

SYLLABUS FOR COM 104--EFFECTIVE SPEAKING

Spring ~~2011~~

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“Having knowledge but lacking the power to clearly express it is no better than never having any ideas at all.” --Pericles

Professor: Dr. Deborah Socha McGee

Office Hours: ~~Tuesday 1~~:45-3:00

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Office: 9 College Way, Room 301

Speaking Lab ~~hours TBA~~

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Phone: 953-8297

E-mail: mcgeed@cofc.edu

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I am on campus much more than my office hours indicate! However, my duties as Director of the Speaking Lab make my schedule a little unpredictable. Please feel free to make an appointment if you would like to see me at a time other than my office hours, and I'll tell you where I'll be! The best way to contact me is by email!

REQUIRED MATERIALS

1. O'Hair, D., Stewart, R., & Rubenstein, H. (2010). A speaker's guidebook (4th ed.). Boston: Bedford/St. Martin's
2. 1 mini DVD-R
3. 4 x 6 index cards

COURSE DESCRIPTION AND OBJECTIVES

This course is designed to teach you to apply theories and principles of effective and ethical public speaking. The emphasis is on developing the skills that will enable you to make presentations tailored to specific audiences and to be an informed consumer of presentations made by others. COM 104 helps you to develop crucial habits of the mind, including the ability to inquire about topics; to gather and analyze information, ideas, and decisions; and to think critically and creatively. It also develops skills in building connections between people by teaching oral, visual, and written communication skills. Throughout the course we will cultivate habits that encourage development of the ethical and critical dimensions of our communication with others and how communication can be used to encourage change.

The course is designed such that your conscientious study during the term should help you to achieve the following learning objectives:

1. To choose and adapt an appropriate topic for a specific audience, occasion and speech.
2. To research, organize and outline ideas effectively.
3. To make effective use of visual aids including electronic presentation technology.
4. To use appropriate reasoning and supporting material to gain a desired response.
5. To deliver a message effectively both verbally and nonverbally.
6. To demonstrate critical listening and thinking ability.
7. To assess the content, delivery and ethical implications of speeches.
8. To explain the role of public speaking in a democratic society.
9. To gain confidence in your ability to speak in front of others.

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COURSE REQUIREMENTS

The Department of Communication supports university policies of academic excellence the student honor code, as noted in the catalog and student handbook. Plagiarism and other unethical conduct, whether intentional or unintentional, will result in a minimum penalty of a failing grade on the assignment. If you are found in violation by the Honor Board, you will receive an XF in the course, indicating failure due to academic misconduct. Your grade in the course will based on the following:

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Exam	200 points	<u>ALL ASSIGNMENTS MUST BE COMPLETED IN ORDER TO</u>
Introductory Speech	50 points	

Informative Speech #1	150 points
Informative Speech #2	200 points
Persuasive Speech	250 points
Activities/Environment	150 points

PASS THIS COURSE!!!

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Failure to follow instructions on any assignment will result in a minimum 10% grade reduction per infraction on that assignment.

Exams. The exams will require you to have detailed knowledge of the material, especially the material necessary for the development and presentation of effective and ethical speeches. Exams will be a combination of multiple choice, matching, and extended answer questions. Exams, or portions of exams, may involve an oral component. All exams are the property of the Department of Communication at the College of Charleston and will be retained.

Speeches. Speeches should be extemporaneous in delivery, rather than impromptu, memorized, or delivered from a manuscript. Speakers may use one side of no more than three 4" x 6" note cards per speech to remind themselves of major points in their presentations. **Notecards must take the form of key-word outlines only.** Key word outlines are explained in your text. Complete sentences should be used only for direct quotes. Complete sentences will suggest a manuscript delivery or inadequate attention to the directions of the assignment and will result in a 10% reduction in your grade. At least one of your major speeches will be recorded. Below is an overview of speech requirements. Complete assignments will be posted on Web-CT

- * Outlines. You must submit a detailed, typed, full-sentence outline for your three major presentations, complete with a bibliography that conforms to APA format. Format guidelines can be found in your text. Your outline is worth 10% of your grade for each speech. You should include copies of all source material used in the formation of your speech when submitting your outline.
- * Introductory Speech: 2-3 minutes
- * Informative Speech #1: 5-7 minutes; 4 expert sources
- * Informative Speech #2: 6-8 minutes; 4 expert sources; PowerPoint
- * Persuasive Speech: 6-8 minutes; 5 expert sources; at least two stylistic language devices

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Learning Activities. There are two types of activities that are included in this total.

1. Evaluations of Speeches (50 points)
 - a. Self-critique: This evaluation requires that you view the recording of your speech and comment on specific aspects of speech content and/or delivery. (1 critique, worth up to 30 points)
 - b. Peer critiques: these evaluations require that you comment on the strengths and areas that could use improvement in the speeches of other class members. (2 critiques, 10 pts. each)
2. Daily projects, quizzes and activities, completed in or out of class, are designed to help you apply public speaking concepts and prepare for upcoming presentations. You are also expected to make positive contributions to our learning community by attending class and contributing to discussion. These daily activities are worth a total of 100 points.

GRADING SCALE

A = Complete Mastery (930-1000 points)
 A- = Almost Mastered (900-929 points)
 B+ = Excellent (870-899 points)
 B = Excellent (830-869 points)
 B- = A few things missing (800-829 points)
 C+ = Fair (770-799 points)
 C = Average (730-769 points)
 C- = Acceptable (700-729 points)

D+ = Below Average (670-699 points)
 D = Below Average (630-669 points)
 D- = Barely Passing (600-629 points)
 F = Failing (fewer than 600 points)

COURSE POLICIES AND PROCEDURES

1. **Attendance.** Attendance is required and will be taken daily. If you arrive late, it is your responsibility to let me know that you are present. Two late arrivals (after class has begun) will be counted as an absence. You will have two “free” absences on non-speech days. If you are absent for any reason after those two, 2%, or twenty (20) points, will be deducted from your final grade for each additional absence. There are no excused absences, so save your absences for illness or other emergencies. ***Attendance is REQUIRED on every speech day. For each speech day you are absent, your final grade will be lowered 50 points.**

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2. **Absences for Athletics and Other CofC-Sponsored Activities.** Absences for college-sponsored activities, such as athletics, require prior notification of the absence, at which time we will discuss missed assignment and expectations. Your first two absences will be counted as your “free” absences, so you should plan to attend all other classes. If you will miss more than two class periods for official activities, please consult with me prior to January 19. You will be required to submit work early if you know you will be absent on a due date.

3. **Late Speeches.** You must present your speech on the day assigned. If you are absent or unprepared on a day your speech is scheduled, your speech will be docked 50%. **For any given speech round, you are expected to be dressed and ready to speak on every speech day until you have given your speech.** This is a firm and enforced policy. For extreme illness or extenuating circumstances, you must send me an email prior to missing the class. **Written appeals, with appropriate documentation, must be submitted within 24 hours of the missed work or on the day you return to class.** If your appeal is approved, your work will be docked a minimum of 10 points or one letter grade, whichever is greater. Exams must be taken on the day they are scheduled.

4. **Late Work.** Requests for make-up learning activities must be made in writing and be accompanied by verifiable documentation that the absence is excused. If your excused absence is foreseeable (e.g., an athletic competition), you should submit work early or send it with a friend. Note: Lack of foresight on your part does not constitute an emergency! “My printer ran out of ink at midnight” is not an excuse for late work! Don’t wait until the last minute!

5. **Academic Integrity.** All speeches and written work in this course should be the individual work of the student who submits it, unless I have indicated otherwise. Close adherence to the content or arrangement of someone else’s work must be accompanied by a clear acknowledgment of the source. In oral presentations, the acknowledgment must be given verbally because the audience does not have access to your bibliography! Severe disciplinary action, including a zero on the assignment in question and/or an F in the course, will be taken against any student found to have cheated and/or committed plagiarism. The procedures outlined in the student honor code will be used in any case of plagiarism. These procedures may result in an XF on your transcript, indicating that you failed due to academic misconduct. Please review the information on plagiarism in the student honor code.

6. **Special Accommodations.** If, due to some disabling condition, you require special arrangements in order to meet some course requirements, please let me know by January 19 so that we can make any adjustments that may be necessary. Verification of your need will be required.

7. **Classroom Civility.** Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have an opportunity to gain from the classroom experience, students are prohibited from using cellular phone or beepers that emit sound, eating in class, drinking from a non-secure container, making offensive remarks, reading, sleeping, or engaging in other distracting behaviors during lectures or speeches. If you are late on a speech day, **DO NOT ENTER IF THE DOOR IS CLOSED!** We will check for stragglers after each speech. **All electronic devices should be turned off and stowed prior to class time. You are not allowed to answer calls, send text messages, etc. during class time.**

8. **Dress Code for Speech Days.** PROFESSIONAL! Your attire will be the first aspect of your speech that influences audience perception of your credibility! Don't ruin it before you open your mouth! No caps, flip flops, athletic shoes, jeans, shorts, tee-shirts, slogans, visible underwear, low-cut shirts, or belly buttons. Most shirts should be tucked into your pants or skirt. Avoid excessively baggy or tight clothing. **You are expected to be dressed and ready to speak on all speech days, unless you have already given your speech for that round of speeches.**

9. **Speaking Lab Usage.** You are required to make use of the Speaking Lab in preparing for your speeches. For each major speech, excluding the introductory speech, you must visit the lab for help with speech development. You will not be allowed to present your speech if you have not gone to the Speaking Lab. You will receive 5% extra credit for using the Speaking Lab for assistance with speech development. You must have a rough draft and your source material when you visit the lab, and have practiced the speech at least three times before going to the lab. You must record your presentation and watch it with a consultant at least two days prior to your speech date in order to receive credit. I strongly encourage you to make an appointment with the Speaking Lab for your visit. Call the front desk of the Center for Student Learning at 953-5635 for an appointment. This is the only method for scheduling a Speaking Lab appointment.

If you exhibit any behavior that is not respectful of a colleague speaker you will receive a 20% reduction in your grade for that assignment. This reduction includes your reading or flipping through notes for your speech, entering/leaving the classroom during the speech, or failing to turn off your cell phone prior to the beginning of class.

College of Charleston Honor Code and Academic Integrity

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student's actions are related more to a misunderstanding will be handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission-- is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the *Student Handbook* at

<http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>