

# **Dakota College at Bottineau Course Syllabus**

**Course Prefix/Number/Title:**

**Fundamentals of Public Speaking 110**

**Credits: 3**

**Course Description:**

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

**Pre-/Co-requisites: None**

**Course Objectives:**

To help students:

1. Develop and sharpen listening skills. (Meets DCB General Education Competency/Goal 4 Learning Outcome #5)
2. Gain confidence in a variety of speaking situations. (Meets DCB General Education Competency/Goal 4 Learning Outcome #5)
3. Prepare and deliver effective speeches. (Meets DCB General Education Competency/Goal 4 Learning Outcome #5)
4. Communicate effectively in small group situations. (Meets DCB General Education Competency/Goal 4 Learning Outcome #5)

**Instructor:**

Keri J. Keith

**Office:**

Thatcher Hall 205

**Office Hours:**

1:00 – 2:00 pm: Monday, Wednesday and Friday  
2-3:00 pm: Tuesday and Thursday

**Phone:**

701-228-5624

**Email:**

keri.keith@dakotacollege.edu

**Lecture/Lab Schedule:**

Arntzen 1

**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:**

Introductory Speech	25 points
Narrative Speech	25 points
Brown Bag Speech	25 points
Informative Speech	100 points
Visual Aid Speech or Demonstration Speech	100 points
Persuasive Speech	150 points
Impromptu Speeches	25 points
In class Assignments	80 points
Attendance (approximate)	120 points
Exam	50 points
<u>Peer Evaluation Sheets on graded speeches</u>	<u>75 points</u>

**Total:** 775 points

**Grading Scale**

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

**Tentative Course Outline**

Wednesday Jan 15	Introduction & Course Syllabus
Friday Jan 17	Introduction Speeches (60-90 sec)
Monday Jan 20	No School – MLK Day

Wednesday Jan 22	Chapter 1 and 2 -
Friday Jan 24	Chapter 3 and 5
Monday Jan 27	Narrative Speeches (1-2 min)
Wednesday Jan 29	Narrative Speeches (1-2 min)
Friday Jan 31	Chapters 6 and 7 In-class Assignment - What makes you nervous? 10 pts
Monday February 3	Brown Bag Speeches (2-3 min)
Wednesday February 5	Brown Bag Speeches (2-3 min)
Friday Feb 7	Brown Bag Speeches (2-3 min) Topic Brainstorm - 25 pts
Monday Feb 10	Chapters 8,10,
Wednesday Feb 12	Chapters 11, 13
Friday Feb 14	Chapter 14 and 15 – Post Informative Assignment
Monday Feb 17	No Class - Presidents Day
Wednesday Feb 19	Chapter 12 Outlining Assign Informative Speeches (3-5 minutes)
Friday Feb 21	Review Outlining

	Video Examples
Monday Feb 24	Informative Speeches (3-5 minutes)
Wednesday Feb 26	Informative Speeches (3-5 minutes)
Friday Feb 28	Informative Speeches (3-5 minutes)
Monday Mar 2	Informative Speeches (3-5 minutes)
Wednesday Mar 4	Return Informative Speeches – Chapter 9
Friday Mar 6	Assign Visual Aid or Demonstration Speech
Monday Mar 9	Review Outlining and citing sources - Video Keri Gone
Wednesday Mar 11	Video Examples- Keri Gone
Friday Mar 13	Class time to work on outlines – Keri Gone
Monday Mar 16 NO CLASS	Spring Break!
Wednesday Mar 18 NO CLASS	Spring Break!
Friday Mar 20 NO CLASS	Spring Break!
Monday Mar 23	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)

Wednesday Mar 25	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday Mar 27	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Monday Mar 30	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Wednesday April 1	Visual Aid Speeches or Demonstration Speeches (4-6 Minutes)
Friday April 3	Chapter 16
Monday April 6	Chapter 17
Wednesday April 8	Assign Persuasive Speech – What is persuasive to you? 20 points
Friday April 10	No Class – Good Friday
Monday April 13	No Class - Easter Monday
Wednesday April 15	Video of Persuasive Sample Speeches
Friday April 17	Class time to prepare outlines for persuasive speeches

Monday April 20	Persuasive Speeches (7-9 minutes)
Wednesday April 22	Persuasive Speeches (7-9 minutes)
Friday April 24	Persuasive Speeches (7-9 minutes)
Monday April 27	Persuasive Speeches (7-9 minutes)
Wednesday April 29	Persuasive Speeches (7-9 minutes)
Friday May 1	Persuasive Speeches (7-9 minutes)
Monday May 4	Exam
Wednesday May 6	Prepare for Impromptu Speeches
Friday May 8	Impromptu Speeches - 1 minute - no preparation!  Evaluate yourself - due by end of day!

### **General Education Goals/Objectives**

#### **Competency/Goal 4: Communicates Effectively**

#### **Learning Outcome 5: Demonstrates effective oral communication skills**

Performance Indicator 1: Produces original content

Performance Indicator 2: Adapts to a variety of speaking and listening situations

Performance Indicator 3: Uses volume, eye contact, rate of pronunciation, articulation and gesticulation effectively

Performance Indicator 4: Uses listening skills to critique, evaluate, and/or assess oral communication.

#### **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.

**Attendance Policy:**

Attendance is incredibly important. Therefore, attendance will be taken each day in class. Attendance will be taken promptly at the beginning of class. You will earn 3 points each day for attendance. If you arrive within 5 minutes late you will earn 2/3 attendance points. If you arrive more than 5 minutes late you will earn 0/3 points.

**If you are gone for a school sponsored event, please let me know ahead of time so that you do not lose attendance 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. Please check BlackBoard for emails or changes to assignment due dates, information regarding school closure or class cancellations.

**Student Email Policy:** Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

### **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.