

**Fort Scott Community College Syllabus
Spring 2011**

COURSE TITLE: Public Speaking Online

COURSE NUMBER: SPE 1093

CREDIT HOURS: Three (3)

INSTRUCTOR: Nathan Magee

OFFICE LOCATION: Ellis Fine Arts Center

OFFICE HOURS: as posted on office door

OFFICE PHONE: 620-223-2700 ext. 560

E-MAIL ADDRESS: nathanm@fortscott.edu

DISCUSSION BOARD: NA

BLACKBOARD ADDRESS: <http://blackboard.fortscott.edu>

PRE-REQUISITE (S): None

REQUIRED TEXT:

Public Speaking Handbook, 3/E

Beebe & Beebe, ISBN-13: 9780205726332

See Technical Requirements on Blackboard

B. COURSE DESCRIPTION:

Introductory course designed to improve one's public speaking skills. Emphasizes verbal ability, self-confidence, message structure and audience adaptation. Performance required.

C. METHOD OF INSTRUCTION:

This course will consist of textbook reading assignments, multiple writing assignments, online discussions, and written feedback on taped speeches.

D. COURSE OBJECTIVES:

This course is an introduction to basic oral communication principles and skills. Includes study and practice in public speaking, discussion, preparation, organization, and delivery techniques.

E. COURSE TOPICS/UNITS:

Unit 1: Public Speaking and Critical Listening

Unit 2: Planning and Preparing Your Speech

Unit 3: Presenting Your Speech

Unit 4: Types of Public Speaking

F. COURSE COMPETENCIES:

At the end of the course, students will (should) have the following competencies in Public Communication:

1. Students will (should) be able to phrase clear, responsible, and appropriate purpose statements.
2. Students will (should) be able to develop specific, well-focused thesis statements.
3. Students will (should) be able to analyze an audience and situation, and then adapt a message to those needs.
4. Students will (should) be able to generate ideas and gather supporting material.
5. Students will (should) be able to establish credibility by incorporating material from various appropriate sources using proper verbal citations.
6. Students will (should) be able to prepare and use visual aids that promote clarity and interest.
7. Students will (should) be able to organize an effective message.
8. Students will (should) be able to use analytical systems to generate relationships among ideas.
9. Students will (should) be able to write a sentence outline indicating appropriate relationships.
10. Students will (should) be able to use language that is appropriate to enhance understanding and thereby the desired result.
11. Students will (should) be able to establish credibility by demonstrating knowledge of topic, analysis of topic, and significant relationships.
12. Students will (should) be able to use extemporaneous delivery with reasonable fluency and comfort.
13. Students will (should) be able to cope effectively with stage fright.
14. Students will (should) be able to use non-verbal factors to reinforce the message.
15. Students will (should) be able to use evidence, reasoning, and motivational appeals during persuasive speaking.
16. Students will (should) be able to demonstrate acceptable ethical standards in research and presentation of materials.

G. GRADING PLAN:

<u>Assessment Tool</u>	<u>Point Value</u>
Syllabus Form	50 Points
Proctor Form	25 points
Email assignment	25 points
Speeches (4 @ 100 points)	400 points
Outlines (4 @ 50 points)	200 points
Self-Evaluations (3 @ 25 points)	75 points
Discussion Boards (25 @ 10 points)	250 Points
Quizzes (5 @ 25 points)	125 points
<u>Final Exam</u>	<u>100 points</u>
Total Points Possible	1250 points

Grading Scale:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

H. ATTENDANCE POLICY:

Attendance is required in order to succeed in the course. The student needs to check blackboard at least every other day in order to stay current and be successful in this class. You will have multiple assignments every week, and you must stay on top of them if you want to keep up in this class. If you turn something in late, I cannot guarantee that the assignment will be returned in a timely manner.

I. COURSE COMPONENT SPECIFICS:

ASSIGNMENTS:

Students will be required to give four extemporaneous speeches, four typed outlines, and three self-evaluations. Students will be required to write on weekly discussion boards. Students will be required to take five quizzes, one mid-term exam and one final exam over the required reading in the textbook. Each student is responsible for completing all assignments during the course of the term and turning them in on time.

Discussion Boards: Discussion boards are a major part of your grade. Please stay up to date on your postings. I will check them. When responding to a discussion board, please expand upon what was said. A reply does not mean “Good Job.”

Missed/Late Assignments:

Quizzes: Each quiz will be available for a three day period. If you fail to finish the quiz before that time ends, you will not be allowed to make it up.

Written Work: If I allow you to turn in late work, there will be a penalty. For each day that an assignment is turned in late, you will be assessed a penalty of 5 points for that particular assignment.

E-mailing assignments/computer problems: You will need to submit most of your assignments through blackboard. Please note: your computer breaking, printer not working, etc. will never be accepted as an excuse for late work. It is your responsibility to begin work early enough to accommodate unforeseen circumstances. In addition, e-mailed work is recorded as “turned in” according to the time stamp in the introduction to your message. “I got your address wrong” or “my e-mail wasn’t working” will not be accepted as reasons for late assignments.

Presentations: Please follow all criteria for taped speeches exactly. Failure to do so will result in a zero. Also, take the postal service into account when submitting speeches. Late speeches will not be excepted.

Exams: There will be one major exams: a comprehensive final. This has to be done with a proctor. You cannot use your book or any other resource while you are taking this exam.

Final Exam: All students must take their final exam on the scheduled date for that particular class. The exam WILL NOT be given early and CANNOT be made up. The final exam will be comprehensive from the quizzes, lectures, in-class activities and reading assignments.

Returned Work: Save all returned exams, assignments, and papers until you have received your final grade and have accepted it. If a grade is missing, the burden of proof is on you.

Drop Slips: Please take note of important dates. September 19th is the last day to withdraw from a course and get a full refund. December 2nd is the last day to drop a class and receive a “W” on

your transcript. After May 6th you have to have an instructor's signature to drop and I do not sign drop slips. It is your responsibility to drop a course.

SPECIAL COURSE REQUIREMENTS: Each speech will be videotaped. You must film them either on a compatible DVD disc or videotape. **No 8mm or hi-8 film. No Webcams.** The video must be of a high quality to ensure my ability to view it and grade it. Please check with the instructor should you have any questions about a compatible disc.

J. SERVICE LEARNING: Students are encouraged to utilize the M.I.L.L located on the second level of the Academic Building for any special services or tutoring.

K. CLASSROOM RULES OF CONDUCT:

All written assignments must be typed. Each student will be expected to conduct themselves in a respectful and professional manner while giving each speech and while another student is speaking. Please make sure that your audience understands this and is professional. This applies to all discussion boards as well. **Failure to do so will result in the dismissal from the course.**

L. ACADEMIC INTEGRITY:

Plagiarism or cheating in any of the assignments given in this course will not be tolerated. Students must be cautious of excessive paraphrasing on coursework. The instructor will deal with any suspicion of cheating promptly.

M. EMERGENCY PROCEDURES:

Please pay careful attention to your local news and radio stations should the college be closed for any reason. Also refer to the college's website for any changes or information.

NOTE:

This syllabus is subject to change without prior notice to the student by the instructor. Please watch the announcements tab on blackboard for any changes. All policies in the catalog and student handbook apply to this course.

PUBLIC SPEAKING COURSE OUTLINE

Important Due dates are **Bold**. Please Mark Calendar

ALL ASSIGNMENTS DUE BY 11:30pm UNLESS OTHERWISE MARKED

These dates are tentative. They are subject to change.

WEEK ONE 8/22-8/26:

- Getting to know you introductions
- Required reading: Chapters: 1-4
- **8/26**-Syllabus and Proctor from due no later than this day.
- **8/26**-Email assignment due

WEEK TWO 8/29-9/2:

- **8/31**-Quiz 1: Chapters: 1-4
- **8/31**-Discussion Boards over chapters 1-4
- Required reading: Chapters 5-6

WEEK THREE 9/5-9/9:

- **9/7-Quiz 2:** Chapters 5-6
- **9/7-Discussion Boards** over Chapters 5-6
- Required reading: Chapters 7-9
- **9/7-Topic** must be chosen for Speech 1

WEEK FOUR 9/12-9/16:

- **9/14-Quiz 3:** Chapters 7-9
- **9/14Discussion Boards** over Chapters 7-9
- Required reading: Chapters 10-14

WEEK FIVE 9/19-9/23:

- **9/19-First Preparation outline** due
- **9/21 Quiz 4:** Chapters 10-14
- **9/21-Discussion Boards** over Chapters 10-14
- **9/22- Topic for speech 2** Due

WEEK SIX 9/26-9/30:

- **2/29-Mail first informative speech** no later than this

WEEK SEVEN 10/03-10/7:

- **10/3-First Informative speech** due
- **10/5-Topics** due for 3rd Speech
- **10/6- Preparation Outline** due for Speech 2

WEEK EIGHT 10/10-10/14:

- **10/11-1st Self Evaluation** due
- **10/12-Quiz 5-Chapters 15-20**
- **10/12-Discussion Boards** over Chapters 15-20 due

WEEK NINE 10/17-10/21:

- **10/20- Mail second informative speech** by this date

WEEK TEN 10/24-10/28:

- **10/24-2nd Informative speech** is due
- **10/26-Topic** due for 4th Speech
- **10/27-Preparation Outline** due for Speech 3

WEEK ELEVEN 10/31-11/4:

- **11/1- Self Evaluation for Speech 2** Due

WEEK TWELVE 11/7-11/11:

- **11/10-Mail third speech** by this date

WEEK THIRTEEN 11/14-11/18:

- **11/14-3rd Speech** Due
- **11/16-Preparation outline** due for Speech 4

WEEK FOURTEEN 11/21-11/22:

- **11/22- Submit typed self evaluation** over sales speech
- Working on Speech 4
- Thanksgiving

WEEK FIFTEEN 11/28-12/2: 4th Speech

- **12/1-Mail fourth speech** by this date.

WEEK SIXTEEN 12/5-12/9: Problem/Solution Speeches

- **12/5-Fourth speech** due
- Review for Final

WEEK SEVENTEEN: 12/12-12/15 Comprehensive final exam: Chapters 1-20

- **12/12-12/15-Final** must be taken before 4:00pm on December 15th

**Please sign this form, detach from syllabus, and return to the instructor.
FSCC Attn. Nathan Magee 2108 S. Horton St. Ft. Scott, KS 66701**

Course Title: Public Speaking

Course Number: SPE 1093

Credit Hours: Three (3)

Instructor: Nathan Magee

Office Location: E 110

Office Hours: as posted on office door

Office Phone: 620-223-2700 ext. 560

E-Mail Address: nathanm@fortscott.edu

P.Affidavit

My signature below indicates that I have read and understand this syllabus and have been given a copy of my own to keep.

Print Signature

Student signature

Date