

FUNDAMENTALS OF PUBLIC SPEAKING

Section 4561 | MTWTh 10:55 a.m.— 12:25 p.m. | Remote Instruction

Professor

Professor Allan McKissick

Remote Office for Summer 2020

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Remote Office Hours

MTWTh 1:00 p.m. — 2:00 p.m.

And by arrangement: schedule a one-on-one or small group meeting on Zoom.

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)
 - Demonstration (50 points)
 - Informative (100 points)
 - Persuasive (100 points)
- Outlines (75 points)
 - Demonstration (25 points)
 - Informative (25 points)
 - Persuasive (25 points)
- Speech Critiques (90 points)
- Participation/audience skills (100 points)

Tests

- 18 Online Quizzes (270 points)
- Online Final Exam (100 points)

GRADING SCALE

A = 90% of points possible

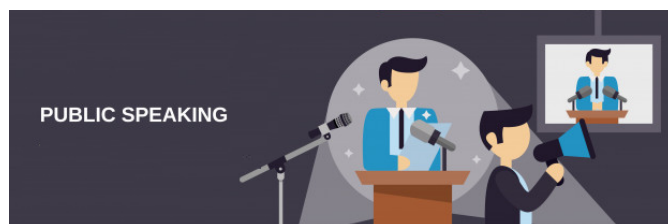
B = 80% of points possible

C = 70% of points possible

D = 60% of points possible

F = Below 60% of points possible

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 7	8 Required Mandatory Attendance	9 Required Mandatory Attendance	10 Required Mandatory Attendance	11 Required Mandatory Attendance	12 Quizzes #1 and #2 Due	13
14	15 Last day to add class (5pm)	16	17	18	19 Quizzes #3 and #4 Due	20
21	22	23	24	25	26 Quizzes #5 and #6 Due	27 Demo Outline Due
28	29 Demo Speeches	30 Demo Speeches	July 1 Demo Speeches	2 Demo Speeches	3 Quizzes #7, #8, and #9 Due	4
5	6	7	8	9	10 Quizzes #10, #11, and #12 Due	11
12	13 Informative Speeches	14 Informative Speeches	15 Informative Speeches	16 Informative Speeches <i>(Last Day to Drop)</i>	17 Quizzes #13, #14, and #15 Due	18 Info Outline Due
19	20	21	22	23	24 Quizzes #16, #17, and #18 Due	25 Pers Outline Due
26	27 Persuasive Speeches	28 Persuasive Speeches	29 Persuasive Speeches	30 Persuasive Speeches	31 Final Exam Due	August 1



Policies

- 1. Enrollment and First Week Attendance: Attendance is mandatory for the first week of class (June 8, 9, 10, 11).** 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. Wait-listed students receiving an add code will have until 5:00 p.m. on **Monday, June 15** to add the class on PiratesNet. No students will be permitted to add the class after the enrollment deadline.
- 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.** Beginning on **Tuesday, June 16**, students may use 2 free absences for any reason. Students are dropped, however, for acquiring a 3rd absence. (Students should bear in mind that absences will affect the participation/listening practicum component grade.) Attendance will be taken by the professor at every class session. Given the coronavirus pandemic, students are required to keep the professor informed about any personal circumstances which may affect attending specific class sessions. On a case-by-case basis, the professor may provide (but does not guarantee) reasonable accommodations to students who: (1) keep the professor informed and (2) do not abuse any goodwill provided by the professor.
 - **Failure to Complete Assignments.** Students may miss 1 quiz without being dropped. Online quizzes cannot 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.** During remote instruction, students are required to both attend and actively participate during class sessions. *Participation*, at a minimum, is defined as: (1) displaying a live video feed by facing and looking directly into the webcam or other video source (i.e., substituting the live video feed for a picture or name will not suffice); (2) maintaining engagement during lectures, classroom exercises, and student presentations; and (3) offering relevant and appropriate comments when called-upon in class.
- 2. 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.
- 3. 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.
- 4. Late Work:** Late work is not accepted.
- 5. 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.
- 6. Academic Integrity.** Students who cheat or plagiarize (including self-plagiarism) will receive zero on their assignments. Severe violations will be reported to the Vice President of Student Services for possible disciplinary action.
- 7. Clarification About Policies, Deadlines, Assignments, and Announcements.** Students are responsible for seeking clarification about any policy, assignment deadline, or information contained in this syllabus. (If in doubt, ask.)