

Speech 108 - 07  
Fall 2005  
Syllabus

MWF 12:20-1:15, B254

**Instructor:** Dr. Christina Knopf  
**Office:** B 263  
**Office Hours:** MWF 1:15-2:00 (until Oct. 24), MWF 3:25-4:00 (after Oct. 24)  
**E-mail:** cknopf@genesee.edu  
**Phone:** 343-0055, ext. 6272  
**WebCT access**

**Required Text:**

Lucas, S. *The art of public speaking*, 8<sup>th</sup> ed.  
-handouts with additional readings may be provided in class-

**Catalog Course Description:** Develops listening and organizational skills and the ability to present messages effectively in public speaking situations. Primary instructional strategies are theory-model-practice and evaluation.

**Course Outcomes:**

- A. Students will develop strategies to control nervousness through speaking experience, relaxation exercises, and assignments that put theory into practical application.
- B. Students will be able to differentiate between informative and persuasive speaking by recognizing the characteristics of various modes of development that include process, definition, description, causal and problem-solution.
- C. Students will develop writing and organizational skills by learning to write a manuscript, revise the manuscript and produce a formal sentence outline for designated speeches.
- D. With each speech, students will demonstrate the ability to improve eye contact, expressiveness, posture, movement, volume, clarity and content of message.
- E. Students will learn to dissipate nervousness, animate their delivery and compliment their text through the use of visual aids that can include computer programs such as PowerPoint.
- F. Students will culminate a semester's work with a final, persuasive speech that will include research, an MLA style Works Cited page and a formal sentence outline.

**Course Requirements:**

- A. A minimum of 6 speeches – designated speeches will be accompanied by typed outlines and citation pages in MLA style.
- B. Satisfactory performance on the 2 tests.
- C. Positive contributions to class discussions and activities
- D. Regular, punctual class attendance.
- E. Thoughtful completion of all homework assignments, which will be kept together in a folder or binder as your own speech-writing journal.
- F. A final persuasive speech, which will include research, MLA documentation, and a formal outline.

**Grading:** Your grade will be made up of 4 parts

i. *Formal speeches* (7) **70%**

Speech #1: 5%	Speech #2: 10%	Speech #3:10%	Speech #4: 10%
Speech #5:10%	Speech #6: 10%	Speech #7: 15%	

*ii. Unit tests (2) 10% (5% each)*

These tests will check that you have been keeping up with the readings, paying attention to the lectures, and that you are grasping the concepts, terms, and theories related to public speaking. Exams will contain multiple choice & short answer questions.

*iii. Homework (including written assignments & speaking activities) 10%*

Homework assignments are designed to help you through the speech preparation process, and as such, most of the assignments are essentially part of preparing your formal speeches, rather than being additional work. Homework is graded on a  $\square+$ ,  $\square$ ,  $\square-$  basis -- pending completion & evidence of advance preparation.

*iv. Participation 10%*

Your participation grade will be based on attendance, attitude, contributions to class discussions, and in-class cooperative activities.

My grading of written work is in accordance with the College's policies, procedures and practices.

Letter grades will be determined by the following numerical equivalents.

A: 100-92

B: 93-82

C: 81-71

D: 70-60

F: 59-0

**Grade Changes:** If you ever are unsatisfied with the grade you get back on an assignment and feel that I perhaps erred or missed something when grading it, you may submit the assignment for reconsideration. To do this, you must type a 1-page explanation and description of why you believe the grade you received is not the grade you earned. Be aware, however, that in reconsidering the grade I may find that I was too hasty or too lenient and gave you a grade that was too high and ultimately decide to lower the original mark, so be sure you are confident in the validity of your assessment.

**Speeches:** Speeches will range in length from approximately 2 to 7 minutes. Time limits specified for speeches must be honored in order to stay on schedule. Speeches that run long may be cut short. All speeches must be delivered on the scheduled day and time. A grading rubric for the speeches will be provided to you in advance so that you may have a clear understanding regarding my expectations. A formal sentence outline and works cited page must be turned in with each speech.

**Self-disclosure:** You will have some measure of freedom in selecting topics for your speeches. Please be advised to thoroughly consider how much and what kinds of personal information you are comfortable sharing with the class. You are not required to include such personal materials as part of your assignments and you should not only take into consideration your own comfort levels when disclosing private information, but also the comfort levels of your audience members. (Audience considerations for speech preparation will be discussed in-depth throughout the course of the semester, but SPE108 has an added dimension of having to see your audience members repeatedly.)

**Homework:** Homework is due the day specified, no exceptions. All homework must be typed in 12 point Times New Roman or Courier font, printed in black. Assignments must be written in complete sentences. **All homework must be double-spaced and have 1-inch margins.** If homework turned in does not meet these standards *it will not be accepted.*

**Plagiarism:** *Plagiarism occurs when you create the impression that something you present for a grade was produced by you when it wasn't. This happens when you create the impression that you read something you didn't, had an idea that wasn't yours, or produced text that someone else*

wrote. *Even if you somehow cite the source, but still create that false impression, it's plagiarism.*

*If you are unsure if something is plagiarism, play it safe and cite your source and/or ask questions of me. If you are using someone else's words or ideas because you think they are effective for your purposes, you need to cite the source clearly and every time you use that person's, or others', quotes or ideas; if you fail to do so, it will be considered plagiarism.*

I have a zero-tolerance policy on plagiarism; penalties may range from failing an assignment to failing the class. We will thoroughly discuss proper citation for written and spoken work in class, and there are numerous resources available designed to help you with citations. So, there can be, and is, no excuse for plagiarism in this class.

**Attendance:** *Attendance in class is mandatory.* Much of the learning takes place in class and so you need to be there. Late arrivals are also counter-productive; they disrupt the flow of the class, cause you to miss valuable information, and distract your classmates. You are allowed three (3) unexcused absences without penalty. Also, three (3) late arrivals will count as an absence. For each absence beyond three, your course grade will drop by one step (A to B, C to D, etc.). Considerations and exceptions may be made in the event that I receive official documentation verifying that your absence was unavoidable. *If you miss a class, you are responsible for getting the assignments and notes you may have missed.*

Attendance and punctuality are mandatory on speech presentation & exam days. **IF YOU MISS A CLASS IN WHICH YOU'RE SCHEDULED TO SPEAK, OR IN WHICH A TEST IS BEING GIVEN, YOU WILL ONLY BE GIVEN A CHANCE TO PRESENT THAT SPEECH AND RECEIVE A GRADE IF I RECEIVE DOCUMENTATION REGARDING YOUR ABSENCE.**

**Class Etiquette:** There will be no gum-chewing in class to help you get used to speaking and interacting publicly without gum in your mouth.

Cell phones, beepers, and alarms **MUST** be turned off before coming into class (unless you can provide proof of a medical reason that warrants their use). These are distracting to me, to your fellow classmates, and they will be distracting to you when you are in front of the room speaking. If I hear one of these devices go off during a regular class day, or if you are seen playing with it, your device will be confiscated for the remainder of class and your participation grade will be adversely affected. If I hear one of these devices go off during a day when speeches are being presented, you will be asked to leave and counted as absent. Laptop or notebook computers may be used for note-taking, but I will check to make sure that there are no movies, MP3s, or games being played during class; such uses will, again, lower your participation mark.

Finally, I ask you to be civil and polite to me and to your fellow classmates. Rudeness and other displays of a bad attitude will not be productive for the class or for me and may ultimately be counterproductive for you.

**Contacting Me:** I will hold regular office hours during which you can come in and discuss any concerns with the class you may have. If you *absolutely cannot* make my scheduled office hours, I will make an appointment with you at a time that is convenient for both of us. Coming in to see me is the BEST way of discussing whatever class concerns or questions you may have.

I can be reached by phone at the time of my office hours, and voice mail can be left when I am not there, however be aware that I do not check the voice-mail frequently.

I can also be reached by email, but I ask you to follow a few simple steps if you contact me this way.

- 1) Identify yourself by first and last name somewhere in your email. I have no way of knowing who *abcd1234@aol.com* is and I might have 6 people named “Chris.”
- 2) Put SPE108 in the subject line so that I do not mistake an email from *nakedcoed@hotmail.com* (or some such address) as SPAM and delete it. (If I do not see SPE108 in the subject line, your email might not be read.)
- 3) Use good grammar and punctuation, and write in complete sentences. Not only is this a good habit to get into before entering the “real world,” it is necessary to make sure I can understand your query. If your email is not written in your best English, I will not respond.
- 4) Do not send questions or drafts on assignments to me the night before they are due. There is a very good chance that I will not receive your email in time to help, and it is never a good idea to admit to your instructor that you waited until the last minute to do your work.

-During the workweek, specific questions will be answered promptly. On weekends, specific questions will be answered within about 24 hours. On breaks or long weekends, specific questions will be answered in 36-48 hours. After the semester ends, I can make no guarantees about how long it will be until you get a response.

-Complaints will not be dealt with over email because there is too much room for misunderstandings that, for your sake and mine, I would like to avoid.

-If sending an email with something other than a question, please indicate if you need a response. (For example, “Just letting you know, I won’t be in class.”)

All of my contact information is at the top of this syllabus.

**WebCt:** A WebCT page will be maintained for this course. On this page you will regularly find a copy of this syllabus, some useful public speaking tips, a copy of the speech grading rubric used on assignments, and the speaking schedule for each speech.

More importantly, WebCT will be used for class-wide announcements & reminders.

If class needs to be cancelled for any reason, I will post an announcement on WebCT.

If the calendar for the semester changes, I will post updates on WebCT.

*Please check the page regularly.*

Class notes will NOT be placed on WebCT, as it should not be used as an alternative to attending class.

*I want this class to be as fun and productive as possible. I will work to make it a pleasant experience to help you get the best grade you can earn, but I will need you to work with me.*

## **Fall 2005 Public Speaking Calendar**

(any changes to the schedule will be clearly announced & thoroughly discussed in class)

\*Asterisks\* denote the work you should have completed for that day. All assignments are due on the day noted. You are responsible for this material; please be familiar with the schedule and keep up-to-date. Written homework assignments to correspond with specific lessons and help you prepare for your speeches will be assigned in class.

MONDAY	WEDNESDAY	FRIDAY
8/29 -Overview, introductions, icebreakers.	8/31 -Basic principles of speech communication. *CH. 1 & pp. 73-83*	9/2 -Delivering the speech. * CH. 12 *
9/5 - <b>LABOR DAY</b>	9/7 *Intro speeches.*	9/9 *Intro speeches*
9/12 -Speaking to Inform. * CH. 14 *	9/14 -Choosing topics & purposes. * CH. 4 *	9/16 -Ethics & public speaking. * CH. 2 *
9/19 -Using visual aids. * CH. 13 *	9/21 *Demonstrative speeches*	9/24 *Demonstrative speeches*
9/26 *Demonstrative speeches*	9/28 -Analyzing audiences. * CH. 5 *	9/30 -Organizing the speech. * CH. 8 *
10/3 -Intros & conclusions. * CH. 9 *	10/5 -Outlining the speech. * CH. 10 *	10/7 -Using language effectively. *CH. 11*
10/10 <b>COLUMBUS DAY</b>	10/12 Workshop.	10/14 *Informative speeches*
10/17 *Informative speeches*	10/19 *Informative speeches *	10/21 -Critical listening
10/24 <b>Test 1</b>	10/26 -Activity day.	10/28 -Persuasive speaking. *CH. 15*
10/31 -Persuasion. * CH. 16 *	11/2 -Evidence & reasoning. *CH. 6-7*	11/4 Workshop
11/7 *Persuasive speeches*	11/9 *Persuasive speeches*	11/11 *Persuasive speeches*
11/14 -Small group problem solving & decision-making. *CH. 18*	11/16 -Group communication activities.	11/18 Group work. ( <u>virtual class</u> )
11/21 *Group presentations.*	11/23 <b>Test 2.</b> [last test]	11/25 " <b>THANKSGIVING</b> "
11/28 -Commemorative speaking. * CH. 17*	11/30 Workshop.	12/2 *Commemorative speeches*
12/5 *Commemorative speeches*	12/7 *Commemorative speeches*	12/9 -Review & discussion of final speech assignment.
12/12 Workshop	12/14 *Final Persuasive Speech*	12/16 *Final Persuasive Speech*
12/19 *Final Persuasive Speech*	-----	-----