

# COMM 101 Fundamentals of Public Speaking || Fall 2011

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Textbook:

*Public Speaking Handbook (3rd Ed.)*

Beebe & Beebe, ISBN-13: 978-0-205-64835-1 OR ISBN-10: 0-205-64835-5

## **Catalog Description:**

Introduces fundamentals concepts and skills for effective public speaking, including audience analysis, outlining, research, delivery, critical listening and evaluation, presentational aids, and use of appropriate delivery.

## **Course Objectives:**

Upon completion of this course, you should be expected to:

- Analyze an audience and adapt presentations accordingly.
- Apply principles of composition to the development of speeches.
- Develop ideas with research, credible forms of support, and documentation.
- Recognize and demonstrate appropriate verbal/nonverbal communication in speeches.
- Use visual aids to support and enhance oral presentations.
- Actively listen to and critically evaluate oral presentations.
- Apply the fundamental concepts of effective public speaking through speeches.
- Incorporate appropriate technology to support and enhance oral presentations.

## **Basic Course Policies:**

- Student/instructor meetings by appointment.
- Put your cell phone on vibrate or off **before class begins**. DO NOT make or answer calls during class. Text messaging is NOT allowed during class and WILL result in deduction of attendance points.
- No live animals in the classroom. No dead ones either. And no body parts in jars. Gross.
- You must gain permission from the instructor before you can tape any portion of the class.
- This syllabus is subject to change throughout the semester.
- Ivy Tech Community College seeks to provide effective services and accommodations for otherwise qualified individuals with documented disabilities. Contact Disability Services at 260-480-4197.
- The last class meeting is the end of the semester. **Nothing may be turned in or completed after that date**. All graded assignments must be picked up by this date.

## **Attendance Policies:**

- This is a performance class, and as such, an audience is necessary. Therefore, attendance is mandatory. You don't have to like it, but you have to do it.
- You may earn up to 50 points for attendance AND participation in class. To earn all 50 points you may only miss ONE class session. After one absence, 10 points will be deducted for each additional class session missed.
- You must be present for a minimum of two hours to receive attendance credit for each class day.

- Not attending classes will negatively affect your grade. **MISSING MORE THAN FOUR CLASSES (25% of the semester) WILL RESULT IN FAILURE OF THE COURSE** due to missed instruction and missed work that cannot be made up. This policy is strictly enforced.

### **Assignment Policies – Speeches and Outlines**

- Speeches will be graded based on: delivery, content, organizational pattern, preparedness, and obvious interest in the speech topic.
- Speeches are due at the beginning of class on the due date. If you are not present when it is your turn to speak, you will receive a zero for the assignment, unless you have a valid reason for being late. Do not show up right before the end of class to give your speech. It will ALWAYS serve your best interests to contact me prior to class.
- If you are late to class and speeches have already started, DO NOT walk into the room during someone’s speech. It is rude. And distracting. Wait until the person speaking is finished before entering.
- Computer/technical problems do not constitute an excuse for turning anything in late, including outlines.
- The instructor reserves the right to reject any outline or stop any presentation that is not completed according to directions given or that fails to meet general college-level standards.
- No gum or sunglasses during your speech.
- No interruptions, talking, or distracting behavior during other peoples’ speeches. Inappropriate behavior (including texting) during others’ speeches will result in a deduction of attendance/participation points.
- Visual aids must be appropriate to the speech, the topic, and to the classroom environment.
- If questions about class policies and procedures or grades arise during or after the semester, you must meet with your instructor to discuss this first prior to speaking with a program chair or any other college representative.

### **To Make up ANY Missed Assignments or Absence, You MUST:**

- Notify me by phone/e-mail within 48 hours of the absence.
- Make up missed speech/work within ONE WEEK of the absence.
- You may only miss and make up one speech during the course of the semester.
- If you do not contact me and/or are unable to prove documentation for any absence, you will receive a zero for all assignments due that day. This includes speeches!

### **Course Content**

Communication Models	Listening	Researching the speech topic
Ethics in Public Speaking	Using technology	Selecting a topic and purpose
Analyze audience	Common Fallacies	Speaking to inform and persuade
Supporting materials/ evidence	Outlining the speech	Organizing body of speech
Presenting the speech		

### **ADA Statement**

Ivey Tech Community College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. If you will require assistance during an emergency evaluation, notify your instructor immediately. Look for evaluation procedures posted in your classrooms.

### **Academic Honesty Statement**

The college is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers,

tests, or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests and other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior. **Plagiarism or cheating will not be tolerated. If caught, you will receive a zero for that assignment. The responsibility for proof regarding an issue of plagiarism is yours, not the instructor.**

### Ivy Tech Growing Greener

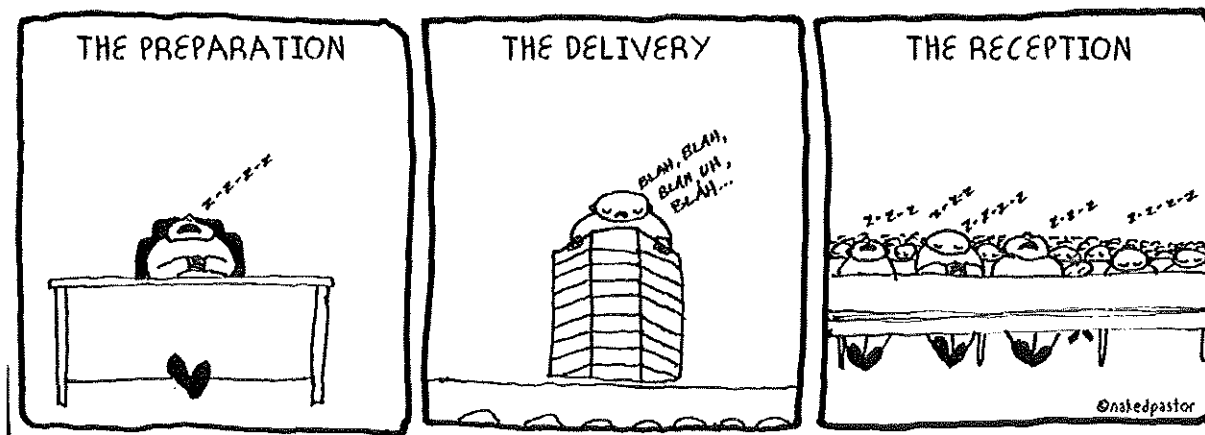
Ivy Tech Community College–Northeast is committed to the development and implementation of a comprehensive sustainability plan. We're emphasizing our responsibility to go green. To that end, we are asking students, faculty, and staff to actively participate in energy conservation measures and proper recycling on campus. The recycling bins located in classrooms and offices are for paper and paper products only. Ivy Tech participates in single-stream recycling for other items. All aluminum, glass, and plastic beverage containers can co-mingle in the same recycling bins located in the hallways. Please remember to empty the liquid from your containers before depositing them in the bins. Any materials that cannot be recycled should be placed in garbage cans. It is also important to turn off lights and computers when leaving a room. Together, we can make an impact on conserving our limited resources. Remember to reduce, reuse, and recycle!

### Breakdown of Assignment Values

Attendance/Participation*	100 pts
Show and Tell Speech	20 pts
Informative Outline	20 pts
Informative Speech	75 pts
Ceremonial Speech	25 pts
Persuasive Outline	30 pts
Persuasive Speech	100 pts
Impromptu Speech	30 pts
Test (x2)	100 pts
<b>TOTAL:</b>	<b>500 pts</b>

\* You receive 5 points per day for attendance, totaling 80 points for 16 weeks. You receive 20 points for maintaining a respectful classroom environment, participating in assignments and lecture, and for being an overall decent person. Ok? Be decent.

### WHAT NOT TO DO:



## TENTATIVE CLASS SCHEDULE

WEEK 1 M: 8/22 W: 8/24	Syllabus Overview – Class Introductions
WEEK 2 M: 8/29 W: 8/31	<b>Show &amp; Tell Due</b> Section 2: Analyzing an Audience Chapters 5 and 6
WEEK 3 M: 9/5 W: 9/7	NO CLASS – LABOR DAY BREAK
WEEK 4 M: 9/12 W: 9/14	Section 3: Preparing a Speech Chapters 7, 8 and 9
WEEK 5 M: 9/19 W: 9/21	Section 4: Crafting a Speech Chapters 10, 11 and 12
WEEK 6 M: 9/26 W: 9/28	<b>TEST</b> <b>Chapters 5, 6, 7, 8, 9, 10, 11, 12</b>
WEEK 7 M: 10/3 W: 10/5	Section 5 Chapter 15 <i>Informative Topics Due</i>

WEEK 8 M: 10/10 W: 10/12	Section 6 Chapter 16 <i>Informative Outlines Due</i>
WEEK 9 M: 10/17 W: 10/19	Section 7 Chapter 17
WEEK 10 M: 10/24 W: 10/26	<b>Informative Speech Due</b>
WEEK 11 M: 10/31 W: 11/2	Section 7 Chapter 20 Ceremonial Speech Lecture/Movie
WEEK 12 M: 11/7 W: 11/9	<b>Ceremonial Speech Due</b>
WEEK 13 M: 11/14 W: 11/16	Section 7 Chapters 18 and 19 <i>Persuasive Topics Due</i>
WEEK 14 M: 11/21 W: 11/23	<b>TEST</b> <b>Chapters 15, 16, 17, 18, 19, 20</b>
WEEK 15 M: 11/28 W: 11/30	Persuasive Speech Lecture/Preparation <i>Persuasive Outlines Due</i>

WEEK 16 M: 12/5 W: 12/7	<b>Persuasive Speech Due</b>
WEEK 17 M: 12/12 W: 12/14	<b>Impromptu Speeches</b>