

BELLEVUE COLLEGE | CMST& 220, PUBLIC SPEAKING

(5 credit hours) | Syllabus & Class Schedule, Fall 2016

Tuesday/Thursday: 5:30-7:40 p.m. Location: R-211

Instructor: Debbie Pope Office: R-230

Canvas: <https://bc.instructure.com>

Office Hours: By appointment only

425/922-5296 (home)

debbie.pope@bellevuecollege.edu

NOTE: Before you begin reading the course syllabus for CMST 220, you should know that your instructor is pathologically organized and detail-oriented. That's why this document is many pages long. It contains **EVERYTHING** -- including the class schedule and all assignment due dates -- you need to know about CMST 220. Don't let it petrify you. I'm relatively harmless in real life. I'm just crazy about organization.

COURSE DESCRIPTION

This course provides both a practical introduction to the fundamental principles of public speaking and a forum for practicing public speaking skills. Through a variety of instructional strategies -- discussion, class workshops, readings, lectures, presentations, and peer critiques -- students learn to prepare and deliver effective speeches. By the end of the course, students are enabled to address an audience with confidence, competence, and creativity.

COURSE OBJECTIVES

1. To banish the fear of public speaking from your mind.
2. To help you realize that as an individual, you have something unique and worthy to say.
3. To reinforce your existing speaking skills and identify areas for improvement.
4. To help you recognize that public speaking is not a chore to be dreaded, but an opportunity to capture and engage the attention of your audience, to develop a relationship with them via effective presentation of not only your topic and material -- but of yourself, as well.
5. To help you appropriately apply public speaking skills to a variety of speech contexts.

REQUIRED TEXT: *The Natural Speaker*, 8th edition, by Randy Fujishin.

GENERAL COURSE REQUIREMENTS

You are expected to:

- Attend class faithfully and be on time for all class meetings;
- Interact productively in class discussions and small group activities;
- Be prepared for discussions by reading all assigned material BEFORE CLASS
- Submit all written assignments typed, at the beginning of the class period on the designated due date.

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

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 Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the [Student Code of Conduct](#).

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 the ITS Service Desk, click on e-mail, click on How to set up your email, under "Steps," click on 1. [Create your BC NetID](#).

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 [ITS Service Desk](#).

ADD/DROP POLICY

BC policies allow instructors to drop students who do not attend class at the beginning of the quarter. If you fail to appear in class for the first week of school, [you will be administratively withdrawn from this class on Friday, Sept. 23, and you may not re-add it](#). If you are struggling in the course, please come talk to me. I will do whatever I can (within reason!) to assist you with class content and assignments. If you decide this class is not for you, it is your responsibility to officially drop the course. If you just stop coming to class, but do not officially drop the course, you will receive a 0.0 on your permanent college transcript. Please refer to your BC Student Handbook for further information regarding the add/drop policy.

COURSE REQUIREMENTS & POLICIES

READINGS: It is impossible to successfully complete this course without purchasing and reading [THE REQUIRED TEXT](#). Furthermore, [it is essential that you complete the assigned readings before the classes during which we will discuss them](#). You cannot expect to keep up with the course development or intelligently contribute to class discussion if you haven't completed the readings. While I realize that many students attempt to save money by borrowing textbooks from friends, doing so presents more problems than benefits, especially when your friend is still trying to finish a book (for example) on Tuesday that you need to have read by class time that same night. [BUY YOUR TEXTBOOK NOW.. Stay caught up with your reading assignments](#).

DEADLINES & DUE DATES

It is the responsibility of each student to meet all deadlines for class assignments. If you turn in a paper late, I will penalize it in the following way:

*For each day a paper is late, I lower the final grade [ONE FULL LETTER](#).
After three days (this includes weekends), there is no point in submitting the paper, because your grade at that point is "F" or zero points.*

DISABILITY RESOURCE CENTER

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 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 or on the [ASN web site](#).

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by videophone at 425-440-2025 or by TTY at 425-564-4110. Please visit the [DRC website](#) for application information into our program and other helpful links.

CLASS PARTICIPATION

Bertrand Russell once said, "Most people would rather die than think--and most do!" Thinking and reflecting are essential for the development of optimal writing skills, and the best way for you to sharpen your capacity to think is for you to be **actively involved** in class. This means not only that you **show up** for class but also that you are **attentive** once arrive, that you **participate** in class discussion and other assigned activities. Failure to do so will

negatively affect your final grade. You may EARN – or LOSE – 50 points of your final grade for your active participation – or your lack of it.

As you participate, do all that you can to make everyone's experience positive. Unacceptable behavior in this class includes: doing **ANYTHING CELL-PHONE RELATED IN CLASS**; working on non-class materials; eating or drinking disruptively; using tobacco; putting your head down for a nap; talking or whispering when someone else is trying to talk; and making comments that are intentionally disrespectful to another student. If I tell you that you are disrupting the class in some way, I expect you to change your behavior immediately. If you do not, I will ask you to leave the classroom.

Also, PLEASE NOTE: Class begins **PROMPTLY** at 5:30 p.m. – not 5:35, 5:40, or 6:00 p.m. I expect you to be **ON TIME** for each class. Late entry or early departure will be noted and will also negatively affect your in-class participation grade. I understand Seattle traffic is bad – crazy, unpredictable. But you have registered for a class that **STARTS** at 5:30 PM sharp. Once again, consistent late arrival **WILL HAVE** a negative effect on your final grade. I stress this from the very first day of class.

And finally, your completion of the online course evaluation at the end of the course is part of your participation grade for CMST 220. Once you have completed the evaluation, you will receive a confirmation email from BC. You then forward that email to me so that I know you have completed the course evaluation. This is not an extra credit assignment; it is part of your participation score for the class.

ATTENDANCE:

My attendance policy starts with the very first day of class, Tuesday, September 19. Late registration does not excuse you from this attendance policy. It's your responsibility as a student to register for classes **on time and be present in class on the first day of the quarter**. Not back from vacation yet? Super – hope you've had a blast. That's still an absence. Your cousin's getting married in Las Vegas and you're in the wedding? Great. Celebrate in style; that's still an absence.

The attendance policy is short, sweet, and non-negotiable. I allow you three (3) absences only for this class. Additional absences, **REGARDLESS OF THE REASON**, result in the following penalties:

4th absence?	=	30-point reduction
5th absence?	=	additional 60-point reduction
6th absence?	=	AUTOMATIC COURSE FAILURE . At this point, your best option is to officially drop CMST 220 in order to avoid permanently marring your transcript with a grade of "F."

I mark attendance promptly at the beginning of class. If you arrive late, you will need to check with me at the end of class to **ENSURE** I record your presence. I do not go back later on and mark you present if you do not notify me before the end of class that you are, indeed, present.

Students with accommodations regarding attendance must actively communicate with the instructor (and consult with the DRC) about each absence to determine if the accommodation applies.

We're going to be moving rapidly through a lot of material this quarter, and each class will be important. Ultimately, you're the one paying for the course, and it's your choice whether or not to show up. If you choose not to attend class, know that it is your responsibility to **ACT** -- to find out what you missed and be on target, on track with the rest of us when you resurface. No one else will do it for you. **"But I wasn't here that day," is never an excuse.**

STATEMENT ON ATTENDANCE DURING SPEAKING DAYS

Because participation and cooperative learning are essential to the academic design of this course, your absence on a day when you are scheduled to speak or critique hurts your fellow students and impairs your own learning process. In addition, failure to give a speech/presentation at the proper time indicates a lack of kairos (ability to recognize and respond to what is timely). This is one of the most serious rhetorical errors that one might commit. It is why the following rule **MUST** be enforced: **If you fail to appear in class on a day when you are scheduled to speak/present, you will receive a grade of "0" points (F) for that assignment.** There are several ways you can avoid this penalty:

- 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 by making arrangements with a classmate to switch speaking dates with you. Remember, however, that you must inform me of the change. If you are traveling on an official athletic schedule, it is up to you to notify me as soon as possible and to make arrangements to fit your speaking and critiquing schedule with your travel.
- If A SERIOUS ILLNESS OR EMERGENCY keeps you from performing your duties, you should do everything you can to contact me as soon as possible. Prompt consultation with me (within 24 hours) and possibly required documentation of the unavoidable event (e.g. a note from your doctor, a copy of the accident report, etc.) MIGHT result in the scheduling of a make-up speaking date IF the circumstances that caused the absence are deemed severe enough to merit rescheduling and IF there is time in the schedule to accommodate a make-up assignment. Those are TWO big "ifs."

TARDINESS and EARLY DEPARTURE:

I stress this again: Coming late to class or leaving class early is unacceptable. Two (2) instances of tardiness or early departure will be considered one (1) absence. ***I expect you to be in your seat and ready to begin class at 5:30 p.m.*** This means – ***if you drive to campus*** -- arriving at BC early enough to not only snag your parking spot (***always a challenge, so keep that in mind, please***) but also to then make your way to the classroom. Additionally, it means – ***if you commute by bus*** – that you need to keep in mind a sad truth: the bus schedule is not always a timely one. Make sure you take the bus early enough to arrive on campus and get to class ***before 5:30 p.m.*** Based upon previous experiences with this morning class, I must stress this point: ***You cannot expect to pass this course if you are consistently late to class. You HAVE to be in class, prepared to start at 5:30 p.m.***

If this requirement is going to be difficult or impossible for you to meet, because you have work scheduling conflicts or you have a crazy commute to navigate, then you need to drop this section of CMST 220 and find a section of the class that will work better with your ability to get to class on time. I must stress again that the class STARTS at 5:30 p.m. – not 5:35, 5:40, or 6:00. If you've made a commitment to your education by registering for this class, you need to manage your schedule – and your commute so that you can be here on time. That's your responsibility – not mine.

PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in D 171 and can be reached at [425-564-2400](tel: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 on the [Public Safety web site](#).

If you are uneasy about going to your car for any reason, 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](#) - On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) - This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final

INCOMPLETE GRADES

I do not assign incomplete grades for any course, for any reason.

LAPTOPS, CELL PHONES, iPods, iPADS, & SIMILAR INSTRUMENTS OF DISTRACTION

Cell phones, as well as other electronic devices, are an increasing problem in classroom culture, due to incoming calls and text messaging. I approach this problem simply and directly:

- Your cell phone is to be STORED in your backpack and/or purse. I don't want to see it on your desk, in your lap, in your hands. A CELL PHONE has NO PLACE in the classroom.
- Additionally, your STORED cell phone is to be turned COMPLETELY OFF – not just on vibrate. If I discover you using your cell phone during class to send or receive texts, or if you are responsible for more than one “in-class ringing” incident, I WILL REDUCE your final grade by one full letter.

YES, I AM THAT SERIOUS ABOUT THE CELL PHONE BAN.

BOTTOM LINE: No cell phones in class. No calls. No texting. I expect you to be fully engaged with the material at hand and fully involved in the moment – and the moment belongs to CMST 220.

Laptops or iPads may be used only if I give you an assignment that requires them. Otherwise, they, too, are to be stored once class begins.

LEARNING ENVIRONMENT

What follows is the Bellevue College Arts & Humanities Division policy on classroom behavior:

The college's 'Affirmation of Inclusion' is posted in each classroom and sets forth the expectation that we will all treat one another with respect and dignity regardless of whether or not we agree philosophically. This expectation is in line with the principle of free speech in a free society: we have the right to express unpopular ideas as long as we don't show disrespect for reasonable people who might believe otherwise. In an on-line [or hybrid] course, you will be expressing ideas through the medium of the course site rather than face to face in the classroom. In that case, these expectations refer to the courtesy with which you communicate with one another through e-mails and e-discussions.

Part of this respect involves professional behavior toward the instructor, colleagues, and the class itself. Disruptive behavior is disrespectful behavior. The Arts and Humanities Division honors the right of its faculty to define "disruptive behavior," which often involves such things as arriving late, leaving early, leaving class and then returning, talking while others are trying to hear the instructor or their group members, doing other homework in class, wearing earphones in class, bringing activated beepers, alarm watches, or cell phones into class, inappropriate comments or gestures, etc. In on-line courses, “flaming” anyone in the class is also considered disruptive behavior. Such behavior interrupts the educational process. When you are

in doubt about any behavior, consult your instructor during office hours. We recognize the judgment of the instructor as the final authority in these matters.

When disruptive behavior occurs, instructors will speak to or e-mail the students concerned. Those students are then responsible for ending the disruptions at once. Failure to do so may result in removal of the disruptive student from class.

All students should check Arts & Humanities [Student Procedures & Expectations](#) on the Arts & Humanities web site, under Student Information.

NOTE

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 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](#).

INCLEMENT WEATHER: Where to Check for Closure Information

BC provides a number of distribution methods for getting this information to you. You are encouraged to use one or more of these services or tools to check for campus status.

- Call BC's 24-hour recorded hotline at (425) 401-6680.
- Your email, phone or mobile device! Students and employees may sign up to receive emergency email or text message alerts directly from BC as soon as changes are made to the campus status during emergency situations. Go to the BC Alert System sign-up page to learn more or sign in to edit your profile.
- Use Schoolreport.org—BC also provides emergency information to this website during inclement weather-related closures. This resource also provides an email notification service you may sign up for if you are not eligible to use BC's Alert System. With Schoolreport.org you will receive emergency information for Bellevue College as well as 125 other Puget Sound-area schools and school districts.

OUTLINES

I require you to submit a typed outline of your speech to me BEFORE you present the speech in class. BRING TWO COPIES of your outline to class -- one for me, one for your own use during the speech. Failure to submit your outline BEFORE your speech results in a point reduction for that particular speech.

Further, outlines must follow the SAMPLE SPEECH OUTLINE on pages 52-53 of your textbook. Your outline should look exactly like that.

SPEECH ATTIRE

Dress for public presentations must be appropriate. Your appearance makes an important nonverbal statement to your audience regarding your attitude toward them and about the speaking engagement. *For this class, you are required to dress up for each presentation you make. Furthermore, I must be able to RECOGNIZE that you have done so. If I cannot tell -- in one glance -- that you have dressed up appropriately for your presentation, your grade for the speech will suffer.*

What's appropriate attire for men? Dress pants, buttoned shirt (no jerseys, oversized t-shirts, etc. -- shirt must be tucked in) and nice shoes. While not required, jackets and ties are strongly recommended. Appropriate attire for women? A "Sunday" dress or matching skirt and jacket. If you opt for slacks, wear a jacket or blazer with them. *Both genders: Think professional job interview after graduation with a major corporation.*

Inappropriate attire: Shorts, jeans, t-shirts, hats, caps, sweats, sweatshirts, flip flops, athletic shoes of any kind.

I'm very serious about the dress code for public presentations. If you're aiming for an "A" in this class, you must be also. Remember: Your "dressed-up" appearance has to be immediately, clearly recognizable to all who feast their eyes upon you. I must be able to obviously recognize you've gone to some extra pain in presenting not only your speech but also YOURSELF.

SPEECH TIME LIMITS

Public speaking is ***deliberate***. It is ***planned, rehearsed***. It is ***not*** conversation. It is ***not*** spontaneous and free flowing. In other words, you will not stand before your audience in this class and have a ***talk with*** them. Because of the deliberate nature of public speaking, each speech you deliver in this class has a specific time requirement. Point deductions will be made if your speech is too long or too short. You have a responsibility to your audience to adhere to all speech time limits. Failure to do so -- even if you deliver an excellent speech in terms of content and technique -- will lower your grade for the presentation substantially.

Take this statement seriously. It means that you must **PRACTICE, PRACTICE, PRACTICE** your speech before your delivery date and that you must **TIME IT**.

OF PARTICULAR INTEREST

There are no "do-overs" in this class. Consistently over the last several years – and astonishingly, amazingly – I've had students come to me after receiving a grade for a paper or an exam and ask, "Professor Pope, may I do this over? May I make corrections and re-submit it? May I take the test over so I can study better and get a higher grade?"

Please understand that I say the following kindly and with the utmost respect: At the college level there are no "do-overs." For each paper, speech, and/or project, you must do your best ***FROM THE START***. For each exam, you must study your best ***FROM THE START***. What does that mean? Exactly what it says. If you want the best grades, you have to deliver your best work – from the get-go.

ASSIGNMENTS & EVALUATION

Introduction/Conclusion Assignment	25 pts.
Overall Class Participation	50 pts.
Speech #1: Self-Introductory Speech, "Me, Myself, and I"	100 pts.
Speech #1: Self-Evaluation of Videotaped Speech	25 pts.
Speech #2: Informative or Demonstration Speech	100 pts.
Speech #2: Self-Evaluation of Videotaped Speech	25 pts.
Speech #3: Commemorative, Humorous/Entertaining, or Persuasive Speech	100 pts.
Speech #3: Self-Evaluation of Videotaped Speech	25 pts.
Speech #4: The Academy Awards	50 pts.
3 Exams @ 100 points each	300 pts.
TOTAL POINTS POSSIBLE	800

Your final grade is based on a scale of 800 points, minus any points for excessive absences.

FINAL GRADE SCALE

94-100%	=	A	752-800 points
91-93%	=	A-	728-751 points
88-90%	=	B+	704-727 points
84-87%	=	B	672-703 points
81-83%	=	B-	648-671 points
78-80%	=	C+	624-647 points
74-77%	=	C	592-623 points
71-73%	=	C-	568-591 points
68-70%	=	D+	544-567 points
64-67%	=	D	512-543 points
60-63%	=	D-	480-511 points
59% & below	=	F	479 & below

NOTE: Occasionally it is necessary to DROP one speech assignment due to lack of time during the quarter. On the other hand, it is sometimes necessary to ADD a speaking assignment if a class is small in number. In either event, the total number of points you may accumulate for the quarter CHANGES.

I do reserve the right to modify the number and kind of assignments for the course, depending on our progress and the number of students in the class. The final grade scale will be modified to reflect any such changes.

**ALSO, PLEASE UNDERSTAND THE FOLLOWING CLEARLY:
NEVER ENTER THE CLASSROOM WHEN A FELLOW STUDENT IS
PRESENTING HIS/HER SPEECH.**

IF YOU ARE LATE GETTING TO CLASS:

1. STOP – outside the classroom door!
2. ASK yourself: “Are speeches being presented in class today?”
3. ANSWER your own question: “Yes, I believe they are.”
4. LISTEN: Do you HEAR someone giving a speech? If so...
5. WAIT until you HEAR our wild enthusiastic applause. That sound will tell you the speech has concluded.
6. THEN – AND ONLY THEN – quietly enter the classroom and take your seat before the next speech begins.

If you enter the classroom while a fellow classmate is presenting a speech, your final grade for the course automatically drops one full letter. No excuses, no compromise.

WHY?

Because when you walk into the room
in the middle of someone’s speech,
you effectively DESTROY whatever is happening
between the speaker and the audience.
Attention immediately shifts to YOU,
AWAY from the SPEAKER,
and audience members STOP listening.
Be forewarned that you will be penalized
if you create that kind of disruption
for one of your fellow speakers.

Course Calendar follows.

PUBLIC SPEAKING, FALL 2016
 TENTATIVE COURSE SCHEDULE
 Please NOTE that “tentative” is the operative word.
 I reserve the right to modify the schedule
 depending upon course progress.

WEEK 1

Sept. 20

Tuesday

Course overview/Student Interviews/Distracting Behaviors
 Introduce “Me, Myself, and I” speech assignment **Homework:**
Purchase your textbook immediately, please.
The Natural Speaker, 8th edition
 Read Chapter 1 before next class.

Sept. 22

Thursday

Bring your laptop to class tonight. You WILL need it!
 Class discussion: Chapter 1, *The Natural Speaker*
Class Lecture #1: The Role of Self-Concept in Public Speaking
Class Lecture #2: The Essential Elements of Effective Speakers
Homework: Review more sample student speeches in Canvas for speech assignment #1: “Me, Myself, & I”
Also: Read *The Natural Speaker*, Chapter 2 before next class.

NOTE: Friday, Sept. 23, is the DEADLINE to DROP a class with a 100% refund (less processing fee). You must drop ONLINE by 11:59 PM today, or IN PERSON by 5:00 PM.

Also, you will be administratively dropped from this course on Friday, Sept. 23, if you fail to attend class the first week of school.

WEEK 2

Sept. 27

Tuesday

Class discussion: Chapter 2, *The Natural Speaker*
Class Lecture #3: Conquer Your Fear & Miscellaneous Tips
Class Lecture #4: All About Your Audience, 12 Basic Truths
Homework: Review more sample student speeches in

Canvas for speech assignment #1: “Me, Myself, and I”
Also: Read *The Natural Speaker*, Chapter 3 before next class.

Sept. 29
 Thursday

Class Lecture #5: Introductions & Conclusions

MANDATORY ATTENDANCE. This is an interactive class lecture and each of you will have a role to play in it. **More importantly, this material is vital to your success in the class.** I will grade the introductions and conclusions you present in class for each of your speeches based on the information in this lecture. Of course, it is also test material for the next exam.

Class discussion: Chapter 3, *The Natural Speaker*
 In-class assignment: Paired Intro and Conclusion

Homework: Read *The Natural Speaker*, Chapter 6 before next class.

Also: Finish preparing the Paired Intro and Conclusion assignment with your partner; meet outside of class to finish writing and – most importantly – to practice your presentation, which is due in class on Tuesday, October 4.

NOTE: Friday, September 30, is the last day to drop a class without a “W” posted on your transcript.

WEEK 3
Oct. 4
 Tuesday

First Hour of Class: Exam 1: Lectures 1-4 & Chs. 1-3 & 6

of *The Natural Speaker*. The exam consists of multiple choice and true-false items (to cover textbook material) and fill-in-the-blank questions (for lecture material). Word to the wise: **You can’t bluff your way through this exam.** You must not only study the chapter material closely but also take excellent class lecture notes, and you must KNOW that material. Trust me. Students who prepare well typically ace this exam. Others fail it. There’s typically no middle ground. I have been told it comes as a shock. Not trying to scare you – just giving fair warning. **If you don’t study, you will fail this exam.** And remember – always NETWORK with fellow students and SHARE your lecture notes with each other. Invariably, you will have material someone else missed – and someone else is going to have material you simply didn’t catch.

Second Hour of Class: DUE = Paired Intro & Conclusion

(must be timed, well-rehearsed, delivered with no reliance on notes.)

Homework: Read *The Natural Speaker*, Chapter 4 before next class.

Also: Finish writing your manuscript for the “Me, Myself, and I” speech. It’s due – **PRINTED COPY** – in class on Thursday, October 6.

Oct. 6
Thursday

First Hour of Class: **DUE: Manuscript for “Me, Myself, and I” speech;** Small group rehearsals and critique; **BRING YOUR LAPTOP TO CLASS TONIGHT.** *You will need it to compose evaluation of rehearsal session.*

MANDATORY ATTENDANCE.

NOTE: If you are late to class tonight and your assigned group has already left the classroom, you will not be able to participate in this activity, which has a significant point value on your speech. You will lose those points. As well, if you come to class **UNPREPARED** – meaning, you do not have a completed manuscript (printed copy in hand) – I will dismiss you from class and it will count as an absence. Without a prepared, printed manuscript in hand, you cannot take part in this activity and will lose the points associated with it. Here’s the bottom line for tonight: You must be in class **on time**, and you must be **fully prepared** with a **printed copy** of your **completed** manuscript for the “Me, Myself, and I” speech **in hand**.

Second Hour of Class: Write self-evaluation of rehearsal Session. ***You will need your laptop for this part of class.***

Homework: Read *The Natural Speaker*, Chapter 5 before next class.

NOTE: Last day to withdraw from classes with a 50% refund (**in person** by 4:00 PM) = Friday, October 7.

NOTE: Last day to withdraw from classes with a 50% refund (**online** by 11:59 PM) = Saturday, October 8.

WEEK 4

October 11
Tuesday

DUE: 2-page response to rehearsal and critique session. **PRINTED COPY ONLY.** This assignment cannot be e-mailed.

DUE: Topic & Sources for Informative/Demo Speech. **PRINTED COPY ONLY.** No, I don’t want the whole article(s). Simply type the **TITLE** of your speech, and the two published sources of information you are using as supporting material.

Class Lecture #6: The Age-Gap Problem

**Class Lecture #7: What Audience Members Know
Without Being Told**

**Class Lecture #8: Questions that Float Through the
Minds Of Audiences**

Class Lecture # 9: Read Your Listeners as You Speak

Class Lecture #10: Four Stances from Which We Speak

Homework: Rehearse “Me, Myself and I” speech.

Also: Read *The Natural Speaker*, Chapter 7 before next class.

October 13
Thursday

Round 1: “Me, Myself, and I” speeches

Don’t forget your outline. You must submit it to me **before** you speak. You lose points on the assignment if you do not submit your outline **first**. As well, remember that your outline must model the sample tribute speech outline **on pages 52-53** of your text – **exactly**.

SPEAKERS: TBA

Homework: Read *The Natural Speaker*, Chapter 10 before next class.

WEEK 5
October 18
Tuesday

FACULTY NON-CONTRACT DAY: NO BC CLASSES

October 20
Thursday

Round 2: “Me, Myself, and I” speeches

Don’t forget your outline. You must submit it to me **before** you speak. You lose points on the assignment if you do not submit your outline **first**. As well, remember that your outline must model the sample tribute speech outline **on pages 52-53** of your text – **exactly**.

SPEAKERS: TBA

Homework: Read *The Natural Speaker*, Chapter 10 before next class.

Also: Study for Exam 2: Class Lectures 5-10 and Chapters 4, 5, 7 and 10 of textbook

Also: Prepare manuscript for Informative/Demo speech

WEEK 6

October 25

First Hour of Class: **Exam 2 = Class lectures 5-10 and Chs. Tuesday 4, 5, 7, and 10 of *The Natural Speaker*.**

Second Hour of Class: **DUE: Manuscript for Informative/Demo Speech;** Small group rehearsals.

NOTE: If you are late to class tonight and your assigned group has already left the classroom, you will not be able to participate in this activity, which has a significant point value on your speech. You will lose those points. As well, if you come to class **UNPREPARED** – meaning, you do not have a completed manuscript (printed copy in hand) – I will dismiss you from class and it will count as an absence. Without a prepared, printed manuscript in hand, you cannot take part in this activity and will lose the points associated with it. Here's the bottom line for tonight: You must be in class **on time**, and you must be **fully prepared** with a **printed copy** of your **completed** manuscript for the Informative or Demonstration speech **in hand**.

Second Hour of Class: Write self-evaluation of rehearsal Session. **You will need your laptop for this part of class.**

MANDATORY ATTENDANCE

Homework: Read *The Natural Speaker*, Chapter 8 before next class.

October 27
Thursday

DUE: 2-page response to rehearsal and critique session. **PRINTED COPY ONLY.** This assignment cannot be e-mailed.

ALSO DUE: Speech #3 = Topic and Sources (if you opt to give the persuasive speech) **PRINTED COPY ONLY.** No, I don't want the whole article(s). Simply type the TITLE of your speech, and the two published sources of information you are using as supporting material **for the persuasive speech.**

Class Lecture #11: How to Avoid Offending Your Audience with Sexist Language

Class Lecture #12: Persuasive Speaking

Class Lecture #13: Orchestrating the Environment

Homework: Read *The Natural Speaker*, Chapter 9 before next class.

WEEK 7

November 1

Tuesday

ROUND 1: Informative or Demonstration speeches

Don't forget your outline. You must submit it to me **before** you speak. You lose points on the assignment if you do not submit your outline ***first***. As well, remember that your outline must model the sample speech outline **on pages 52-53** of your text – ***exactly***.

SPEAKERS: TBA

November 3

Thursday

ROUND 2: Informative or Demonstration speeches

Don't forget your outline. You must submit it to me **before** you speak. You lose points on the assignment if you do not submit your outline ***first***. As well, remember that your outline must model the sample speech outline **on pages 52-53** of your text – ***exactly***.

SPEAKERS: TBA

NOTE: Friday, November 4, is the last day to drop a class ('W' will be posted on transcript) – IN PERSON by 4:00 PM.

NOTE: Sunday, November 6, is the last day to drop a class ('W' will be posted to transcript) – ONLINE by 11:59 PM.

WEEK 8

November 8

Tuesday

First Hour of Class: Class Lecture #14: Ceremonial

Speaking; Academy Awards = Assignments distributed in class today;
MANDATORY ATTENDANCE

Second Hour of Class: Round 1: Humorous, Commemorative, or Persuasive speeches. *Don't forget your outline.* You must submit it to me **before** you speak. You lose points on the assignment if you do not submit your outline ***first***. As well, remember that your outline must model the sample speech outline **on pages 52-53** of your text – ***exactly***.

SPEAKERS: TBA

November 10
Thursday

ROUND 2: Humorous, Commemorative, or Humorous speeches. *Don't forget your outline.* You must submit it to me ***before*** you speak. You lose points on the assignment if you do not submit your outline ***first***. As well, remember that your outline must model the sample speech outline **on pages 52-53** of your text – ***exactly***.
SPEAKERS: TBA

NOTE: Friday, November 11, is Veteran's Day, a National Holiday. *There are NO BC classes this day.* If you know a veteran, do something very nice today for that person.

WEEK 9

November 15
Tuesday

Impromptu Speak-Off
MANDATORY ATTENDANCE!

November 17
Thursday

Impromptu Speak-Off
DUE: Course Evaluation CONFIRMATION email from BC. Print it and bring it to class tonight.
Homework: Study for Exam 3: Class Lectures 11-14 & *The Natural Speaker*, Chapters 8 & 9

WEEK 10

November 22
Tuesday

Exam 3: Class Lectures 11-14 & *The Natural Speaker*, Chapters 8 & 9. *This exam follows the same format as the previous two exams.*

November 24
Thursday

THANKSGIVING HOLIDAY

WEEK 11

November 29
Tuesday

THE ACADEMY AWARDS: REHEARSAL WITH Professor Pope

December 1
Thursday

THE ACADEMY AWARDS ATTENDANCE IS MANDATORY

WEEK 12

December 6
Tuesday

Extra Credit Assignment Due (TBA)