

# Bismarck State College

Bismarck State College, an innovative community college, offers high quality education, workforce training, and enrichment programs reaching local and global communities.

**Current Semester:** **SPRING 2018**  
**Course:** **COMM 110 – Fundamentals of Public Speaking**  
**Credit Hours:** **Three Credit Hours**  
**Instructor Contact Information:** **Terri Connell**  
**Adjunct**  
**Email:** [teryl.connell@bismarckstate.edu](mailto:teryl.connell@bismarckstate.edu)  
**No office number, contact via email**

**Course Materials:** Textbook: Grice, Skinner & Mansson, Mastering Public Speaking, 9<sup>th</sup> edition. Pearson Education, 2016. OPTIONAL

**Course Description:** This course is designed to lay a foundation in skills for formal and informal speaking situations: the selection and evaluation of materials for speaking, composition, organization, audience adaptation, and delivery.

## Course Outcomes:

Course Outcomes	BSC Speech/Gen Ed Outcomes	BSC Institutional Essential Learning Outcomes (IELOs)
Students will be able to organize messages, compose and deliver messages, paraphrase information, acknowledge opinions and differences, create and deliver speeches using a speaking outline and use a variety of communication methods to deliver informative and persuasive speeches.	Oral Communication	Oral Communication
Students will read closely and analyze what is read.	Reading	N/A
Students will begin to learn to find and evaluate information resources, then integrate and acknowledge sources in their speeches.	Information Literacy	Information Literacy
Students will learn to work collaboratively with others. Students will review a variety of public speaking tools and apply these techniques to their own and each other's speeches.	Teamwork	Teamwork

\* The BSC Institutional Essential Learning Outcomes can be found at <https://bismarckstate.edu/uploads/0/BSCsInstitutionalEssentialLearningOutcomes.pdf>

## Unit Objectives/Assignments:

### 100 EXERCISE POINTS – 20 POINTS:

- **Oral Communication, Reading, Information Literacy, Teamwork**

These participation exercises are designed improve students major speeches. They will learn how to organize messages, compose and deliver messages, paraphrase information, and acknowledge opinions and differences. Students will also begin to learn to find and evaluate information resources, then integrate and acknowledge sources in their speeches.

Finally, Students will learn to work collaboratively with others. They will review a variety of public speaking tools and apply these techniques to their major speeches.

**5 SPEECHES/OUTLINES – 2- (50/100 PTS) and 3- (20/60 PTS) /2 OUTLINES- 50 (100POINTS):**

- **Oral Communication, Information Literacy**

For the Major Informative and Persuasive Speeches students will apply what they have learned from the participation exercises into their speeches. They will create and deliver speeches using a speaking outline and use a variety of communication methods to deliver their major informative and persuasive speeches.

**2 EXAMS – 100 PTS (200 POINTS):**

Assess the development of research skills, ability to select, evaluate and organize materials, language skills, critical listening abilities, creativity, fluency and speech delivery.

**Active Learning:** In addition to educational strategies such as reading, listening, and reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, movement, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content in order to improve student learning outcomes.

**Assessment Methods: Oral Communication Evaluation and Outline Rubrics (provided in class)**

**SPEECH GUIDELINES**

Speeches will require typed outlines. You will need two copies of your outline in the correct outline format. You will get a deduction for an outline if it is not the same as what was turned in originally. Any outline that is in sentence format or have used all or partial speech examples shown or discussed, in class will have a deduction. Required outline consists of 3-6 words MAX for each label and no more than 3 main points (I,II,III), 3 subpoints (A,B,C), and 2 sub-sub points (1,2.). If you are not sure if an example was used in class or if your outline is too detail you need to ask the instructor.

\*\* Speech topics used in class or in the packet/book are not to be used.

\*\* Persuasive speech topics chosen by the student need to be approved by the instructor.

Deadline for submitting the topic will be announced by the instructor. A 10 deduction will be applied for each day late.

A speaking outline is mandatory and should include the following sections: Name/Class, Type of Speech, Specific purpose statement, and Organizational pattern should be at the top of your outline. Then the Introduction should have the numbers 1-5 for the corresponding steps, body should be in the correct outline format which was discussed in class, and conclusion should be labeled with numbers 1-3 for the corresponding steps. A reference page/bibliography (separate from outline) will be required. Point deduction (depending on the amount of extra words in your outline – instructors discretion) for detailed information turned in on outline that is written out sentences word for word either in outline format or manuscript format will automatically be 50-100% point deduction (depending on the amount – instructors discretion) on the outline. Manuscript speech is automatically at least 25-50 point deduction on the outline points. Your speaking outline must be used for your delivery and graded. Your introduction, conclusion and main points must be in key phrases. Use only key words and phrases in your sub-points and sub-sub-points. Any outlines that are

in sentence format will be deducted points between 15-50 % on your speech delivery evaluation depending on how detailed the outline format is (no more than 6 words). Outlines and work cited pages must be turned in by the due date emailed to be as an attachment before first or you will receive a 15 point deduction for the late outline. You will need 2 outlines. One for the instructor and one for your speech.

Speech with outlines count as one assignment. You need to do both to get the points. Missed speech on your speaking day will result in an automatic 25 point deduction from the evaluation form. If your absence is unexcused, then both speech and outline will be deducted 25/25 points for makeup regardless if it was on time. All excused makeup speeches need to be completed on the assigned makeup day or it will be considered an unexcused makeup speech. No computer or printer failure excuses accepted.

All assignment will need to be handed in on time. If you will be absent your assignment will be due before or a late deduction will be applied.

**You need to complete both major speeches to pass this course regardless of your overall points in class.**

### **PARTICIPATION**

Participation in discussion activities is an important means of achieving the course objectives, therefore expected and required.

### **Grading:**

The basis for course grades are the percentage of the total available points/percentage a student earns during the course using the following scale:

<b>A = 92 %</b>	<b>B = 85%</b>	<b>C = 75 %</b>	<b>D = 60%</b>	<b>F = 59%</b>
<b>700-650</b>	<b>649--600</b>	<b>559-530</b>	<b>529-420</b>	<b>419 and under</b>

### **2 SPEECHES/OUTLINES - 50/100 PTS (300 POINTS) and 3 MINOR SPEECHES- 20 PTS (60 POINTS)**

Manuscript speeches 15-50/50% deduction off final grade

Late outlines on the due date 15 pts

Makeup speeches only allowed with excused absences. (Very limited)

Major Speeches/Outlines -25 points each.

-10 points for days absent during speech days.

### **2 EXAMS- 100 POINTS ( 200 POINTS)**

If absent the day of the exam, a 20% deduction will be applied to an unexcused absence.

Students will be taking a different exam if absent the day of the exam.

**\*\*It is mandatory that a supervisor be in the room during the duration of the exam.**

### **ATTENDANCE/PHONE USE - 10/10-20 PTS (100 POINTS)**

Please turn off and put your cell phones away. Speech day absences will result in point deductions. Speech days are mandatory. 10 points deducted for talking, reading, working on other assignments, on the computer etc. during speeches and videos. Students will not be called out in class over this. The instructor will make a note on the date, occasion and student.

## Attendance/Makeup:

This class is a performance course and as such it demands preparation and practice. In order to be successful, class is vital. Without speaker-listener interaction the speech process is incomplete. If you are late...please wait until speaker has completed their speech to enter the classroom. Do not come in late for class. Coming to class late or leaving early will be counted as an absence for the entire class period. The following is the absenteeism policy of this class:

- Five (5 absences) for Monday/Wednesday/Friday
  - 3 excused absences allowed in this class- only extra-curricular activities ( students will receive a deduction if there is an in class assignment that day)
  - 2 unexcused absences allowed in this class- vacations, illness, emergencies, appointments, etc. – you may apply your unexcused absences to any additional extra-curricular activities.
  - Email notification is mandatory to be excused
- Speech delivery days: Attendance is mandatory on speech days and count as unexcused if absent-10 deduction. Absent on your speech day will result in 15 point deduction. Absent on major speeches, 25/25 point deduction.

Additional absences and beyond the allotted amount will result in a 10 point reduction from your final grade for each occurrence. Late/early for class will be included.

Inform your instructor if an emergency prevents you from giving a speech on an assigned date. If you are absent during your scheduled speaking time, grade of "0" will be assigned to both speech and outline (deductions will apply). If you are absent/late for any reason, you are responsible for the material covered and for any announcements made. Leaving/coming late, sleeping or doing outside work in class will result in attendance deduction. Being present means both physically as well as mentally.

If you are absent during speeches, you will automatically lose 10 points from the attendance points. We need an audience. Extra-curricular activities will be excused with an email notification before the speech days are scheduled for students.

## Policies and Procedures:

**Appropriate Conduct:** Any inappropriate language and discussions, such as, discussions among students in class, questions in class and inappropriate speech topics will not be tolerated in class. Questions must pertain to the subject matter only. There will be consequences if any student fails to comply to the appropriate classroom conduct policy. A minimum of 100 points will be deducted, as well as, dismissal from class. We all need to exercise appropriate behavior and appropriate use of language/discussions in an educational setting and beyond.

**Academic Honor Code:** Students at BSC are expected to be honorable in behavior and above reproach in pursuit of their academic achievements. Cheating, plagiarism, or collusion in class work, laboratory performance, shop work, or test taking is unacceptable and subject to disciplinary action. More information can be found at <https://bismarckstate.edu/uploads/resources/356/studentacademichonorcode.pdf>.

**Accessibility:** If you have a disability that may limit your ability to fully participate in this class, please contact the Student Accessibility Office (SAO) at 224-2575. Personnel from the SAO will work with you and your instructor to arrange for reasonable accommodations after you have completed the registration process and it has been determined that you qualify.

**Camera/Video Recording:** Photographic, audio, and video recording of this class and/or the instructor are prohibited unless specifically requested by a student and approved / authorized in writing by the instructor or the Student Accessibility Office.

**Email:** Please note that I will only correspond with students through their **BSC email account**. Student Email Policy states: "In an effort to protect student privacy and better ensure student authenticity, official email exchanged between registered students and BSC personnel requesting a response shall require the response be exchanged from the student's official email address (i.e., [NDUS ID@bismarckstate.edu](mailto:NDUS ID@bismarckstate.edu)). This policy is for the protection of faculty, staff, and students." More information can be found at <https://bismarckstate.edu/uploads/resources/1197/studentemailpolicy.pdf>.

**Military/Veteran Statement:** If you are currently or have served in the military, please contact the Veterans Services Office at 224-2576 regarding services/benefits to which you may be entitled.

**Drop/Withdrawal Deadlines:** Term dates can be found on Campus Connection in the class details. Drop and withdraw dates for each term can be found at <https://bismarckstate.edu/academics/records/calendarsdeadlines/>.

**Student Policy Handbook:** Student rights and responsibilities are documented including the student conduct policy, student academic honor code, etc. can be found at <https://bismarckstate.edu/students/resources/handbook/>.

**Title IX:** For more information on sexual misconduct/Title IX please go to the BSC home page ([www.bismarckstate.edu](http://www.bismarckstate.edu)), scroll to the bottom and click on Title IX.

## Course Outline:

Week 1:	Syllabus / overview
Week 2:	Delivery
Week 3:	Outlining Discussion
Week 4:	Speeches
Week 5:	Organization
Week 6:	Exam 1 – audience analysis
Week 7:	Speeches
Week 8:	Visual aids
Week 9:	Informative speeches
Week 10:	Language/persuasion
Week 11:	MLK
Week 12:	Speeches
Week 13:	Video Impromptu speeches
Week 14:	Impromptu Speeches
Week 15:	Exam 2
Week 16:	Persuasive speeches

## Additional Information:

**WITHDRAWAL POLICY:** Students should familiarize themselves with the withdrawal procedures of the college. If it becomes necessary for a student to withdraw from the class, he or she should do so at the earliest time possible. Students who fail to attend class within the first two weeks will be

dropped from this course. Any student enrolled in a course who does not meet requirements and who neglects to withdraw in the manner provided by the college will receive a failing grade.

**GUEST SPEAKER STATEMENT:** Bismarck State College is committed to presenting timely, innovative educational opportunities for its students. As part of those efforts, BSC faculty may invite guest speakers to address the student members of this course. Under FERPA regulations, such guest speakers are considered volunteers who serve a legitimate educational interest to institutional services or functions. Guest speakers will be informed by the faculty member of their responsibilities under FERPA to ensure student privacy. For more information, please visit the Department of Education's FERPA Student Privacy webpage at <https://studentprivacy.ed.gov/>

**ACADEMIC INTEGRITY:** At the beginning of the semester, I assume that students are here to learn and therefore will not engage in academic dishonesty. This will be my assumption until proven otherwise. Students who do not comply with BSC's academic regulations regarding academic honor will receive a failing grade in the course and may be subject to further disciplinary action. For further information, please refer to information in the BSC Student Handbook [www.bismarckstate.edu/uploads/resources/356/StudentAcademicHonorCode.pdf](http://www.bismarckstate.edu/uploads/resources/356/StudentAcademicHonorCode.pdf)

- **Plagiarism:** Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else, as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collection without acknowledgement also is considered plagiarism.

#### **Blackboard Login Support**

**For complete BB support including technical issues, passwords and more, visit the BSC Blackboard Support Center.**

**Try the Blackboard Browser Checker to see if your computer and browser are supported. Complete browser and plug in information may be checked from your BB landing page after logging in.**

**Use your Campus Connection ID and password to log into BB. Your Campus Connection ID is the first part of your BSC email address. For example, if your email address is [john.doe@bismarckstate.edu](mailto:john.doe@bismarckstate.edu) use john.doe as your online course username, along with your Campus Connection password.**

**Note: Google Chrome, Fire Fox, or Safari are recommended browsers when using BB. Internet Explorer works in most cases but Edge is very problematic and discouraged.**

**Your instructor will make assignments available in BB.**

- **The instructor reserves the right to change, add, or delete items in the syllabus at any time within the semester. Advance notice will be given in this event.**