

Course Prefix/Number/Title:

Fundamentals of Public Speaking COMM 110

Course Description:

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

Pre-/Co-requisites: None

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)

Instructor:

Keri J. Keith

Office:

Thatcher Hall 205

Office Hours:

MWF 2-3:00 pm and T/R 10-11:00 am

Phone:

701-228-5624

Email:

keri.keith@dakotacollege.edu

Lecture/Lab Schedule:

Thatcher 2211

Textbook(s):

Gregory, Hamilton. *Public Speaking for College and Career*. 9th 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 or Demonstration Speech	100 points
Persuasive Speech	150 points
Impromptu Speeches	25 points
In class Assignments	80 points
<u>Peer Evaluation Sheets on graded speeches</u>	<u>75 points</u>

Total: 605 points

Grading Scale

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

Tentative Course Outline

Wednesday Jan 13	Introduction & Course Syllabus
Friday Jan 15	Introduction Speeches (60-90 sec)
Monday Jan 18	No School – MLK Day
Wednesday Jan 20	Chapter 1 and 2 -
Friday Jan 22	Chapter 3 and 5
Monday Jan 25	Narrative Speeches (1-2 min)
Wednesday Jan 27	Narrative Speeches (1-2 min)
Friday Jan 29	Chapters 6 and 7

	In-class Assignment - What makes you nervous? 10 pts
Monday February 1	Brown Bag Speeches (2-3 min)
Wednesday February 3	Brown Bag Speeches (2-3 min)
Friday Feb 5	Brown Bag Speeches (2-3 min) Topic Brainstorm - 25 pts
Monday Feb 8	Chapters 8,10,
Wednesday Feb 10	Chapters 11, 13
Friday Feb 12	Chapter 14 and 15 – Post Informative Assignment
Monday Feb 15	No Class - Presidents Day
Wednesday Feb 17	Chapter 12 Outlining Assign Informative Speeches (3-5 minutes)
Friday Feb 19	Review Outlining Video Examples
Monday Feb 22	Informative Speeches (3-5 minutes)
Wednesday Feb 24	Informative Speeches (3-5 minutes)
Friday Feb 26	Informative Speeches (3-5 minutes)
Monday Mar 1	Informative Speeches (3-5 minutes)
Wednesday Mar 3	Return Informative Speeches – Chapter 9
Friday Mar 5	Assign Visual Aid or Demonstration Speech
Monday Mar 8	Review Outlining and citing sources - Video
Wednesday Mar 10	Video Examples-
Friday Mar 12	Class time to work on outlines –
Monday Mar 15 NO CLASS	Spring Break!
Wednesday Mar 17 NO CLASS	Spring Break!
Friday Mar 19 NO CLASS	Spring Break!

Monday Mar 22	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Wednesday Mar 24	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday Mar 26	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Monday Mar 29	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Wednesday March 31	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday April 2	No Class – Holiday Break
Monday April 5	No Class – Holiday Break
Wednesday April 7	Chapter 16
Friday April 9	Chapter 17
Monday April 12	Assign Persuasive Speech – What is persuasive to you? 20 points
Wednesday April 14	Video of Persuasive Sample Speeches
Friday April 16	Class time to prepare outlines for persuasive speeches
Monday April 19	Persuasive Speeches (7-9 minutes)
Wednesday April 21	Persuasive Speeches (7-9 minutes)
Friday April 23	Persuasive Speeches (7-9 minutes)
Monday April 26	Persuasive Speeches (7-9 minutes)
Wednesday April 28	Persuasive Speeches (7-9 minutes)
Friday April 30	Persuasive Speeches (7-9 minutes)
Monday May 3	Exam
Wednesday May 5	Prepare for Impromptu Speeches
Friday May 7	Impromptu Speeches - 1 minute - no preparation! Evaluate yourself - due by end of day!

General Education Competency/Learning Outcome(s):

Learning Outcome 5: Demonstrates effective oral communication skills

- Performance Indicator 1: Produces original content
- Performance Indicator 2: Adapts to a variety of speaking and listening situations
- Performance Indicator 3: Uses volume, eye contact, rate of pronunciation, articulation, and gesticulation effectively
- Performance Indicator 4: Uses listening skills to critique, evaluate, and/or assess oral communication

Relationship to Campus Focus:

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: Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. All assignments can be posted in Blackboard.

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 50%.** 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.

You are not allowed to give your speech if you haven't turned in a typed outline. This is a requirement. If you show up without a typed outline, you will not be allowed to give your speech and the late policy will apply.

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

This is a speech class - your role as an audience member is very important. If you have your cell phone or computer out and are texting or surfing during a classmates speech you will be asked to leave the 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.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.