

Course Syllabus

SPE 1010: Public Speaking

Metropolitan State College of Denver

Fall Semester – August 22, 2011 to December 12, 2011

FIRST YEAR SUCCESS PROGRAM

This course is part of the Metro State First Year Success Program (FYS). FYS provides students with many benefits designed to enrich their time here, such as linked courses, a collegial environment, supplemental programming, and enhanced support services designed to promote academic and personal success. If you have questions about the program, contact the FYS Program office at 303-352-4195 or visit <http://www.mscd.edu/fys>. Advising questions can be directed to FYS advising@mscd.edu.

Instructor: Nicole Meyer
nmeyer10@mscd.edu
303-307-1107 (leave message)

Office Hours: Tuesday and/or Thursday 7:00 a.m. to 7:40 a.m. or by appointment

Class Time Tuesday and Thursday 9:30 a.m. to 10:45 p.m.

Course Description: This is an introductory class in FYS Public Speaking. For the purposes of this class, “public speaking” will be defined as ANY kind of speaking in front of more than one person, not just giving speeches. The First Year Success Program promotes academic excellence, awareness of valuable college resources and supplemental instruction to promote learning outside of the classroom.

FYS LINKED COURSE: SPE 1010 is linked with **Survey of African History (FYS Program)** taught by Dr. McLeod, jmcleod2@mscd.edu. The current events discussion assignments for this course are coordinated with topics that will be covered in Survey of African History as well as contemporary events occurring in Africa today. In addition, we will be using the book, **Enrique’s Journey**, as a team project speech presentation and attending several co-curricular activities that will honor our U.S. constitution and a variety of diversity learning events.

SUPPLEMENTAL INSTRUCTOR: Juanita Valdez –jvaldez33@mscd.edu

A minimum of 10 supplemental hours over the semester is required for this course.

Text *The Speaker’s Handbook*, Sprague, Stuart, and Bodary, 9th Ed

Course Objectives

These are the six main objectives for this First Year Success 1010 Public Speaking course:

- 1) Competence in the principles of Rhetoric as they are used in a democracy. The competence objective will be reached through lectures, reading, and class activities that relate to the material covered both in class and in the text. The culmination of the **competence** objective will be **a cumulative final exam given at the end of the course.**
- 2) Confidence in developing your research skills and creating your unique “voice.” The **confidence** objective relates to building your confidence as a speaker, and there’s only one way to do that: Give speech presentations! You will have several opportunities to practice your speaking skills throughout the course of the semester both formally and informally. The only way to become a better public speaker is to research your topic, know what you’re talking about, and speak in public, so have fun!
- 3) Accessing Supplemental Instructor for a **minimum of ten hours over the semester;**
- 4) Attending **at least two Co-Curricular Opportunities** listed on the syllabus calendar; 25 extra credit points per event will be awarded for optional events you go to that are listed on the syllabus.
- 5) Community Involvement – becoming aware of a variety of Auraria student resources through the campus as well as donating food to the **Metro State food bank (3 items required for the semester)**; and, the Counseling Center and the Phoenix Center
- 6) Civic Engagement and Advocacy - *Enrique’s Journey* will be read for a group presentation

Points for Each Assignment Due

Informative Speech	100 pts
Group Presentation Exercise	100 pts.
Advocacy / Persuasion Speech	100 pts
Current Events and African Linked Discussion	100 pts
Enrique’s Journey - Discussion Presentation	100 pts
2 FYS or Co-curricular activities (required)	100 pts
FYS Supplemental Instruction (10 at 10 points each)	100 pts.
Final Examination – 50 question comprehensive	<u>50 pts</u>
Total	750 pts

*** 25 extra credit points awarded for the attendance of each FYS supplemental activity***

ASSIGNMENTS

Current Events and African class discussion review: A daily discussion that brings information to the class about what's going on in the world (specifically Africa), state, city, or at Metro/Auraria campus. A second discussion will be a review about what you are learning in your Survey of Africa class. In addition, a *New York Times Upfront* newsmagazine will be used to stimulate thought, reflection and discussion.

Informative Speech: (3 – 5 min.) You will be teaching the class about a person, event, object, procedure or idea. At least 2 outside sources must be cited **within** your presentation.

Group Presentation Exercise: (3 to 5 min. *per each person*)

The class will be divided into small groups. The group will decide on a theme and then assign its members “what” and “how” they will present the information to the class. Choices for the topics may include: the arts, sports, politics, science, media, music, literature, favorite TV shows, Super Heroes, favorite games, social networking sites, or anything else you can come up with that you feel is of interest to our group audience.

Research of the topic, group management skills, timing and delivery are all important for the group to adhere to. The purpose of this assignment is to practice working in teams, designing a presentation, educating the audience and listening to others. Be Creative!

Group Presentation Exercise: (3 to 5 min. *per each person*)

The class will be divided into small groups. We will be reading the FYS recommended book, Enrique's Journey. Each group will lead a discussion presentation for the whole class over various chapters of the book.

Advocacy Speech - Persuasion: (5 – 8 min.) A speech in which you will speak on behalf of (advocate for) an **issue or a group or an idea that is important to you**. Choose a topic you personally believe in; would volunteer for; would give money to; or would attend an event to see. At least 3 sources must be cited within your presentation.

Impromptu: This presentation will give you the opportunity to talk “off the top of your head.” The instructor will give you the topic. The impromptu speeches will be at random.

FYS Supplemental Instruction – at least 10 hours over the course of the semester is required. A sign-in sheet will be given to instructor to provide documentation of this requirement

Attendance is required to at least two FYS – or any other campus co-curricular events. As a class we will be attending at least two of these events, but if you would like to do more you will receive extra credit for the participation. We will be attending several of these events as a class because I feel they are pertinent to the issues we cover: Constitution Day speaker, Disability Awareness, and Cultural Diversity experiences. Lunch with the Lawmakers is also highly recommended, but is an optional co-curricular activity.

Class Discussions

Your attendance is a significant aspect of your learning experience. Regular attendance is required for you to be successful in this course. Each class period we will be having a linked **class review and a current events update.**

Bring in a current event topic that you find on the internet, read in the paper or hear on the TV or radio. It is highly suggested that you pick up the free papers on our campus and share some of the current events from these free publications. In addition, a fee may be charged for a bi-weekly New York Times magazine that will give you a good overview of contemporary events and issues.

The purpose of the daily discussion is: 1) to link the two FYS courses by discussing what you are learning in the other class; 2) to generate potential contemporary topic ideas for your assigned speeches (for instance, if an upcoming art exhibit or an author or a musician is coming to Denver or the campus you may want to do a speech presentation about the artist or event); 3) to practice impromptu speaking; and, 4) to stay abreast of what is going on in the world around us through the mass media or by word of mouth. It's also important to support our student Journalism majors by reading the free campus papers.

Technology

Make sure you are checking your **Metro Connect email account** several times a week. My lectures and extra information will be available to you by email. You will need to print them out on your own; rarely will I had out copies of anything in my class.

Written Work

There is little written work in this class, however, appropriate references that you cite **within** your speeches will be turned in using the APA format. PLAGIARISM for any presentation material may result in an "F" for the course. Make sure you are citing your sources and giving credit for your source's intellectual property! See pages on plagiarism, included in this syllabus, to avoid getting into trouble with this issue.

Make-up Policy

Any speech that is missed without informing the instructor AT LEAST 24 HOURS prior to class will be recorded as a zero for that assignment. If a student misses a speech and provides adequate documentation as to why the speech was missed (medical documentation, court appearance documentation, or a traffic accident report), the instructor **may** have the student do the presentation at another time. The same documentation policy is in force concerning *the comprehensive final*.

Grading Scale

- | | | |
|---|-----------|---|
| A | 90-100% | Superior mastery or achievement |
| B | 80-89% | Better than average mastery or achievement |
| C | 70-79% | Acceptable mastery or achievement – meets minimum standard |
| D | 60-69% | Less than acceptable mastery or achievement |
| F | Below 60% | Fails to demonstrate achievement of course objectives |

Conduct in Class

Please follow the common sense rules of academic etiquette during class. Adhering to academic etiquette ensures that free speech and the exchange of ideas will take place in an atmosphere that promotes healthy discourse and encourages learning. In addition to the conduct stated in the student handbook, the following also apply to SPE 1010:

- Do not enter the classroom when a speech is in progress.
- Turn off all cell phones! No text-messaging during class! No surfing the web!
- Do not speak or instigate disruptive behavior when a speech is in progress, a discussion is going on or while the instructor is lecturing.
- Refrain from the use of foul language.
- Certain items are prohibited by law to bring into a school classroom even for the purpose of a visual aid during a speech. Some of these items include pornographic material, weapons, explosive devices, alcohol, and illegal substances.

Minimum Requirements for Class Participation

- 1) Check your Metro Connect email at least two times a week.
- 2) During class make sure you are taking notes on my lectures. I will be covering information that will be on the final. Pay attention and you'll do fine.
- 3) You must participate in class in the form of asking questions at appropriate times, commenting within the discussions, taking notes, paying attention, and supporting other students. This is **not a debate class** so you may not challenge a student for any views that may be voiced except in the group assignment that will be assigned and will be about a specific issue that you will be asked to research. Other than inappropriate foul language, freedom of speech will be upheld in this class.
- 4) Each class period we will have a supplemental FYS course review and current events discussion. You may wish to pick up one of the free papers around the campus or bring another newspaper that you enjoy reading. You can also get current event topics from the internet, TV, radio or friends. This is considered an impromptu speaking exercise. Topics for speeches can be found in the news and all around you so this portion of the class is to stimulate ideas that may be developed more fully for a speech or team activity assignment.
- 5) This class is based on **respect and diversity**. If you are repetitively whispering to other students, having private conversations, disrespectful to the instructor or other student's opinions, or in any other way disrupting the class, you will be asked to leave the class immediately. This behavior will result in a non-passing participation grade and will be reflected in the low points given for that area. The student may also be asked to leave the class for that day and will not receive the points associated with attendance for that day.

- 6) The grade for each presentation is composed of three parts: 1) all written materials used to prepare and present your speech which includes an outline, a copy of your Power Point presentation (if you use one), as well as, the references cited **within** the speech. All complete written presentations or cards must be given to Mrs. Meyer on the day of the speech; 2) The actual delivery of your speech: the minimum requirements must be followed: structure, purpose, sources, time limits, and nonverbals; 3) A reflection paper must also be turned in at the end of each speech presentation.
- 7) You must successfully complete all assignments, both oral and written, and adhere to the Metro attendance policy to pass this class.

Presentation Grading Rubric

Your speech performance will be evaluated on 1) organization; 2) time used for speech; 3) ease of organizational pattern; 4) clarity of message/central idea/thesis; 5) supporting material; 6) conclusion; 7) topic selection; 8) verbal delivery which includes words, language, voice quality, and vocal variety; 9) non-verbal delivery which includes kinesics, eye contact, gestures, utilization of space; and 10) visual aids, if used.

Giving speeches depends on **good research**, a **topic you genuinely are interested in**, and **practice**. Be conscience of your **timing**. Points will be deducted if you are over the grace time or undertime. A two minute grace period, except for the persuasive advocacy speech, will be given for speeches that run overtime, but points will be deducted if it is undertime. Boundaries are important to learn in public speaking.

If you are using Power Point or ANY visuals other than ones you hold in your hand or writing on the board, **make sure you practice using your flash drives or computers in the classroom BEFORE the day of your presentation.** Technology can be tricky and can take away the credibility within your presentation. Using technology can be complicated; keep it simple and do not assume anything!

Peers will be asked to evaluate your presentations as well as the instructor. Grade for presentation will be based on whether you fulfilled the structure, timing and purpose of the assignment. Remember that it is the **audience** that determines if you get your message across. I am concerned with an **audience-centered approach** to communication in this class.

As far as grades are concerned, if you meet the **minimum requirements** of structure, boundaries and purpose for each speech, you will receive a C for the presentation. A's and B's will be reserved for exceptional presentations: Clarity, Ease of Comprehension, Visuals, etc. These grades will be determined by the responses turned in on the Reflection papers as well as the instructor's professional expertise.

University Policy and Procedures

Attendance According to departmental policy, each student will receive four (4) free absences. If you go over four absences you can not receive an A in this class. An attendance sheet must be signed at every class.

Department of Communication Arts and Sciences

Class Attendance Policy

The Department of Communication Arts and Sciences has adopted the following policy regarding class attendance.

1. There are NO excused absences.
2. Final grades will be reduced for absences from the initial grade earned as follows:

Classes Per Week			Action
Three	Two	One	
<i>Classes Missed</i>	<i>Classes Missed</i>	<i>Classes Missed</i>	
6	4	2	No Grade Reduction
7	5	3	One Letter Grade Reduction
11	9	5	Two Letter Grade Reduction
15	13	7	Three Letter Grade Reduction
19	16	8	Failure to Complete Course

Weather Information Campus Closure: 303 556-2401

No Credit Withdrawal Policy:

Students will be expected to know and observe the MSCD regulations regarding No-Credit Withdrawal (NC). It is the student's responsibility to withdraw from a course. Students who withdraw after the census date will receive an NC on their transcripts. NC stands for No Credit and does not impact the student's grade point average. NC deadlines for part-of-term classes vary. Withdrawal deadline for full-term courses with no faculty signature required: Wednesday, Sept. 7, 2011. Withdrawal deadline for full-term courses with faculty signature required: Monday, October 31, 2011. Students who have questions about tuition and fees refund deadlines should contact the Office of Student Accounts at 303-556-6188.

Accommodations for Students with Disabilities:

The Metropolitan State College of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability that may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Auraria Library, Suite 116, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter). Once I am in receipt of your official Access Center faculty notification letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access Center website www.mscd.edu-access.

Class Attendance for Religious Holidays

Students at Metropolitan State College of Denver (MSCD) who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall without penalty be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that advance written notice that the student will be absent for religious reasons is given to the faculty members during the first two weeks of the semester.

Nothing in paragraph one of this policy shall require MSCD faculty members to reschedule classes, repeat lectures or other ungraded activities or provide ungraded individualized instruction solely for the benefit of students who, for religious reasons, are unable to attend regularly scheduled classes or activities. However, presentations, critiques, conferences and similar activities involving individual students shall be scheduled to avoid conflicts with such students' religious observances or holidays provided that reasonable advance notice of scheduling conflicts is given to faculty members. Because classroom attendance and participation is an important aspect of learning, MSCD students should not register for courses if regularly scheduled classes or activities routinely conflict with their religious observances or holidays (e.g., conflicts resulting in weekly absences for an entire semester).

Any MSCD student who believes that an MSCD faculty member has violated this policy is entitled to seek relief under Section V of the MSCD Equal Opportunity Grievance Procedure.

Academic Dishonesty:

Academic dishonesty is a serious offense at the College because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of Academic Dishonesty may lead to sanctions including a reduction in grade (up to and including a permanent F for the course), probation, suspension, or expulsion. Academic dishonesty includes cheating, fabrication, plagiarism, submitting the same paper or work for more than one class, and facilitating academic dishonesty. For definitions and more information, see the Student Handbook which is available online through Metro-Connect.

STRAIGHT TALK
About PLAGIARISM
FROM BEDFORD/ST. MARTIN'S

Your teachers are savvy.

Teachers know that some students cheat. They also know how to catch cheaters. It's just as easy for instructors to find the original source of a paper plagiarized from the Web or an online database as it is for a dishonest student to plagiarize. Some instructors use search services and software that can scan a student paper, search the Web, and then create a report that shows where text in student writing matches text from a source on the Web. At many schools, instructors don't even need the original source to charge a student with plagiarism. If a student lacks drafts, can't answer questions about the essay, or the writing differs radically from prior work, then an instructor may have enough information to make a plagiarism charge stand.

Common Citation Styles – APA, MLA, Chicago Manual

Learn about plagiarism and plan ahead. Read the sections in your course syllabi, your school's student handbook, and textbooks that define plagiarism and give advice about managing and documenting sources. Make sure you know how to quote, paraphrase, and summarize sources before you begin to write. And don't be embarrassed to ask questions along the way.

Save your work in different stages. Instead of working in one computer file as you write and revise, save and label different drafts as separate files. You can set up a system of folders to help keep your files organized.

- Create a folder with the name of your course.
- Within your course folder, create a folder named *Writing Assignments*.
- Within your *Writing Assignments* folder, create a new folder for each assignment. Save all writing for the assignment in this folder.
- Whenever you work on a draft, use the "Save As" feature under "File" to save a new version of your document with a new name: *Assign5Tuesdraft*, *Assign5Weddraft*, *Assign5Fridraft*.

Take notes as you work. Instead of just writing down (or copying and pasting) quotes, read actively: Summarize main points, write questions, and jot down ideas for other sources or ideas to look up.

Keep track of sources as you use them. If you cut and paste a passage from a source into a draft, use a system that will help you distinguish the source's language from your own. For example, change the source text to bold or a different color so that the source's words will be easier to distinguish.

Create a research portfolio. In addition to saving your drafts in stages (see suggestion 2), you should also keep a research portfolio to help you manage your project and to provide an accurate record of your work. A portfolio should include:

- **A copy of every source you use,**
including photocopies of print articles
and key passages from books. If you use
online sources, print them out or save
them on disk. E-mail yourself copies of
articles from databases.
- **Your notes** on both your print and
online sources.
- **Your working bibliography.** As a rule,
immediately record bibliographic informa-
tion for every source you collect. A Web
page may not exist later, and a library book
could be checked out by someone else.
- **Annotations for your sources.** For
each source, write a summary of the main
points and key ideas. Some instructors
may require you to include annotations
with your final bibliography.

For more information or help, go to the Metro Writing Center for help.
(<http://www.mscd.edu/~writectrl/>) Tutors there will be willing to help you at almost any point in your process. Your library or its Web site may also provide resources that can help you find and document sources.

FYS FALL 2011

Tentative Course Calendar

- 8/23 Course Intro, Survey and Introductions
FYS Student Meet & Greet: Rowdy Welcome (during breaks in MC&)
- 8/25 Why do we take public speaking?/ Intro to Informative Speech / Overview of class
- 8/30 Informative Speech Structure – Intro/Body/Conclusion / Outlines
The Basics of Public Speaking – Delivery, Types and purposes of speeches, Anxiety

Hispanic Heritage Month (Sept. 15 – Oct. 15)

- 9/1 Organization patterns/ Presentation software considerations/Intro Pitfalls
Ethics and sources/ Peer Review/Speech Evaluation Criteria/ Outlines due
- 9/6 Informative Speech (3 to 6 min.)
- 9/8 Informative Speech (3 to 6 min.)
- 9/13 Informative Speech presentations (3 to 6 min.)
Lunch with the Lawmakers – 12:30 (optional FYS co-curricular activity)
- 9/15 **Constitution Day** – we will listen to a professional speaker from 9:30 to 10:30
- 9/20 Reflection paper 1; Metacommunication ; Holistic Listening; Nonverbals
- 9/22 Group assignments/ Enrique’s Journey/Alejandra, Student Ambassador speaks
FYS Student Meet & Greet: Rowdy Breakfast during breaks in MC7
- 9/27 Lecture: Pathos/Theories of Persuasion/ Maslow’s, Monroe’s Motivated Sequence
- 9/29 Lecture: Audience Analysis/Transactional Communication Model

October - Conflict Resolution Awareness Month

Stage Production of Enrique’s Journey by Su Teatro – Oct. 7 -23

- 10/4 **Disability Awareness Festival – Tivoli Commons 9:30 – 10:45 (mandatory)**
- 10/5 & 6 *Love, Sex & Lies: An Intimacy Check Up (optional FYS co-curricular)*
- 10/6 Group presentations (3 to 5 min. per person)
- 10/11 Group presentations (3 to 5 min. per person)
Lunch with Lawmakers – National Coming Out Day (optional FYS co-curricular)

- 10/13 Group presentations (3 to 5 min. per person)
Institute for Women's Studies open house 3 – 5 (optional FYS co-curricular)
- 10/14 *Talk by Enrique's Journey (optional FYS co-curricular activity)*
- 10/17-10/21 *** Midterm Activities: FYS De-stress Fest Week*** mandatory**
- TBA Learning Community Midterm Review Activities (mandatory)**
- 10/18 Discussion presentation – Enrique's Journey
- 10/20 Discussion presentation – Enrique's Journey
- 10/25 *Culture and Food Festival 9:30 – 10:45 in-class assignment - mandatory*
- 10/27 Lecture: Logos: Types of Reasoning, Propositions, Types of Definitions, Fallacies
- 10/28 *Colorado Leadership for Equity, Advocacy, and the Discovery of Social Justice (optional FYS co-curricular)*
- 11/1 Advocacy Outlines due: Must have correct structure and purpose
- 11/3 Persuasive Advocacy Speech (5 – 8 min.)
- 11/8 Persuasive Advocacy Speech (5 – 8 min.)
Lunch with the Lawmakers (optional FYS co-curricular)
- 11/ 10 Persuasive Advocacy Speech (5 – 8 min.)
- 11/ 15 Persuasive Advocacy Speech (5 – 8 min.); Reflection paper due
- 11/17 FYS Student Meet & Greet: Cozy Rowdy Days, during breaks, Nov. 17 mandatory
- 11/22 – 11/24 ***** FALL BREAK *****
- 11/29 Review of semester content
- 12/1 End of Semester Activity: FYS-Passport to Success Carnival (mandatory)
- 12/ 6 Final Exam Review
- 12/ 8 Final Exam Review
- Dec. 12 - 17 Exam Week

SPE 1010 – PUBLIC SPEAKING

First Year Success Program

Metro State College of Denver

Department of Communication Arts and Sciences

Instructor – **Nancy Nicole Meyer** Email: nmeyer10@mscd.edu

Student Course Agreement

I have received a copy of the syllabus for SPE 1010, and a copy of the Tentative Course Outline as taught by Nancy Nicole Meyer, Fall 2011. I have read the documents completely and fully understand the course requirements and its evaluative process. In particular, I have read and carefully examined the section listed as Important Guidelines and Class Behaviors in the course syllabus along with the information on Communication Arts and Sciences attendance policies. My signature denotes my understanding and acceptance of the expectations and policies of this class. **Note: if you are in doubt about any of the information provided in the course outline and guidelines you are encouraged to talk to Ms. Meyer, your professor, before signing. Otherwise your signature constitutes understanding and acceptance. Make sure you keep a copy of this document for your records.**

Student's Name: (printed) _____

Student's class day and period: _____

Student's Signature: _____ Date: _____

If you have a problem with the instructor in this class, talk to her first. If the problem can not be worked out, then you may go to:

Dr. Mike Monsour
Assistant Professor, Coordinator-Public Speaking
Department of Communication Arts and Sciences
Campus Box 34, P.O. Box 173362
Denver, CO 80217-3362
303-556-4299 (o); 303-556-6239 (f)
email: wmonsour@mscd.edu
Web: www.mscd.edu/cas

This form is due to Ms. Meyer on or before Sept. 1, 2011.