



A M B R O S E

## COM 100 *PUBLIC SPEAKING* (3 credits)

Fall 2007 Mondays 6:30-9:30pm Location: Room 517

Instructor: Conrad Hild, M.A. (Communications) Office: TBA Office Hours: TBA

Office Phone: 410-2000 Email: child@auc-nuc.ca

### 1. Course Description

Students in this class will be introduced to the principles and practice of effective public speaking. You will apply the theory and knowledge through a number of class presentations. Both instructor and classmates will provide critique for your further growth.

### 2. Course Objectives

- To understand the need for the process of effective public speaking
- To acquire skills that will improve through careful listening, critical thinking, and sound reasoning
- To learn how to connect with your listeners
- To acquire skills for preparing, organizing, and presenting various forms of public communication

### 3. Course Expectations

- **Attend and participate in all class sessions.** Students whose absences exceed 20% of the scheduled classes will receive a *failing grade*.
- **Speak.** Students are expected to present speaking assignments on the day they are assigned. If extenuating circumstances make that impossible, please arrange to switch speaking dates with a classmate and advise the instructor of the arrangement prior to the speaking assignment.
- **Critique.** Giving and receiving critiques are crucial to growing as an effective communicator. It is expected that students will listen carefully and respectfully to each other during class discussions and speaking exercises.

### 4. Course Requirements and Grading

#### A. Speeches

**70%**

- |                                 |     |
|---------------------------------|-----|
| ▪ Personal Speech (4-6 min.)    | 10% |
| ▪ Informative Speech (6-8 min.) | 15% |
| ▪ Persuasive Speech (8-10min)   | 20% |
| ▪ Final Speech (12-15 min.)     | 25% |

*Note: On the day of your presentation, a full manuscript of your speech is to be given to the instructor.*

#### B. Participation

**20%**

- |  |    |
|--|----|
| ▪ Written critique of other student's speeches | 5% |
|--|----|

- Written self-critique of all your speeches--  
to be handed in, based on video (min. 250 words;  
max. 500 words)—required following class period 10%
  - Attendance and class participation 5%
- C. Reading** **10%**
- Textbook: Written one page chapter “interactions”.  
See reading schedule below.

## 5. Due Dates

### A. Speeches

- Personal Speeches Sept. 24
- Informative Speeches Oct. 22/29
- Persuasive Speeches Nov. 12/19
- Final Speeches Dec. 3/10

### B. Reading

Written one-page chapter “interactions” from textbook required on the following dates:

- Chaps. 1 + 2 + 16 Sept. 17
- Chaps. 3 + 4 + 5 Oct. 1
- Chaps. 8 + 9 + 10 Oct. 15
- Chaps. 6 + 15 + 7 Nov. 5
- Chaps. 11 - 14 Nov. 26

## 6. Required Text

Novis, Melanie (2004). *Canadian Public Speaking*. Toronto, ON: Pearson Education Canada Inc. (Prentice Hall).

## 7. Grading

The Instructor uses the following Grading schedule:

A+	96-100%		C+	68-70%	
A	91-95%	<i>Excellent</i>	C	63-67%	<i>Satisfactory</i>
A-	86-90%		C-	60-62%	
B+	81-85%		D+	56-59%	
B	75-80%	<i>Good</i>	D	50-55%	<i>Minimal Pass</i>
B-	71-74%		F	below 50%	<i>Failure</i>

## 8. Additional Notes

- Speeches will be video taped to assist with self-evaluation; therefore, please ensure you bring your videotape to class when you are scheduled to speak.
- There is no midterm or final exam in this course.
- *It is the responsibility of all students to become familiar with and adhere to the academic policies which are stated in the current Student Handbook and Academic Catalogue.*
- *We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university*

college. Students are expected to be familiar with the policies in the current Academic Catalogue and Student Handbook that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean.

- *Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@auc-nuc.ca](mailto:privacy@auc-nuc.ca).*
- Last day to enter a course without permission and/or voluntary withdrawal from a course without financial penalty: **September 14, 2007**
- Last day to withdraw voluntarily from a course or change to audit without academic penalty: **November 16, 2007**
- *Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "Course Extension." Alternative times for final examinations cannot be scheduled without prior approval. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."*
- *Students are advised to retain this syllabus for their records.*