

# Dakota College at Bottineau Course Syllabus

## Course Prefix/Number/Title:

**Fundamentals of Public Speaking -- COMM 110**

## Course Description:

Communications 110 is an introductory public speaking course to help students become more proficient in oral communication skills in various situations. Introduction to Public Speaking emphasizes one of the most important aspects of human nature: communication. Speech will utilize group support, individual creativity, and technical skills in research and camera presentation to help a student to move beyond his/her present ability to communicate.

## Course Objectives:

To help students:

1. Develop and sharpen listening skills.
2. Gain confidence in a variety of speaking situations. (Meets DCB General Education Goal # 1)
3. Prepare and deliver effective speeches. (Meets DCB General Education Goal # 1)
4. Communicate effectively in small group situations. (Meets DCB General Education Goal # 1)
5. Learn techniques to enhance on camera presentations.

## Instructor:

Keri J. Keith

## Office:

Thatcher Hall 205

## Office Hours:

1:00 – 2:00 pm: Monday, Wednesday and Friday

2-3:00 pm: Tuesday and Thursday

## Phone:

701-228-5624

## Email:

keri.keith@dakotacollege.edu

## Lecture/Lab Schedule:

Arntzen 1

## Textbook(s):

Gregory, Hamilton. *Public Speaking for College and Career*. 9<sup>th</sup> ed. Boston: McGraw-Hill, 2010.

## Course Requirements:

Course requirements consist of class discussion, assignments, delivery of speeches, peer reviews.

**Speeches Include:**

Introductory Speech	25 points
Narrative Speech	25 points
Brown Bag Speech	25 points
Informative Speech	100 points
Visual Aid Speech	100 points
Demonstration Speech	100 points
Persuasive Speech	150 points
Impromptu Speeches	25 points
In class Assignments	85 points
Peer Evaluation Sheets on graded speeches	3 @ 20 points, 1 @ 30 points = 90 points

**Total:** 725 points

**Grading Scale**

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

**Tentative Course Outline**

Wednesday Jan 11	Introduction & Course Syllabus
Friday Jan 13	Introduction Speeches (30 -60 sec)
Monday Jan 16 NO CLASS	MLK Day
Wednesday Jan 18	Chapter 1 and 2
Friday Jan 20	Narrative Speeches (1-2 min)
Monday Jan 23	Chapter 3 and 4 Lecture
Wednesday Jan 25	Chapter 5

Friday Jan 27	Chapters 6 and 7
Monday Jan 30	Brown Bag Speeches (2-3 min)
Wednesday Feb 1	Brown Bag Speeches (2-3 min)
Friday Feb 3	Chapters 8,10,11
Monday Feb 6	Chapter 13 and 14
Wednesday Feb 8	Chapter 15 – Post Informative Assignment
Friday Feb 10	Chapter 12 Outlining Assign Informative Speeches (3-5 minutes)
Monday Feb 13	Class time to work on Informative Speeches
Wednesday Feb 15	Review Outlining and in class brainstorming assignment Video Examples
Friday Feb 17	Class Time to work on Informative Speeches
Monday Feb 20	No Class – President's Day
Wednesday Feb 22	Informative Speeches (3-5 minutes)

Friday Feb 24	Informative Speeches (3-5 minutes)
Monday Feb 27	Return Informative Speeches – Chapter 9 Assign Visual Aid Speech
Wednesday Feb 29	Review Outlining and citing sources Video examples
Friday March 2	Class time to work on Visual Aid Speeches
Monday Mar 5	Visual Aid Speeches (4-6 Minutes)
Wednesday Mar 7	Visual Aid Speeches (4-6 Minutes)
Friday Mar 9	Visual Aid Speeches (4-6 Minutes)
Monday Mar 12 NO CLASS	Spring Break!
Wednesday Mar 14 NO CLASS	Spring Break!
Friday Mar 16 NO CLASS	Spring Break!
Monday Mar 19	Assign Demonstration Speeches – Techniques
Wednesday Mar 21	Video Examples
Friday Mar 23	Class time to work on Demonstration Speech
Monday Mar 26	Demonstration Speeches (5-7 Minutes)
Wednesday Mar 28	Demonstration Speeches (5-7 Minutes)
Friday March 30	Demonstration Speeches (5-7 Minutes)
Monday April 2	Assign Persuasive Speeches Chapter 16

Wednesday April 4	Chapter 17
Friday April 6	No class
Monday April 9	No Class
Wednesday April 11	Class time to prepare Persuasive Speeches
Friday April 13	Persuasive Speeches (8-10 minutes)
Monday April 16	Persuasive Speeches (8-10 minutes)
Wednesday April 18	Persuasive Speeches (8-10 minutes)
Friday April 20	Persuasive Speeches (8-10 minutes)
Monday April 23	Review Persuasive Speeches
Wednesday April 25	Historical Speech Video Day
Friday April 27	Impromptu topic creation and brainstorm
Monday April 30	Impromptu Speeches
Wednesday May 2	Return Persuasive Speech Grades- Final Speech Video Day
Friday May 4	Hand out final Grades and wrap-up

**Relationship to Campus Theme:**

A focus on awareness of our impact in the world and on our environment. Discussion of utilizing new technologies to communicate and share information with small and mass groups of people. Students will also understand how to utilize these new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

## **Classroom Policies:**

**Absences and Assignment Due Dates:** If a student must miss class, he/she must contact the instructor within 24 hours of the class period. Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. If you email me an assignment, you will get a reply from me to verify that I have received the assignment. If you do not get a receipt from me, I did not get the assignment. It is your job to ensure that I have received the assignment, so if you do not get a response from me within 24 hours of submitting your assignment by email, you need to resend the email. The assignment continues to lose 10% per day during this time.

**Speech Day:** I will create a schedule for speeches and evaluations. If you miss your speech day, you will be allowed to make it up only if you contact me within 24 hours of the class period missed. I will allow one make-up speech per semester. Late speeches are docked 10% per class period. You will make up your speech during the next class period where time allows you to speak at the end of all other scheduled activities. If you are on the schedule to speak, it is important that you attend class. If you miss one of your evaluation days, you will lose those points as if you are not there to complete the evaluation, you can not earn the points.

**Speech is a class where attendance is of utmost importance. The above policies will stand and there are no exceptions.**

**Electronic Devices:** Silence cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes. If this is an IVN course, cell phone must be turned off at all times in class!

This class will be a place where all thoughts are welcome, no one fears sharing their opinion, and minds are open to new ideas. You have all EARNED the opportunity to be here by completing the same criteria, thus making you equals. As emerging leaders, you are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions and the participants will agree to disagree.

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is a living document that is subject to change. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.

## **Academic Integrity:**

**Plagiarism:** To plagiarize is to "steal and pass off the ideas or words of another as one's own" (*Webster's Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the

end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a "0" for the assignment.**

**Cheating:** Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment, an additional incidence of cheating will result in the student being dismissed from the course.

**Disabilities and Special Needs:**

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.