

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: COMM110

COMM 110 – Fundamentals of Public Speaking (3 credits)

Course Description:

The theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages.

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 # 4)
3. Prepare and deliver effective speeches. (Meets DCB General Education Goal # 4)
4. Communicate effectively in small group situations. (Meets DCB General Education Goal # 4)

Instructor:

Keri J. Indvik-Keith

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Office Hours:

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Lecture/Lab Schedule:

Online course

Textbook(s):

Public Speaking For College and Career Ninth Edition by Hamilton Gregory

Course Requirements:

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

This course requires that you access the course through Blackboard.

All speeches will be recorded using YouTube and uploaded to Blackboard. Your assignments and outlines will be submitted through Blackboard.

Speeches Include:

- Introductory Speech 25 points**
- Narrative Speech 25 points**
- Brown Bag Speech 25 points**
- Informative Speech 100 points**
- Visual Aid/Demonstration Speech 100 points**
- Persuasive Speech 150 points**
- Self Evaluation: 30 points**
- Intro, Narrative and Bbag comments: 30 points**
- 3 Benefits assignment 20 points**

Other assignments include:

- Discussion questions 8 @ 10 points each = 80 points**
- Peer Evaluation Sheets on graded speeches 12@ 5 points, 60 points**

Total: 645 points

Grading Scale

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

Tentative Course Outline

Week 1-2: Introductory Speech, 3 Benefits assignment and post to discussion question.

Week 3-4: Narrative Speech, Post to introductory speech and post to discussion question.

Week 5-6: Brown Bag Speech, Post to narrative speech and post to discussion question.

Week 7-8: Informative Speech, post to brown bag speech and post to discussion question.

Week 9-10: Visual Aid/Demo Speech, Informative speech peer reviews and post to discussion question.

Week 11-12: Visual Aid/Demo speech peer reviews due, prep for persuasive speech and post to discussion question.

Week 13-14: Persuasive Speech and post to discussion question.

Week 15-16: Wrap up, Persuasive Speech Peer reviews and post to final discussion question.

General Education Goals/Objectives

Goal 4: Demonstrates effective communication

Objective 5: Demonstrates effective oral communication skills

Skill 1: Uses appropriate volume, eye contact, rate pronunciation, articulation, and gesticulation effectively

Skill 2: Adapts to a variety of speaking and listening situations

Skill 3: Uses listening skills to critique, evaluate, and/or assess oral communication

Skill 4: Creates original work

Classroom Policies:

Late work is docked 10% per day late. This is the policy for all assignments in all circumstances. Because this is an eight week course it will move quickly – it is important that you stay on schedule and post work by due dates.

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.

Additional Important Details

A few things to think about before we get started:

1. You need to have an audience of a minimum of 5 people (ADULTS – or at least your age) to deliver your speech. So put together a plan to ensure that you will have an audience for each speech! Our discussion question for week 1 is to share "who is your audience" - so be sure to put together a plan - and a back up plan if someone is not available! **If I can not see the audience your speech will NOT be graded. If you don't have 5 audience members, I will not grade the speech. Do not ask me to allow it once, as I won't. It is a requirement.**

2. Class will go quickly - so be sure not to fall behind! You will each be assigned speeches to view and comment upon - so if your speech is not posted - you will not get the peer reviews. Also - late speeches are docked 10% per day late - so you can lose a lot of points quickly!

3. There will be a total of 7 speeches in this course. The first three speeches (introduction, narrative and brown bag) will not be graded based upon performance. You will earn full points (25) assuming that you meet the time limit and follow the parameters of the assignment.

The final three speeches will be graded. Please take a look at the peer review sheets attached in the weeks where we give graded speeches as I will use the same form that you will use for peer evaluations. The form clearly shows all of the areas where you will be evaluated. The informative and visual aid/demonstration speeches are worth 100 points each. The final persuasive speech is worth 150 points. Please see the syllabus for more information.

For the graded speeches the time limit is INCREDIBLY important. I deduct 10 points for every 30 seconds you are under or over the time limit (and I will prorate). So - for instance - if you are 15 seconds too short you will lose 5 points. If you go 2 minutes over the time limit you will lose 40 points. Watch your time!

Also in the graded speeches I will count the filler words (um, like, ya know, etc). I follow this scale for filler words:

- 5 or less filler words there is no loss of points
- 6-10 filler words: loss of 2 points
- 11-15 filler words: loss of 4 points
- 16-20 filler words: loss of 6 points
- 21-25 filler words: loss of 8 points
- 26+ filler words: loss of 10 points

4. You will be recording your speeches using a program called YouTube. It is very user friendly and there are several videos to help you figure out how to record using YouTube if you run into any trouble. Most students are familiar with YouTube and feel comfortable after the first recording.

5. Instructions for YouTube

Go to Youtube.com and click upload (camera icon in the upper-right corner of page). You will be instructed to create an account online.

Once you are logged into Youtube, you will be able to upload a video.

Upload videos to YouTube from your computer web browser

1. Sign into your YouTube account.
2. Click on Upload at the top of the page.
3. Before you start uploading the video you can chose the [video privacy settings](#).
 1. Select Private
4. Select the video you'd like to upload from your computer.
5. As the video is uploading you can edit both the basic information and the advanced settings of the video, and decide if you want to notify subscribers (if you uncheck this option no communication will be shared with your subscribers).
6. Click Publish to finish uploading a public video to YouTube. If you set the video privacy setting to Private or Unlisted, just click Done to finish the upload or click Share to privately share your video.
7. If you haven't clicked Publish, your video won't be viewable by other people. You can always publish your video at a later time in your Video Manager.

Once the upload is completed we will send you an email to notify you that your video is done uploading and processing. You can then forward that email to friends or family for easy sharing. If you prefer not to receive notification, you can opt out by visiting your [email settings](#).

Sharing the Video

Copy the video URL from the browser toolbar and share that URL by pasting it into the discussion forum that corresponds to the speech type. The private video that you uploaded to Youtube is only visible to those who click the link that you share.

I will create a Discussion Forum that will be titled “YouTube Link - Introduction” - the word following You Tube Link will be the type of speech that was due that week. So – you will all be able to see each other’s speeches.

Everyone's speeches for the class will show up here so when you're asked to review each others' speeches you can find them in the discussion forum for the video links.

And if you have any questions at all, ASK ME!!! We'll figure it all out together. I'm here to help! So don't hesitate to send me an e-mail. I'll get back to you promptly and look forward to getting to know each of you. Thanks!

Keri Keith

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