

## CASPER COLLEGE COURSE SYLLABUS

CO/M\_1010\_Public Speaking

Semester/Year: Fall 2015

Lecture Hours: 3

Lab Hours: N/A

Credit Hours: 3

Class Time: Online

Days: Online

Room: Online

Instructor: Doug Hall

Office: KT 146

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Office Hours: By Appointment.

**Course Description:** An introductory course in public speaking. The emphasis is on theory, speech development, and practice as the student is introduced to a variety of speaking situations from impromptu talks to platform speeches. (From the Casper College Catalog, online at [caspercollege.edu](http://caspercollege.edu), accessed 8/21/2008.)

**Statement of Prerequisites:** None

### **Course Goal:**

To develop the students' abilities in the preparation, presentation, reception, and interpretation of oral messages.

### **Outcomes:**

CO/M 1010: Public Speaking is designed to LINK TO General Education Requirements and meet program specific objectives. Therefore, success in this course means students will:

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### **GENERAL EDUCATION OUTCOMES [Gen Ed]**

1. Demonstrate effective oral and written communication
  - Students will be proficient in the reception, analysis, evaluation and interpretation of information and information sources, both oral and written. (see evaluation criteria)
2. Use the scientific method
  - Students will be able to make observations, ask appropriate questions, form a hypothesis, test the hypothesis with research and evidence, form conclusions, and communicate conclusions.
3. Solve problems using critical thinking and creativity
  - Students will be able to critically think about audience-appropriate conventions to creatively prepare and present meaningful oral and written arguments.

4. Demonstrate knowledge of diverse cultures and historical perspectives
  - Demonstrate an understanding of how to communicate appropriately, demonstrating a heightened awareness of diverse cultures.
5. Appreciate aesthetic and creative activities
  - Students will be able to demonstrate an appreciation for their world and their place in it through the communication about self, others, and the world in which they exist.
6. Use appropriate technology and information to conduct research
  - Students will be able to select appropriate research conventions to prepare and present meaningful oral and written arguments.
  - Students will be able to select appropriate presentation conventions to prepare and present meaningful oral and written arguments.
7. Describe the value of personal, civic, and social responsibilities
  - Students will be able to demonstrate and describe the value of personal, civic, and social responsibilities by communicating appropriately, demonstrating a heightened awareness of diverse cultures.
  - Students will be able to demonstrate and describe the value of personal, civic, and social responsibilities by ethically analyzing, evaluating, and interpreting information and information sources, both oral and written.
  - Students will be able to demonstrate and describe the value of personal, civic, and social responsibilities by preparing and presenting meaningful oral and written argument

### **COURSE SPECIFIC OUTCOMES:**

1. Adapt oral communication skills and messages to a changing environment and audience.
2. Demonstrate effective verbal and nonverbal communication for the intended audience.
3. Design logically structured verbal and nonverbal communication that results in meaning and desired impact for the intended audience.
4. Evaluates the effectiveness of oral communication through active critical listening, and provides constructive verbal/nonverbal feedback.

### **COURSE OBJECTIVES:**

The following “Canons of Rhetoric” are regarded as “universal standards” for evaluating the effectiveness of the construction and sending of oral messages.

**Invention** – Topic selection and identification of supporting material necessary to meet the purpose of the communication event, the needs of the audience, and the time limits of the occasion.

- Determine the intended purpose for an oral message.
- Determine and develop one clear thesis statement or central idea in a presentation.
- Adapt messages appropriately to align with the purpose of the speech and the needs of the audience.
- Identify supporting material required for analysis.
- Adapt messages to meet time requirements.

**Arrangement** – Organization of information and structuring of logical positions to align with the purpose of the speech and the needs of the audience.

- Arrange information into natural groupings and logical sequences.
- Identify organizational structures for oral communication events whose general purpose is to inform.
- Identify organizational structures for oral communication events whose general purpose is to persuade.
- Apply appropriate organization structure with communication event's purpose.

**Style:** Utilize specific and creative language to word the message of communication event.

- Identify audience profile through the use of audience analysis elements.
- Use language choices that are appropriate to and will resonate with the audience
- Identify physical, emotional and psychological characteristics of the occasion that will impact the communication event.

**Memory** – Practice speech delivery to develop a style of immediacy.

- Create a speech outline incorporating only short phrases and word prompts
- Familiarize oneself with the overall structure of the speech parts of introduction, body and conclusion
- Practice extemporaneous delivery style

**Delivery** – Incorporate vocal and nonverbal delivery techniques that demonstrate immediacy

- Apply effective vocal techniques for communicating messages.
- Apply effective nonverbal behaviors for communicating messages.

**Listening Skills** – Practice the reception and interpretation of oral communication messages.

- Serve as attentive audience members for fellow class mates
- Apply observation skills to in-class oral communication assignments
- Incorporate evaluation tools to oral communication assignments
- Identify the internal and external elements which deter effective listening.
- Give constructive feedback and respond appropriately to the feedback of others.

**Methodology:** Lecture, readings, class discussion, written assignments, quizzes / exams, speech presentations, self-analysis, peer analysis, and peer coaching will be used to both develop and apply skill sets in preparation, presentation, reception and interpretation of oral messages

**Evaluation Criteria:**

Points will be available as follows:

**Reading, Writing and Reflection – 17 – 170 pts.**

(GEO 1, 3, 4, 6 / CO 1, 2, 3, 4, 5)

**Online Chapter Quizzes- 17 – 170 pts.**

(GEO 1, 3, 4, 6 / CO 1, 2, 3, 4, 5)

**Video Introduction – 30 pts.**

(GEO 1, 2, 3, 4, 6, 7/ CO 1, 2, 3, 4, 5)

**Media Presentation “My Bucket List” – 30 pts.**

(GEO 1, 2, 3, 4, 5, 6, 7/ CO 1, 2, 3, 4, 5)

**Feedback/Coaching/Self Assessment – 12 @ 5 = 60**

(GEO 1, 2, 3, 4, 5, 6, 7/ CO 1, 2, 3, 4, 5)

**Daily Speeches (5-7 minutes, topics assigned by instructor) – 12 @ 20 = 240 pts.**

(GEO 1, 2, 3, 4, 5, 6, 7/ CO 1, 2, 3, 4, 5)

**2 Hurdle Speeches (8-10minutes, 1 informative and 1 Persuasive) – 200 pts. (100 pts. each)** (GEO 1, 2, 3, 4, 5, 6, 7/ CO 1, 2, 3, 4, 5)

**Rhetorical Analysis– 100 pts.**

(GEO 1, 2, 3, 4, 5, 6, 7/ CO 1, 2, 3, 4, 5)

Class Policies:

Last Date to Change to Audit Status or to Withdraw with a W Grade: The last day to withdraw from this class is by 5:00 pm on Thursday, April 16th. It is the policy of the Communication Department that absolutely no drop slips or petitions will be signed or approved after this date.

**REQUIREMENTS TO PASS THE COURSE:**

Successful completion of ALL assignments

Successful completion of ALL Daily Speeches

Total Points – 1,000
1000 – 900 = A
899 – 800 = B
799 – 700 = C
699 - 600 = D
599 – 0 = F

### **Required Text, Readings, and Materials:**

Ford-Brown, Lisa A. DK Guide To Public Speaking, 2<sup>nd</sup> ed. Allyn& Bacon, Boston, MA.

All formal papers for this course will must be submitted according to the APA Style Manual. ([www.purdueowl.com](http://www.purdueowl.com) is a great resource for this)

Two of the speeches (the final informative and the final persuasive) will require you to assemble an audience of ten or more people; **there will be NO EXCEPTIONS to this requirement.**

Equipment and ability to capture video and upload to "[YouTube.com](http://YouTube.com)".

[Moodle](#) access.

Ability to access <http://www.americanrhetoric.com/>

### **Participation:**

CO/M 1010 is both a scholarly and a participation class. Your participation, both as a speaker and scholar, plays a vital role as in any communication course. As a professional student, you are responsible for both your choice to participate or not participate in the class.

CO/M 1010 functions best when students display mutual respect toward each other.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the Dean of the School of Social and Behavioral Sciences, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty** - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.