

**IVY TECH STATE COLLEGE
RICHMOND/CONNERSVILLE
COURSE SYLLABUS**

COURSE TITLE: Fundamentals of Public Speaking
Fall 2005
Thursdays 9:00 a.m.—Noon

COURSE NUMBER: COM 101-051

INSTRUCTOR: Richard A. Baker
Connersville Campus (765) 825-9394
e-mail: rabaker@ivytech.edu
web address: <http://www.richbaker.net>

TEXT: Osborn, Michael and Osborn, Suzanne. Public Speaking. 7th ed. Boston: Houghton Mifflin.

PREREQUISITIES: Demonstrated competency through appropriate assessment or ENG 025 – Introduction to College Writing II and ENG 032 – Reading Strategies for College II.

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DIVISION: General Education and Support Services

PROGRAM: General Education

CATALOG DESCRIPTION: Introduces fundamental concepts and skills for effective public speaking including audience analysis, outlining, research, delivery, critical listening and evaluation, presentational aids, and use of appropriate technology.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Analyze an audience and adapt presentations accordingly.
2. Apply principles of composition to the development of oral presentations such as effective organization and outlining.
3. Develop ideas with credible forms of support and documentation.
4. Recognize and demonstrate nonverbal communication appropriate to the verbal message.
5. Use visual aids to support and enhance oral presentations.
6. Actively listen to and critically evaluate oral communications.
7. Apply the fundamental concepts of effective public speaking through oral presentations.
8. Incorporate available technology to support and enhance oral presentations.

COURSE CONTENT: Topical areas of study include—

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|---|---|
| 1. Communication models—elements | 10. Ethics and public speaking |
| 2. Listening | 11. Selection a topic and purpose |
| 3. Analyzing the audience and assessing the situation | 12. Researching the speech topic |
| 4. Using presentational aids | 13. Supporting materials and tests of evidence |
| 5. Organizing the body of speech | 14. Speech introductions and conclusions |
| 6. Outlining the speech | 15. Oral and written source citation |
| 7. Speaking to inform | 16. Presenting the speech—language and delivery modes |
| 8. Speaking to persuade | 17. Using technology |
| 9. Common fallacies | |

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

WRITING ACROSS THE CURRICULUM: This class participates in Ivy Tech's Writing Across the Curriculum program. All papers are required to meet professional standards in English composition. Specifically, all papers will:

1. Be word processed.
2. Reference sources in MLA or APA format.
3. Demonstrate professional writing through correct grammar and spelling.
4. Demonstrate the development of a thesis using basic principles of composition.

ADA STATEMENT:

Ivy Tech State College
Planning and Education

Ivy Tech State College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. That person is Desiree Polk-Bland, Ivy Tech State College, 2325 Chester Blvd., Richmond, Indiana 47374 (800-659-4562 or 765-966-2656). If you require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

COURSE POLICIES:

1. If you have difficulty during the semester and begin to miss class or assignments, please talk to me and discuss your options. I am willing to "work with you" to see that your course work is completed. If you need to withdraw from the class, the last day is Nov.11, 2005. If you have questions, you should contact Student Services at the Richmond Campus (765-966-2656 or 800-659-4562).
2. Reading assignments must be completed by the day assigned, not the evening after class.
3. Exams can be made up at my discretion.
4. Speeches are to be delivered when scheduled. If you miss your speech appointment you need to talk to me to make arrangements to make it up. There may be a penalty. Please call or e-mail me prior to class if you have to miss a speech appointment.
5. Plagiarism will not be tolerated. The minimum penalty is a "0" on the speech and you will be referred to the Dean of Students. I have heard literally thousands of speeches and can usually tell when you are trying to "read" materials copied from elsewhere as compared to your own speaking style. It is a simple matter to jot down a few singular phrases and to do a plagiarism search. Be honest with yourself and produce your own materials.
6. Turn the power off on your cell phones, beepers, pagers, and other electronic devices before entering the classroom.
7. Be punctual to class. Entering the room while a speaker is presenting his or her speech is discourteous and disrespectful.
8. Do not wear hats, caps, or other headgear to class unless these items are part of your speech.

Attendance and participation: If you are here for an education, you ought to be here. Since this is essentially a "performance" course, a large percentage of your grade is based on your attendance and class participation. 320 points are based on your attendance. Absences *may* (there is no obligation) be excused at my discretion *if you turn in a written request*. To make up an excused absence, you will attend a speech or a special lecture on or off campus and analyze and evaluate the speaker's performance. ***If you arrive late or must leave early you will earn half credit for that day.***

Speaking Assignments: You will prepare and deliver five formal speeches during the term. You should consider these speeches the major assignments of the course. The schedule is attached.

Exams: The reading assignments are attached. **You are responsible to have read the assignment by class time on the date indicated.** There will be an exam over the reading assignment. The exam will be administered at the start of the class period in which the assignment is due. Each exam is worth 30 points.

GENERAL GRADING CRITERIA

A possible 1100 points may be earned in this class. Attendance is worth 320 points—you earn a percentage corresponding to this based on your percentage of attendance. The exams are worth 30 points each for a total of 210 points. The speeches are worth 100, 100, 100, 120, and 150 respectively.

990 – 1100 pts is an A

880 – 989 pts is a B

770 – 879 pts is a C

660 – 769 pts is a D

Schedule of Readings and Assignments: All assignments are in bold type and are to be completed before class for reference during discussions. Written assignments are due at the beginning of class on the date specified in the syllabus. **Have your reading done by that class period.**

YOU MUST PRESENT ALL ASSIGNED SPEECHES IN ORDER TO RECEIVE A PASSING GRADE IN THIS COURSE. INCOMPLETE GRADES WILL NOT BE GIVEN. FAILURE TO PRESENT YOUR SPEECH ON THE ASSIGNED DATE WILL RESULT IN A 20 POINT PENALTY. TAKING AN EXAM ON A DATE OTHER THAN THE SCHEDULED DATE WILL RESULT IN A 5 POINT PENALTY. A TYPED OUTLINE MUST BE PRESENTED FOR EACH GRADED SPEECH *PRIOR* TO THE PRESENTATION.

Manuscript Speech: A speech read word for word from a carefully written manuscript. Delivery must be dynamic, expressive and engaging to maintain an audience's attention. We do not read manuscript speeches in this class. **Extemporaneous Speech:** A speech largely memorized, but delivered with an **outline** to keep the speaker from leaving the planned structure. This type of speech requires preparation and practice.

NOTICE: INFORMATION CONTAINED IN THIS SYLLABUS IS SUBJECT TO CHANGE WITH ADVANCE WRITTEN NOTICE.

Date	Class No.	Topic	Reading Assignments
Aug. 25	1	Introduction to Course Speaking in Public/Ethics and Public Speaking	Read <i>PRIOR</i> to class
Sept. 1	2	Exam 1 Chapters 12, 13 Using Language Effectively/Presenting Your Speech Present Personal Experience Speeches	Ch 1 pp. 2-28 Ch 2 pp. 29-48 Ch 12 pp. 323-348 Ch 13 pp. 349-379
Sept.8	3	Exam 2 Chapters 4, 6, 7 Listening/Selecting A Topic And Purpose/Beginning & Ending The Speech Present Communication Log	Ch 3 pp. 49-74 Ch 4 pp. 75-103 Ch 6 pp. 141-164 Ch 7 pp. 165-198
Sept.15	4	Exam 3 Chapters 10, 11 Organizing The Body Of The Speech/Beginning And Ending The Speech/Outlining The Speech	Ch 10 pp. 261-287 Ch 11 pp. 288-322
Sept.22	5	Exam 4 Chapters 8, 14 Gathering Materials/Supporting Your Ideas/Speaking To Inform Begin Speech 1—The Demonstration	Ch 8 pp. 199-228 Ch 14 pp. 380-408
Sept.29	6	Exam 5 Chapters 5, 9 Adapting to Audience & Situation/Structuring Your Speech Complete Speech 1	Ch 5 pp. 104-140 Ch 9 pp. 229-260
Oct. 6	7	Begin Speech 2—The Informative Speech	
Oct. 13	8	Conclude Speech 2	
Oct. 20	9	Persuasive Speaking/Evidence, Proof, and Argument	Ch 15 pp. 409-436 Ch 16 pp. 437-474
Oct.27	10	Exam 6 Chapters 15, 16 Begin Speech 3—The Eulogy	Review Ch 15, 16
Nov. 3	11	Exam 7 Types of Claims Conclude Speech 3	Review Types of Claims
Nov.10	12	Begin Speech 4—The Value Claim	
Nov.17	13	Conclude Speech 4	
Nov.24		Thanksgiving Break—No Class	
Dec. 1	14	Begin Speech 5—The Policy Claim	
Dec. 8	15	Continue Speech 5	
Dec.15	16	Conclude Speech 5	

Speech 1	Demonstration 10-15 min.	100 points	Sept. 22
Speech 2	Informative 7-8 min.	100 points	Oct. 6
Speech 3	Eulogy 7-8 min.	100 points	Oct. 27
Speech 4	Value Claim 9-10 min.	120 points	Nov. 10
Speech 5	Policy Claim 9-10 min.	150 points	Dec. 1
Exams	7 exams worth 30 points each	210 points	
Attendance	Point earnings based on % of attendance	320 points	

TOTAL POSSIBLE POINTS

1100

Course Syllabus Addendum

Facility Closing Announcement

If any Ivy Tech Community College Region 9 facilities will be closed due to inclement weather or other emergency conditions, the closing will be announced on the radio and television stations listed below. Remember, even if College facilities remain open, you are expected to use your judgment as to whether the existing weather conditions permit safe travel. Notify your instructor if you do not attend class due to weather or other emergency conditions.

Below is the list of radio and television stations that will be contacted for facility closing announcements. Radio Stations: WKBV (AM 1490); WQLK (FM 96.1); WCNB (AM 1580); WFMG (FM 101.3); WMDH (AM 1550); WHON (AM 930); WIFE (FM 100.3); WKWH (FM 94.3), WCTW (AM 1550), WMDH (FM 102.5), Z93 (WGTV FM 92.9), K99.1 (FM); Television Stations: Channel 7 WHIO (Dayton); Channel 2 WDTN (Dayton); Channel 22 WKEF (Dayton). Closings are also announced on the website, www.ivytech.edu/richmond/.

Certification/Licensure Training Disclaimer

Ivy Tech Community College of Indiana cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech is providing a certification exam studies class is to assist you in understanding the material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

Important Message for Pell Grant & Student Loan Recipients

If you withdraw from, or stop attending, all of your classes before 60% of the term has passed, you will owe money to the federal government and/or the College. In the event that this becomes necessary, see a student services advisor before you withdraw from classes or stop attending.

Instructor Initiated Revoke of Course Enrollment

Instructors may administratively withdraw a student from class enrollment for attendance and disciplinary issues with the approval of academic affairs. For attendance issues, the enrollment withdrawal may be initiated within the 60 to 75% time-period of the course. The registrar's office will notify the student if this action occurs.

Learning Resource Center

The Learning Resource Center (Rm. 132, Main Campus Building) is open to students when the Main Campus Building is open. Tutors are available: Monday – Thursday, 9:00 am – 7:00 pm; Friday 9:00 am – 5:00 pm; Saturday 9:00 am – 12:00 p.m.

Writing Across the Curriculum

Unless the instructor informs you otherwise, this class participates in the Writing Across the Curriculum program. All papers are required to meet professional standards in English composition. Specifically, all papers will:

- Be word processed in MLA or APA format, as designated by the instructor;
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Math and English Across the Curriculum

Ivy Tech Community College Region 9 participates in a statewide College initiative to assess math and English skills across the curriculum. For the first component of this project, students in MAT111 and ENG111 are assessed at the end of the academic term for math and English proficiency. From this assessment, a sample is identified as benchmark data. The second component of this assessment is comprised of students enrolled in selected program defined capstone courses. Sample data from this group will be compared to the benchmark for assessing retention of math and English competencies.

Library Services

Ivy Tech Community College Region 9 students have access and student use privileges for the Indiana University East (IUE) Library located in Hayes Hall on the Richmond IUE campus. In addition to the campus library services, the Ivy Tech Virtual Library is available to students on and off campus, offering full-text journals and books and other resources essential for course assignments. Go to <http://www.ivytech.edu/library/> and choose the Virtual Library Link for Richmond.

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Copyright

Material in this course is subject to protection of Copyright law.

Right of Revision

The course content is subject to change on syllabus/outline.

(Revised July 14, 2005)

