



A M B R O S E

COM 100 *PUBLIC SPEAKING* (3 credits)

Fall 2009

Mondays 1-3:45 pm

Classroom: TBD

Instructor: Rev. David Brotherton, M.A. Communications

Study: L2107 Study Phone: 410-2000 x6911

Email: dbrotherton@ambrose.edu

1. Course Description

Students in this class will be introduced to the principles and practice of effective public speaking. Each student will apply the theory and knowledge through a number of class presentations. Both instructor and classmates will provide regular critique for your further growth.

2. Course Objectives

- To understand and demonstrate *the process* of effective public speaking.
- To acquire the necessary skills and confidence for effective public speaking through developing several different, intentional disciplines like careful listening, critical thinking, and sound reasoning.
- To learn how to connect with your listeners through your words, presentation and body language.
- To acquire skills for preparing, organizing, and presenting various forms of public communication.

3. Required Text

Novis, Melanie (2004). *Canadian Public Speaking*. Toronto, ON: Pearson Education Canada Inc. (Prentice Hall).

4. Course Requirements and Grading

A. 4 Individual Speeches 55%

- **Personal Speech (3-4 min.)** Sept 28 **10%**
 - This is a speech that briefly introduces yourself to the class. This is not to be fictional. Presentation and composure are key to this one.
 - Specific "Audience" and "context" may be assigned.
 - Full Manuscript notes. A copy is to be handed in when starting.
- **Informative Speech (4-5 min.)** Oct 19 **15%**
 - This speech can be on any topic that you desire. Information is the key word. Again, this is not to be fictional. Make sure that you are not 'making up' the material. Your writing is key to this one.
 - Specific "Audience" and "context" may be assigned.
 - Detailed outline notes - A copy is to be handed in when starting.
- **Persuasive Speech (6-8 min)** Nov 9 & 16 **15%**
 - Convince us. Motivate us. Move our hearts. Presentation and writing are both keys to this one.
 - Specific "Audience" and "context" may be assigned.
 - Point form notes - A copy is to be handed in when starting.
- **Final Speech (10-12 min.)** Dec 7 & 14 **20%**
 - Wide open door here. Pull all the other 3 together in this one. Engage your audience and take them someplace.
 - Specific "Audience" and "context" may be assigned.
 - You can choose your type of notes - A copy is to be handed in when starting.

Notes on speeches:

1. *Students are expected to speak on the day they are assigned. If extenuating circumstances make that impossible, please arrange to switch speaking dates with a classmate and advise the instructor of the arrangement prior to the speaking assignment.*
2. *Speeches will be video taped to assist with self-evaluation; therefore, please ensure you bring a MiniDV videotape or your own camcorder to class when you are scheduled to speak.*

B. Participation 20%

- **Critique of ALL other student's speeches**
 - A form will be provided for you to insert feedback
 - Giving and receiving critiques are 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.
 - These completed forms will go directly to the speaker
- **Written self-critique of all your own speeches**
 - 250-500 words based on watching yourself on the video
 - To be emailed prior to the following class period
- **Attendance and being engaged in each class**
 - Students whose absences exceed 20% of the scheduled classes will automatically receive a *failing grade*. Attendance will be taken in each class.

C. Reading 20%

- **Written one-page chapter “interactions” from textbook required on the following dates:**

○ Chaps. 1 + 2 + 16	sept 21
○ Chaps. 3 + 4 + 5	oct 5
○ Chaps. 8 + 9 + 10	oct 26
○ Chaps. 6 + 7 + 11	nov 2
○ Chaps. 12 -15	nov 30

5. Grading

The Instructor uses the following Grading schedule:

A+	97-100%	
A	93-96%	<i>Excellent – reserved for the 'way beyond'</i>
A-	90-92%	
B+	87-89%	
B	83-86%	<i>Good - beyond professors expectations</i>
B-	80-82%	
C+	77-79%	
C	73-76%	<i>Satisfactory – meeting professors expectations</i>
C-	70-72%	
D+	67-69%	
D	63-66%	<i>Minimal Pass – not meeting expectations</i>
D-	60-62%	
<u>F</u>	<u>below 60%</u>	<u>Failure</u>

6. Additional Notes

- *There will be no midterm or final exam in this course.*
- *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.*

ACADEMIC POLICIES

It is the responsibility of all students to become familiar with and adhere to academic policies of as are 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.

EXTENTIONS

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.” Requests for course extensions must be submitted to the Registrar’s Office by the appropriate deadline. Course extensions are only granted for serious issues that arise “due to circumstances beyond the student’s control.”

INTEGRITY / PLAGIARISM / CHEATING

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.

Plagiarism involves presenting someone else’s ideas, words, or work as one’s own. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is plagiarism. Fraud and theft best describe plagiarism, but plagiarism can also occur seemingly by accident when a student fails or forgets to give credit to another person’s ideas or words.

Plagiarism includes:

- *Submitting work previously submitted in another course without the consent of the instructor.*
- *Representing the words, ideas, or work of another as one's own in any academic exercise.*
- *Conducting any act that defrauds the academic process.*
- *Nearly all forms of plagiarism can be avoided by giving credit to others whenever using:*
- *Another person's idea, opinion, or theory.*
- *Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge.*
- *Quotations of another person's actual spoken or written words.*
- *A paraphrase of another person's spoken or written words.*

Cheating is another serious form of academic dishonesty. Cheating includes, but is not limited to:

- *Sitting for an examination by surrogate or acting as a surrogate.*
- *Tampering or attempting to tamper with examinations, grades, or class records.*
- *Communicating with another student during an examination in a dishonest way.*
- *Bringing into an examination any textbook, notebook, paper, information or electronic device not authorized by the instructor or examiner.*
- *Consulting any person or materials outside the examination room without permission to do so.*
- *Attempting to read other students’ examination papers.*

Penalties

If an instructor finds there is sufficient evidence of academic dishonesty on the part of a student, then the student will be subject to penalty. Any form of academic dishonesty may result in a zero grade on the assignment, loss of credit in that course, suspension, or other administrative action, as determined by committee.

This syllabus is a contract between the instructor and you. Students are advised to retain this syllabus for their records.