



# LABETTE COMMUNITY COLLEGE

Spring 2023

## Course Information

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**Course Number:** COMM 101 401MI

**Course Title:** Public Speaking

**Semester Credit Hours:** 3.00

**Department:** Communication

**Prerequisites:** None

## Instructor Information

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**Instructor:** Tonya Seller Neises

**Labette Email:** tonyab@labette.edu

**Office Phone:** 620-820-1121

**Office Location:** H202

**Office Hours:** Monday/Wednesday 9-9:30 a.m. or 12:20-1:20 p.m. AND Tuesday/Thursday 8:30-9:30 a.m. or 12:20-1:20 p.m.

**Virtual Office Hours:**

Tuesday/Wednesday/Thursday: 2-3 p.m.

## Required Texts and Materials

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Please visit the [Labette Community College Bookstore](#) for all of your materials needs.

### **Looseleaf for Human Communication**

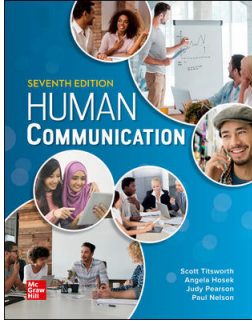
Edition: 7th Edition

ISBN: 9781260822878

Authors: Titsworth, Hosek, Pearson, Nelson

Publisher: McGraw-Hill

Publication Date: 2021



## Technology Requirements

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In terms of hardware, regular, reliable access to a computer with Internet access is a minimum requirement.

## Course Description

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A basic study in communication theory and its practical application at all levels: intrapersonal (understanding the self), interpersonal (one-to-one relationships and small group interaction), and public speaking. Students examine factors that influence the development of self-concept and interpersonal relationships, participate in problem solving panel discussions, deliver informative and persuasive speeches, and improve their critical listening and thinking skills.

## KRSN Number

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The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents KRSN: COM 1010

## Course Outcomes and Competencies

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Students who successfully complete this course will be able to:

- 1. The competent speaker must complete a minimum of four speeches that include a written assignment, peer review, and requires increasingly rigorous research and must be delivered in front of a live synchronous audience.
  - Incorporate the six functions of communication when evaluating the effectiveness of a speech and interpersonal communication.

- Critique a speaker's presentation content and delivery.
  - Develop an extemporaneous delivery while using outlines for the majority of speeches.
- 2. The competent speaker must be able to compose a message and provide ideas and information suitable to the topic, purpose, and audience.
    - Determine the purpose of oral discourse- speaking to inform, persuade, or entertain.
    - Compose and transmit a message suitable to the topic, purpose, and audience.
    - Compose an introduction, a detailed body with supporting material, utilize transitions, a conclusion, and references in an outline for the majority of speeches.
    - Select suitable organizational patterns.
    - Demonstrate careful choice of words.
- 3. The competent speaker must also be able to transmit the message by using delivery skills suitable to the topic, purpose, and audience.
    - Employ vocal variety in rate, pitch, and intensity.
    - Articulate clearly.
    - Employ language appropriate to the designated audience.
    - Demonstrate nonverbal behavior that supports the verbal message.
- 4. The competent listener must be able to demonstrate literal comprehension.
    - Recognize main ideas.
    - Identify supporting details.
    - Recognize relationships among ideas.
    - Recall ideas and details.
- 5. The competent listener must be able to demonstrate critical comprehension.
    - Listen with an open mind.
    - Discriminate between statements of fact and statements of opinion.
    - Distinguish between emotional and logical arguments.

- Detect bias and prejudice.
- Evaluate evidence.
- Recognize discrepancies between a speaker's verbal and nonverbal messages.
- Employ active listening techniques.

## Important Dates for the Semester

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<b>Date</b>	<b>Event</b>
1/17	<b>Classes Begin for full semester and First 8 Week Session [Tue]</b>
1/19	<b>Last day to add First 8 Week Session courses without instructor permission [Thu]</b>
	<b>Last day to add First 8 Week Session courses with instructor permission [Mon]</b>
1/23	<b>Last day for a full refund for First 8 Week courses [Mon]</b>
	<b>Last day to enroll/add full semester courses without instructor permission [Mon]</b>
1/30	<b>Last day to enroll/add full semester courses with instructor permission [Mon]</b>
	<b>Last day for full refund for full semester courses [Mon]</b>
1/31	<b>Degree/Certificate Check Requests Due to Registrar; Graduation Filing Deadline [Tue]</b>
2/2	<b>Certification Rosters due at 12:00 pm [Thu]</b>
2/6	<b>Last day to pay for classes or make payment arrangements [Mon]</b>
2/17	<b>College Closed--President's Day [Fri]</b>

**Date Event**

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3/3	<b>Last day to Withdraw from First 8 Week Classes [Fri]</b>
3/10	<b>First 8 Week Session Ends [Fri]</b>
3/13	<b>3/13--3/17 College Closed/Spring Break [Mon-Fri]</b>
3/20	<b>First 8 Week Session Grades Due at noon [Mon]</b> <b>Second 8 Week Session Starts [Mon]</b>
3/22	<b>Last day to add Second 8 Week Session courses without instructor permission [Wed]</b>
3/24	<b>Last day to add Second 8 Week Session courses with instructor permission [Fri]</b> <b>Last day for a full refund for Second 8 Week Session courses [Fri]</b>
3/29	<b>Certification Rosters Due for Second 8 Week Courses at 12:00 pm [Wed]</b>
4/3	<b>Summer/Fall 2023 Enrollment Begins [Mon]</b>
4/7	<b>College Closed/Holiday Break [Fri]</b>
4/28	<b>Last day to withdraw from all courses [Fri]</b>
5/2	<b>Tuesday Evening Finals</b>
5/3	<b>Wednesday Evening Finals</b>
5/4	<b>No Day Classes/Thursday Evening Finals/College Open</b>
5/8	<b>5/8--5/11 Finals-Day/Online Classes [Mon-Thu]</b> <b>Monday Evening Finals</b>
5/15	<b>Grades due at noon [Mon]</b>
5/29	<b>College Closed/Memorial Day</b>

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## Course Outline

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## Week Activity

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- 1
- REQUIRED Attendance Assignment
  - Course Understanding Quiz
  - Week 1 Discussion Board assignment
  - Looking ahead? Begin work on your Bio in a Bag- Introduction Speech
    - Start gathering your audience of six to present to!
    - Speeches submitted with less than six audience members will not receive credit.
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- 2
- Read Chapters 1 and 2
  - Chapter 1 Questions/Reflection and Ch. 2 Questions/Reflection. Each chapter questions/reflection will be listed separately in Coursework/Assignments
  - Chapter 1 Quiz and 2 Quiz. Each quiz will be listed separately in Coursework/Assignments
  - Week 2 Discussion Board assignment
  - Bio in a Bag - Introduction Speech Due
  - Looking ahead? Get started on your Vision Speech
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- 3
- Read Chapters 10 and 12
  - Chapter 10 Questions/Reflection and Ch. 12 Questions/Reflection. Each chapter questions/reflection will be listed separately in Coursework/Assignments
  - Chapter 10 Quiz and 12 Quiz. Each quiz will be listed separately in Coursework/Assignments
  - Week 3 Discussion Board assignment
  - Complete the Vision Speech
  - Looking ahead? Brainstorm for ideas for the Demonstration Speech
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## Week Activity

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- 4
- Read Chapter 11
  - Chapter 11 Questions/Reflection
  - Chapter 11 Quiz
  - Week 4 Discussion Board assignment
  - Work on your Demonstration Speech
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- 5
- Read Chapter 4
  - Chapter 4 Questions/Reflection
  - Chapter 4 Quiz
  - Week 5 Discussion Board assignment
  - Complete Demonstration Speech
  - Looking ahead? Brainstorm for Persuasive Speech topics (read criteria by clicking on the Speeches tab)
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- 6
- Read Chapters 5 and 15
  - Chapter 5 Questions/Reflection and Ch. 15 Reading Questions/Reflection. Each chapter Questions/Reflection will be listed separately in Coursework/Assignments
  - Chapter 5 Quiz and 15 Quiz. Each quiz will be listed separately in Coursework/Assignments
  - Week 6 Discussion Board assignment
  - Submit Persuasive Speech topic/research for approval
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## Week Activity

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- In Chapter 14, read about the following concepts: Information Interest (Also called Information Hunger) and Information Overload
- Chapter 14 Questions/Reflection
- Speech Analysis assignment
- Week 7 Discussion Board assignment
- Complete the Persuasive Speech

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- Take the final exam
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## Methods of Instruction

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This course uses a variety of different methods for instruction which may include but are not limited to the following: lecture, discussion, handouts, textbook readings, out of class assignments or homework, labs, simulations, active and cooperative learning, etc.

Readings/reflections based off chapters from the text, websites, videos, handouts, quizzes, discussions, etc.

## Methods of Evaluation

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The instructor reserves the right to modify, add, and/or take away assignments based on the circumstances that develop during the semester.

Possible Points:

*Please note- This is a tentative overview of assignments/points and is subject to change.*

- 4 Major Speeches Points
  - “Bio in a Bag” – Introduction 20
  - Vision Speech 40
  - Demonstration/Process Speech 85
  - Persuasive Speech 100
- Discussion Boards 105



- Chapter questions/reflections 180
- Speech Analysis 50
- 9 Quizzes (10 pts. ea.) 90
- Final 100
- Total Possible Points 770

## Determination of Grades

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Final course grades are determined by the total point accumulation of all grades from speeches, audience responses/evaluations, class assignments/activities, quizzes, the mid-term and final, and attendance. Percentages are not rounded. Since this is a speech class, all major speeches must be completed in order to fulfill course requirements. Not doing so will result in failure of the course.

693 – 770 = A

616 – 692 = B

539 – 615 = C

462 – 538 = D

461 & Below = F

The grading scale for speeches:

90% – 100% = A Student does an outstanding speech. Excellent content, well organized, excellent wording – good eye contact and an energetic delivery – and/or superior accomplishment on the criteria established for that speech.

80% – 89% = B Speech approaching the qualities of an “A” speech. A good speech, not necessarily any major weaknesses, but not achieving a standard of excellence in any or enough areas to merit an “A”. A good job in meeting most established criteria for that speech.

70% – 79% = C An acceptable speech. Reasonably clear purpose, adequate support, apparent organization, but may not be entirely clear to the entire audience, some problems in wording or delivery or both; and/or some deficiencies in meeting many of the major criteria established for the speech.

60 – 69% = D An unclear purpose and serious deficiencies in some and perhaps all areas of content, organization; and/or poor delivery.

59% & Below = F The student does not give the speech at all or simply demonstrates that there has been no preparation in content or delivery.

## Classroom Protocol

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**EXPECTATIONS FOR ONLINE PUBLIC SPEAKING:** Students will prepare and present four speeches in front of a live audience (of no less than six people) of your choosing. If you have issues with this requirement due to illness, email me so I can help assist you in setting up a Zoom meeting with your audience members so they can view your talk remotely and you can still meet the audience requirement. **Students who submit speeches without an audience will not receive credit and will be required to re-record their talk in front of an audience.**

Speeches must be digitally recorded and uploaded to YouTube.com for me to view and grade. Please do NOT password protect your link. You may delete it as soon as I grade the speech. Setting a password creates a great deal of confusion. Do not provide search information for your speech. You must provide the actual YouTube url.

The majority of speeches are to be delivered extemporaneously; that is, they are prepared beforehand but wording, although practiced, is determined during the actual speech. **When outlines are required, they must be prepared before the speech is given and uploaded on the first day of speeches.** They count as part of the speech grade and should be typed according to the instructor guidelines. All speeches must be delivered when scheduled. Major speeches missed by the student, regardless of cause, must be given when time permits in order for the student to receive a passing grade for the course. The amount of reduced credit for a make-up speech, if any, will depend upon the nature of the absence and is at the discretion of the instructor.

**ADDITIONAL EXPECTATIONS:** All work is expected to be completed during the assigned week. Stay on track and submit work by deadlines. Reach out to me prior to deadlines if you have extenuating circumstances. Be aware of deadlines and do not wait until the final hour to complete assignments in case you run in to technical difficulties. Please always be respectful in your communication/responses to one another and to the instructor.

## Attendance Requirements

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Online students and hybrid students whose courses meet online must complete the Required Attendance Assignment to certify their attendance in the class. Students who do not complete the assignment during the Add/Drop period will automatically be dropped from the course.

Students who are inactive in online sections (do not complete any assignments) for longer than one week, OR students who do not complete the required presentations within the week they are due, may be dropped from the course.

**All students will receive a grade for the course after the last day to withdraw for the semester regardless of the number of absences.**

## Online Class Attendance Information

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Online students and hybrid students whose courses meet online during the Add/Drop period must complete the Required Attendance Assignment to certify their attendance in the class. Students who do not complete the assignment during the Add/Drop period will automatically be dropped from the course. For technical assistance with online courses through RedZone:

- [onlinesupport@labette.edu](mailto:onlinesupport@labette.edu) (evenings and weekends)
- (620) 820-1146 (office 8:00 am - 4:30 pm, M-F)

## Communication

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All communication concerning this course or college business will be sent to your LCC student email address, unless you are taking a concurrent course and your school district email can be used. Please check your email on a regular basis.

## Out-of-Class Student Work Expectations

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Students should expect to spend a minimum of two hours on out-of-class student work for every credit hour of their class.

## Students with Disabilities

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If you have problems accessing any material in this course due to a disability, please notify your instructor immediately and steps will be taken to address your needs. You may also contact the ADA Coordinator, by calling the Student Success Center at (620) 820-1182, or by visiting the Student Success Center on the Main Campus. Services for LCC students who have a documented disability from a certified professional are coordinated through the ADA Coordinator in the Student Success Center on the Main Campus in Parsons.

## Continuity of Instruction

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In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in the course can be obtained at the RedZone course web page or by contacting your instructor for the course. If the course is not able to meet face-to-face, students should immediately log onto RedZone and read any announcements and/or alternative

assignment. Students are also encouraged to continue the readings and other assignments as outlined on the syllabus. Students must adhere to any emergency operations plan created by the college for that incident.

## Final Exam Schedule

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Final examinations will be given according to the schedule of examinations available each semester. All Students are expected to take their final during the scheduled times. Students who have more than three finals scheduled in one day need to contact the Vice President of Academic Affairs.

Link to all LCC Calendars (including the Final Exam schedule):

<http://www.labette.edu/calendars/index.html>