

COMM 110 – Spring 2015

Fundamentals of Public Speaking, 3 Credits

Basic Course Directors: Whitney Anderson and Kelli Chromey (Minard 338-D14)

Small Group Instructor: _____

Small Group Instructor's Office Hours: _____

Small Group Instructor's Email: _____

WELCOME TO COMMUNICATION 110!

Course Description and Course Objectives

Catalog Description: Study and practice of the fundamentals involved in the speaking process.

Course Goal: The goal of this course is to help students become better communicators. Students learn *how* to speak effectively in public. They learn *why* some people are more effective and others less effective as public speakers. In short, students learn both the HOW and the WHY so they become better speakers and better consumers of public communication.

Objectives:

1. The student will **describe the communication process**.
2. The student will **use research skills** to prepare speeches.
3. The student will **compose outlines** for public speeches.
4. The student will **demonstrate effective use of voice and body** to deliver public speeches.
5. The student will **recognize and understand public speaking terminology**.
6. The student will **understand the need for effective oral communication skills** in professional and personal settings.

General Education Requirements: This course has been approved to meet the Communication category in general education. The assignments in this course will help students meet General Education Outcome 1: "Communicate effectively in a variety of contexts and formats." Students will demonstrate their abilities to communicate effectively through a series of structured classroom presentations. This course will help students to meet General Education Outcome 6: "Integrate knowledge and ideas in a coherent and meaningful manner" by requiring topic selection, research and analysis, and competent communication in a presentation to the class. Textbook readings, in-class activities, outlines, quizzes, and exams will support both outcomes.

Pre-COMM Learning Outcomes:

1. Students will recognize the different areas of communication studies and the relevance of communication expertise in contemporary society.
2. Students will demonstrate the capacity to conceptualize and develop ideas, organize and arrange information, and use appropriate language when creating and delivering oral messages in relevant communication contexts.
3. Students will demonstrate the capacity to conceptualize and develop ideas, organize and arrange information, and use appropriate language when creating written messages in relevant communication contexts.

Required Textbook and Materials:

- 1) Nelson, P. E., Titsworth, S., & Pearson, J. C. (2014). *iSpeak: Public speaking for contemporary life* (5th ed.). New York: McGraw-Hill.

You may purchase a hard copy of the text or the e-book.

ROYALTY NOTICE: Any royalties derived from sales of this book to students at NDSU go into an NDSU Development Fund for recruitment, retention, and travel for graduate and undergraduate students in the Department of Communication at NDSU. The authors do not profit from the textbook sales

- 2) Turning Technologies device or Turning Technologies ResponseWare license

****You will need to purchase a portfolio folder, which you will use to turn in your materials for each speech. You will also need to purchase white 3" X 5" index cards.**

COURSE DELIVERY

Fundamentals of Public Speaking uses a hybrid delivery method:

- Each week you will attend a 50-minute mass lecture. **You must attend the mass lecture you are assigned to on Campus Connection.** Attendance in mass lecture is very important; participation points are devoted to your presence and engagement in mass lecture. Please see the participation point policy on p. 4.
- You will also attend a 50-minute small group on a weekly basis. You will deliver all speeches in your small group.
- You will be responsible for the online portion of this class via Blackboard. Most weeks there will be online lessons which will include online quizzes or assignments you need to print out, complete, and bring to your next small group. Be sure to monitor and complete the weekly online lessons and any associated assignments!

CONTACT INFORMATION

When you have questions about the class, **contact your small-group instructor directly.** You will be provided your instructor's contact information and office hours specifically for this purpose. Please note that COMM 110 instructors have a minimum of 24 hours to respond to your email, and make take longer to respond over weekends and

holidays! Please see the contact chart on Blackboard for a visual representation of people who can answer your 110-related questions.

COURSE REQUIREMENTS

Course Requirements	Points
1. Participation (mass lecture only)	40
2. Two Examinations	
Exam 1	50
Exam 2	50
3. Presentations	
Impromptu Speech	20
Informative Speech	50
Persuasive Speech	90
4. Critical Thinking Essay	50
5. Online and In-class Assignments	90
6. Research Participation	10
TOTAL	450

GRADING: Course grades will be assigned based on a traditional grading scheme. Students who have earned:

- 90% or higher will receive an A (405-450 points)
- between 89.99% and 80% will receive a B (360-404 points)
- between 79.99% and 70% will receive a C (315-359 points)
- between 69.99% and 60% will receive a D (270-314 points)
- below 59.99% will receive a F (fewer than 270 points)

There is absolutely no rounding-up in COMM 110. For example, if a student is .001 away from a B, the student has earned a C in the course, not a B. Do not ask your instructor for extra credit or to round your grade up to the next letter grade. **If a student does not complete all of the speeches (either for a grade or not) and the critical thinking essay, he or she will not have the opportunity to pass COMM 110. The result is an automatic failing grade.**

COURSE REQUIREMENT DESCRIPTIONS:

SMALL GROUP ATTENDANCE POLICY

Attendance and active class participation are necessary to fully engage in the public speaking process. Because life continues to happen despite our best-laid plans, students who are unable to attend class may receive an excused absence if the excuse is acceptable to the instructor with no penalties to their grades. **Each absence from your small group class**

will lower your final grade by five points. Punctuality is important in your small groups (and all other college class). Your small group instructor reserves the right to deduct attendance points from students who are consistently 10 or more minutes late to small group.

Excused absences are those that are approved by the university and deemed acceptable by the instructor. Any illness will have to be verified in writing by a doctor. You MUST talk to the instructor beforehand if possible for all excused absences. If you come to the instructor later, and you could have talked to him/her before the day you missed, the absence will not be excused and the work turned in for that day will result in a zero. Likewise, you need to provide verification for your excused absences upon your return or the absence will not be excused.

PARTICIPATION IN MASS LECTURE (40 points)

Like small group, attendance in mass lecture is mandatory but instead of losing 5 points from your grade for every absence, you will lose the chance to earn participation points, which constitute nearly 10% of the total points in COMM 110. Each COMM 110 student is required to purchase a Turning Technologies device or Turning technologies ResponseWare license. Students are allowed to bring their mobile phones, laptops, or "clickers" to mass lecture only to enable them to participate and answer questions. You must ensure you have access to your Turning Technologies device or Responseware license during every mass lecture. To register your Turning Technologies device or Responseware license, follow these steps:

1. Login to Blackboard
2. Select the COMM 110 course
3. Select Tools
4. Select Turning Technologies Registration Tool
5. Select ResponseCard or ResponseWare
6. Enter Device ID or ResponseWare account information
7. Select Register

It is the student's responsibility to register their ResponseWare by the Week 2 mass lecture or they will risk losing participation points.

The ResponseWare application will be used in every mass lecture; however, 8 mass lectures will be randomly selected to calculate the 40 participation points (5 pts. x 8 mass lectures = 40 participation points). Students will not know if their participation in a certain week's mass lecture has been graded until after the Friday lecture meets. Additionally, the lecturers may ask several questions that require students to respond via ResponseWare but will only grade five points worth in any given week. Only correct answers will be scored. True/false questions are worth 1 point and multiple-choice questions are worth 2 points. The first response is the one that is graded (students won't be able to submit multiple guesses). This requires students to concentrate and respond accurately to every question. Points will be posted on Blackboard within 72 hours of the Friday lecture if participation points are taken.

Any misconduct related to mobile phones and/or the ResponseWare application will be dealt with severely. Misconduct includes, but is not limited to, bringing another student's mobile

phone to class and using their ResponseWare and using mobile phones for uses other than engaging with ResponseWare.

Do not email your mass lecturer if you will be absent. Instead, if you have an excused absence, talk to your mass lecturer before or after class and provide documentation (a doctor's note or university-sanctioned excuse letter). Please see a detailed list of excused absences at the top of p. 7. Athletes should provide notice of their absence before they are gone, and students with doctor's note should provide documentation to their mass lecturer within one week of their absence. Excuses older than one week will be null and void. Those with unexcused absences (being sick without a doctor's note, being gone for trips, working, etc.) should not contact their mass lecturer because these absences do not allow for participation credit.

EXAMS (100 points)

The course has two examinations during the semester as indicated on your weekly schedule. Material for exam questions will come from the mass lecture, your textbook, and your small group. The exams will be administered using Blackboard and are each worth 50 points.

PRESENTATION ASSIGNMENTS

Students can expect speech grades back within a week of the last day of speeches.

1. **Impromptu Speech (20 points):** This 2-3 minute speech requires approximately two minutes of preparation time. Your instructor will provide the topic.
2. **Informative Speech (50 points):** This assignment is an individual 4-5 minute informative presentation about a topic you are interested in. Three sources and oral citations are required. To prepare adequately for the presentation, consider your individual experiences and areas of expertise. Next, consider what your audience is likely to know about your topic. It is essential that your speech expand on information that will be new and unknown to your audience. You may use this opportunity to prepare a speech about a topic within your major, a hobby or a skill in which you are proficient, or anything else of interest to you. A typed outline (due on the first speaking day) is required for each student and must contain a reference list in APA style. **Failure to hand in your completed outline on the first speaking day will result in one letter grade deduction.**
3. **Persuasive Speech (90 points):** This assignment requires you to develop a 6-7 minute persuasive speech. The assignment requires two presentational aids (no videos allowed) and the use of six sources with oral citations. You will attempt to change the behavior of your audience and solve an actual problem. A typed outline (due on the first speaking day) is required for each student and must contain a reference list in APA style. **Failure to hand in your completed outline on the first speaking day will result in one letter grade deduction.** In addition, you will be required to have a

presentational aid (PowerPoint is traditionally used; however, please visit with your instructor if you have another aid in mind). **You must email your PowerPoint slides to your small group instructor by 10:00 p.m. the night before the FIRST persuasive speech day.** If you do not meet this deadline, you will receive a full letter grade deduction on your speech.

CRITICAL THINKING ESSAY (50 Points)

This assignment is an individually written essay about using persuasive strategies and building persuasive arguments. This essay is designed to have you think critically about persuasive messages. The assignment asks you to critique a speech and discuss the persuasive strategies the speaker used. More details will be provided about this assignment.

ONLINE/IN-CLASS ASSIGNMENTS (90 Points)

Online assignments will be available in Blackboard. Refer to your weekly schedule to plan for the weeks you will have an online assignment. In addition, there are points assigned for in-class assignments, including the informative and persuasive workdays and peer critiques. Points for these assignments may not be made up if you do not complete them during the assigned week(s).

RESEARCH PARTICIPATION (10 Points)

As a student at a research university, you will be asked to participate in two research studies during the course of the semester. These can include completing a survey, participating in an in-depth interview, or participating in a focus group. You will be provided with a variety of opportunities to complete this requirement throughout the semester. Each survey you complete is typically worth five points (complete two for the full ten points); completing an interview or participating in a focus group is worth the full ten points. Occasionally, lengthy surveys will be worth the full 10 points. If you do not feel comfortable participating in research, please notify your instructor and an alternative assignment will be provided. The alternate assignment is generally a 1-2 page double-spaced written report that coincides with the Critical Thinking Essay assignment. You may be asked to analyze an online speech and identify the seven elements of the communication model. Specific instructions will be posted on Blackboard.

COURSE POLICIES & PROCEDURES

Late Speech Policy

All students must be prepared to speak on the FIRST speaking day (as noted on the weekly schedule) for both the informative and persuasive speeches. Outlines are due on the first speaking day and students will be randomly selected to speak. Students who are NOT prepared to speak will be evaluated as follows:

a. An Excused Speech Absence: Zero point deduction

Students may present their speech with no points deducted during the next class period if a student's absence is related to:

- (1) A university sanctioned activity where prior notice has been provided (i.e., sports, music tour, etc.).
- (2) Illness verified in writing by a doctor.
- (3) An emergency with documentation provided through their advisor or other appropriate authority.

b. Unexcused Absence: Zero points

Students without an acceptable reason for not completing their speech will make up the assignment at the instructor's discretion for zero points. Unexcused absences include: missing class to study for a test, oversleeping, not being ready to speak, and having to work.

****Please note:** the absence policy above also applies to the critical thinking essay due date. Essays will **ONLY** be accepted late if the student has an excused absence. Failure to hand in the critical thinking essay on time will result in a zero, and failure to complete the essay will result in a failing grade for COMM 110.

Students who have unexcused absences must make up their speech or hand in their essay for zero points within two weeks of their absence. It is the student's responsibility to coordinate a date and time with the instructor to deliver the speech or hand in the essay.

Grievance Procedure

Occasionally, students are dissatisfied with some dimension of the course. In such cases, students should first schedule a meeting with the small group instructor. If the student and instructor cannot reach a satisfactory resolution, the student should schedule a meeting with the Director of the Public Speaking Course, Whitney Anderson, to discuss the issue (whitney.a.anderson@ndsu.edu). Students who remain dissatisfied should schedule a similar meeting with Dr. Mark Meister, the Head of the Department of Communication (231-7635).

Academic Dishonesty/Plagiarism

Work submitted for this course must adhere to the *Code of Academic Responsibility and Conduct* as cited in the *Handbook of Student Policies*:

The academic community is operated on the basis of honesty, integrity, and fair play. NDSU Policy 335: Code of Academic Responsibility and Conduct applies to cases in which cheating, plagiarism, or other academic misconduct have occurred in an instructional context. Students found guilty of academic misconduct are subject to penalties, up to and possibly including suspension and/or expulsion. Student academic misconduct records are maintained by the

Office of Registration and Records. Informational resources about academic honesty for students and instructional staff members can be found at www.ndsu.edu/academichonesty.

Academic Honesty Defined: All written work and oral presentations must respect the intellectual rights of others. Statements lifted word-for-word from the publications must be cited as quotations. Ideas, summaries or paraphrased material, and other information taken from the literature must be properly referenced. (*Guidelines for the Preparation of Disquisitions*, The Graduate School, NDSU: p. 4)

Special Needs

Any students with disabilities or other special needs who need special accommodations in this course are invited to share these concerns or requests with the instructor and contact the Disability Services Office as soon as possible.

Blackboard & Email

This course requires the use of Blackboard and email. Assignments, the syllabus, grades, and other course information will be found on Blackboard and students are responsible for reading emails from their instructors.

Office Hours

Office hours vary by instructor. Please email or talk to your small group instructor to schedule a meeting.

A daily/weekly calendar for the semester is available on Blackboard. It details the content each week for your mass lecture, small group class meeting, and the online component. With three different course elements happening at different times, the calendar can help you more easily plot your schedule!