CASPER COLLEGE COURSE SYLLABUS
Public Speaking
CO/M 2010.03

Semester/Year: Spring 2017

Lecture Hours: 3  Lab Hours: None  Credit Hours: 3

Class Time: 11 – 12:15PM  Days: T/TH  Room: Krampert Theater 155

Instructor’s Name: Jordan Johnson

Instructor's Contact Office: 307.268.2875  (PREFERED) Email: jordanjohnson@caspercollege.edu
Information Cell: 308.352.6389

Office Hours: KT145  9-10AM M/W & 9 – 10:50AM T/TH

Course Description: An introductory course in public speaking. The emphasis is on theory, speech development, and practice as the student is introduced to a variety of speaking situations from impromptu talks to platform speeches. (From the Casper College Catalog, online at caspercollege.edu, accessed 8/21/2008.)

Statement of Prerequisites: None

Goal: To develop the students’ abilities in the preparation, presentation, reception, and interpretation of oral messages.

Outcomes: CO/M 1010: Public Speaking is designed to LINK TO General Education Requirements and meet program specific objectives. Therefore, success in this course means students will:
1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities

Course Objectives: (Connect to CC outcome if possible)
1. Develop and share written, oral, and digital messages through a variety of assignments that include discipline-based or interdisciplinary purposes (informing, persuading, reporting), forms (presenting informative/persuasive messages, memo style), and audiences (conducting audience analysis and understanding how attitudes, beliefs, values, and other characteristics influence the speaking situation, argument structure, language, and delivery). [CC Outcomes: 1,3,4,5,6]
2. Find, analyze, evaluate, and document information appropriately using a variety of sources. [CC Outcomes: 1,3,4,6]
3. Understand the different purposes of written, oral, and digital messages, and employ appropriate organizational strategies, including developing thesis statements and main ideas. [CC Outcomes: 1,3,4,6]
4. Make effective use of multiple drafts, revisions, progressive assignments, computer technology, peer and instructor comments, and collaboration in the achievement of a final work of communication. [CC Outcomes: 1,3,4,6]

5. Observe the accepted conventions including spelling, grammar, organizational structure, punctuation, delivery, and documentation in oral, written, and digital messages. [CC Outcomes: 1,3,4,6]

6. Deliver prepared presentations in a natural, confident, and conversational manner, displaying nonverbal communication that is consistent with and supportive of the oral message. [CC Outcomes: 1,3,4,5,6,7]

7. Interact effectively with audience members, engage opposing viewpoints constructively, and demonstrate active listening skills. [CC Outcomes: 1,3,4,5,6,7]

Methodology: Lecture, lab, demonstration, coop, online, video, hybrid instruction, and class discussions. Your feedback is valuable as the instructor uses course evaluations in determining course methodology.

Evaluation Criteria: Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

- **Department Assignments:**
  - **Speeches** will be given during the semester. A minimum of four speeches will be given focusing on audience analysis, selecting and narrowing a topic, determining purposes, developing central ideas, generating main points, gathering supporting materials, patterns of organization, rehearsal, and delivery. Public speaking is a formal, professional activity, and students are expected to dress appropriately. Visual aids may be required in speeches and should be appropriately chosen to enhance speech content; however, illegal and/or dangerous items are prohibited in the classroom (e.g., no liquor, drugs, drug paraphernalia, firearms or weapons, explosive devices, etc.). [Course Objectives: 1,2,3,4,5,6,7] [CC Outcomes: 1,3,4,5,6,7] *These assignments may be recorded and submitted for use in department and Casper College assessment.*

  - **A Major Written Assignment** will be required. Students will submit a minimum of one formal written project that is formally presented in APA style (APA 6th edition). The project will require the submission of a proposal, a formal full-sentence typed outline, a first draft to be peer reviewed, a second draft to be revised in conjunction with the writing center, and a final version to be submitted for instructor evaluation. Two copies of the final version are to be submitted to the instructor. A minimum of two class periods will be devoted to preparing this project, as well, it will be progressive in nature, with each revision building on the last. [Course Objectives: 1,2,3,4,5,6,7] [CC Outcomes: 1,3,4,5,6,7] *These assignments may be collected and submitted for use in department and Casper College assessment.*

  - **Digital Communication Assignments** will be required. Students will be required to use technology to locate, evaluate, and synthesize research for their presentation. Assignments must be typed and turned in as professional documents. Finally, students will utilize presentation software in conjunction with delivery of their oral assignments. [Course Objectives: 1,2,3,4,5,6,7] [CC Outcomes: 1,3,4,5,6,7] *These assignments may be collected and submitted for use in department and Casper College assessment.*

  - **Miscellaneous Class Assignments** may include quizzes, impromptu speeches, and other exercises. These assignments may be unannounced and are at the discretion of the instructor. *These assignments may be collected and submitted for use in department and Casper College assessment.*
Required Text, Readings, and Materials:
All formal papers for this course will must be submitted according to the APA Style Manual. ([www.purdueowl.com](http://www.purdueowl.com) is a great resource for this)
Equipment and ability to capture video and upload to "YouTube.com".
Moodle access.

Class Policies:

*Civility Clause*

Civility is crucial to discussion and participation-based courses. To ensure that we create a respectful, supportive and safe learning environment, your adherence to the follow expectations is required. Violations of these policies will result in serious disciplinary action.

1. Learning requires active listening.  This class includes daily presentations during which you will be a supportive and active audience member. If you are distracting, intimidating or disrespecting a presenter, you will be dismissed from class.
2. You must be alert and awake during class. If you are not mentally present, you will be asked to leave the class. This includes not sleeping, doing homework, reading or using your cell phone during class.
3. Laptops will only be used for class related activities. It will be made clear when laptops are allowed during class. If you choose to use your laptop for other activities, you will lose this privilege.
4. Cell phones need to be put away and on silent.
5. Side conversations are distracting to your instructor and classmates. If you have questions, please ask during discussion.
6. Class will start on time. If you are tardy, you are responsible for the material you missed.
7. **Everyone’s beliefs, morals, values and effort will be respected.** If you disagree with someone’s point of view, you may only do so in a respectful manner.
8. **Your discussion and presentations must be professional.** Offensive, crude, sexual or threatening language will not be permitted. If I feel you are threatening the safe and supportive atmosphere of the classroom, I will dismiss you from class. You will be required to meet with me before returning to class.

Attendance Policy:
Your regular attendance is required to pass the class. Missed material may be made up the day of your return after an excused absence. Excused absences must be properly documented and/or pre-approved. All excused absences are subject to my approval. If you know you are going to miss class, email me AND talk to me in person. Unexcused absences will not receive credit for participation or in-class assignments. You are required to attend ALL speech days whether or not you are speaking. You will receive a point deduction if you are not present as an audience member.

Tardiness:
Role will be taken at the beginning of class. If you are tardy, you are responsible for catching up on missed material and signing in at the end of class. Regular tardiness may result in a deduction for participation and/or late assignments.

Papers:
You will turn all writing assignments in through Moodle. Papers need to use Times New Roman, 12-point font, double-spaced, one inch margins. Only turn in final drafts. Excessive grammatical and/or spelling errors will result in a point deduction.

**Late Work:**
I will not accept late work. All your assignments have strict deadlines. If you are pre-approved to miss class you need to turn in assignments prior to your absence. Technical issues do not constitute an exception to this policy.

**Grades:**
The grades you receive in this class will be the grades you have earned. All assignments will be presented with clear expectations and standards. It is your responsibility to fully understand the assignment. Offices hours are a great time to clarify how an assignment will be graded. You are able to view your grades on Moodle. If you have questions about your grade, you must MAKE AN APPOINTMENT at least 24 HOURS AFTER the grades are posted. I will only discuss grades privately and in-person. Final grades will not be changed unless there is a mathematical error.

**Last Date to Change to Audit Status or to Withdraw with a W Grade:** April 13, 2017

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Sexual Harassment Protection:** Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources below.
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<thead>
<tr>
<th>Assignments</th>
<th>Points Assigned</th>
<th>My Points</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
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<tr>
<td><strong>Speeches</strong></td>
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<tr>
<td>Hurdle Speech</td>
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<td>Topic Proposal</td>
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<td>Hurdle Outline First Draft</td>
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<td>Peer Review</td>
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<td>Writing Center Review</td>
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<td>Hurdle Outline Final Draft</td>
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<td><strong>Viral Advocate Speech</strong></td>
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<td>Viral Advocate Outline</td>
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<td>In-Class Practice Speeches</td>
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<td><strong>Misc. Assignments</strong></td>
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<td>Legal &amp; Ethical Worksheet</td>
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<td>Outline Worksheet</td>
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<tr>
<td>Outside Speech Report</td>
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<tr>
<td>Participation/Coaching/Feedback</td>
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**FINAL GRADE POINT RANGES**


*I will not bump grades at the end of the semester.

**Extra-credit may be offered to the entire class throughout the semester but is not guaranteed.

SEE ATTACHED SCHEDULE BELOW
Tentative Class Schedule

Week 1 Jan. 17th & 19th
Introduction – Syllabus Review
T: Syllabus
TH: Chapter 1-3

Week 2 Jan. 24th & 26th
T: Chapters 4-5
TH: Chapter 6
DUE: Legal & Ethical Worksheet

Week 3 Jan. 31st & Feb. 2nd
T: Chapters 7 - 8
TH: Chapters 9 - 10

Week 4 Feb. 7th & 9th
T: Chapter 11 - 12
TH: Chapter 13

Week 5 Feb. 14th & 16th
T: Chapter 14 – 15
Outline Worksheet Assigned
TH: Chapter 16 -19
Food Advocacy Outlines Assigned
Outside Speech Report Assigned

Week 6 Feb. 21st & 23rd
HUMANITIES FESTIVAL
T: Chapter 20 – 22
DUE: Outline Worksheet
TH: Chapters 23

Week 7 Feb. 28th & March 2nd
Chapters 24-27
T: Chapters 24-25
TH: Chapter 26-27
Due Friday: Advocacy Outline

Week 8 March 7th & March 9th
Chapters 28-31
T: Chapters 28-31
TH: Midterm

Week 9 March 14th & 18th
Spring Break
DUE: Advocate YouTube Uploads
Monday March 20th 11:59PM

Week 10 March 21st & 23rd
T: Advocate Videos
TH: Advocate Videos

Week 11 March 28th, 30th
Speech Days
TH:
DUE: Topic Proposal

Week 12 April 4th & 6th
T: Speech Day
TH: In class: Peer-Review
DUE: First Draft Outline

Week 13 April 11th & 13th
Speech Days
TH:
DUE: Outside Speech Report

Week 14 April 18th & 20th
Speech Days
TH:
DUE: Writing Center Appointment

Week 15 April 25th & 27th
Speech Days

Week 16 May 2nd & 4th
Hurdle Speeches
DUE: Final Hurdle Outline

Finals Week – May 8th – 12th
Hurdle Speeches