



## Scottsdale Community College COM225 – Public Speaking – 36313

Fall 2014 ----- Tues & Thurs 3:00-4:20pm ----- LC 389

**Instructor:** Dr. Lucas Messer

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**Office:** LC 334

**Phone:** (480) 423-6230

**Office Hours:** M/W: 3-4pm; T/TH: 4:30-5:30pm; F: By Appointment

### REQUIRED MATERIALS

- 1) Consistent access to Canvas class website: <https://learn.maricopa.edu> and your Maricopa email
- 2) A two-pocket folder
- 3) Miscellaneous visual aid materials
- 4) Access to a webcam or other digital video recording equipment

### COURSE OVERVIEW / OBJECTIVES

This course is designed to put theory into practice by giving preparing and delivering a broad range of public speeches.

- To facilitate sophisticated understandings of concepts, vocabulary, and theories relevant to the study of public communication.
- To foster the development of organizational and communication skills by providing opportunities to systematically practice clear, critical and ethical public speaking.
- To enable you to build skills of impromptu, extemporaneous, informative and persuasive public communication.
- To decrease performance anxiety, and increase public speaking confidence and competence

### CLASSROOM POLICIES

#### ◆ *Positive Learning Environment*

Students in Communication and Performance Arts courses develop a critical approach to thinking through a variety of learning strategies including discussion. To have meaningful discussions, students are expected to listen and communicate respectfully. Students are encouraged to consider a broad spectrum of viewpoints, and to support ideas with appropriate evidence and relevant logical reasoning.

Everyone (including your professor) must manage his or her personal level of public speaking anxiety. This class will be Much more enjoyable and rewarding if you display an attitude of enthusiasm and recognition of the importance of what we are learning. The best way to succeed in this course is to demonstrate your enthusiasm through well-written outlines and well-rehearsed speeches.

As your instructor, I will maintain a commitment to your learning by being respectful, prepared for class, open to answering and clarifying questions and providing you with timely feedback on your assignments.

As a student you should be: in class on time, be prepared, participate, follow instructions and complete assignments, meet the due dates, put forth your best effort, ask questions, accept constructive criticism, and be respectful of others while they are speaking. Respect the educational process by **avoiding use of digital devices for non-academic purposes**, avoid violent, disruptive behaviors, hate speech, as well as the use of alcohol, tobacco or firearms. If your behavior becomes a distraction or disruption for me and/or your classmates, then you will be asked to leave class and arrange to meet with me outside of class to resolve the issue. You are responsible for adhering to all policies outlined in the SCC College 2014-15 General Catalog and Student Handbook.

#### ◆ *Academic Misconduct*

Academic Misconduct associated with the classroom and other course related activities includes, but is not limited to, cheating, plagiarism, and disorderly behavior. A student may be withdrawn, receive a failing grade, and have a letter sent to the Dean of Students for further action.

#### ◆ *Disability Services*

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact Disability Resources & Services office, Building SC 144, (480) 423-6517 or email [disabilityservices@scottsdalecc.edu](mailto:disabilityservices@scottsdalecc.edu)

#### ◆ *Visitors*

According to SCC policy, no unregistered persons, including children, are permitted in class.

#### ◆ *Attendance*

Attendance is required for this course. I reserve the right to withdraw you from the course once you accrue **five** unexcused absences.

◆ **Professional appearance:**

Everything you submit should be handwritten or typed and should reflect great attention to form and appearance. Write legibly; use a dictionary or spell / grammar check, and use conventional fonts when typing, and only black or blue ink when writing / printing.

◆ **MCCD's Sexual Harassment Policy**

Everyone in this class, including the instructor, must adhere to the policy of the Maricopa Community College District which states: "The policy of the Maricopa County Community College District (MCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communication constituting sexual harassment as defined and otherwise prohibited by state and federal law."

◆ **The WOVeN Model**

General Education enhances students' abilities to critically analyze information and ideas and effectively communicate in Written, Oral, Visual, and Numerical form. General Education is WOVeN through the curriculum at Scottsdale Community College.

◆ **Email**

I encourage you to email me using the 'inbox' on Canvas whenever you have a question, concern, or if you happen to miss class. I ask that you please write emails in a professional manner, using an opening and signing the email with your first and last name.

◆ **COM Tutor**

Make an appointment with the COM tutor for research, writing, or presentation delivery assistance. Regina Harrison is available in the Writing Center located in LC 379. Her hours are M-T-W: 10:30am-1:00pm: Call 480-423-6416 for an appointment.

## **COURSE REQUIREMENTS / ASSIGNMENTS**

**Submit assignments to me or one of the office staff at the LC reception desk. Assignments are not accepted over email unless prior arrangements have been made, and should never be slid under my office door.**

**1. Participation & Attendance: (15 % of final grade = 60 points) \_\_\_\_\_ / 60**

- You are required to both attend and participate in the course. Everyone receives one 'free' absence. With every additional absence you will lose six (6) points from a possible 30 attendance points. You will be dropped from the class after five (5) unexcused absences.
- Participation is also required and can be accomplished by being a critical listener and engaging in question asking, being a good audience member, summarizing, hypothesizing, clarifying, reinforcing, disagreeing, and helpful non-verbal feedback is worth 30 points.

**2. Three Objects Speech: (10 % of final grade = 40 points total) \_\_\_\_\_ / 40**

**3. Informative Speech: (15 % of final grade = 60 points) \_\_\_\_\_ / 60**

**4. Persuasive Speech (25% of final grade = 100 points) \_\_\_\_\_ / 100**

**5. Impromptu Speeches (10% of final grade = 40 points) \_\_\_\_\_ / 40**

**6. Group Presentation: (15% of final grade = 60 points) \_\_\_\_\_ / 80**

**7. Self-Evaluation VLOGS [video-blogs] (10% of final grade = 40 points) \_\_\_\_\_ / 40**

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**TOTAL \_\_\_\_\_ / 400**

### **Grading Scale**

A	= 100-90%	= 400 – 358 points
B	= 89-80%	= 357 – 318 points
C	= 79-70%	= 317 – 278 points
D	= 69-60%	= 277 – 238 points
F	= 59-0%	= 237 – 0 points

- A** = significantly exceeds basic criteria / reserved for superior performance (error-free, superb in every way)  
**B** = exceeds basic criteria / above average (few errors, presentation, organization & evidence show room to grow)  
**C** = meets basic criteria / average (some errors, basic presentation organization & evidence)  
**D** = failed to meet minimum requirements (poor quality work & readability by any number of factors, low clarity)  
**F** = incomplete work (error-laden, disregard for assignment format)

## GRADING / GRADE APPEALS & LATE ASSIGNMENTS

I encourage you to see me if you have any questions regarding grades. Please wait at least one day before discussing grades with me. I invite you to write your thoughts down and bring them with you so we will have the most productive conversation regarding your grade. Appeals must be made within five (5) business days after the assignment is returned; after this period the original grade will stand.

### Make-up Speeches and Late Assignments

Assignments are due at the beginning of the class period assigned. Ten percent (10%) of any assignment value will be deducted after 24 hours. NO assignment will be accepted a week after the due date.

Because this is a public speaking course (requiring critical listening and speaking skills) it is vital that you are not only present on the days you are scheduled to speak but also on the days others are presenting. Therefore, speeches must be delivered on the assigned day. If you switch speaking dates with another student you must let me know in-person and through email.

Any student with an excused absence for ANY of the speech dates (such as SCC athletic team participation or religious holidays) must provide documentation and request an excuse on or before the second week of class. Excuses are not given for conflicts with scheduled medical appointments, work, other classes or vacations.

If you are absent or unprepared for a speech for any reason, including medical emergency you will be given one opportunity to make up that speech; but will lose 20% of the total possible points. If you are absent or unprepared for a second speech you will be withdrawn from the course. Make-up speeches will only be given on Tuesday, 11/25/2014.

## PROTOCOL

1. Speaking dates for the course are predetermined by your speaking section number. You will be assigned to a speaking section (1, 2, 3, 4 or 5). If you are unable to speak on a day you are scheduled, switch with someone scheduled for another day and let me know in person and through email as soon as possible.
2. Your participation grade is partly based on being attentive during others' presentations. Speaking in public is difficult enough without having to speak to an audience of folks who are sleeping, talking, texting, facebooking or practicing speeches in their heads. If your listening behaviours are inadequate or disruptive we will have an out of class meeting and if it happens a second time you will be withdrawn from the course.
3. Your speech will be prepared before coming to class on the date its due. Your typed outline (in the two-pocket folder) is due the class period prior to the date you are scheduled to speak.
4. Entering/leaving the room once class has begun is distracting, so avoid leaving before class is finished. If you arrive late on a speech day, please stop, look through the window and if no one is giving her/his speech, then you may enter.
5. You will be limited to the use of a single note card for each presentation. All notes will be on index cards only – no larger than 4"x6". You will be much more successful and satisfied with your speech if you rehearse it over a period of Days (not hours).
6. All presentations are made without the encumbrance of a lectern.
7. Please Mute or Turn Off your digital devices before entering the classroom. Ringing and/or vibrating phones are a distraction and will result in a lower participation grade for you at the end of the semester.
8. There are no attire requirements beyond the general statement of "Don't chew gum, wear a hat, or wear revealing clothing during your speech".
9. Attendance is mandatory during the final exam period Thursday, 12/18 from 1:30-3:20pm
10. Representing the work of another person as your own is grounds for failing this course. Do not use ANYTHING that ANYONE else has said or written without citing your source.

**Course content may vary to meet the needs of this particular group**

DATE	TOPICS / EXERCISES	WHATS DUE / WHO'S SPEAKING
T 9/2	- Course Introduction	<i>(After Class)</i> Review the syllabus
TH 9/4	- Introduction to Three Objects Speech - Self-Eval VLOG introduction  <u><b>Impromptu Speeches</b></u>	<b>Sections: 1, 2, 3, 4, 5</b>
T 9/9	<u><b>Three Objects Speeches</b></u>	<b>Sections: 1, 2</b>
TH 9/11	<u><b>Three Objects Speeches</b></u>	<b>Sections: 3, 4, 5</b>
T 9/16	<i>Informative Topic Workshop</i>	
TH 9/18	- Informative Speaking	<b>THREE OBJECT VLOG DUE</b>
T 9/23	- Informative Research and Outlining	
TH 9/25	- Delivery and Visual Aids	
T 9/30	- Informative Outline Instructor Meetings	
TH 10/2	<u><b>Impromptu Speeches</b></u>	<b>Sections: 1, 2, 3, 4, 5</b> <i>(Info outline due: 2,3)</i>
T 10/7	<u><b>Informative Speeches</b></u>	<b>Section: 2, 3</b> <i>(Info outline due: 5,4)</i>
TH 10/9	<u><b>Informative Speeches</b></u>	<b>Section: 5, 4</b> <i>(Info outline due: 1)</i>
T 10/14	<u><b>Informative Speeches</b></u>	<b>Section: 1</b>
TH 10/16	- Argumentation	<b>INFO VLOG DUE</b>
T 10/21	<i>Persuasive Topic Workshop</i>	
TH 10/23	- Building Persuasive Arguments with Evidence	

T 10/28	- Using Persuasive Arguments	- Using Persuasive Arguments
TH 10/30	- Introduction to Group Project	(outline due: 4)
T 11/4	<b><u>Persuasive Speeches</u></b>	<b>Section: 4</b> (outline due: 2)
TH 11/6	<b><u>Persuasive Speeches</u></b>	<b>Section: 2</b> (outline due: 1)
T 10/11	<i>NO CLASS – Holiday Observed</i>	
TH 11/13	<b><u>Persuasive Speeches</u></b>	<b>Section: 1</b> (outline due: 3)
T 11/18	<b><u>Persuasive Speeches</u></b>	<b>Section: 3</b> (outline due: 5)
TH 11/20	<b><u>Persuasive Speeches</u></b>	<b>Section: 5</b>
T 11/25	<b><i>Speech Make-Up Day</i></b>	<b>PERSUASIVE VLOG DUE</b> <b>Make-up Speech Outlines Due</b>
TH 11/27	<i>NO CLASS – Holiday Observed</i>	
T 12/2	- <b>Group Project Draft Due</b>	
TH 12/4	- Group Project Instructor Meetings	
T 12/9	- Group Project Workshop	
TH 12/11	<b><u>Group Project Presentations</u></b>	
<b>Thurs 12/18</b> <b>1:30pm-3:20pm</b>	<b><u>Group Project Presentations</u></b>  <b><i>Final Exam Period</i></b>	