**Public Speaking**

Speech 101, 3 Credits,

Fall 2021

Course Number - 6528 - SPE 101 – 9K1

Course Meets Daily in RCK Room 208

**Final Exam Period: December 2021 (exact date TBA)**

Instructor: Marilyn Norton Office: ELA Office, Room 209

Office Phone: (845)-298-5100 x31058 Office Hrs: By appointment

E-mail: marilyn.norton@wcsdny.org

Course Description:

This course is devoted to the study of oral communication as it relates to the speaker, her/his purpose, subject, outline, presentational aids, delivery and audience. The first part of the course emphasizes the theory of public speaking, while the latter part is concerned with the analysis, preparation and performance in the areas of informative, demonstrative, persuasive and occasional speaking.

Student Learning Outcomes:

1. List and define the various types of speeches and speech-making. List and give examples of how to conquer speaker apprehension. Define and give an example of an audience analysis. List the dos and don’ts of effective listening as an audience member. (DCC Academic Objectives above 1, 2)
2. List the methods of selecting a speech topic and main point headings. List and give examples of the types of supporting material used in speechmaking. Define statistics, expert testimony, and comparison and contrast, and explain how and why each are used in speechmaking. Define deductive and inductive reasoning, and explain each might be used in a prepared speech. (1, 2 above)
3. List speech performance dos and don’ts. (2, 3 above)
4. List the types of elements of group discussion. Participate successfully in a group discussion and group problem solving group. (1, 2, 3 above)

Present impromptu speeches on various topics. (2, 3 above)

1. Research and create an effective speech outline with an introduction, body and conclusion. Create effective visual aids. Deliver an effective extemporaneous speech of information, demonstration, and persuasion in terms of content, oral presentation, and nonverbal presentation. (1, 2, 3 above)

**Required texts:**

 Lucas, S. (2015). *The art of public speaking.* McGraw Hill. 12ed.

**Course Readings:**

You are expected to read the designated chapters in the text **before**coming to class on the day the readings are due. Coming to class is **not** a substitute for reading the text, nor is reading the text a substitute for attending class. Class time will be used to build on your reading, not to review it. Come to each class prepared to ask questions you have about the reading, to explore confusing aspects of the material, and to provide examples and illustrations of the theories and concepts covered in the text.

**Course Requirements:**

**Class Participation & Classroom Activities:**

Participation-A course in communication **requires active participation** in class discussion and exercises. You must be *present* to be an active participant. Class participation points are awarded for active participation in lecture discussions, class activities, and audience feedback during classroom presentations. Participation points are earned by asking questions, paying attention, responding positively to presentations, and maintaining appropriate classroom decorum. Good attendance does not equal good class participation. However, poor attendance does equal a poor participation grade.

Students will be placed in to peer evaluation groups. Students will be responsible for constructively critiquing their group members’ speeches.

Students will earn participation points in three major categories: **1**.Standard classroom participation (described above) **2.** Impromptu speeches (see schedule) and **3.** Critiquing classmates’ presentations.

***Please NOTE***: Participation points cannot be made up!

**Speeches:**

 The major portion of your grade will come from your ability to develop effective public speeches. There will be five (introduction, informative, demonstrative, persuasive, and ceremonial) presentations required. Specific directions and guidelines including time-limits, organization, and topics will be discussed during class lectures. Please note student speeches will be graded on argumentation skills, adherence to directions/guidelines, organization, outlines/works cited, research, audience analysis, and, delivery. Additionally, because this is a course in public speaking, the instructor treats the speeches as exams. The instructor grades speeches with strong attention to detail and difficulty. The total points for all four speeches is 450 points or 45% of your final grade.

**Two Examinations**:

In order to assess your knowledge of public speaking and your student learning outcomes (see page 1) you will be required to complete two short-answer essay, multiple choice, or fill in the blank, examinations, a midterm and a final. The final exam will be cumulative. Complete directions/details will be discussed during class. Exams will take place during class. Students are responsible for completing the exams. The total points for both examinations is 300 points.

**Point Summary:**

Class Participation (homework, quizzes, impromptu speeches, peer evaluations)

 250 points (approx.)

Five Speeches 450 points

Examinations (midterm & final) 300 points

 Total Possible – 1000 pts.(approx.)

**Grading**:

Grades will be determined by the number of points you received for all assignments divided by the number of points possible. The instructor does not use any type of curve grading. Plus/minus grading will be used in the final grades for this course. The following table indicates the

Number of points and the percent of total possible points associated with each grade.

 Grade Percent of total possible points

 A 93-100 (930-1000 points) A- 90-92.9 (900-929 points)

 B+ 87-89.9 (870-899 points)

 B 83-86.9 (830-869 points)

 B- 80-82.9 (800-829 points)

 C+ 77-79.9 (770-799 points)

 C 70-76.9 (700-769 points)

 D 60-69.9 (600-699 points)

 F 59.9 or below (599 or below)

**Note about grading**:

According to DCC & WCSD policy, **you must earn a grade of at least 70** to receive course credit.

I am happy to talk with you about how you can enhance your performance in this class, but I will not argue with you about a grade you have received. Any discussion of grades will be held privately between the individual student and the instructor; class time will not be used as a forum to address these concerns. Please come visit me during my office hours or make an appointment to discuss grades. Because of privacy issues I will only discuss grades in person (no email, no text message or no voicemail.) Please note I will not change a grade for any other reason than a mathematical error.

**General Rules and Guidelines:**

*Attendance:*

1. Attendance will be taken every day. Absences will negatively affect your final grade.
2. Students’ classroom participation grade will be penalized at the discretion of the instructor for missed class meetings.
3. Students will not be excused from class without written documentation of college approved reasons.
4. A doctor’s note does not excuse a student from missed class meetings.
5. A note from Student Services, OAA, or any other professional office/persons does not excuse a student from missed class meetings.
6. Basically don’t miss class. Think of this course as an investment. You, your family, or financial aid paid for this course. Get your money’s worth!!!
7. Reminder perfect attendance does not equal perfect participation grade. However, you must be present to participate.
8. If you are late to class beyond 15 minutes, you are considered absent. Please do not interrupt class. Quietly come in and be seated.
9. If you are late for class on presentation days, **DO NOT ENTER THE CLASSROOM**, until you are invited to do so.
10. **REPEAT: DO NOT ENTER THE CLASSROOM**, until you are invited to do so. If a student interrupts any speech for any reason, the instructor will deduct 25 points per offense. No excuses!
11. If you decide to leave early with or without the permission of the instructor, you are considered absent.
12. Failing to attend, leaving early, or showing up late on presentation days will result in grade penalties for both classroom participation and your individual presentations (audience behavior.)
13. Attending class during all presentation days is **MANDATORY.**

*Classroom Decorum/Behavior:*

1. **THE USE OF LAPTOPS/CELLPHONES/IPADS/KINDLES/MUSIC PLAYERS & OTHER TECHNOLOGICAL DEVICES DURING LECTURE or CLASS TIME IS STRICTLY PROHIBIITED.** If it has an on/off button or makes noise TURN IT OFF. Students “caught” using these devices will be penalized five points for every offense. Please note: the instructor won’t necessarily interrupt class time to point out the student’s offense.
2. Exceptions and to #14 will be made at the discretion of the instructor and/or Office of Accommodative Services.
3. Classroom decorum will remain at a PG-13 rating. This means we will be discussing adult themes with maturity and class, while utilizing appropriate and technical language.
4. The instructor reserves the right to reject proposed speech topics.
5. The instructor will not tolerate any form of disrespect, name-calling, cursing, racism, discrimination, homophobia, bias, misogyny/misandry/misanthropy, or other general forms of “meanness.”
6. While this could be interpreted as a contradiction of #16, topics need to be controversial, thought-provoking, relevant to your audience, and elicit some emotional response.
7. Inclusive language will be used at all times.
8. Turn your cell phones off during class time. **DO NOT TEXT MESSAGE OR CHECK YOUR EMAIL DURING CLASS**. If there is an emergency please let me know prior to the beginning of class
9. There is absolutely no talking or distracting behavior allowed during student speeches. The audience is encouraged to actively participate by providing the speaker with positive **nonverbal** behavior.

*Speeches/Presentations/Exams:*

1. Speeches will be recorded at the discretion of the instructor.
2. All speech topics must be approved prior to speaking dates. Please see schedule for specific dates. If a student misses the topic selection date, he/she/they is responsible for emailing the instructor for topic approval.
3. Late work will not be accepted. If you miss a speech or an exam you will receive a “0” or “F” grade for that assignment. This rule is strictly enforced.
4. Students may make make-up or re-do **ONE** major speech (except the ceremonial speech.) Regardless of circumstances.
5. The ceremonial speech may not be made up or re-done.
6. Exams will take place on Blackboard. Students are responsible for completing the exams.
7. Final drafts of outlines and works cited pages are due in proper format (MLA or APA) prior to your presentation day. No electronic submissions will be accepted.
8. All assignments must be typed using reasonable fonts and margins. The instructor defines reasonable.
9. All presentations will be delivered extemporaneously. Students will be allowed (5) 3X5 note cards (one side, white/black only)
10. During presentations, eye contact should be approximately 75%-80% to receive a B or better.
11. Directions for all assignments will be discussed in further detail during class time.
12. Specific directions and guidelines for presentations and assignments will be handed out and discussed during class time. It is the students’ responsibility to understand the assignment before it is due. “I didn’t get it” or “I don’t agree with it” will not change/improve your grade.
13. All speeches must be the original work of the student for this course only.

*Helpful Tips:*

1. Students are encouraged to contact their instructor. The best method to contact me is by email or text message. Please identify yourself with your first and last name. I will make every effort to return your email quickly. However, please allow me 48 hours to respond.
2. There are three things that will significantly improve your grade in this course. FOLLOW DIRECTIONS, SPEAK OFTEN, and ASK QUESTIONS. This is a course in communication; utilize your opportunity to communicate.
3. Be prepared to develop a thick skin. In this course we will discuss uncomfortable topics and openly criticize your speaking skills (constructively of course.)
4. The instructor utilizes various forms of popular culture with the intentions to extend comprehension of course materials. Please see me for specific titles and ratings. If you are unable to view such material it may be advised to find another section of this course.
5. Reminder the instructor reserves the right to replace participation with participation quizzes. These quizzes will be unannounced and most likely the result of students’ lack of participation. However, a participation quiz can be given for any reason at any time.
6. If your cell phone goes off (vibrate, ring, notification, game, song, etc.) during a lecture you will lose five points from your participation grade.
7. If the cell phone goes off (vibrate, ring, notification, game, song, etc.) during a presentation (including your own) your presentation grade will be penalized by two full grades and you will be asked to leave for that class period.
8. Anything discussed during class time, via email, or found in the text book is the students’ responsibility to comprehend. All of the above items may appear on exams or participation quizzes.

**Note About the Course/Syllabus:**

Please be advised that the syllabus is a contract between the instructor and the student. I want you to know my expectations from the first day of the semester. There are several rules/guidelines that are intended to create the best experience possible. Public speaking is one of the most feared activities that many people engage in unprepared. It is my goal to help you overcome these fears, express your ideas, and increase your ability to be able to understand what you want in life and how to ask for it.

**Fall 2021 Reminders:**

According to the US Constitution: *Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.*

According to Dictionary.com: Academic Freedom is *The right of teachers and students to express their ideas in the classroom or in writing, free from political, religious, or institutional restrictions, even if these ideas are unpopular.*

**Academic Accommodations**

Dutchess Community College makes reasonable accommodations for students with documented disabilities. Students requesting accommodations must first register with the Office of Accommodative Services (OAS) to verify their eligibility. After documentation review and meeting with the student, OAS staff will provide eligible students with accommodation letters for their professors. Students must obtain a new letter each semester and discuss their accommodation plan with their instructors as soon as possible to ensure timely accommodations. The Office of Accommodative Services is located in the Orcutt Student Services Building, Room 201, phone # (845)-431-8055.

**Title IX**

Dutchess Community College is committed to maintaining a positive campus climate and will not tolerate any form of sexual harassment including sexual assault, sexual violence, and sexual misconduct. It is the responsibility and obligation of all members of the College community to report and/or to assist others in reporting incidents of sexual harassment.

Please direct all Inquiries and reports related to sexual harassment and sexual violence to:

Title IX Coordinator: Esther Couret, Director of Human Resources

Dutchess Community College, Bowne Hall, Room 220

53 Pendell Road, Poughkeepsie, NY 12601

(845) 431-8673

esther.couret@sunydutchess.edu

For information regarding the DCC sexual harassment and sexual violence policy and resources go to: <https://dutchess.open.suny.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_1_1>

For anonymous reports go to Share at DCC: <https://www2.sunydutchess.edu/cgi-bin/share-at-dcc/index.php>

**Academic Honesty**

Academic dishonesty includes, but is not limited to, the following:

1. Cheating on examinations
2. Plagiarism, the representation of another’s ideas or writing as one’s own, including but not limited to:
	1. presenting all or part of another person’s published work as something one has written;
	2. paraphrasing or summarizing another’s writing without proper acknowledgement;
	3. representing another’s artistic or technical work or creation as one’s own.
3. Willingly collaborating with others in any of the above actions which result(s) in work being submitted which is not the student’s own.
4. Stealing examinations, falsifying academic records and other such offenses.
5. Submitting work previously presented in another course without permission of instructor.
6. Unauthorized duplication of computer software.
7. Unauthorized use of copyrighted or published material.

If, based on substantial evidence, an instructor deems that a student is guilty of academic dishonesty, the instructor may initiate disciplinary action.

1. The instructor may require that the student repeat the assignment or examination, or

2. The instructor may give the student a failing grade for the assignment or examination, or

3. The instructor may give the student a failing grade for the course.

4. Additionally, the instructor may require that the student receive counseling on academic honesty through the Office of the Dean of Student Services.