

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title:

COMM 110 – Fundamentals of Public Speaking (3 credits)

Course Description:

Communications 110 is an introductory public speaking course to help students become more proficient in oral communication skills in various situations. Introduction to Public Speaking emphasizes one of the most important aspects of human nature: communication. Speech will utilize group support, individual creativity, and technical skills in research and camera presentation to help a student to move beyond his/her present ability to communicate.

Course Objectives:

To help students:

1. Develop and sharpen listening skills.
2. Gain confidence in a variety of speaking situations. (Meets DCB General Education Goal # 1)
3. Prepare and deliver effective speeches. (Meets DCB General Education Goal # 1)
4. Communicate effectively in small group situations. (Meets DCB General Education Goal # 1)
5. Learn techniques to enhance on camera presentations.

Instructor:

Margaret Bail

Office:

Minot State University, 141 Hartnett Hall

Office Hours:

MWF 11:00 am to noon

Phone:

701-858-3245

Email:

margaret.bail@minotstateu.edu

Lecture/Lab Schedule:

Online course

Textbook(s):

Gregory, Hamilton. *Public Speaking for College and Career*. 9th ed. Boston: McGraw-Hill, 2010.

Course Requirements:

Course requirements consist of class discussion, assignments, delivery of speeches, peer reviews.

This course requires that you access the course through Moodle as well as through a website associated with our textbook. That classroom is located at: http://connect.mcgraw-hill.com/class/m_bail_spring_2012_online_first_8_weeks

All speeches will be uploaded to the above mentioned McGraw-Hill website. Your assignments and outlines will be submitted through Moodle.

Speeches Include:

Introductory Speech 25 points
Narrative Speech 25 points
Brown Bag Speech 25 points
Informative Speech 100 points
Visual Aid Speech 100 points
Demonstration Speech 100 points
Persuasive Speech 150 points

Other assignments include:

Discussion questions 8 @ 10 points each = 80 points
3 Benefits assignment 20 points
Feedback posts to initial speeches 3 @ 10 points each = 30 points
Peer Evaluation Sheets on graded speeches 3 @ 20 points, 1 @ 30 points = 90 points

Total: 745 points

Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Less than 60%	F

Tentative Course Outline

Week 1: Introductory Speech, 3 Benefits assignment and post to discussion question.
Week 2: Narrative Speech, Post to introductory speech and post to discussion question.
Week 3: Brown Bag Speech, Post to narrative speech and post to discussion question.
Week 4: Informative Speech, post to brown bag speech and post to discussion question.
Week 5: Visual Aid Speech, Informative speech peer reviews and post to discussion question.
Week 6: Demonstration Speech, Visual Aid speech peer reviews and post to discussion question.
Week 7: Persuasive Speech, Demonstration Speech peer reviews and post to discussion question.
Week 8: Wrap up, Persuasive Speech Peer reviews and post to final discussion question.

General Education Goals/Objectives

Goal 4: Demonstrates effective communication

Objective 5: Demonstrates effective oral communication skills

Skill 1: Uses appropriate volume, eye contact, rate pronunciation, articulation, and gesticulation effectively

Skill 2: Adapts to a variety of speaking and listening situations

Skill 3: Uses listening skills to critique, evaluate, and/or assess oral communication

Skill 4: Creates original work

Relationship to Campus Theme:

A focus on awareness of our impact in the world and on our environment. Discussion of utilizing new technologies to communicate and share information with small and mass groups of people. Students will also understand how to utilize these new ideologies and tools to their benefit, as well as the benefit of the world and society as a whole as emerging leaders.

Classroom Policies:

This is the policy for all assignments in all circumstances. Because this is an eight week course it will move quickly – it is important that you stay on schedule and post work by due dates.

This class will be a place where all thoughts are welcome, no one fears sharing their opinion, and minds are open to new ideas. You have all EARNED the opportunity to be here by completing the same criteria, thus making you equals. As emerging leaders, you are expected to show respect for each other's differences. Conflicting opinions are part of life and will create dynamic discussions. The instructor reserves the right to end these discussions and the participants will agree to disagree.

It is your responsibility to keep all assignments that are graded and handed back to you. In the case of a grade dispute, it is the student's responsibility to provide past assignments to confirm grades.

The syllabus is a living document that is subject to change. All assignments will be confirmed during the class prior to their due date. The instructor reserves the right to allow the class agenda to fluctuate as the course progresses.

Academic Integrity:

Plagiarism: To plagiarize is to “steal and pass off the ideas or words of another as one's own” (*Webster's Dictionary*). **Plagiarism will not be tolerated in this course.** When completing a research paper, it is necessary to cite all information gathered from other sources - including direct quotations and paraphrases - within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for the research paper. If you have any questions - please contact myself or go to the learning center for more information. **Students found plagiarizing material will receive a “0” for the assignment.**

Cheating: Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment, an additional incidence of cheating will result in the student being dismissed from the course.

Disabilities and Special Needs:

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations can be made.



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