7. **Focus on quality--not quantity.**



READ YOUR TEXTs

READ YOUR TEXTs

## STUDENT RESPONSIBILITIES

### ALL ASSIGNMENTS MUST BE COMPLETED TO RECEIVE A GRADE IN THE COURSE

- |                               |       |            |
|-------------------------------|-------|------------|
| • Exams & QUIZZES:            | (35%) | 350 points |
| • 4 Speeches & Portfolio :    | (45%) | 450 points |
| • Group Work & Presentations: | (10%) | 100 points |
| • Participation & Attendance: | (10%) | 100 points |

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Total points	1000-940=A 939-900=A- 899-860=B+ 859-830=B 829-800=B- 799-760=C+ 759-730=C 729-700=C- 699-660=D+ 659-630=D 629-600=D- 599-0=F
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## BELLEVUE COMMUNITY COLLEGE GRADING POLICY

Bellevue Community College utilizes the following grading system, which reflects a student's achievement.

### Outstanding Achievement

- 4.0 points per credit hour
- A-3.7 points per credit hour

### High Achievement

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

### Average Achievement

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

### Minimum Achievement

- D+ 1.3 points per credit hour
- D 1.0 points per credit hour

### Unsatisfactory Achievement

- F 0.0 points per credit hour

### Accommodation Statement:

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 student with a documented autism spectrum disorder, there is a program of support available to you.

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)

## Six Basic Norms & Expectations

- Participate, be committed, and be involved in the class and with your colleagues. Be supportive and learn reciprocity. Be a participant observer and not a social loafer.
- Accept Accountability and be a Responsible classmate.
- Take Risks- if you want to learn something NEW. Along with that comes some stress and uncertainty. If you want to grow and accomplish your goals you must be an active learner- not passive. Just getting by does not build your self esteem or confidence in your ability to be a self directed student.
- Be on time: plan your time and turn assignments in on time.
- Read the text. Assigned reading should be completed at the beginning of the week, read ahead.
- **Be Ethical.** Practice Honesty and be Truthful. Keep your word and do not make agreements that you can not keep. This diminishes your credibility and trustworthiness.
- Work on being open-minded and empathetic.



## The Mysteries of grading and what you will be doing in CMST 220

The advantage of this course is that as a student there will be a variety of evaluative processes that establishes your grade- some “traditional” that you are familiar with and some new.

**35%-Exams:** (350pts) There are 4 to 5 major exams plus pop quizzes...

They will come in all forms-true/false, multiple choice, short, long answer essay and possible oral. Grading is based on a curve and given directly as letter & decimal (for example B/ 3.0) enabling you to simply average your individual exam grades during the quarter to find out where you “are” in the exam portion of your grade.

I try to be adapted in scheduling exams and make-up opportunities need to be scheduled in advance and only under emergency situations.

**45%- 4 major Speeches & speech portfolio:** (450pts.)The grade in the speaking portion of CMST 220 is developed with a point scale to letter grades assigned to the various skills demanded in public speaking not only as a speaker but as an audience. The speeches are recorded and the grading point elements vary from speech to speech(informative, persuasive, poetic or forum) but include:

a speech plan, rhetorical outline, structure, Aristotle’s big 3-ethos,logos & pathos, content, visual aids, delivery, annotated bibliography, audience analysis, speech analysis and peer responses.

There is a time constraint in these assignment- due dates are critical so there is a point penalty for being late and “0” points or an F for not doing the assignments. Once the speaking schedule is established it is critical to honor your speaking date. You may make trades with your colleagues & notify me but because of the time frame if you do not make your speaking date there may not be time to make-up your speech with the consequence of a failing grade for the assignment.

Emergency situation will need documentation. All elements must be completed to receive a grade on each speech. Standards of grading will increase with each speech and be weighted accordingly with the increase of your skill level.

The Portfolio

- is point & letter graded and made up of your Speech Log, learning goals, of exercises, observations on your experiences of giving speeches, your reflections, topics and issues that interest you, question and critical thinking opportunities to investigate the nature of public speaking as well as campus speaker options. I will ask to see this twice during the quarter before it is due but you can come in anytime and receive feedback. The contents are typed and creativity is encouraged! The Summary (or the exit question think piece- MLA or AP form) grows out of your portfolio work and is a 3 page discussion paper using specifics of text, lecture, discussion and your own research, observations and experiences on what you have learned about the nature of public speaking, how it impacts you as an individual and as a member of community and country.

In class presentations are informal, short and grow out of the topics generated by in class discussions, group work and students generated interests and are designed to be a relaxed way to practice the art of “thinking & speaking on your feet.” Grading in these cases are “pass/fail points.” Just do it!

**10%-Group Projects and Presentations:** (100 pts)

Part of this course is designed to focus on how groups successfully accomplish tasks & give presentations. There will be one major project based on a problem-solution task or group symposium that will be point graded on group process as well as group presentation. As a class throughout the quarter we will be using groups informally to practice the variety of skills that are demanded in collaborative efforts and each speech assignment will have a core group whose primary task is to insure the best possible speech for all the group members.

10%-Participation: (100 pts) is evaluated using the guidelines on the syllabus, attendance and the observance of the class norms. Because of the participatory & discussion nature of the course-missing 20% of class will render you unable to receive a grade in CMST 220.

# Policies and Survival Tips

## Accessing Online Course Materials: MyBC course site





- Get yourself a copy of the Student Handbook  
You can pick one up in C106 or C212
- Go to [www.bellevuecollege.edu/artshum/policy.html](http://www.bellevuecollege.edu/artshum/policy.html) and review the Arts and Humanities Division statement of Student Procedures and Expectations. The objective of this document is to create an environment where all students feel that they have the opportunity to learn. There is also a copy under our class material.
- Come to class.
- Do not make a habit being late- it is disruptive and disrespectful to your colleagues. If you are consistent in being late adjust your schedule. During the speeches do not walk in on a speaker but wait until they are finished.
- **DO NOT PLAGERIZE: See your student Handbook**
- All major assignments must be completed to receive credit in the class.
- If you do not have a College Handbook for Writing I recommend that you buy one.
- Make sure that you visit one of the computer labs and activate your e-mail account so that you can access and download course materials and have contact with your classmates for assignments, projects and support. Or go to <https://bellevuecollege.edu/sam> .
- Take advantage of the “labs” on campus: i.e. the reading or writing lab
- Come see me. Talk to me. If the office hours do not fit your schedule-make an appointment- just give me some lead time. Problems with the material, an assignment, just curious, need to know about programs available on campus? I am a good resource for you.
- Turn off cell phones and pagers while you are in the classroom.
- **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](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)***

- Some assignments have flexible due dates-others do not. If you are having difficulty meeting a deadline, see me before not after and we will try and work on some alternatives.
- I rarely offer extra credit. There is enough work due in the quarter for you to “...do better the next time.”
- Did I mention-COME TO CLASS?
- Learning is not always entertaining-it can be frustrating, confusing and “boring,” but that does not mean that learning can not be fun! Do not give up; reaching the end of the quarter is a goal worth achieving.
- ***Welcome to the class!***

**Be nice, share & work together...**

**TENTATIVE SCHEDULE**

Week		Reading Assignment
1 Sept.17	The Nature of Public Discourse Course & Student Introduction Listening and Ethics (start reading <u>Deep Economy</u> )	Chapters 1, 2, 3 <b>Listen</b>
2 Sept.24	Round #1 <u>Language and Delivery</u> "Introductory Speech"  (Schemes & tropes-playing with  )	Chapters 11, 12, 13 <b>Exam (1, 2, 3)</b> <b>+/- to PowerPoint</b>
3 Oct. 1	Round #1 Discussion and prep for Round #2 Research and the "90% / 10% equation" <b>(a look at the speech appendix)</b>	Chapters 4, 5, 6, 7 Portfolio check
4 Oct. 8 No class 10/9 <sup>th</sup> /Tues.	Round #2 <u>Audience and Research</u> "Informative Speech" <b>Structure, structure structure, structure.....</b>	Chapters 8, 9, 10, 14 <b>How is it going check?!</b> <b>Exam (11-13)</b>
5 Oct. 15	Round #2 (cont.-discussion) <b>How to</b>  <b>&amp; Enjoy the speaking experience</b>	Chapters 8, 9, 10, (cont.) <b>Poetic Reading</b>
6 Oct. 22 No class 10/26 <sup>th</sup> Friday	Round #3 <b>Oral interpretation</b> Structure, Outlines & Language- <u>again</u>	Chapter 15 & Portfolio check <b>Exam 4-7</b>
7 Oct. 29	Round #3 (discussions.) Thinking on your feet... <b>(11/14 in person- 11/16 by noon online)</b>	Chapters 16, 17, 18 <b>Withdrawal deadline</b>
8 Nov. 5 No class 11/12/12	Round #4 <u>Persuasion, Ethics &amp; Critical Thinking:</u> <b>"Persuasive Speech"(Reflective Thinking)</b>	 <b>exam-8-10 &amp;14</b>
9 Nov. 12	Round #4 (discussion.) Project: Social Issue Options Problem-solution	<b>No class Monday</b>
10 Nov. 19 No classes 11/22& 23	<u>Small Group Panel Projects</u> <b>Presentations</b> <b>Speech portfolio due on Monday</b>	 <b>Exam- Chapters- 15-18</b> <b>To be scheduled....</b>
11 Nov.29	<u>Panel Groups continue/and Class summary</u> <b>- Finals start 12/5<sup>th</sup> to 7<sup>th</sup></b>	
12th ☺ Dec. 3	<b>Last class day 12/4 ---MUST ATTEND FINAL PERIOD</b> <b>ON Dec. 7<sup>th</sup> Friday @ 11:30-1:20pm</b>	<b>Final: Note time length</b> <b>Winter Quarter begins</b> <b>1/2/2013</b>

**Have a good Winter Break** 

**CMST 220 Public Speaking....After completing the course, students should be able to:**

- Identify and analyze the four elements of the rhetorical situation –*audience, occasion, speaker and speech.*
- Explain and apply an understanding of ethical considerations and responsibilities as a speaker and audience.

***“All that is necessary for the triumph of evil is for good men(and women) to do nothing.” E. Burke***

- Demonstrate critical thinking through critique and analysis of one’s own speeches as well as other’s speeches.
- Evaluate the credibility of evidence.
- Identify and analyze lines of argument and fallacies.
- Present speeches that apply recommendations of effective application of cannons of rhetoric-*invention, arrangement, style and delivery.*

***“We ought, therefore, to think of the art of discourse just as we think of the other arts, and not to form opposite judgments about similar things, nor show ourselves intolerant toward that power which, of all the faculties which belong to the nature of man, is the source of most of our blessings. For in the other powers which we possess, as I have already said on a former occasion, we are in no respect superior to other living creatures; nay, we are inferior to many in swiftness and in strength and in other resources; but, because there has been implanted in us the power to persuade each other and to make clear to each other whatever we desire, not only have we escaped the life of wild beasts, but we have come together and founded cities and made laws and invented arts; and, generally speaking, there is no institution devised by man which the power of speech has not helped us to establish.***

***For this it is which has laid down laws concerning things just and unjust, and things honorable and base; and if it were not for these ordinances we should not be able to live with one another. It is by this also that we confute the bad and extol the good. Through this we educate the ignorant and appraise the wise; for the power to speak well is taken as the surest index of a sound understanding, and discourse which is true and lawful and just is the outward image of a good and faithful soul.***

***With this faculty we both contend against others on matters which are open to dispute and seek light for ourselves on things which are unknown; for the same arguments which we use in persuading others when we speak in public, we employ also when we deliberate in our own thoughts; and, while we call eloquent those who are able to speak before a crowd, we regard as sage those who most skillfully debate their problems in their own minds.***

***And, if there is need to speak in brief summary of this power, we shall find that none of the things which are done with intelligence take place without the help of speech, but that in all our actions as well as in all our thoughts speech is our guide, and is most employed by those who have the most wisdom.” (Arête)***

***Isocrates' Antidosis (436-338 B.)***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Quarters @ BC \_\_\_\_\_ Other Campuses? \_\_\_\_\_

English/Writing Classes Taken Engl&101? \_\_\_\_\_

Science & Math Taken \_\_\_\_\_

Social Science Taken \_\_\_\_\_

Other Speech Classes Taken: \_\_\_\_\_

Do you have a computer at home or easily available to you? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this class a requirement? \_\_\_\_\_ For? \_\_\_\_\_

What are you expecting of this class? What do you hope to learn?

Learning Skills:

What do you consider to be your strengths as a student?

Areas where you need to improve?

On the back of this page... Tell me about yourself! Fill the entire page/ Write legibly 😊