

# Dakota College at Bottineau Course Syllabus

## Course Prefix/Number/Title:

### Fundamentals of Public Speaking 110

## Course Description:

The theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages.

## 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)

## Instructor:

Keri J. Keith

## Office:

Thatcher Hall 205

## Office Hours:

11-12:00 pm: Monday - Friday

## Phone:

701-228-5624

## Email:

keri.keith@dakotacollege.edu

## Lecture/Lab Schedule:

Thatcher 1107

## Textbook(s):

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

**Course Requirements:**

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

**Speeches Include:**

<b>Introductory Speech</b>	<b>25 points</b>
<b>Narrative Speech</b>	<b>25 points</b>
<b>Brown Bag Speech</b>	<b>25 points</b>
<b>Informative Speech</b>	<b>100 points</b>
<b>Visual Aid Speech or Demonstration Speech</b>	<b>100 points</b>
<b>Persuasive Speech</b>	<b>150 points</b>
<b>Impromptu Speeches</b>	<b>25 points</b>
<b>In class Assignments</b>	<b>80 points</b>
<b><u>Peer Evaluation Sheets on graded speeches</u></b>	<b><u>75 points</u></b>

**Total:** **605 points**

**Grading Scale**

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

## Tentative Course Outline

Wednesday Aug 28	Introduction & Course Syllabus
Friday Aug 30	Introduction Speeches (60-90 sec)
Monday Sept 2	No School – Labor Day
Wednesday Sept 4	Chapter 1 and 2
Friday Sept 6	Chapter 3
Monday Sept 9	Chapter 3 – Assign Narrative Speeches
Wednesday Sept 11	Narrative Speeches (1-2 min)
Friday Sept 13	Finish Narrative Speeches Chapters 6 and 7 In-class Assignment - What makes you nervous? Blackboard 10 pts
Monday Sept 16	Brown Bag Speeches (2-3 min)
Wednesday Sept 18	Brown Bag Speeches (2-3 min)
Friday Sept 20	Brown Bag Speeches (2-3 min) Topic Brainstorm –Blackboard - 25 pts
Monday Sept 23	Chapters 8,10,
Wednesday Sept 25	Chapters 11, 13
Friday Sept 27	Chapter 14 and15 – Post Informative Assignment
Monday Sept 30	Chapter 12 OutliningAssign Informative Speeches (3-5 minutes)

Wednesday October 2	Review Outlining Video Examples
Friday October 4	Informative Speeches (3-5 minutes)
Monday October 7	Informative Speeches (3-5 minutes)
Wednesday Oct 9	Informative Speeches (3-5 minutes)
Friday Oct 11	Informative Speeches (3-5 minutes)
Monday Oct 14	No Class - Assessment Day
Wednesday Oct 16	Return Informative Speeches – Chapter 9
Friday Oct 18	Assign Visual Aid or Demonstration Speech
Monday Oct 21	Review Outlining and citing sources Video examples
Wednesday Oct 23	Outline Review
Friday Oct 25	Class time to meet with me to review outlines.
Monday Oct 28	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Wednesday Oct 30	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday November 1	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Monday Nov 4	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)

Wednesday Nov 6	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday Nov 8	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Monday Nov 11	No Class – Veterans Day
Wednesday Nov 13	Ch 16 and 17
Friday Nov 15	Assign Persuasive Speech – What is persuasive to you? Blackboard – 20 points
Monday Nov 18	Video of Persuasive Sample Speeches
Wednesday Nov 20	Class time to prepare outlines
Friday Nov 22	Persuasive Speeches (7-9 minutes)
Monday Nov 25	Persuasive Speeches (7-9 minutes)
Wednesday Nov 27	Persuasive Speeches (7-9 minutes)
Friday Nov 29	No Class- Thanksgiving
Monday Dec 2	Persuasive Speeches (7-9 minutes)
Wednesday Dec 4	Persuasive Speeches (7-9 minutes)
Friday Dec 6	Persuasive Speeches (7-9 minutes)
Monday Dec 9	Prep for Impromptu Speeches
Wednesday Dec 11	Impromptu Speeches
Friday Dec 13	Wrap up. Last day of class

## **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:**

**Absences and Assignment Due Dates:** If a student must miss class, he/she must contact the instructor within 24 hours of the class period if they plan to make up work. Late assignments will be docked 10% per day late. This is the policy for all assignments in all circumstances. If you email me an assignment, you will get a reply from me to verify that I have received the assignment. If you do not get a receipt from me, I did not get the assignment. It is your job to ensure that I have received the assignment, so if you do not get a response from me within 24 hours of submitting your assignment by email, you need to resend the email. The assignment continues to lose 10% per day during this time.

**Speech Day:** I will create a schedule for speeches and evaluations. If you miss your speech day, you will be allowed to make it up only if you contact me within 24 hours of the class period missed. **I will allow one make-up speech per semester. Late speeches are docked 50%.** You will make up your speech during the next class period where time allows you to speak at the end of all other scheduled activities. If you are on the schedule to speak, it is important that you attend class. If you miss one of your evaluation days, you will lose those points as if you are not there to complete the evaluation, you can not earn the points.

**Speech is a class where attendance is of utmost importance. The above policies will stand and there are no exceptions.**

**Electronic Devices:** Silence cellular phones, pagers, CD players, radios, and similar devices in the classroom and laboratory facilities. Reasonable laptop-size computers may be used in lecture for taking notes. If this is an IVN course, cell phone must be turned off at all times in class!

**This is a speech class - your role as an audience member is very important. If you have your cell phone or computer out and are texting or surfing during a classmates speech you will be asked to leave the class.**

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.