

COM 100 Public Speaking
Winter 2012

Course Description

An introduction to the principles of effective public oral communication for the major types of speeches. Students will be expected to demonstrate principles in speeches delivered in class.

Class Schedules

Time: Mondays, 1:00 – 3:45 pm Classroom: Airhart

Instructor Information

Instructor: Colleen Taylor McCubbin, MCS, MA

Study: Kenzo's office

Email: ctaylor@ambrose.edu

Textbooks

Schultze, Quentin (2006). *An Essential Guide to Public Speaking, An: Serving Your Audience with Faith, Skill, and Virtue*. Ada, MI: Baker Academic.

Fujishin, Randy (2011). *The Natural Speaker, 7e*. Don Mills, ON: Allyn & Bacon.

Attendance

In Public Speaking, listening is the crucial counterpoint: why speak with no audience. Students whose absences exceed 20% of the scheduled classes will automatically receive a *failing grade* regardless of course work and grades achieved. Attendance will be taken in each class. There are only 13 class sessions; don't miss more than two weeks!

Expected Learning Outcomes

- To reflect on a theology of language and communication, especially how our speaking and listening reflect the image of God.
- To appreciate the possibility of communion with others through speaking and listening.
- To understand and demonstrate the art of effective public speaking by ...
 - ... acquiring the necessary skills and confidence for effective public speaking through developing several intentional disciplines like careful listening, critical thinking, and sound reasoning.
 - ... learning how to connect with listeners through words, presentation, and body language.
 - ... honing abilities in preparing, organizing, and presenting various forms of public communication.
 - ... having extensive and varied opportunities to acquire the skills to speak coherently in a variety of contexts.

Course Requirements

Four Individual Speeches (75%)

- **Personal Speech (3-4 minutes)** **January 30** **15%**
 - In this speech you will briefly introduce yourself to the class. The content must not be fictional. Presentation and composure are key to this one.
 - Format: full manuscript notes. Submit a copy before you start.
 - No electronic visual or audio aids allowed for this speech.
 - Self-evaluation is due one week after you present your speech. See notes below.

- **Informative Speech (4-5 minutes)** **February 27** **15%**
 - This speech can be on any topic that interests you. Information is the key word. Again, this is not to be fictional: you must not 'make up' the material. Your writing is key to this one, supported by appropriate research.
 - Your speech notes must specify the 'audience' and 'context' you have in mind.
 - Format: detailed outline notes. Submit a copy before you start.
 - Presenters may use electronic visual or audio for this speech.
 - Self-evaluation is due one week after you present your speech.

- **Persuasive Speech (5-6 min)** **March 19** **20%**
 - Convince us, motivate us, move our hearts. Content and presentation are key.
 - Specific 'audience' and 'context' will be assigned.
 - Format: key word/phrase notes. Submit a copy when starting.
 - Presenters may use electronic visual or audio for this speech.
 - Self-evaluation is due one week after you present your speech.

- **Final Speech (7-8 min)** **April 9 & 21** **25%**
 - Wide open door here. Pull all the other 3 speeches together in this one. Engage your audience and take them someplace.
 - Specific 'audience' and 'context' will be assigned.
 - Format: you can choose your type of notes. Submit a copy before you start.
 - Presenters may use electronic visual or audio for this speech.
 - Self-evaluation is due one week after you present your speech.
 - ***GRADUANDS: If you are graduating this semester, please let me know so you can present your speech on April 9th to have time to submit your critique for grading.***

Notes on speeches:

1. Students are expected to speak on the day they are assigned. If extenuating circumstances make that impossible, please talk to the instructor.
2. Speeches will be video recorded to assist with self-evaluation. These will be posted to the Moodle site for your viewing and can be downloaded if you wish.

3. Before you start speaking, you must submit a copy of your manuscript or notes to the instructor. This must include a cover page that describes your aims: Why are you telling us this? What do you hope to accomplish? How are you going to do this?
4. Your grade will come from an interaction between your aims, the instructor's observations, and your own reflections.
 - Written self-evaluations must be 250-500 words, based on a variety of factors: advance goals, reflection on aims and performance, peer evaluations, and video review.
 - These are worth 5 marks each; failure to include one will result in 5 marks off to total grade.
5. Content and format are important. Your instructor will post templates on Moodle for all required formats. Your instructor will also provide grading rubrics.

Class Participation

Class participation is not graded, yet it is crucial to your development as a speaker.

You will *critique* several other students' speeches.

- Giving and receiving critiques is 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.
- Use the feedback form provided in class. Completed forms go directly to the speaker.

One minute impromptu speeches in almost every class.

- These speeches will not be graded.
- These speeches are opportunities to try new skills and build your confidence & humility.

Reports: Readings and Observations (25%)

Written interaction, 250-500 words. What was the author's (or speaker's) intent? What did you learn? How did you react? How did it change your thinking? What you see in yourself from the chapter and what you will do about it?

Do not just tell me what the chapters say: be specific, provide reasons, examples, quotations.

- *Essential Guide to Public Speaking* upload to Moodle on or before Jan 23
- *Natural Speaker*, ch 1-5, 9 upload to Moodle on or before Feb 13
- *Natural Speaker*, ch. 6-8, 10 upload to Moodle on or before Mar 12
- Comparative Review of both texts upload to Moodle on or before Apr 2
- Research Conference (observe & report on 2 presenters.) upload to Moodle on or before Apr 2

Examinations

There will be no written midterm or final exam in this course. However, we will use our final exam period (*Saturday, April 21, 1-4 pm*) for final speech presentations.

Additional information

Personal information (that is, information about an individual that may be used to identify that individual) may be collected as a requirement for and part of taking this course. Any information collected will only be used and disclosed for the purpose for which the collection was intended.

Grading Scale

The available letters for course grades are as follows:

4.00	A+	100	<i>Excellent – reserved for the way beyond. Blow us away.</i>
4.00	A	93-96	
3.70	A-	90-92	<i>Good – above expectations</i>
3.30	B+	87-89	
3.00	B	83-86	
2.70	B-	80-82	<i>Satisfactory – meets my expectations</i>
2.30	C+	77-79	
2.00	C	73-76	
1.70	C-	70-72	
1.30	D+	66-69	<i>Minimal Pass – work finished but not meeting expectations.</i>
1.00	D	63-65	
0.00	D-	60-62	<i>Failure</i>
0.00	F	below 60	

Other Syllabus Features

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the student Handbook and Academic Calendar. 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@ambrose.edu.

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" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline (as listed in the Academic Calendar <http://www.ambrose.edu/publications/academiccalendar>). Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

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 Calendar and the 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.

Students are advised to retain this syllabus for their records.

Course changes, including adding or dropping a course may be made during the Registration Revision period, as outlined in the Calendar of Events. All course changes must be recorded on a Registration form, available from the Office of the Registrar. Due to circumstances such as class size, prerequisites or academic policy, the submission of a Registration form does not guarantee that a course will be added or removed from a student's registration. Students may change the designation of any class from credit to audit up to the date specified in the Calendar of Events, although students are not entitled to a tuition adjustment or refund after the Registration Revision period.

Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. Students intending to withdraw from some or all of their courses must submit a completed Registration form to the Registrar's office. The dates by which students may voluntarily withdraw from a course without penalty are listed in the Calendar of Events. A grade of "W" will be recorded on the student's transcript for any withdrawals from courses made after the end of the Registration Revision period and before the Withdrawal Deadline (also listed in the Calendar of Events). "W" grades are not included in grade point average calculations. A limit on the number of courses from which a student is permitted to withdraw may be imposed. Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from Ambrose. Students are expected to be familiar with the policy statements in the current Academic Calendar and the 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 and become part of the student's permanent record.