

<p>Course</p>	<p>SPCM 1040 Public Speaking LAAFB</p>
<p>Term</p>	<p>Fall 2, 2008</p>
<p>Instructor</p>	<p>Name: Heidi Doan Phone: 310-353-6927 Email: HDoan1011@aol.com</p>
<p>Catalog Description</p>	<p>Students learn the organization, development and delivery of a variety of formal public speeches. The course includes public speeches and a variety of other speaking exercises to help students adapt to audiences and contexts, solve delivery problems, and build confidence. Activities also help the student to develop realistic evaluations of various speaking occasions.</p>
<p>Prerequisites</p>	<p>None</p>
<p>Course Level Learning Outcomes</p>	<p>The student will improve overall oral communication skills while learning the basic forms and conventions public speaking. Assignments will include delivery of informative and persuasive speeches, readings and viewing speeches. Emphasis will also include increasing listening skills in order to become a more critical consumer of information.</p> <p style="padding-left: 40px;">This course will enable the student to:</p> <ul style="list-style-type: none"> • Identify the three basic purposes of public speaking. • Increase listening skills to better understand speakers. • Design a presentation with a particular audience in mind • Select and narrow topics when preparing presentations/speeches. • Demonstrate research skills required by the process of speech preparation. • Demonstrate relevant use of audio/visual resources for public speaking. <p>On completion of this course the student will be able to:</p> <ul style="list-style-type: none"> • Organize ideas in a purposeful, cohesive sequence. • Develop a clear thesis statement, and articulate the message throughout a speech. • Demonstrate clear use of language, nonverbal communication and

	<p>voice</p> <ul style="list-style-type: none"> • Present clear messages by using reason, personal credibility and emotion. • Create and present an informative speech. • Create and present a persuasive speech.
Textbook	<p>Dowis, Richard, <i>The Lost Art of the Great Speech</i> Publisher: AMACOM, NY, 2000 ISBN 10: 0-8144-7054-8 ISBN 13: 978-0-8144-7054-1</p> <p>Detz, Joan, <i>It's Not What You Say, It's How You Say It</i>, 1st Ed. Publisher: St. Martin's Griffin, NY, Oct. 2000 ISBN 10: 0-312-224305-7 ISBN 13: 978-0-31224305-0</p>
Grading	<ul style="list-style-type: none"> a. Written assignments 15% b. Speaking exercises 30% c. Mid Term Exam 20% d. Final Exam 30% e. Class participation 5% <p>Grading Scale</p> <ul style="list-style-type: none"> A 100-93 A- 92-90 B+ 89-87 B 86-83 C 79-70 D 69-61 F 60 and below <ul style="list-style-type: none"> • All assignments need to be completed in a timely manner. Be certain to save all work in progress on a disc (or other removable storage device) to assure that computer malfunctions (i.e.: virus') will not become an issue as assignment due dates approach. • Exams will not be comprehensive. Each exam will cover a block of chapters. These chapters will be known to the students in sufficient time in order to prepare.

	<ul style="list-style-type: none"> • Instructor reserves the right to alter the assignments. If this should occur, the student will be notified beforehand.
Activities	<p>As stated in Weekly Schedule.</p> <p>Passports Component</p> <p>“Passports” is Eden-Webster Library’s WWW site, integrating Internet resources and online databases for student and faculty research. Students are encouraged to use Passports for their research needs. Also, Passports is accessible from campus, home or office using your student ID number providing 24 hour access to:</p> <ul style="list-style-type: none"> • Library Catalogues and Collections • Library Information • Databases and Internet Resources • Forms and Help • Connections to other sites
Policy Statements: University Policies	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p>

Special Services

If you need accommodations for a disability, please let the instructor know at the beginning of the course so that they can be provided.

Disturbances

Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.

Attendance Policy

The University reserves the right to drop students who do not attend class the first week of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor directly. The instructor may give ample warning to the student and then recommend that the student withdraw from the course. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class. Instructor contact information is available on all syllabi. Please make sure to contact your instructors directly regarding an absence. Masters degree courses meet for nine weeks.

ADA Statement

If any member of the class has a documented disability and needs special accommodations, the instructor will work with the student and Webster University to provide reasonable accommodations to ensure the student a fair opportunity to perform in this class. Please advise the instructor of the disability and the desired accommodation(s) within the first week of the term.

Syllabus Modification

The instructor reserves the right to change the class schedule, course requirements, or grading criteria based on changing circumstances and

	events, University policies, and/or class input.
Course Policies	<p>Diligence Students are expected to complete all written and reading assignments prior to the class meeting. Written work should be in APA format and meet university-level quality standards. A set of specific expectations will be distributed and discussed at the first class meeting.</p>
Weekly Schedule	<p>Week One- Course Overview, Introductions The basics of public speaking; hearing and listening, how public speaking increases organizational and written communication skills. Dealing with apprehension and its causes; increasing self-confidence. Requirements for assigned speeches will be given, plus discussions of topic selection, outlines, and thesis statements will be covered. Class discussion from <i>The Lost Art of Great Speech</i>: Chap. 1 & 2 <i>(Note: class discussions of famous speeches will contain audio of those speeches whenever available.)</i> Reading: <i>It's Not What You Say...</i> Chap. 1 & 2</p> <p>Week Two- Levels of communication. Critical thinking: reasonable arguments, process of framing a thesis, and supporting evidence. Use of statistics and percentages in speeches to make a point. Continue with development of student speeches. Class discussion from <i>The Lost Art...</i> Chap. 3 & 4 Reading: <i>It's Not What you Say...</i> Chap. 3</p> <p>Week Three- Voice production, vocal expression, articulation. Non-verbal communication and delivery. Checking outlines and manuscripts of student speeches, rehearsal. Midterm review. Class discussion: <i>The Lost Art...</i> Chap. 5 & 6 Reading: <i>It's Not What You Say...</i> Chap. 4</p> <p>Week Four- Ethics and communication, style. Stylistic devices, eloquence and effective language. Midterm and speeches due. <i>(Note: Midterm will be done at the first meeting of the week; speeches will be done at the second meeting.)</i> Class discussion: <i>The Lost Art...</i> Chap. 6 & 7 Reading: <i>It's Not What You Say...</i> Chap. 5</p>

	<p>Week Five- Reading the audience, demographics, audience attitudes and situations. Use of humor and its appropriateness. Linking purpose and topic of speeches. Begin work on 2nd assigned speech, exploration of topics and thesis statements. Class discussion: <i>The Lost Art...</i> Chap. 8 & 9 Reading: <i>It's Not What You Say...</i> Chap.6</p> <p>Week Six- Effective delivery, delivery formats. Anticipating and answering audience questions. Speech evaluation, feedback, fairness and avoiding personal opinions. Continue development of student speeches. Class discussion: <i>The Lost Art...</i> Chap. 10 & 11 Reading: <i>It's Not What You Say...</i> Chap. 7</p> <p>Week Seven- use of support materials and time limits, proof and development in a speech. Using technology: pros and cons. Use of objects, models and handouts. Class discussion <i>The Lost Art...</i> Chap. 12,13 and 14 Reading: None. (Work on your speech!)</p> <p>Week Eight- research and credibility. Argumentation, claims of fact, value, and policy. The reasoning process and fallacies. Final revisions of speeches, review for finals. Class discussion: <i>The Lost Art...</i> Chap.15 and 16</p> <p>Week Nine: Speeches and Final Exam</p>
<p>Additional Information</p>	<p>Students must have the assigned course textbook and an approved syllabus in their possession at the first class meeting. All assignments and exams are to be typewritten in APA format. The research paper project will require a minimum of seven cited academic-grade reference sources. The best way to accomplish this requirement is through the use of the Webster Eden Library PASSPORTS system. You are encouraged to make use of the Webster On-Line Writing Center. All assignments are due at the beginning of class for the week under which they are listed. This includes the assignments due the first week. A grade penalty will be assessed on late submissions.</p> <p>Students are subject to the <u>Student Code of Conduct and Judicial Procedure</u> described in the Online Student Handbook.</p> <p>Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place. Students who engage in any</p>

	<p>of the above misconducts may be subject to dismissal from the University on careful consideration by the executive vice president of the University or his designee, to the extent that penalties for any these misconducts (e.g., theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.</p>
--	---