

# Public Speaking (online)

Fall Semester/2019

CO/M 2010-1N

Online

3 Credit Hours

Name of Instructor: **Dr. Jeannie Hunt**

Office: **YB 210**

Office Hours: **Monday/Wednesdays, 10:30-1:00, 2:00-3:00**

**Tuesdays by arrangement**

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## **Text:**

Lucas, S.S. (2012). The art of public speaking (11<sup>th</sup> ed.). New York, NY: McGraw Hill Education. This is a required text. You can order it online for \$3-\$50 depending on the site you use, or you can access a copy at

<http://www.pecos.k12.nm.us/wp-content/uploads/2014/06/The-Art-of-Public-Speaking-11e-Stephen-E.-Lucas.pdf>. The NWC bookstore does not carry this text.

Other material will be posted and used as well as this text. It is your responsibility to be familiar with all material posted and used.

## **Catalog course description:**

CO/M-1010 Public Speaking

This is an introductory course with emphasis on oral communication theory and practice. It provides a basic understanding of the significance of oral communication as well as instruction and practice in the basic skills of public speaking in an online setting. While the theory may be similar to traditional face-to-face public speaking courses, the practical application and speaking components, as well as some theory elements, will be specific to online public speaking. (3 hrs.)

## **Learning Objectives and Outcomes:**

This course is designed to give students theoretical knowledge and practical experience in the art of public speaking, *in this case in an online setting*. Public speaking includes identification of topic areas, research and proper use of supporting materials, organizational skills, outlining and source citation, audience analysis, technology use, presentation skills and evaluation of self and peers.

## **Departmental Learning Outcomes:**

1. Demonstrate the ability to analyze and evaluate theories of communication and applications of those theories.
2. Show proficiency in communicating orally in a public setting in front of a variety of audiences.

3. Illustrate the ability to interpret and evaluate public communication presented in a variety of media.
4. Illustrate proficiency in evaluating or assessing the uses of communication technologies.

**General Education Communication Outcomes**

1. Describe the different purposes of written, oral, and digital messages and employ appropriate organizational strategies, including developing thesis statement and main ideas to meet the needs of specific audiences.
2. Produce informative, analytical, and critical prose to respond to a particular task or audience.
3. Deliver prepared presentations in a natural, confident, and conversational manner, displaying nonverbal communication that is consistent with and supportive of the oral message.
4. Use the accepted conventions including spelling, grammar, organizational structure, punctuation, delivery and documentation in oral, written, and digital messages.
5. Find, analyze, evaluate, and document information appropriately using a variety of sources, including library resources.

**Grading:**

Your grade in this class comes primarily from speeches, evaluations and speech outlines, tests, quizzes and other written work, including chapter outlines.

**Grading Scale:**

94-100 = A	74-76 = C
90-93 = A-	70-73 = C-
87-89 = B+	67-69 = D+
84-86 = B	64-66 = D
80-83 = B-	60-63 = D-
77-79 = C+	Below 59 = F

**\*NOTE\***

**Grading for this course will not be inflated. The score of “C”, or 74-76% is AVERAGE. Average work will not be given above average grades.**

**Course content:**

In addition to speeches, students will be responsible for the supplemental research and readings and theoretical material presented. Reading the assigned chapters and sections of the book is expected and it is your responsibility to know that material. This material includes, but is not limited to, listening, in-class coaching, audience analysis, evaluation of messages and speakers, and the argument based message. Quiz and test questions will come from in-class materials and individual readings. Speeches will be focused on traditional speeches formatted for an online

environment. All speaking assignments will be required and will be graded.

### **Technology:**

The online software this course uses is Moodle, which you can access through your [student Portal](#). It is important that you check into Moodle on a regular basis (daily) to check for assignments, posted readings, quizzes and class announcements. Groups and group work will also be posted here. If you have problems with this technology, it is important to contact me or the [instructional technology](#) offices **right away** rather than waiting until deadlines have passed to bring up the issues. **All work must be submitted through Moodle to be graded.** I will not accept assignments via email.

You will need a functional recording device for this course. You will be required to record and upload speeches in a variety of formats. You will also need access to a YouTube channel and a social media account for this course, which will be used for “live” speeches. You can create these required accounts for this course only to keep them separate from your personal accounts if you desire. They can be deleted at the end of the course (after final grades are posted). Failure of technology or lack of access to posting formats is not an acceptable excuse for missing deadlines in this course.

Students must use their NWC email for this course, which you can also access through your portal. Email sent through a different account (gmail, Hotmail, yahoo, etc.) should not be used for any correspondence in this course. If you use the Quickmail feature in Moodle, this sends the email to your recipients’ campus email inbox. Moodle does not have its own internal email system nor email in-box. Emails for this course will only be sent to your assigned campus email address. Please allow 24 hours (usually sooner) for my response during weekdays and 48 hours on weekends. **I will not respond to email after 6 pm on weekdays and not at all on Sunday.** Please plan accordingly.

### **Course Requirements:**

1. This is an internet course and it is expected that you to be proficient in the operational mechanics of the class. You should have a working knowledge of basic computer skills, including word processing, saving and attaching files to upload, navigating the internet, and using interactive software (like Skype or similar software).
2. It is required that you have a good internet connection and a good working computer with an up to date operating system to take this course. Excuses for not being able to complete the work based on the lack of an appropriate connection or computer will not be accepted.
3. A web cam is required for this course. Most laptops have cameras built in. If your computer does not have one built in, you can purchase very affordable web cams to use from a variety of stores. Staples and Target both have web cams starting at \$9.99. If you are an on campus student, this technology can be accessed in some campus computer labs.
4. Adobe Reader is required to access some of your course material. This is a free download. You do not need the complete Adobe system – just Adobe Reader, which most computers already have.

5. All written assignments must be submitted through Moodle, not email, for grading, and should be in Word or Word compatible formats. If you do not have Word on your computer, you can download it as part of your student technology fees from your portal. You can also use any on-campus computer to convert your assignments to Word.

**Procedure:**

As this course is fully online, students will need to log in regularly to participate in class, take note of assignments and their due dates, and submit assignments. As the instructor, I can track how often you login to the course, the amount of time you are spending online, and where your time is being spent. You are required to log in and participate at least three days per week.

**Discussions:** This course will have at least one weekly forum discussion/learning response, and more often two discussions or learning responses per week. This is a required component of class and takes the place of traditional attendance in a face-to-face course while providing the opportunity to interact with peers and your instructor. Each forum will give you instructions for your posts to that particular discussion. Your postings will be graded on both quality and quantity. Postings such as “Yeah”, “I agree” or “I think this is true, too” or other similarly disengaged posts will not receive full points. Your responses should be thoughtful, *include references to the material we are using or independent research*, and contribute to a discussion. Each forum discussion will have a rubric for scoring attached, which you should read before posting to fully understand how rating of that forum occurs. Discussion postings **MUST** take place throughout the week of the discussion, with your initial response posted by Wednesday to allow for discussion.

**Tests:** Tests and quizzes must be complete by its expiration date and time, usually at 11:55pm of the day it’s due. After that expiration date, Moodle will deny your access to that quiz, making it unavailable. If you’re in the middle of taking a quiz when the expiration time arrives, Moodle will remove you from the quiz, submit and score what you have completed and not let you re-enter. Plan ahead to provide for enough time to take tests and quizzes.

**Essays/Written Work:** Essays must be uploaded through Turnitin.com and Moodle by the assigned deadline (each essay assignment will tell you how to submit). Essays/Responses should be college level, academic writing, including a cover page (essays only) and bibliography for all cited work. All essay assignments should be submitted as a traditional essay, with an introduction and conclusion, not a simplistic response to the prompt. Essays demonstrate to me your level of understanding and ability to apply specific theory elements to the communication process.

**Partner/Group Work:** This is a Communication course, and you will be expected to have conversations in dyads and occasionally in small groups. To accommodate these needs, you need a camera and appropriate software for your computer. Skype is free and works well for partner projects. Small group work and meetings can take place through Google Plus or other like software (Google is free, some other group meeting software is not). It is your responsibility to work with your partner/group to work out meeting times based around schedules, time zones and due dates. For some partner/group work, partners/groups will be assigned. For others, you will be able to pick your own partner/group. This is a required, graded component of this course.

**Speeches:** Speeches will be recorded and uploaded using the assigned format for each speech. Speeches will be assigned in groups (audiences), and each student will be responsible for evaluating the members of their group using the provided evaluation form. For “live” speeches, groups will have to coordinate to “respond” and interact within live feed while it is happening,

meaning that times will have to be negotiated within groups. Speech groups will always be assigned. Because of the group nature of the speaking assignments, no late speeches will be accepted.

### **Late or Missed Work Policy:**

I do not accept late work. With few exceptions, all assignments for this course, including discussion forums, are posted Monday mornings and due on Sunday at 11:55pm so that you can think about due days and times in a consistent manner. You will want to pay close attention to the due date and time for each assignment that is given and they are always posted on the calendar found on the course homepage as well as on each individual assignment. Failure of technology on your part is not an acceptable excuse. If you have a technology failure and cannot submit via Moodle, an email should be sent right away with the *assignment in question attached*.

Since this course is delivered in the online environment, it is your responsibility to have reliable equipment, technology and internet service. Travel is not an acceptable excuse for a lack of access.

### **Academic Dishonesty**

Northwest College is committed to creating and maintaining an environment of academic honesty. Northwest College expects each student to learn and comply with academic expectations, display appropriate conduct in classroom situations, accept Northwest College's "Student Academic Rights" and "Student Academic Responsibilities," and preserve academic integrity by upholding the spirit and letter of the Academic Code of Conduct. Violations of academic integrity include but are not limited to the following: plagiarism, cheating, trafficking, copyright infringement, and interfering with the learning of other students. The college may act upon any violation of the [Academic Code of Conduct](#). Breaches of the Academic Code of Conduct may result in a failing grade for the course, without the student option of dropping the course, disciplinary or academic probation, suspension, or expulsion (see the [Student Handbook](#)). **Violations of academic honesty in this course, including plagiarism, will result in failure of the course without the option of dropping the course.**

### **\*Warnings on Sensitive Material\***

This course allows for a market place of ideas to be presented orally. Some material and language may be offensive to some people. Because students will have some input into their topics and topics areas for speeches, it is necessary to forewarn individuals that current events, controversial issues, disturbing images, swearing and personal, political and religious materials may be presented and discussed in classes. You may not like or agree with the material presented, but you will respect the rights of others to present such material in *appropriate* academic settings. Discussions of such items will be limited to the context of the course and will be stopped if they are hindering academic access to this course and its materials.

Lack of respect for fellow students will not be tolerated. Hate speech in any form may be grounds for removal from the course and further disciplinary action. Please note the Policies and Procedures section of the [NWC Student Handbook](#) as well as the [College Catalog](#).

**Etiquette:**

Students in communication courses must display proper etiquette for themselves and one another. Students who do not display appropriate manners and behavior in this course will be asked to leave the course. Hate speech or discrimination of any kind will not be tolerated. This is an academic setting, and as such, all written submissions, whether formal assignments or part of a forum discussion, should follow appropriate writing conventions. “Text talk”, shorthand and abbreviations are not appropriate in academic writing. Students should check their writing for spelling and grammar errors before they submit their responses/assignments. Using ALL CAPS, changing fonts or varying the color of text without specific purpose is not acceptable in academic writing. Other specific policies may be outlined in class. Please refer to your [student hand book](#) on campus wide behavior policies.

As you evaluate your peers you should remember that you are part of their learning process. Criticism should be constructive and honest, but provide a context in which the speaker can make positive changes and improve. Negative, hateful or mean-spirited feedback may result in reductions in grades, written sanctions, or removal from class.

**ADA Statement**

Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADAAA and Section 504 of the Rehabilitation Act. It is the student’s responsibility to make an appointment with the [Disability Support Services](#) (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health related or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754-6135 or stop by the [Student Success Center](#) located in the lower level of Colter Hall.

**Tutoring:**

If you are having problems in the class, please see me. NWC offers a [Presentation Skills Lab](#) in YB 207. This lab is designed to help you with any oral presentation in any course. If you need further assistance, feel free to use the free [on-campus center](#).

**Other:**

Other institutional policies can be found in the [Northwest College Universal Syllabus](#). These policies include the institution’s non-discrimination notice, statement on diversity, withdrawal procedure and schedule, links to student resources, and the institution’s emergency procedures guide.

Please note that is a guideline for the semester, and could change.

**Course Calendar: CO/M 1010**

Week #	Chapter and materials	Assignments due
<b>Week 1</b>	Welcome, Introduction, Systems Check	Forum discussion, syllabus quiz
<b>Week 2</b>	Chapter 1	Forum discussions, chapter 1 outline, chapter 2 outline
<b>Week 3</b>	Chapter 2	Forum discussions, chapter 1 quiz, writing response
<b>Week 4</b>	Chapter 3	Discussion questions, chapter 2 quiz, chapter 3 outline, online listening response, <b>video interview due</b>
<b>Week 5</b>	Chapter 12	Forum discussions, chapter 12 outline, identity management/branding response, chapter 3 quiz
<b>Week 6</b>	Chapter 13	Forum discussions, chapter 13 outline, chapter 12 quiz, <b>Show and Tell speech due</b>
<b>Week 7</b>	Chapter 6	Forum discussions, chapter 6 outline, chapter 13 quiz, analysis of online audiences reflection
<b>Week 8</b>	Chapter 5	Forum discussions, chapter 5 outline, chapter 6 Quiz,
<b>Week 9</b>	Midpoint in the semester	<b>Midterm YouTube tutorial speech</b>
<b>Week 10</b>	Chapter 7 and 8	Forum discussions, chapter 7 and 8 outlines, chapter 5 quiz, evidence assignment
<b>Week 11</b>	Chapter 11	Forum discussions, chapter 7 and 8 quizzes, chapter 11 outline, <b>FB live assignment topic due</b>
<b>Week 12</b>	Chapter 9 and 10	Forum discussions, chapter 11 quiz, chapter 9 and 10 outline, <b>FB live speech due</b>
<b>Week 13</b>	Chapter 15	Forum discussions, Chapter 9 and 10 quiz, chapter 15 outline, Ted Talk – Informative topic due
<b>Week 14</b>	Chapter 16 and 17	Forum discussions, chapter 15 quiz, chapter 16 and 17 outline, Ted Talk – Persuasive topic due
<b>Week 15</b>	Ted Talk - Informative	<b>Ted Talk – Informative speech due</b> , evaluations due
<b>Week 16</b>	Ted Talk – Persuasive	<b>Ted Talk – Persuasive speech due</b> , evaluations due

This schedule is approximate. Please check your Moodle calendar for actual assignments and due dates.