

COM 100 Public Speaking Fall 2011

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 class presentations. Both instructor and classmates will provide regular critique for your further growth.

Class Schedules

Time: Wednesdays 2:30PM – 5:15PM
Classroom:

Instructor Information

Instructor: Colleen Taylor McCubbin, MCS, MA
Study: sessional office
Email: ctaylor@ambrose.edu

Textbook

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

Attendance

Students whose absences exceed 20% of the scheduled classes will automatically receive a *failing grade* regardless of course work and grades achieved. Attendance will be taken in each class. There are only 13 class sessions; don't miss more than two weeks!

Expected Learning Outcomes

- To reflect on a theology of language and communication.
- To appreciate the possibility of communion through speaking and listening.
- 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.
- To have every opportunity to acquire the skills to speak coherently in a variety of contexts.

Course Requirements

Four Individual Speeches (60%)

- Personal Speech (3-4 minutes) **Sept 21st** **10%**
 - This speech briefly introduces yourself to the class. This is not to be fictional. Presentation and composure are key to this one.
 - Full manuscript notes. Submit a copy when starting.
- Informative Speech (4-5 minutes) **October 19th** **15%**
 - This speech can be on any topic that interests you. Information is the key word. Again, this is not to be fictional: you must not 'make up' the material. Your writing is key to this one, supported by appropriate research.
 - Specific 'audience' and 'context' will be assigned.
 - Detailed outline notes. Submit a copy when starting.
- Persuasive Speech (5-6 min) **November 9th** **15%**
 - Convince us. Motivate us. Move our hearts. Presentation and writing are both keys to this one.
 - Specific 'audience' and 'context' will be assigned.
 - Key word/phrase notes. Submit a copy when starting.
- Final Speech (7-8 min) **Nov 23rd and/or Nov 30th** **20%**
 - Wide open door here. Pull all the other 3 speeches together in this one. Engage your audience and take them someplace.
 - Specific 'audience' and 'context' will be assigned.
 - You can choose your type of notes. Submit a copy when starting.

Notes on speeches:

1. Students are expected to speak on the day they are assigned. If extenuating circumstances make that impossible, please talk to the instructor.
2. Speeches will be video recorded to assist with self-evaluation. These will be posted to the Moodle site for your viewing and can be downloaded if you wish.
3. Depending on class size: one of these speeches may be delivered in a venue off campus. You will be responsible to find these opportunities and secure 3 people present to fill out an evaluation form.

Participation 20%

- Critique of ALL other students' speeches
 - Use the feedback form provided in class.
 - Giving and receiving critiques is 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.
 - Email to instructor before the following class period.

Reading 20%

Written one-page interaction for each set of chapters listed below. I'm looking for your reactions, learning, feelings, how it made you think differently, even what you see in yourself from the chapter and what you will do about it. DO NOT just tell me what the chapters say!!!

- Ch. 1 + 2 + 16 upload report to Moodle on or before September 14th
- Ch. 3 + 4 + 5 upload report to Moodle on or before September 28th
- Ch. 6 + 7 + 11 upload report to Moodle on or before October 12th
- Ch. 8 + 9 + 10 upload report to Moodle on or before October 26th
- Ch. 12 + 15 upload report to Moodle on or before November 9th

Reading presentations: In class each week, one of you will give a class presentation on the reading content. We will assign these early in the semester. This will give each of you more opportunity to speak in front of the class AND help us understand the textbook content even more. Teach it to us!

Examinations

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

Additional information

Personal information (that is, information about an individual that may be used to identify that individual) may be collected as a requirement for and part of taking this course. Any information collected will only be used and disclosed for the purpose for which the collection was intended.

Grading

The available letters for course grades are as follows:

| | | |
|----|-----------|--|
| A+ | 97-100% | |
| A | 93-97% | Excellent --- reserved for the 'way beyond' |
| A- | 90-93% | |
| B+ | 87-89% | |
| B | 83-87% | Good – above expectations |
| B- | 80-83% | |
| C+ | 77-79% | |
| C | 73-77% | Satisfactory – meeting my expectations |
| C- | 70-73% | |
| D+ | 67-69% | |
| D | 63-67% | Minimal Pass – work finished; but not meeting expectations |
| D- | 60-63% | |
| F | below 60% | Failure |

Other Syllabus Features

It is the responsibility of all students to become familiar with and adhere to academic policies as 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 at privacy@ambrose.edu.

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" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline (as listed in the Academic Calendar <http://www.ambrose.edu/publications/academiccalendar>). Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

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.

Students are advised to retain this syllabus for their records.

Course changes, including adding or dropping a course may be made during the Registration Revision period, as outlined in the Calendar of Events. All course changes must be recorded on a Registration form, available from the Office of the Registrar. Due to circumstances such as class size, prerequisites or academic policy, the submission of a Registration form does not guarantee that a course will be added or removed from a student's registration. Students may change the designation of any class from credit to audit up to the date specified in the Calendar of Events, although students are not entitled to a tuition adjustment or refund after the Registration Revision period.

Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. Students intending to withdraw from some or all of their courses must submit a completed Registration form to the Registrar's office. The dates by which students may voluntarily withdraw from a course without penalty are listed in the Calendar of Events. A grade of "W" will be recorded on the student's transcript for any withdrawals from courses made after the end of the Registration Revision period and before the Withdrawal Deadline (also listed in the Calendar of Events). "W" grades are not included in grade point average calculations. A limit on the number of courses from which a student is permitted to withdraw may be imposed. Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from Ambrose. Students are expected to be familiar with the policy statements 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 and become part of the student's permanent record.