

Course Basics, Part II -- Student Growth, Performance, Connections

Information below will help you identify the goals for your growth as a speaker in this class. Of course, the class also includes other types of student contributions; standards for presenting your work are also included.

Student Growth as a Speaker

This course will certainly help you build your speaking skills, and you may have the idea that you have a lot to accomplish or that you are an accomplished speaker already. If you've had speaking experiences in the past, you should build on those as you develop or refine skills in the following "canons of rhetoric," which have been acknowledged to be important in public speaking since the 5th century B.C.:

1. Invention 2. Arrangement 3. Style 4. Memory 5. Delivery

People who take Public Speaking should finish the course with at least basic competencies in these areas. Of course, you can achieve other levels of sophistication and accomplishment depending on your starting point and your own determination to improve. The course is designed with an emphasis on the same competencies for each speech, but with increasing levels of complexity. You and your instructor can work together to help you to achieve competence and confidence.

The course is structured around the delivery of four major speeches that will help you to build your speaking skills. Each will be accompanied by reading and assignments that will alert you to the subtleties of content development, organization, and delivery.

Student Growth through Formal Writing

Written work will help you to organize and document your speeches, and it will assist you in processing information and reflecting on various standards for public speaking. Just as presentation is a component of speaking, it is also a component of writing. Readers make assumptions about your preparedness and your credibility based on the accuracy and style of your presentation. Your work must include the following components:

- **Appropriate content** meets the requirements of the assignment and reflects critical thinking on your part.
- **Specific details** support your main ideas by clarifying or expanding. Help your reader to get a clear picture!
- **Logical organization** helps a reader follow your train of thought. Presentation plans must be organized according to the directions provided for each assignment.
- **Presentation** includes correct grammar and usage, effective style, and appropriate language choices. Presentation also refers to the format you use for written work -- standard essay style, standard font (size 12), one-inch margins all around.
- **Documentation** (if necessary) should be evidenced in two ways: oral citation and bibliography in correct MLA or APA form. When in doubt, document! Don't risk an Honor Code violation by incorporating another author's work into your own without citing it appropriately.
- **Submission** of materials should occur through Canvas. Include your name as part of the file name as shown on YOUR computer. That way, the file received by your instructor will show your name in the file.

Participation -- Writing and Speaking

During each week of the term, assignments will include various online activities, all of which are designed to enhance learning of the course materials. Because of the importance of this work, your participation is a significant portion of your final grade! Your attention to these assignments can help to assure a strong grade.

- **Activities and homework.** You might be assigned responsibilities such as creating outlines to share for instructor and/or peer review, writing critiques of other speakers, contributing to the Discussion board on Canvas, or reporting from groups. You might critique a sample speech, analyze the ethical considerations in your own work, or apply the assigned reading to the development of one of your speeches. As a student in this class, you are expected to participate in all activities by the due date unless otherwise negotiated in advance.

Submitting Quality Work

Whenever you have such work assigned, it must be submitted by the posted deadlines as shown on Canvas. Your careful and thoughtful work will help you to master the material, succeed on the quizzes, and build effective speeches. Ask yourself:

- Does my response address all aspects of the assignment?
- Does my response reveal my understanding of the text or the in-class discussion?
- Does my response reveal my critical thinking about the subject?
- Is my response formatted correctly?
- Is my response intelligible to a reader?
- Is my work labeled appropriately -- name of assignment, my name?

Your Time Contributions

Any homework or online assignments are designed to enhance your learning. They are planned to meet the requirements of a standard 3-credit course.

The assignments are based on the standards of higher education--2-3 hours outside class for every hour in. To do well in this course, you should expect to dedicate the same 3 hours you would have spent in class for any 3-credit class PLUS at least 6 hours outside of class for reading and homework.

Students should check email and our course Canvas site at least three times per week.

Connecting with Faculty and Students

Respect, respect, respect! Just as you would treat colleagues in the workplace or classmates in a classroom, your faculty and colleagues in this course also deserve your respect. Practice your communication skills whenever you post a message or send an email. Your tone should be friendly and professional.

Quality Engagement

Respect also involves providing quality work for others to receive and respond to. Don't waste the time of your classmates or faculty by submitting work you haven't spent any time developing. Engage in the conversation and the presentations with enthusiasm and depth.

You will also be providing feedback to peers about their work. Please offer constructive criticism so that your classmates can recognize what they did well when they gave their speeches and what they might do to improve for the next time. Provide meaningful and tactful comments. Give the kind of help you'd like to receive.

Punctuality

1. Preparing for the assignments on time is particularly important because of the online design of our class. As a presenter or an audience member, you need to be ready as scheduled to participate fully.

2. Submitting work online also requires punctuality. Instructors are committed to evaluating work promptly and help you to be ready for the next assignment. If you stay on schedule, you'll be ready! Of course, written work may be submitted late (with penalties as described in another part of this syllabus); however, the evaluation of that work will also be delayed because your instructor is keeping up with the submissions of the class.

- Students should keep a copy of work submitted (online quiz verifications, Word documents, etc.) for verification purposes.

3. Email exchanges also hinge on punctuality. If you have a question or concern, please let your instructor know immediately. Likewise, your instructor will respond as soon as possible on weekdays during normal working hours, or within 24 hours. Email sent less than 24 hours prior to assignment completion may not excuse a late submission. *Email is the preferred method of communication for this class.

Contacting Faculty

If you have questions about the directions or expectations for an assignment. . .

- Review the information on the Canvas site.
- Check with classmates in your groups.
- Send email to your instructor or visit during *virtual office hours*

If you have a question about a grade. . .

- Review the grading criteria for the particular assignment.
- Review comments you received as feedback from instructor and peers.
- Asking your instructor to review the presentation with you for further clarification.

If you have an illness or a personal problem, contact your instructor as soon as possible. You'll receive specific advice from your instructor about the best avenues for contacts.