

Communication Studies 220/Public Speaking

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In Classes: 930 & 1130, (D) 1230-240 M & W

Arts & Humanities/Communication Studies
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Office Hours: 1030 M-Th. & by appointment

TEXT: The Art of Public Speaking, 10th edition by Lucas
Additional text-campus wide book: Listening is an Act of Love

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 & PARTICAPATION 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 TEXT

READ YOUR TEXT

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

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

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:

Students with disabilities who have accommodation needs are required to meet with the **Disability Resource Center** office, 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. , to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class must review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with DRC, or review those needs with the instructor as well.

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 cannot 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 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.


Buxton

Page 3

Policies and Survival Tips

Accessing Online Course Materials: MyB 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 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. 
- 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 Jan. 3	The Nature of Public Discourse Course & Student Introduction Listening and Ethics	Chapters 1, 2, 3 Listen
2 Jan. 10	Round #1 <u>Language and Delivery</u> "Introductory Speech"	Chapters 11, 12, 13 Exam (1, 2, 3) +/- to PowerPoint

	(Schemes & tropes-playing with )	
3 Jan 17	Round #1 Discussion and prep for Round #2 Research and the "90% / 10% equation" (a look at the speech appendix) no class 1/17	Chapters 4, 5, 6, 7 Portfolio check
4 Jan. 24 No class 1/28	Round #2 <u>Audience and Research</u> "Informative Speech" Structure, structure ,structure, structure.....	Chapters 8, 9, 10, 14 How is it going check?! Exam (11-13)
5 Jan. 31	Round #2 (cont.-discussion) How to  & Enjoy the speaking experience	Chapters 8, 9, 10, (cont.) Poetic Reading
6 Feb. 7	Round #3 Oral interpretation Structure, Outlines & Language- <u>again</u>	Chapter 15 & Portfolio check Exam 4-7
7 Feb. 14	Round #3 (discussions.) Thinking on your feet... (2/18 in person- 2/20 by noon online)	Chapters 16, 17, 18 Withdrawal deadline
8 Feb. 21 No class Monday	Round #4 <u>Persuasion, Ethics & Critical Thinking:</u> "Persuasive Speech" (Reflective Thinking)	 exam-8-10 &14
9 Feb. 28	Round #4 (discussion.) Project: Social Issue Options Problem-solution	
10 Mar. 7 No class 3/8	<u>Small Group Panel Projects</u> Presentations Speech portfolio due on Monday	 Exam- Chapters- 15-18 To be scheduled....
11 Mar. 14	<u>Panel Groups continue/and Class summary</u> - Finals start 3/21 st to 23 rd	
12 ☺ Mar. 21	Class Final Period- MUST ATTEND FINAL PERIOD March 21, Monday @ <u>11:30-1:20pm</u>	Final: Note time length Spring Quarter begins 4/4/2011

Have a good Spring Break 

Student Bio/Communication Studies _____ Quarter: _____ Time: _____

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