

# FUNDAMENTALS OF PUBLIC SPEAKING

Section 1359 | TTh 9:35 — 11:00 a.m. | Founders Hall 216

## Professor

**Professor Allan McKissick**

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## Office Sessions

MTWTh 1:00 – 2:00pm (FH 220A)

## Course Description

The purpose of this course is to develop individual effectiveness in various speech activities with an emphasis on public speaking. The course focuses on selecting topics and organizing information prior to the delivery of speeches. As a result of these activities, students should develop self-confidence in giving public presentations.



## Course Learning Outcomes

### Students successfully completing COMM 100 will:

1. create, and effectively deliver, professional and engaging speeches that are cogent, clear, and concise;
2. construct a speech outline demonstrating clarity of ideas, proper source citation, awareness of audience, and proper outlining techniques;
3. find, evaluate, and effectively incorporate research into oral presentations.

### Required Textbook:

Schreiber, L. (Ed.) (2013). *Public Speaking: The Virtual Text*. Creative Commons Attribution-Non-Commercial-No Derivs 3.0.



## Course Requirements



### Assignments

- Speeches (250 points)
  - Interest Speech (50 points)
  - Informative (100 points)
  - Persuasive (100 points)
- Outlines (105 points)
  - Demonstration (30 points)
  - Informative (45 points)
  - Persuasive (45 points)
- Speech Critiques (150 points)
- Formal Critique (100 points)
- Participation/audience skills (100 points)

### Tests

- 12 Online Quizzes (180 points)
- Online Final Exam (100 points)

**Total Possible Points: 1000**

### GRADING SCALE

- A = 90% (900) of points possible  
 B = 80% (800) of points possible  
 C = 70% (700) of points possible  
 D = 60% (600) of points possible  
 F = Below 60% of points possible

## Brief Course Outline

(See Course Calendar & Course Outline links on Canvas Webpage.)

Week 1: Communication Theory (Reading: Chapter 1)

Week 2: Communication Theory, Listening (Reading: Chapter 2)

Week 3: Invention/Research (Reading: Chapters 3 & 4)

Week 4: Speech Organization/Outlining (Reading: Chapters 6 & 7)

Week 5: Speech Fright/Delivery (Reading: Chapters 8 & 9)

Week 6: **Interest Speeches**

Week 7: **Interest Speeches**

Week 8: Informative Communication (Reading: Chapters 10 & 11)

Week 9: Informative Comm/Use of Language (Reading: Chapter 5)

Week 10: **Informative Speeches**

Week 11: **Informative Speeches**

Week 12: **Informative Speeches/Persuasion** (Reading: Chapter 12)

Week 13: Persuasion, Critical Thinking

Week 14: **Persuasive Speeches**

Week 15: **Persuasive Speeches**

Week 16: **Persuasive Speeches** (during Final Exam Week Meeting)

## Policies

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- 1. Enrollment and First Week Attendance: Attendance is mandatory for the first week of class.** Any enrolled student OR wait-listed student who is absent on any of those days will be dropped from the class roster. Wait-listed students may only add the course if there is available room in the class. The maximum class capacity in the public speaking course at MJC is 30 students.
- 2. Dropping Students.** Students will be dropped for any of the following reasons: (1) excessive absences; (2) failure to complete assignments; or (3) not participating in-class as defined by this syllabus.
  - **Excessive Absences.** Students will be ordinarily be dropped for a third absence. (Students should also bear in mind that absences will affect the participation/listening practicum component grade.) Attendance will be taken by the professor at every class session. At the professor's discretion, an absence may be excused (not count against the three-absence rule) for what the professor deems is a compelling reason for the absence. Normally, the compelling circumstances must be acceptably documented (which does not mean simply informing the professor of the absence or reason for it).
  - **Failure to Complete Assignments.** Students may miss 1 quiz without being dropped. Online quizzes usually may not be made-up. Students who have 2 (or more) missed online quizzes will be dropped from the course. Students missing a speech presentation will normally be dropped from the course.
  - **Not participating in-class.** Students are required to both attend and actively participate during class sessions. *Participation*, at a minimum, is defined as: (1) maintaining engagement during lectures, classroom exercises, and student presentations; and (2) offering relevant and appropriate comments when called-upon in class.
- 3. Personal Electronics.** Consistent with YCCD District Policy, cell phone use during class is NOT PERMITTED EXCEPT BY INSTRUCTOR'S PERMISSION. Violations of this policy may affect a student's participation grade. Also, the use of laptop computers in class is not permitted except by instructor's permission.
- 4. Using Canvas.** Students MUST use Canvas to submit assignments and take online quizzes and exams. No other method will be offered, accepted, or graded. Students are advised to complete assignments, quizzes, and exams early. Completing these items early will develop a habit of avoiding procrastination and limit potential "technical problems" that might interfere with completing these items. As a side note, "technical difficulties with Canvas" WILL NOT excuse missed assignments, quizzes, or exams.
- 5. Late Work.** Some assignments (e.g., quizzes) will not be accepted late. If an assignment is accepted late, it will be penalized except under well-documented (see above) extenuating circumstances as defined by the instructor.
- 6. Assignment revision.** As practicable, when assignments are "good faith efforts" submitted on or before due dates, students may, in consultation with the instructor, resubmit the assignment. The higher grade will be used in calculation of the term grade. To facilitate such efforts, students may make appointments to discuss an assignment's tentative grade before the assignment is returned in class, or even, when practicable, before the assignment is due.
- 7. Make-ups/extra credit.** In consultation with the instructor, students may submit extra credit or make-up projects. Students may use approved make-up projects to remove a limited amount of penalties for late submissions or absences. Students may submit approved extra credit projects for additional points.
- 8. Cheating.** Students who plagiarize (including self-plagiarism) or otherwise cheat will receive zero on their assignments. Severe violations will be reported to the Vice President of Student Services for possible disciplinary action.

## Policies

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9. **Non-class members in class:** anyone not registered who wishes to sit in on a class session (INCLUDING CHILDREN OF CLASS MEMBERS) must secure the instructor's permission. Any such visit must be IMMEDIATELY terminated if it becomes disruptive.
10. **Withdrawal procedures:** It is the students' responsibility to notify the Admissions Office of withdrawal from this course. Do not depend on the instructor to drop you from the class roll for non-attendance or any other reason, as he will not necessarily do so. Withdrawal deadlines are available in the MJC course schedule.
11. **Course requirements.** Requirements are not necessarily limited to those specified in the course syllabus. Some assignments may require independent or group activities outside of regularly scheduled class time and place. Class members are responsible for awareness of lecture and discussion materials, out-of-class assignments, etc., regardless of absence during activity or when an assignment was made or modified. (If in doubt, ask.)

### YCCD Policy 5-8081 Academic Freedom – Students

The Board of Trustees believes that students have the right to listen, the right to decide, the right to choose, the right to reject, the right to express and defend individual beliefs, and that the educational purpose of the District is best served by this freedom of expression. As members of an academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but maintaining rigorous standards of academic freedom for students are essential to the purposes for which community colleges exist.

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards.