Course Syllabus

Contact Information

Instructor

Table contains a picture of the instructor on the left side and the instructor's contact information on the right.

- Name: [Type Name Here]
- Phone Number: [Type Phone Number Here]
- Email (Ivy Tech Email): [Type Email Here]
- Office/Campus Location: [Type Location Here-remove this line if none exist]
- Office Hours: [Type Office Hours Here-remove this line if none exist]

Instructor's Supervisor

- Name: [Type Name Here]
- Phone Number: [Type Phone Number Here]
- Email (Ivy Tech Email): [Type Email Here]
- Office/Campus Location: [Type Location Here-remove this line if none exist]
- Office Hours: [Type Office Hours Here-remove this line if none exist]

Ivy Tech Technical Support: Help Desk

- Phone: 1-888-IVY-LINE (1-888-489-5463), select option 4
- Student Help Center: http://ivytech.edusupportcenter.com
- Submit a Help Ticket: https://helpdesk.ivytech.edu/SelfService/Create.html

https://ivylearn.ivytech.edu/courses/851076/assignments/syllabus
Ivy Tech Online Learning Support

Name: [Type Name Here]
Phone Number: [Type Phone Number Here]
Email (Ivy Tech Email): [Type Email Here]
Office/Campus Location: [Type Location Here-remove this line if none exist]
Office Hours: [Type Office Hours Here-remove this line if none exist]

Disabilities Support Contact

Regional DSS: http://ivytech.edu/dss/ (http://ivytech.edu/dss/)

Required Text & Materials

Title: The Art of Public Speaking
Author: Stephen Lucas
Edition: Twelfth
Publisher: McGraw Hill

Required Materials and Equipment

1. Access to a **digital video camera** and **tripod** (no hand-held recordings) to record your speech presentations to be submitted to your instructor. Your speeches will be submitted in our class in IvyLearn.
2. You must have a **appropriate location** to deliver and record your speech presentations. The location must have **bright lighting, adequate seating, and no outside distractions**. A podium or lectern may be used but is not required. Examples of appropriate locations include a classroom, a conference room, a church sanctuary, community center room, or even a family room (if properly and professionally arranged).
3. A **method to display visual aids** (e.g. tripod, easel, poster board, laptop/monitor for PowerPoint, etc.).
4. A reliable friend or family member who can serve as your **video camera operator** as well as serving as an audience member. Make sure they are familiar with the camera as well as the “**Guidelines for Recording and Submitting Speeches**”.
5. A minimum of at least 6 reliable friends, family, or colleagues at least 16 years of age who will serve as your **audience** as needed. It is a good idea to enlist MORE than 6 audience members in case some are unable to attend each presentation. **Failure to secure the required 6 audience members for each presentation will result in failing the assignment.** A public speaking class requires a public.

**Recommendations for Book Ordering (click on this link for more info)**
Course Outline of Record

COURSE TITLE: Fundamentals of Public Speaking

COURSE NUMBER: COMM 101

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in: ENGL 093 Introduction to College Writing and ENGL 083 Reading Strategies for College Or ENGL 095 Integrated Reading and Writing Or FOUN 071 Tech Foundations II

SCHOOL: Liberal Arts and Sciences

PROGRAM: Liberal Arts

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Fall, 2015

EFFECTIVE DATE OF THIS REVISION: Fall, 2016

CATALOG DESCRIPTION: Introduces fundamental concepts and skills for effective public speaking, including audience analysis, outlining, research, delivery, critical listening and evaluation, presentational aids, and use of appropriate technology.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Analyze an audience and adapt presentations to cross-cultural audiences accordingly.
2. Apply principles of composition to the development of oral presentations, such as effective organization, outlining and time expectations.
3. Develop ideas with credible forms of support and appropriate documentation.
4. Recognize and demonstrate nonverbal communication appropriate to the verbal message.
5. Use presentational aids to support and enhance oral presentations.
6. Actively listen to and critically evaluate oral presentations.
7. Apply the fundamental concepts of effective public speaking through a minimum of 4 oral presentations of significance, three of which must be delivered extemporaneously.
8. Incorporate appropriate technology to support and enhance oral presentations.

COURSE CONTENT: Topical areas of study include –

Communication models – elements

Ethics and public speaking

Listening

Selecting a topic and purpose
Analyzing the audience and assessing the situation

Researching the speech topic

Supporting materials and tests of evidence

Using presentational aids

Speech introductions and conclusions

Organizing the body of speech

Oral and written source citation

Outlining the speech

Presenting the speech – language and delivery modes

Speaking to inform

Speaking to persuade

Using technology

Common fallacies

Meeting time expectations

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**College Policies & Support Services (click on this link to review)**

Students are strongly encouraged to click the link above to review standard College policies and information on academic support services.

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**Course Policies & Procedures**

**Instructional Method**

This is an online distance learning course. Each week's assignments and readings are summarized on the calendar, accessed from the Calendar button in IvyLearn. It takes a great deal of discipline, self-motivation, and effective time management skills to successfully complete an online course. Many students find it helpful to set aside specific times each week to work on course assignments.

**NOTE #1: Digital Video Recorder**

https://ivylearn.ivytech.edu/courses/851076/assignments/syllabus
You MUST have access to a digital video recorder and tripod (a means of stabilizing your recording device) to record all of your speeches. All speeches are submitted to your instructor by uploading them digitally into the IvyLearn course – this is the ONLY acceptable method of speech video submission for this course. You may use your cell phone and prop it on something.

NOTE #2: Audience

You MUST have an audience consisting of 6 or more people at least 16 years of age or older for each recorded speech presentation. You should pan the audience with your camera BEFORE you begin your speech and again after the speech is over. Failure to have an audience OR to have less than the required 6 people will result in failing the assignment. Please be aware of this course requirement and make audience arrangements accordingly. A "public" speaking course requires a public.

Having the audience of 6 over the age of 16 is not negotiable, however you can get creative in coming up with your audience. You might ask co-workers if they would be willing to be audience members. If you are taking a face to face class on campus you might ask your instructor if you could tape your speeches during a class period. You also could ask your classmates if they would be interested in gathering together at a set time to record speeches together – you would have to have 6 adults, and this would mean you would have to serve as an audience member for your classmates as well.

Course Philosophy

“One who forms a judgment on any point but cannot explain it clearly might as well have never thought at all on the subject” (Pericles, 495 – 429 BC).

Grades

All grades will be maintained in IvyLearn’s online grade book. Students are responsible for tracking their progress by referring to the online grade book. Students can generally expect to receive grades and feedback within seven days of the assignment due date. If exceptions occur, the instructor may notify students of changes to this expectation.

Due Dates & Deadlines

The Syllabus and Calendar are two important tools to help students understand the course, student and instructor expectations, and deadlines. Both tools can be found in IvyLearn. The Calendar can be accessed from the main navigation area on the left-hand side of IvyLearn.

Students are required to submit work on time for a chance to receive credit. Deadlines for each week/assignment are summarized on the calendar. Students should check the calendar frequently for deadlines and to be aware of what to expect next. Deadlines are listed in Eastern Time and are subject to change. If you are in a time zone other than eastern time please follow the directions found here to update...
your timezone: https://guides.instructure.com/m/4212/l/717410-how-do-i-set-a-time-zone-in-my-user-account-as-a-student

Students are responsible for timely assignment submission. Should a computer system or network go down, students must still turn in work in a timely manner. Don't wait until the last minute. Plan ahead by seeking alternative means for submitting work before it is due. Local libraries and all Ivy Tech Community College campuses can serve as alternative resources. Contact the closest/most convenient campus or other public lab for schedules and Internet availability. Not having access to the required software on a home or work computer is not a legitimate excuse for turning in homework late.

[Remove the following statement if teaching a 16 week course:] *NOTE: This is an 8 week course! It is accelerated and will be fast paced. Each week you will complete 2 modules of the regular 16 week course (reflected on the Course Calendar due dates). PLAN AHEAD and do not get behind because getting caught up with this fast pace will be nearly impossible.

Make-Up Policy

Late assignments will be assigned a grade of “0” unless a student has received prior approval from the instructor. If a student has a problem or scheduling conflict that prevents the student from submitting an assignment on time, the student should contact the instructor immediately. The instructor will determine if the seriousness of the problem warrants an extension on the assignment. Unless absolutely unavoidable, students need to contact their instructor before missing the deadline – not after. Instructors have the right to decline accepting work for any credit after a deadline passes with a few specific exceptions, including but not limited to:

- If there is an outage of the IvyLearn system that is verified by central system administrators, instructors will provide an extension for students to submit work at no penalty.
- If the student has documentation of serious illness or death of a family member, instructors will work with the student to determine an alternate deadline.

Speeches. Be prepared to submit your speech by the due date. Make-up speeches will only by allowed in cases of extreme emergencies, and with documentation required (e.g. Medical excuse from your doctor). If you do not submit your speech by the due date you will only be allowed to submit it per arrangement with your instructor and with 20% deducted off the top of your grade. Plan ahead.

FREEBIE. All other assignments (not speeches) will not be accepted late with the exception of one FREEBIE (see below). If you know you will be absent on a day an assignment is due, make arrangements to give it to your instructor prior to the due date.

- Each student gets one FREEBIE within the first 14 weeks of the course (or 7 weeks for an 8 week course) to turn in one assignment late with no questions asked, no explanations necessary. If life happens to you and you need to turn in an assignment late, just let your instructor know that you would like to use your one FREEBIE for the semester.
Exams. Complete all exams on the assigned due date. Exams can only be made up in cases of DOCUMENTED EMERGENCIES.

Attendance Policy – Don’t Get Dropped from Class!

Ivy Tech performs administrative drops for students who do not “attend” class early in the semester. **Students need to complete an assignment** (which may include, but are not limited to, such things as attending a live or synchronous session; posting in a graded discussion board, blog or wiki; or submitting a written assignment or taking a quiz) **prior to NW deadline listed below in order to avoid being dropped for non-attendance**. Posting any items not related to the graded assignments will be reviewed but may be disqualified for attendance purposes.

Attendance Drop Deadline: Enter Time and Date HERE – Eastern Time.

[Instructors, if the NW date is not known, please contact your campus registrar.]

Am I Required to Come to Campus for this Course?

No, students do not have to come to campus for this course. There are no activities, labs, or assessments that require students to come to campus.

Last Day to Withdraw

If a student wishes to withdraw from this course, students are responsible for completing an official withdrawal form with the registrar. Your local registrar contact information can be looked up here: [http://www.ivytech.edu/registrar/](http://www.ivytech.edu/registrar/).

The last day to withdraw from this course is [Type Date Here].

[Instructors, if the last day to withdraw date is not known, please contact your campus registrar.]

Course Communication

Online Communication Etiquette

Students are expected to uphold their responsibilities in terms of appropriate and professional communication with faculty and peers. Please review the ‘Students Rights and Responsibilities’ section of the student handbook (located within MyIvy) and review common netiquette (Internet etiquette) practices, like those found at: [https://ivylearn.ivytech.edu/courses/683084/pages/communicate-effectively?](https://ivylearn.ivytech.edu/courses/683084/pages/communicate-effectively?)
Instructor Commitment

Ivy Tech Community College instructors are committed to responding to students’ written inquiries sent via the Conversations tool in IvyLearn (instructions below), within 36 hours, including weekends.

Conversations - Inbox

All students must use the Conversations feature of IvyLearn for course-related communications, which you will access using the Inbox in the menu to the right. Using Conversations, students can send and receive messages from within IvyLearn. Conversations must be initiated from within IvyLearn but can be replied to via email. Please check Conversations frequently.

For information on how to access Conversations (send and receive) click this link to open the Canvas Guides. The Canvas Guides will provide you with the necessary information to get started with Conversations within IvyLearn.

Notifications

IvyLearn has a robust notification system that students can opt to use to receive course notifications for many course activities and events such as new announcements, due dates, and grade updates. Students can receive those notifications via many different channels including text messages and are highly encouraged to customize their notifications. To learn more about notifications and how to setup and customize notifications, please review the guide here: http://guides.instructure.com/m/4212/l/710324-how-do-i-use-conversations-as-a-student.

Additional Communication Options

Below are several additional optional ways to communicate with your instructor:

GoToMeeting – Description …

Phone – Description …

Assignments & Grading
How is my grade calculated?

Speech Presentations

You will be required to deliver (4) formal speeches to an audience you will gather of at least 6 adults (over the age of 16). For each speech you must turn in a typed outline with a bibliography, which will be evaluated as part of your speech grade. The specific requirements for each speech will be explained in each speech assignment sheet. The self-evaluation is an opportunity for you to reflect on the speech you presented and is also evaluated as part of your speech grade.

You will also be required to deliver (3) mini speeches to your classmates and instructor. These speeches are an opportunity for you to practice public speaking and to get to know your classmates better, and thus continue to create a supportive class atmosphere throughout the course.

Due to the importance of the speech assignments, you should give special attention to the video quality of your speech submission. Specifically, and at a minimum, ALL speech video submissions should:

1. Be recorded with sufficient lighting so the speaker (face, eyes, gestures, etc.) is well-lit. Think of a camera “flash” that is needed to take a good photo. The lighting equivalent of a camera “flash” is also necessary for good video recording. Record a test video for a few seconds and play it back prior to recording the speech to check for proper lighting.

2. Be recorded with sufficient audio volume so the speaker is easily heard. On some video cameras, the microphone needs to be close to the speaker in order to pick up their voice properly (in other words it is better to have the camera close to you rather than have it far away and zoomed in). Your choice of recording location should be free of visual distractions or background noise (fans, TVs, aquariums, children, barking dogs, etc.). Again, test this ahead of time.

3. Be recorded while attached to a tripod or placed firmly on an elevated surface. Do not submit a herky-jerky “Blair Witch Project” style video. Instruct your camera operator to frame the proper camera shot (waist up) and only zoom in or out when necessary (showing visuals, physically demonstrating something, etc.).

NOTE: Instructors have the “right of refusal” for speech submissions with poor video/audio quality. Without sufficient video/audio quality, evaluating public speaking skills is extremely difficult if not impossible. In order to avoid these and other common problems, be sure to review the "Guidelines for Recording and Submitting Speeches."

Speech Due Dates

Each week listed in the calendar will run from Monday at 8 a.m. through the following Monday at 11:59pm. Therefore, all speech assignments listed as due during the week posted will be counted as “on time” any day that week through the following Monday at midnight.

NOTE: A speech assignment includes both the recorded speech and all speech-related paperwork (outlines, works cited list, copies of visual aids, etc.). Failure to have at least 6 audience members will automatically result in failing the assignment.
Discussions

Weekly Discussions prompts may be either a short homework assignment or a question that asks you to submit an answer. In order to facilitate a supportive class “atmosphere” and get to know your classmates, for each discussion board you should respond to at least 2 other posts to receive full credit unless otherwise noted in specific discussions.

Peer Reviews

Ten (10) peer reviews are required through the semester. Peer feedback should be kind, courteous and professional in nature, as well as honest and helpful. When providing written feedback, begin with at least two (2) positive comments, then offer one (1) or two (2) suggestions for improvement for next time. The golden rule works well here: respond to others as you hope they will respond to you.

Exams

There will be two (2) exams required in this course – a Midterm and a Final Exam.

- Once you open an exam, you will have one hour to complete the exam and you will be allowed 3 attempts for each. Each exam will be 50 questions, multiple choice.
- While the exams are “open book,” searching through the textbook for answers can be very time-consuming and will greatly reduce your ability to do well on the exam. Study thoroughly beforehand and use your text only to answer difficult questions or to double-check answers.

Grading

Table contains a breakdown of the types of assignments, quantity, points possible, and overall percentage of the total grade.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Possible</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2 @ 100 pts. Each)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Process Speech</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Special Occasion Speech</td>
<td>75</td>
<td>7.5%</td>
</tr>
<tr>
<td>Mini-speeches (3 @ 25 pts. Each)</td>
<td>75</td>
<td>7.5%</td>
</tr>
<tr>
<td>Speech Peer Reviews (10 @ 5 pts. Each)</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Discussion Boards (15 @ 10 pts. Each)</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grading Scale

Your final grade will be determined on the following point scale:

900 – 1000 Points = A
800 – 899 Points = B
## Course Summary:

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun Jan 21, 2018</td>
<td>🎓 &quot;First Things First&quot; Syllabus Quiz</td>
<td>11:59pm</td>
</tr>
<tr>
<td></td>
<td>🎓 M01 &quot;First things first&quot; - Introductions, Syllabus Quiz, and Register for Connect</td>
<td>11:59pm</td>
</tr>
<tr>
<td></td>
<td>🎓 M01 Contact Your Instructor</td>
<td>11:59pm</td>
</tr>
<tr>
<td></td>
<td>🎓 M01 Current Event Mini-Speech</td>
<td>11:59pm</td>
</tr>
<tr>
<td></td>
<td>🎓 M01 Discussion: Public Speaking vs. Conversation</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Sun Jan 28, 2018</td>
<td>🎓 M02 Discussion: Overcoming Nervousness</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Sun Feb 4, 2018</td>
<td>🎓 M03 Discussion: Topic &amp; Visual Aid Brainstorming</td>
<td>11:59pm</td>
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<tr>
<td></td>
<td>🎓 M03 Leisure Time Mini Speech</td>
<td>11:59pm</td>
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<tr>
<td>Sun Feb 11, 2018</td>
<td>🎓 M04 Discussion: Organizational Patterns Exercise and Listening Response</td>
<td>11:59pm</td>
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<tr>
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<td>🎓 M04 Leisure Time Mini Speech Peer Evaluation</td>
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<tr>
<td>Sun Feb 18, 2018</td>
<td>🎓 M05 Discussion: Process Speech Topic Report &amp; Introduction</td>
<td>11:59pm</td>
</tr>
<tr>
<td></td>
<td>🎓 Midterm Exam (Ch 1, 2, 3, 4, 5, 9, 10, 11, 14, 15)</td>
<td>11:59pm</td>
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</tbody>
</table>

700 – 799 Points = C
600 – 699 Points = D
Below 600 Points = F
<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
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</thead>
</table>
| Sun Feb 25, 2018   | 📝 M06 Discussion: Sample Speech - TED Talk by Sarah Kay - "If I Should Have a Daughter"  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868898) due by 11:59pm |
|                    | 📝 M06 Process Speech  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868911) due by 11:59pm |
|                    | 📝 M06 Process Speech Self-Evaluation  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868912) due by 11:59pm |
| Sun Mar 4, 2018    | 📝 M07 Discussion: Library Orientation Assignment  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868897) due by 11:59pm |
|                    | 📝 M07 Informative Topic Approval  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868913) due by 11:59pm |
|                    | 📝 M07 Process Speech Peer Evaluation  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868914) due by 11:59pm |
| Sun Mar 18, 2018   | 📝 M08 Discussion: Create Audience Analysis using Survey Monkey  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868896) due by 11:59pm |
| Sun Mar 25, 2018   | 📝 M09 Discussion: The Case for Short Words  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868894) due by 11:59pm |
| Sun Apr 1, 2018    | 📝 M10 Discussion: Sample Speech - the Hidden World of Chili Peppers  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868893) due by 11:59pm |
|                    | 📝 M10 Informative Speech  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868915) due by 11:59pm |
|                    | 📝 M10 Informative Speech Self-Evaluation  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868916) due by 11:59pm |
| Sun Apr 8, 2018    | 📝 M11 Discussion: Persuasive Topic Report  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868892) due by 11:59pm |
|                    | 📝 M11 Informative Speech Peer Evaluation  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868917) due by 11:59pm |
| Sun Apr 15, 2018   | 📝 M12 Discussion: Critically thinking about Persuasion  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868891) due by 11:59pm |
|                    | 📝 M12 Sales Pitch Mini Speech  
  (https://ivylearn.ivytech.edu/courses/851076/assignments/7868918) due by 11:59pm |
<table>
<thead>
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<th>Due by</th>
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<tbody>
<tr>
<td>Sun Apr 22, 2018</td>
<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868890" alt="M13 Discussion: Persuasive Audience Analysis Survey Monkey" /></td>
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<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868919" alt="M13 Sales Pitch Mini Speech Peer Evaluation" /></td>
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<td>Sun Apr 29, 2018</td>
<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868889" alt="M14 Discussion: Sample Speech - Dangers of Cell Phones" /></td>
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<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868920" alt="M14 Persuasive Speech" /></td>
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<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868921" alt="M14 Persuasive Speech Self-Evaluation" /></td>
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<td>Sun May 6, 2018</td>
<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868888" alt="M15 Discussion: Course Reflection &amp; Final PRCA" /></td>
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<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868922" alt="M15 Persuasive Speech Peer Evaluation" /></td>
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<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868923" alt="M15 Tribute Speech" /></td>
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<tr>
<td>Sat May 12, 2018</td>
<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868887" alt="FINAL EXAM (Ch. 6, 7, 8, 12, 13, 16, 17, 18)" /></td>
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<td><img src="https://ivylearn.ivytech.edu/courses/851076/assignments/7868924" alt="M16 Tribute Speech Peer Evaluation" /></td>
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