

COMM 106 Basic Principles of Speech – Fall 2006

- ▶ **Instructor:** Dr. Christina Knopf
Morey Hall, 144 --Tues/Thur 11-12:30 & 1-1:45. Any other time or day, by appt.
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- ▶ **Class Times:** Tuesday and Thursday 9:30-10:45 a.m. (section 007)
Tuesday and Thursday 4:00-5:15 p.m. (section 009)

- ▶ **Required Text:** German, K.M., Gronbeck, B.E., Ehninger, D. & Monroe, A.H. **Principles of Public Speaking**, 16th edition. (Available through the campus bookstore and through Internet retailers)

- ▶ **Course Description:** This class focuses on the basics of oral communication. You will deliver a number of different kinds of speeches of various lengths. You will be exposed to and practice various techniques as well as develop a critical ear for listening to and critiquing the speech.

- ▶ **Course Objectives:** With the successful completion of Public Speaking, you will be able to:
 - Recognize and deliver different kinds of speeches
 - Learn various techniques to deliver speeches
 - Select, research and prepare topics
 - More successfully present your ideas to a group than when you entered this class
 - Overcome some anxiety about speaking in front of groups
 - Increase your listening skills and ability to evaluate other speeches.

- ▶ **Grading:** Your final grade for the course will be the weighted average of the grades you earn on:
 - Speeches – 60%**
 - Speech of Introduction – 10%
 - Informative Speech, using a presentation aid – 15%
 - Persuasive Speech – 15%

The above speeches are graded out of 100 possible points, using a 20-item rubric designed and tested for fairness and accuracy across academic disciplines by Stephanie Thomson of Xavier University of Louisiana and Mary L. Rucker of Wright State University. A copy of the rubric will be made available to you prior to your speeches so that you can use it a checklist to help you through the process. Each speech will be explained in greater detail as the semester progresses.

- **Group Presentation – 20%**

This speech will be graded with a different rubric, and we will discuss both the speech and grading thoroughly during the semester.

Participation & Effort – 25%

You will keep a “Participation Log” and do some of the grading in this area yourself. Using a special, separate notebook, composition book, or small binder I will ask you to keep track of the effort you make for this course, both in class and out. See “Participation Log Assignment” sheet for additional details.

Homework – 5%

Homework assignments are small and are designed to help you with the speech writing process and will always be directly related to your speeches.

Small Tests – 5%

There will be a few small tests (more like quizzes) throughout the semester just to check your familiarity with the vocabulary and other basics of speechmaking. You will be given advance notice of the tests before they arrive so that you can prepare. There are no pop quizzes.

Critiques – 5%

At several times throughout the semester you will be asked to critique another person’s speech. It may be a classmate’s, a famous speech, or another interesting speech.

Numeric grades are converted to letter grades by the following breakdown:

A = 95-100	A- = 90-94	B+ = 87-89	B = 83-86	B- = 80-82	C+ = 77-79
C = 73-76	C- = 70-72	D+ = 67-69	D = 63-66	D- = 60-62	F = 59-0

- ▶ **Homework:** Homework is due the day specified, no exceptions. All homework must be clearly legible and written in complete sentences.
- ▶ **Speeches:** Speeches will be approximately five minutes in length. *When you give a speech, you will need to hand-in a clean copy of the manuscript or outline to me before beginning. These should always be typed.* As you will learn when we discuss the topics of speech delivery and presentation, the image you project is important. Therefore, when giving a speech you are asked to dress and act appropriately – no hats, no gum.
- ▶ **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, produced text that someone else wrote. Even if you somehow cite the source, but still create that false impression, it’s plagiarism. Penalties will range from a failing grade on the assignment if any of it is plagiarized, to a failing grade in the course or worse if an entire assignment is a plagiarized. 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. We will thoroughly discuss proper citation for written and spoken work in class, so there can be, and is, no excuse for plagiarism in this class. (And I have the same zero-tolerance policy on any of form of academic dishonesty or cheating; try it & you will fail.)

► **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 up to 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.

NO GRADES WILL BE EMAILED; DO NOT ASK ME FOR THEM; privacy laws make this practice illegal

► **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. If you miss more than one week's worth of class (2 absences) without just cause, you will not earn higher than a C in this class. If you miss more than two weeks (4 absences), you will not pass the class.

If you miss a class, you are responsible for getting the assignments and notes you may have missed.

Attendance and punctuality are non-negotiable on speech presentation days.

IF YOU MISS A CLASS IN WHICH YOU'RE SCHEDULED TO SPEAK, YOU WILL ONLY BE GIVEN A CHANCE TO PRESENT THAT SPEECH AND RECEIVE A GRADE IF DOCUMENTATION IS PROVIDED PROVING THE UNAVOIDABILITY OF YOUR ABSENCE.

► **Class Etiquette:** Cell phones, beepers, and alarm watches **MUST** be turned off before coming into class (unless you go off during a regular class day, you may be asked to leave for disruptive behavior. If I hear one of these devices go off during a day when speeches are being presented, your own speech mark may be affected.

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. 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.** I have no way of knowing who *hotnsexy@yahoo.com* or *nakedcoed@aol.com* is. And I want to make sure I don't confuse with someone else.

2) **Make sure you use a real, specific subject line.** If you leave this blank, or put in "hi" or "question" there's a chance that it might be filtered as SPAM. (Use "COMM106" if nothing else.)

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. I do not speak instant message and email shorthand (I’m just not that cool). 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’s 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 (except in the middle of the night). 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

-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.

► **Blackboard:**

This course will have a home on Blackboard. Materials you will find on the Blackboard site include, a copy of the syllabus, the course calendar, and useful Web sites. Generally, lecture and discussion notes will not be posted, as Blackboard is not a substitute for class attendance (sorry).

STATEMENT OF AGREEMENT AND ACCEPTANCE

If you remain enrolled in this class after receiving and reviewing the syllabus, I will take that as an indication that you have agreed to and accept the terms of the course as defined within the syllabus and that you will abide by these terms. This document is our contract.

Tentative Calendar:

Speech presentation days are marked by **bold** type. Your reading assignments are marked in *italic* type. Homework assignments will be given in class as needed. Test dates will also be announced in class. Unless otherwise discussed, please assume we are on schedule and keep up with the work appropriately. Any changes to the calendar will be thoroughly and clearly discussed in class and amendments will be made on Blackboard.

<i>Tuesday</i>	<i>Thursday</i>
8/29 Review syllabus. Get to know each other.	8/31 Introduce speaking genres & delivery types <i>look over or skim though chapters 12, 13, & 15</i>
9/5 – Delivery <i>read chapter 10</i>	9/7 – Delivery practice
9/12 – Speaking Purposes and Selecting a Topic <i>read chapter 2</i>	9/14 -Knowing Your Audience <i>read chapter 5</i>
9/19 –Ethics of Speech <i>read “ethics” section in chapter 1</i>	9/21 – Gathering evidence <i>read chapter 6</i>
9/26 – Speeches of Introduction	9/28 – Speeches of Introduction
10/3 – Organizing your speech <i>read chapter 7</i>	10/5 – Using Language <i>read chapter 9</i>
10/10 – Fall Recess	10/12 – Introductions & conclusions
10/17 – Using presentation aids <i>read chapter 11</i>	10/19 – Making a speaking outline / activity day <i>review chapter 7</i>
10/24 – Informative Speeches <i>revisit chapter 12 to help you prepare</i>	10/26 – Informative Speeches <i>revisit chapter 12 to help you prepare</i>
10/31 –Using evidence to reason <i>read chapter 14</i>	11/2 – activity day
11/7 – Persuasive Speeches <i>revisit chapter 13 to help you prepare</i>	11/9 - Persuasive Speeches <i>revisit chapter 13 to help you prepare</i>
11/14 – To Be Announced	11/16 – Class Cancelled
11/21 – Making group speeches <i>read chapter 16</i>	11/23 – Thanksgiving
11/28 – group work time	11/30 – group work time
12/5 – Group Presentations	12/7 – Group Presentations

Participation Log Assignment

The purpose of this assignment is to provide you with a mechanism to carefully track your participation over the semester. To accomplish this goal, you will construct a log of your participation efforts including, but not limited to, the following activities: level of preparedness for class (ex. completing the readings, coming to class with all your materials, being ready to engage in discussion), engagement in class discussion (ex. making oral contributions to class discussion, asking questions, participating in class activities), outside of class involvement (doing un-assigned readings to help you with the class or with your speeches, talking to classmates about class work, studying for class, attending campus events relevant to class), and number of absences (also arriving to class late or leaving class early). Most importantly, it is your responsibility to keep track of this information on a daily basis.

- You will need to keep a separate notebook of some sort just for this assignment – even if it's nothing more than a stack of paper stapled or clipped together.
- Entries to the log do not have to be long or detailed. The date, brief descriptions of your activities (you don't even need to write in complete sentences), and the amount of time spent on an activity are all you need to do.
- You should always bring your log with you to class. This way, you can keep track of your in-class participation. Also, I will periodically collect your logs (they will be returned on the next class day) to check on your progress and to make comments.
- At the end of each week, you will give yourself a participation grade for the previous week:

- A = *Outstanding participation* (typically completely prepared for class, having read all of the required readings, maybe even brought notes on the readings to class*, contributed to the classroom experience with enthusiasm and respect, have had extensive outside of class involvement...)
- B = *Good participation* (prepared for class having looked over required readings, offered good comments or questions & been active in class activities, had significant outside of class involvement...)
- C = *Average participation* (minimally familiar with readings, participated in class activities, had made some effort at outside of class involvement...)
- D = *Poor participation* (are familiar with the day's topic but have not really looked at the book, came to class late or left early, haven't done much outside of class)
- F = *Insufficient participation* (don't know what's going on in class, haven't even opened the book, contributed little to nothing in discussions, have been significantly late for class...)

In addition, the following should be taken into consideration as you prepare your participation log:

- If you are late for class or leave early (more than 5 minutes) more than twice over the course of the semester, you cannot earn higher than B for participation; 4+ times, no higher than C; 6+ times, no higher than D; 8+ times, no higher than F.
- You should also take your attitude into consideration when determining your weekly grade. Did you try to be enthusiastic about the learning process? Were you respectful and considerate to your fellow classmates and to the teacher?
- You must develop an entry for every class day. If you are absent from class, your entry should explain why.

!! Participation & Effort comprises 25% of your grade, so this assignment is very important. It is also an easy way to earn an A for at least 1/4 of your grade – and if you work for an A in this area it will doubtlessly help your grades in the other areas. !!

*** If you want to take the time to make notes about each chapter on a 3x5" index card and bring it with you to class to help you during discussions, I will collect those and give them back to you for your use on the tests**