



CMST&220 Syllabus WINTER 2011

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Office Hours: To be announced

Course Information

Course Outcomes

Course Description: This course is designed to improve your ability to **construct, deliver and critique speeches**. The method for improving your public speaking will be a combination of theory, **critical analysis**, and **learning groups** as well as practice. By applying **rhetorical theories** to public speeches, you will develop the capacity to **critically reflect** these speeches. You will find yourself feeling more confident, and you will be more clearly communicative in every **endeavor** requiring you to present your point of view. [Even to a reluctant or hostile listener.]

You will be required to **select one topic to use for the entire quarter**. Each of your speeches will be on this **umbrella topic** so make sure that it is something of interest to you and your classmates. It does need to deal with things of importance regionally, or nationally (USA). This will allow you to **delve** more deeply into the research for the topic rather than using shallow new research for each speech. Remember that if a source was excellent enough for you to quote one sentence from it, it's a good guess there are more quotations to be harvested.

Your topic must be an issue of **significant social controversy**

This means it has two or more sides that well-intentioned, educated people might hold to be correct. These sides are different enough and of enough importance to the well being or way of life of us all; that a solution is necessary.

How Outcomes will be met

You will be doing an Informative Speech, aimed at educating a neutral audience to your issue. [4-6 minutes] The second speech will be a Persuasive Speech [5-7 minutes] aimed at getting an

audience to come to your point of view on this topic. Your last and most important speech is your Monroe Motivational Speech. [6 to 8 minutes] You will use the template provided in class for this classic political speech. This is where your goal is to inspire your audience to make time to move from **mental acquiescence** to actually physically doing something to bring about social change. Now is the time to use **stirring rhetoric** to move them to rise up and DO something. Careful consideration of your topic will increase the flexibility with which you construct each speech. Guidelines on selecting appropriate topics will be discussed in class.

You will be required to make copies of the Student Evaluation Sheet found in “My Shared Documents”. You will **anonymously** fill in a separate sheet for every speaker. This allows you to have many people’s evaluation of your work, at the end of the speech.

A Self Evaluation Paper [written for the Informative and Persuasive speeches] will focus on the differences between what you thought you were doing and what you saw you actually did. Written after you have watched your speech at least twice. [More later] You need to explain what you feel you should improve upon, and SPECIFICALLY how you will act to make these improvements. Without a clear understanding of the steps needed to correct mistakes you cannot correct them. Remember practicing something incorrectly only makes you better at making mistakes! You can then state in detail what you plan to retain, and what will need improvement. You will also reveal how you expect to create that improvement.

Plan to down load enough of each form to use to evaluate your classmates as they speak. These unsigned in-class evaluations will be collected and given to the speaker for their review each day of speeches. Your advice will help them to earn better grades, so be prepared to fill them in and give comments. There will be time to meet in groups at the end of each speech for mutual evaluation and help.

College-level Reading, Comprehension and Speed as well as English Writing Ability is **essential** to success in this course. If you have concerns about your **proficiency** in any of these areas please see me as soon as possible.

Methods of Evaluation:

Informative Speech Assignments	20%
Persuasive Speech Assignments	25%
Motivational Speech Assignments	35%
Attendance	<u>20%</u>
	100%

OTHER ASSIGNMENTS

Outlines: Two outlines are due for every speech. I require a Preparation Outline; you may use short sentences. Remember that this outline uses **source citations** for each quote and also a **bibliography**. [Do not be a thief and **plagiarize** the work of others] Your Speaking Outline needs to be a Key Word Outline; any other formats will result in a drastic loss of grade. You will need to hand me the Preparation outline at the beginning of class; on the first day speeches are due. You must hand me your key word outline to be checked off before you speak. If I discover you are not using a key word outline your speech grade will be drastically reduced, cheaters cannot be the kind of winner we aspire to emulate. Practice until you can use the key word format easily. This is a college course. After the speech, I get to examine the Speaking outline that you used. Do not worry about handwritten additions, as these are a necessary and important sign of the evolution of your speech. I expect both the Preparatory Outline and the Key Word Outline to be typed in Arial 12 or its equivalent, 1.5 or 2x spaced so I can write comments. Please use only one purely Internet source for each of the 3 sources listed. This is your chance to display your **research skills**. These two outlines will be returned to you, along with my evaluation of your speech at the next class session, wherever possible. Should I discover that you have plagiarized any material [taken as your own someone else's intellectual property without proper source citations, your assignment will be recorded as a "0". You shall also lose any and all bonus points earned.

Self-Evaluations (For the Informative and Persuasive speeches only) Both the Informative and the Persuasive speech will be videoed and posted. Then, they will be self-critiqued by each speaker. You will turn in a typed, two-page (double-spaced, Arial 12) analysis, in essay form, of the contrasts between your **perceptions** of your speech before seeing the video and after seeing it. You must choose one area to improve. Please tell me the DETAILED AND SPECIFIC plan you will create to "fix" the problem. ["I will try to smile more" is not a plan! It's a wish list. A plan has the steps you intend to follow. "I will practice my speech in the mirror. I will mark the place in my speech where I should smile. I will then have a friend listen to me and signal when I do not smile. [Higgins, p.23]" Never be an **Intellectual Property THEIF!** Use parenthetical citations and proper Bibliographies.

Tests Because this is a high participation class, there will not be formal tests. I reserve the right to give "pop quizzes" when I feel they are necessary.

Extra Credit/Bonus: Submitting work early, helping me during class, [running the video taping, helping with the power point presentation etc.] and other opportunities will be given in class to earn these points. They are not added to your grade until the end of the Quarter.

Grading

Copies of all course assignments and evaluation documents are available from your MYBC page. Click on the address of the class and you will then go to My Shared Documents.

Grading Criteria: Every grade you receive on an assignment in this class will be **rendered** as a letter grade. To ensure that you understand what these scores mean in this class, you should consider the following evaluative scale. For purposes of qualitative expression, A = Outstanding, little to no room for improvement; B = Good, high achievement; C = Satisfactory; D = Poor achievement, but passing; F = Unsatisfactory, not passing.

A	94 - 100	A -	90 - 93.9	B +	87 - 89.9	B	83 - 86.9
B -	80 - 82.9	C +	77 - 79.9	C	73 - 76.9	C -	70 - 72.9
D +	67 - 69.9	D	60 - 66.9	F	< 60		

Plagiarizing will lead to an automatic "0" on the whole unit.

Books and Materials Required

There is no required text for this class

Classroom Learning Atmosphere

Instructor's Expectation

Attendance: Because **participation in discussion and cooperative learning** are essential to the **academic design** of this course, your absence at any time but, especially on a day when you are scheduled to speak hurts your fellow students and **impairs** your own learning. In addition, failure to give a speech at the proper time indicates a lack of concern for your audience who are your peers. This is one of the most serious **rhetorical errors** that one might commit. It is why the following rules will be enforced: **if you do not appear on a day when you are scheduled to speak, you will receive a "0" for that speech assignment.** There are two ways you can avoid these penalties:

- If you know you will not be able to make it to class on a day when you are scheduled to speak, you can demonstrate **your ability to adapt to the rhetorical situation** by making arrangements with a classmate to trade speaking dates with you. You must also inform me of this change to avoid penalty.
- if illness or an emergency keeps you from meeting your commitments, you should do everything you can to contact me as soon as possible. E-mail me (within 24 hours) **and** document the reason for an unavoidable absence (e.g. a note from your doctor, a copy of the accident report, etc.) I will then try to see if we can "fit you in" at a later date. For the Monroe Motivational Speech this can become VERY difficult. **So please, get rest, wash your hands,[#1 suggestion of the AMA to avoid all possible infectious diseases from spreading] eat properly etc to try and stay healthy.**
- **All** assignments and sign up sheets will be posted on the Shared Documents site as they are

filled out. Please feel free to e-mail me at gaia.hawkin@bellevuecollege.edu any time that you need help. I usually respond within twenty-four hours, sometimes even sooner.

Late Written Assignments: In the interests of equity and fairness, you have been given a reasonable amount of time to complete all written assignments (outlines, self-critiques, etc.). The self-evaluations are due one week after you have delivered your speech. In the event you do not turn in your assignment **in class** on the day it is due, the following academic penalty will be assessed: late written assignments will receive a 10% reduction (e.g., A to a B, etc.) for every full day they are late. Assignments will be considered late if they are not turned in by the end of class on their due date. Should they not be submitted within two weeks of the date due, I shall not accept them.

Copies of all course assignments and evaluation documents are available from your MYBC page. Click on the address of the class and you will then go to My Shared Documents.

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>

Division Statements

Academic Integrity & Classroom Conduct: 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. Obviously, this means that you may not copy another person's outlines, 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. For more on plagiarism, classroom conduct, and all other issues of student behavior and responsibilities see:

<http://www.bcc.ctc.edu/Artshum/policy.html> and
http://www.bcc.ctc.edu/stupro/handbook_cd/catalog/2003-04.pdf

- **Attendance:** The Division has a policy that Daily Attendance is **mandatory and expected**. This course, in particular, requires practice and participation and those who do not attend or participate will not do well. You are responsible for your attendance and for finding out what you may have missed during an absence. I do not see your absence as grounds for duplicating lectures that I have given or extending privileges that are not shared by those who attend daily. [This is a great time to use your study buddies to gather the information or to give me a message] Missing class for more than 10 hours [4 absences when class meets twice a week] this quarter may result in your failing the course. You will be informed when you have reached these absences and may be asked to cease attending class at that time. [You will lose 10 points for each absence, eight points for an "excused absence. Five points will be deducted for each tardy. Arriving late to class is disruptive and appears inconsiderate of those who are on time. Chronic tardiness will be treated as absence. See <http://www.bcc.ctc.edu/Artshum/policy.html> for more detail.
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POLICIES

“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.” [A&H website

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Student Code

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I expect all students to behave in a mature manner. Failure to do so may result in your being asked to leave class. This will count against you on attendance since you have a choice to behave well or to behave poorly. Repeated immature and disruptive behavior cannot be tolerated. Other people have paid their money to get my attention and to learn in class. You will not be allowed to rob them of a positive learning environment. Such repeated behavior will be reported and may result in your leaving class and losing the credit and grade for it.

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](#).

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.

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

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

Final Exam Schedule

To be covered in class.

<http://bellevuecollege.edu/classes/exams>

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://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp>. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

CALENDAR CMST&220: WINTER 2011

1. The Calendar for Introduction to Public Speaking varies depending on the number of students in the class.
2. The date of the Final Exam is treated as if it were a regular class day.
3. You MUST plan to attend this day and to participate in all the scheduled activities.
4. If there should be another Final scheduled for you at the same time, please see Prof. Hawkin.
5. There will be three scheduled speeches, an Informational, Persuasive and a Motivational Speech.
6. You will be responsible for any and all paperwork, [outlines, &self evaluations] to be done in a prompt and accurate manner.
7. See the Syllabus for more details on the expected assignments.
8. Welcome aboard!