COMM 101-44C Monday 12:30-3:20PM　　　　　**CC 1626**
Text: Public Speaking Handbook 4th ed. Authors: Beebe & Beebe
ISBN-13: 9780205029402

> Instructor: Angel N. Moschel-Foster
> E-Mail: amoschelfoster@ivytech.edu
> Telephone: (260) 481-2246
> Office Location: SL 138
> Office Hours: T & R 10am-12pm
> 　　　　　　W 1:00-5:00pm

Course Objectives
- Analyze an audience and adapt presentations accordingly.
- Apply principles of composition to the development of speeches.
- Develop ideas with research, credible forms of support, and documentation.
- Recognize and demonstrate appropriate verbal/non-verbal communication in speeches.
- Use visual aids to support and enhance oral presentations.
- Actively listen to and critically evaluate oral presentations.
- Apply the fundamental concepts of effective public speaking through speeches.
- Incorporate appropriate technology to support and enhance oral presentations.

Description: Introduces fundamentals concepts and skills for effective public speaking, including audience analysis, outlining, research, delivery, critical listening, evaluation, presentational aids, and appropriate delivery.

Course Content
Communication Models	Listening	Researching the speech topic
Ethics in public speaking	Using technology	Selecting a topic & purpose
Analyze audience	Common fallacies	Speaking to inform & persuade
Oral and written source citation	Speech intros & conclusions	Using presentational aids
Supporting materials and evidence	Outlining the speech	Organizing body of the speech
Presenting the speech	Language & delivery	

Basic Course Policies
- Student/instructor meetings during office hours (drop-in) or by appointment.
- The instructor owns the copyright to all original material, and this material may not be duplicated without permission from the instructor.
- If you have a cell phone **put it on vibrate** before class begins. Any cell phone usage during class will result in a deduction of partial/all attendance points for that day. This includes texting.
- **No laptops are to be used during class for any reason**. Repeatedly ignoring this and using your laptop without express direction from the instructor will result in a reduction of points for the overall course.
- Children under 16 are not allowed in the classroom. Neither are animals, regardless of age.
- You must gain permission from the instructor before you can tape any portion of the class.
- This syllabus may be revised throughout the semester if deemed necessary.
- Ivy Tech Community College seeks to provide effective services and accommodations for otherwise qualified individuals with documented disabilities. Contact Disability Services, Harshman Hall room 1710 or 1714, or call (260) 481-2210. Allowances for disabilities will not be provided without proper documentation.
- The last class meeting is the end of semester. **Nothing may be turned in or completed after that date.** All graded assignments must be picked up by this date.
- Last Day to drop this class = November 9th, 2013.

Attendance Policies
- This is a performance class, and as such, an audience is necessary. Therefore, attendance is mandatory – resentments for the policy are optional. It is your responsibility to sign in each day. Failure to sign in will result in an absence/0 activity points for the day.
- On class dates that do not have assigned speeches or exams due, there will be in-class activities. These activities are worth 10 points each and cannot be made up, regardless of reason for absence.

ADA Statement
- Ivy Tech College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services at the beginning of the semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

Missed Assignments Policy
- **Failure to complete 4 of the 5 required speeches is considered grounds for failure of the course.**
- **If you do not complete the informative and persuasive speeches, you fail this course.**
- If you miss a speech or exam, do not expect to make it up without talking to me first. **You may only "make-up" one speech or exam per semester for full credit.** For full credit, you must:
  o Notify me within 72 hours of the absence via email at amoschelfoster@ivytech.edu or (260) 481-2246.
  o Provide written documentation to verify legitimacy of absence.
  o If you do not contact me and/or are unable to provide documentation for a missed speech, you may be given the option to make-up the speech within 1 week for ½ credit (based on individual circumstances).

Assignment Policies – Speeches and Outlines
- Speeches will be graded based on: delivery, content, organizational pattern, preparedness, and obvious interest in the speech topic.
- **Speeches are due at the beginning of class on the due date.** You are expected to be on time and prepared. If you miss the beginning of class due to printing, working on your delivery notes, etc, you will be docked points from your overall total speech score, as this shows lack of preparation.
- **If you are late to class and speeches have already started, DO NOT walk into the room during someone's speech. Read the sign on the door and wait until they have finished before entering.**
- Computer/technical problems (printer ran out of ink, computer locked up, flash drive was stolen, etc.) do not constitute an excuse for turning anything in late- this includes outlines and visuals!
- The instructor reserves the right to reject any outline or stop any presentation that is not completed according to directions given or that fails to meet general college-level standards.
- No interruptions, talking, or distracting behavior during other peoples' speeches. Inappropriate behavior (texting, writing delivery outlines, homework for other classes, etc) during others' speeches will result in a deduction of overall points and / or removal from class that day.
- Visual aids must be appropriate to the speech, the topic, and to the classroom environment.
- If questions about class policies, procedures or grades arise during or after the semester, you must meet with your instructor first prior to speaking with a program chair or any other college representative. If this does not resolve the issue, contact program chair Becky Bishop as rbishop25@ivytech.edu or (260) 481-2209.

Academic Honesty Statement
The college is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement. Cheating on papers, tests, or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests and other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior. **Plagiarism or cheating will not be tolerated. If caught, you will receive a zero for that assignment. The responsibility for proof regarding an issue of plagiarism is yours, not the instructor.**

Ivy Tech Go Green Policy
Ivy Tech Community College–Northeast is committed to the development and implementation of a comprehensive sustainability plan. We're emphasizing our responsibility to go green. To that end, we are asking students, faculty, and staff to actively participate in energy conservation measures and proper recycling on campus. **Please remember to empty the liquid from your containers before depositing them in the bins.** Any materials that cannot be recycled should be placed in garbage cans. It is also important to turn off lights and computers when leaving a room. Together, we can make an impact on conserving our limited resources. Remember to reduce, reuse, and recycle!

Ivy Tech Smoking Policy: Ivy Tech–Northeast is committed to providing a healthy, comfortable and productive environment for the students, faculty and staff of this campus. The use or sale of any tobacco product is prohibited on college-owned, operated, or leased property or vehicles at any time. **The policy applied to all Ivy Tech–Northeast facilities and grounds, regardless of location.** Smoking, including the use of an e-cigarette, shall not be permitted in any enclosed space and is also prohibited outdoors on all college campus property, including parking lots. This policy applies to all students, faculty, staff and visitors. **Tickets and fines will be issued to violators.**

ASSIGNMENT GRADE TRACKER

Assignment Name	Points Earned	Points Possible
In-Class Activities (10 at 10 points each)		100
Introduction Speech		45
BB Discussion: Procedure Topic & Student Response		25
Procedure/Demonstration Speech and Outlines		150
Procedure / Demo Peer Reviews (2 at 7.5 pts each)		15
BB Discussion: Informative Topic & Response		25
Informative Speech and Outlines		150
Informative Peer Reviews (2 at 7.5 pts each)		15
BB Discussion: Persuasive Topic & Response		25
Persuasive Speech and Outlines		200
Persuasive Peer Reviews (2 at 7.5 pts each)		15
Midterm Exam		100
Final Exam		100
Impromptu Speech		35
TOTAL POINTS POSSIBLE		**1000 points**

GRADING SCALE

A = 900-1000 pts   B = 800-899 pts   C = 700-799 pts   D = 600-699pts   F = 0-599 pts

Basic Blackboard Instructions
1. If you have not used Blackboard 9.1in previous courses, it is your responsibility to view the tutorials and / or access the Student User Guide in the Help tab to learn how to use the system.
2. Log in to Blackboard via Campus Connect or at https://online.ivytech.edu, using your username and password (same as email).
3. Once inside the course you will see the following:
    ● **Announcements–** All course Announcements from your instructor will be displayed here.
    ● **Syllabus–** Click here to access the course syllabus and course calendar.
    ● **Power Points –** Chapter power points for the course are available at any time.
    ● **Resources & Rubrics-** Assignment descriptions, requirements, and grade rubrics.
    ● **Discussions–** Three required for the course (we will discuss in class).
    ● **My Grades–** Click here to access your grades for this course. Note: You are the only one that has access to your grades, besides the Instructor. Please check grades frequently to ensure they are accurate and contact the instructor if you note any discrepancies.

ASSIGNMENT DESCRIPTIONS

BLACKBOARD DISCUSSION BOARD POSTS = 3 @ 25 points each
These assignments are online in Blackboard. For full credit you must post your topic and all required information (included online in the assignment description) for 10 points, and a thoughtful response to at least two other students regarding your opinions or feedback (5 pts). **If you do not post by the deadline, I will assign you a topic via email.** You may not really like the topic I end up giving you, so don't miss the deadline. Please see the class schedule for due dates. You may post your topic any time prior to the due date. FYI, once a topic has been posted by someone, you may not do the same topic.

EXAMS = 200 points
There will be two exams, each worth 100 points. Exams will be in-class. Format will be true/false, multiple choice, and matching (50 questions). It is your responsibility to bring a pencil to class on exam day, as exams use scantron sheets.

PEER REVIEWS for the Demonstration, Informative, and Persuasive Speeches = 3 times @ 15 points each
For three of the speeches, you will be grading two other students using the grade rubric provided by the instructor. Note, as these require you to be present in class to observe speeches, peer reviews cannot be "made-up". More information will follow in class.

INTRODUCTORY SPEECH = 45 points
Bring in an object that represents who you are or would like to be. The focus of the speech is not the object itself, but what the object reveals about you, your characteristics. This could be personality traits, goals, likes, dislikes, family, work, etc. This speech will be narrative, as the object should allow you to share stories relevant to revealing who you are. The purpose of this assignment is to give you a chance to "break the ice" with the audience <u>while demonstrating knowledge of the basic speech format covered in class.</u>
Requirements:
1. 2 minutes long, not to exceed 3 minutes.
2. Organize your ideas and think about the information you share – this will be the audience's first impression of you, and they will be listening to you for a semester, so credibility is important.
3. The speech should include:
    - Introduction: Your name and any information that is relevant for us to get to know you.
    - Body: 2-3 main points / stories that explain or demonstrate how the object represents you.
    - Conclusion: Summary, restate name and provide closure by referring back to the intro.
4. Deliver the speech from limited notes on **one** 4x6 note card. This will be the best way to practice for future speeches, and limiting your notes will help you aim for making eye contact with your audience. Note card must be turned in after you speak.

PROCEDURE / DEMONSTRATION SPEECH = 150 points
Many times in life we find ourselves teaching others how to "do something" or explaining to others how something works. For this speech you will be expected to teach the audience something new and useful, or explain to us how a process produces a particular outcome. Demonstrative topics chosen for this speech should be detailed enough that the audience would be able to "do it" on their own after listening and learning from you. If you choose a procedure, your goal for the audience should be that they have a complete understanding of how the process works. Topics should <u>not</u> be simple ideas or things we already know, for example, most of us can probably already tie our shoes or make a peanut butter sandwich. Topics regarding illegal drug or alcohol use are not permitted (no drinking games, these do not contribute to the betterment of society).

Requirements:
1. 4-6 minutes long, not to exceed 7 minutes. <u>I will stop you at 8 minutes</u>, so practice and time it out.
2. Requires a minimum of at least two visual aids that assist in explaining the information / steps. If you chose to use power point, you must have <u>at least</u> 2 slides that help clarify information. I will not count a title slide as a visual, as this does not increase knowledge of the topic itself.
3. **Preparation Outline**
    - This is the full-text, full-sentence version of your speech, and must be typed. Hand-written outlines will not be accepted for points.
    - **Outline must use standard outline formatting**. For this speech you will be expected to use standard outline form with clearly identified introduction, blueprint, body with 2-3 main points, and summary conclusion. Outlines that are written in paragraphs (and look like English papers) will not be accepted for points.
    - Due immediately before you speak. Late preparation outlines will not be accepted after the speech is given and preparation outline points will be forfeited.

4. **Delivery Outline** contains only key words and phrases that assist in the delivery of the speech. This should not be full text and does not include your specific purpose.
    NOTE: Delivery outline may only be 2-3 note cards (front only) or one sheet paper (front only).

    For full speech points you must submit both the preparation outline before you speak and turn in your delivery outline after you speak. If you opt to use the unedited preparation version of your speech for delivery, all delivery outline points will be forfeited.

IMPROMPTU SPEECH = 35 points
Impromptu speeches will occur the last day of class. You will be given a general topic and have 1-2 minutes to prepare a 2 minute informative speech. A guided worksheet will be provided to assist you in structuring and organizing your ideas quickly. More information to follow in class.

INFORMATIVE SPEECH = 150 points
The purpose of an informative speech is to try to teach new information to the audience using credible sources, explanations, and examples. The success of your speech depends on whether the audience learns what you wanted to teach them, and should include why the information is useful and valuable, and not things that most of the audience already knows. **You need to make sure that the audience understands and remembers the essential information, so choose research, supports, delivery elements, and visuals that will help you accomplish that goal.** You must choose from one of the following types of informative speeches.

1. Object: A speech about an object many times focuses on history and creation (chronological organizational pattern). You could choose to discuss the elements of the object (topical pattern, for example, three parts of an atom). Use a spatial pattern if your topic can be analyzed in regards to physical relationship, for example, Ivy Tech could be divided into main points by looking at the actual campuses in relation to one another.

2. Event: Speeches can be about famous events that are researched, but can also be about a personal event you have experienced. Event speeches can use a topical organizational pattern in which main points are divided into explaining who, what, where, when, why, and/or how to analyze and explain the topic. Event speeches can also use a chronological organizational pattern analyzing the event using three main points: Before, during, and after.

3. People: Biographical speeches can be very interesting and informative if they include unusual, unknown, and interesting characteristics and elements / stories about the person. Please do not just recite fact/dates in chronological order like a resume, as this is one of the best ways to bore an audience to death. Instead, a biographical speech can use chronological order of main points (early life, middle age, older years), or can be divided by topical order, as in 2-3 characteristics of the person, each one a detailed main point.

4. Idea: Idea speeches are used to teach abstract concepts, such as theories in psychology, science, philosophy, sociology, communication, etc, and should focus on the audience being able to understand and explain the theory after listening. These are usually organized in chronological order (development of the theory over time, for example, evolution) or topically (2-3 elements of the theory from simple to most complex).

Requirements:
1. 4-6 minutes long, not to exceed 7 minutes. I will stop you at 8 minutes, so time it during your practice and cut/add content if necessary.
2. Requires a minimum of at least two visual aids that assist in explaining the information. If you chose to use power point, you must have <u>at least</u> 2 slides that help clarify information. I will not count a title slide as a visual, as this does not increase knowledge of the topic itself.
3. Minimum three outside (researched) sources, clearly cited in the speech and at the time any information from said source is used (otherwise it is plagiarism). Verbal source citation should be clear and should include the date referenced.

4. **Preparation Outline**
   o This is the full-text, full-sentence version of your speech using the **Standard Outline format,** and must be typed. Same as before, "English paper" style and hand-written outlines will not be accepted for points.
   o Sources must be included in the text of the speech (with dates for full points), and must also be listed at end of outline as "Cited Sources" in either APA or MLA format.
   o Due immediately before you speak. Late preparation outlines will not be accepted after the speech is given and preparation outline points will be forfeited.

5. **Delivery Outline** contains only key words and phrases that assist in the delivery of the speech. <u>This should not be complete sentences!</u>

NOTE: Delivery outline may only be 3-4 note cards (front only) or one sheet paper (front only).

For full speech points you must submit both the preparation outline before you speak and turn in your delivery outline after you speak. If you opt to use the preparation version of your speech for delivery, all delivery outline points will be forfeited.

PERSUASIVE SPEECH = 200 points
To persuade you must first know your audience: what are their attitudes, beliefs, values, behaviors, and opinions in regard to the topic? Knowing these key things about your audience can keep you from saying or doing something during the speech that may offend, and can also help you find common ground with an audience who may have opposing views.

Topic Choice
1. Topics chosen for this speech should be **problem-related**, meaning concerning some kind of issue that needs to be solved. Topics that are policy-related are usually easiest. Examples might include health-care reform or the failings of standardized testing. **Research your topic and pack your speech with lots of statistics, facts, quotes from credible people, and emotional examples (pathos/needs).**
2. Avoid "big issue" topics, as they are overused, unoriginal, and many times audience members "shut down" mentally just hearing the topic name. However, you *might* change their mind about a smaller part of that issue by narrowing the topic. Your may not convince someone to change their position on abortion, but you change their views on parental notification. The long appeals process for death row inmates is a much better choice than a full-on values topic like banning capital punishment. Topics arguing any religion over another are not permitted, and religious texts are not considered unbiased sources, so don't rely on them to prove your argument.
3. Try to choose a topic that not everyone agrees with or is basic "common sense", otherwise there's no persuasion going on. No one will disagree that smoking is bad for you, that you should wear your seatbelt, or that you shouldn't drink and drive. However, that does not mean pick something deliberately to shock or offend; speech topics that could be interpreted as racist or biased against any particular group should be avoided. Think about this: the object of this speech is to *persuade* your audience. If audience members feel offended, they surely aren't going to be persuaded. I firmly believe in free speech, but this class is not the appropriate forum for some ideas you may have. Please save them for another venue.
4. Whatever topic you choose, it should be something you're passionate about, because that energy and enthusiasm will come through in the delivery of the speech, boosting your credibility with the audience.

Requirements:
1. 4-6 minutes long, not to exceed 7 minutes- your speech will be stopped at 8 minutes.
2. Must include a minimum of one psychological appeal (chapter 18). You must illustrate a connection between your topic/position and the audience by demonstrating how it fulfills one or more of their needs (physiological, safety & security, self-esteem, success, social, or self-actualization).
3. Introduction must clearly include the speaker's qualifications and credibility on the topic.
4. Conclusion must have a specific and detailed audience action step (II) that asks the audience to take action-- and makes it easy for them to do so. Hand out a petition for students to sign, or a self-addressed stamped envelope to mail to someone. Make your action step as easy as possible, because most people are very busy and/or very lazy. If you ask simply end with "call your Congressman," they won't. FYI: without this part, your speech is not persuasive!
5. **Power Point (minimum 3 slides, not including title slide) is required for the persuasive speech.** Other visuals (handouts, objects etc) may be used along with power point.
6. Minimum three outside (researched) sources, clearly cited in the speech and at the time any information from said source is used (otherwise it is plagiarism). Verbal source citation should be clear and should include the date referenced. Sources should be academic and nature, or from unbiased organizations / universities.
7. **Preparation Outline**
   - This is the full-text, full-sentence version of your speech using the **Standard Outline format,** and must be typed. Same as before, no hand-written papers.
   - Sources must be included in the text of the speech (with dates for full points), and must also be listed at end of outline as "Cited Sources" in either APA or MLA format.
   - Due immediately before you speak. Late preparation outlines will not be accepted after the speech is given and preparation outline points will be forfeited.
8. Delivery Outline contains only key words and phrases that assist in the delivery of the speech. Statistics and full quotations may be complete sentences.

NOTE: Delivery outline may only be 4-5 note cards (front only) or 1 ½ sheets paper (front only).

For full speech points you must submit both the preparation outline before you speak and turn in your delivery outline after you speak. If you opt to use the preparation version of your speech for delivery, all delivery outline points will be forfeited.

CLASS SCHEDULE: Subject to Change at Instructor Discretion

Week Date	Class Material to be Covered / Assignments
Week 1 08/19	Basic Introductions Chapter 1 – Communication Model & Basic Speech Organization (Intro, Body, Conclusion)
Week 2 08/26	Chapter 2 – Nervousness Chapter 4 – Listening
Week 3 09/02	**No Class – Labor Day**
Week 4 09/09	**Introduction Speeches Due** Chapter 3 – Ethics
Week 5 09/16	Chapter 5 – Audience Analysis
Week 6 09/23	Chapter 6 – Developing your Speech (Purpose, Central Idea, Main Point Previews) Chapter 15 – Types of Informative Speeches (pages 313-314; 317-327)
Week 7 09/30	Chapter 13 – Elements of Delivery Chapter 14 – Using Visuals Effectively **Online Blackboard Discussion – Demonstration / Procedure Topics Due by Midnight**
Week 8 10/07	**Demonstration Speeches Due in class**
Week 9 10/14	**Midterm Exam (chapters 1-6, 13-14)** Chapter 15 – Types of Informative Speeches (remaining 4 types) Chapter 7 – Gathering and Using Supporting Material
Week 10 10/21	Chapter 8 – Organizing the Speech
Week 11 10/28	Chapter 9 – Introductions Chapter 10 – Conclusions **Online Blackboard Discussion – Informative Topics Due by Midnight**
Week 12 11/04	Chapter 11 – Outlining the Speech
Week 13 11/11	**Informative Speeches Due (in class)**
Week 14 11/18	Chapter 16 – Understanding Persuasive Strategies **Online Blackboard Discussion – Persuasive Topics Due by Midnight**
Week 15 11/25	Chapter 17 – Using Persuasive Techniques (outlining a persuasive speech)
Week 16 12/02	**Persuasive Speeches Due (in class)**
Week 17 12/09	**Final Exam (chapters 7-11, 15-17)** **Impromptu Speeches**