“There are 99 things to do in order to prepare for a speech and doing NOTHING ain’t one of them!”

Instructor: Lynn Harper
Office: B261
Class meets in room B267
Office Hours Monday/Wednesday 10 am-1:00 pm
Tuesday/Thursday 10 am-12:00 pm

Required material:
◊ CLC student email, Black Board access

COURSE DESCRIPTION:
This course is designed for students interested in improving their oral communication competency. This course combines a theoretical foundation with practical verbal and nonverbal skills to enhance public speaking effectiveness. Students learn how to develop research, organize, adapt, deliver and critique messages.

COURSE OBJECTIVES: The student is expected to
1. Phrase clear, responsible, and appropriate purpose statements
2. Develop specific, well-focused thesis statements
3. Analyze an audience situation, and then adapt a message to those needs
4. Generate ideas and gather supporting material
5. Incorporate material from various appropriate sources, using proper verbal citations
6. Use evidence, reasoning and motive appeals in persuasive speaking
7. Organize and outline an effective message
8. Use language that is appropriate to enhance understanding and effect the desired result
9. Establish credibility by demonstrating knowledge and analysis of a topic
10. Use extemporaneous delivery with reasonable fluency, expressiveness and comfort
11. Cope effectively with the tensions involved in public speaking
12. Demonstrate acceptable ethical standards in research and presentations of materials, and
13. Listen to, analyze, and critique oral communication

EXPECTATIONS:
1. Read assignments before class
2. Take part in class discussion
3. Complete all homework assignments and hand in on time
4. Please keep a record of your grades and all graded materials returned to you
5. Unless otherwise stipulated by the professor, any assignment not typed and printed with black ink will NOT be accepted.

“He who wants the rose must respect the thorns.”
ATTENDANCE/WITHDRAWL POLICY:
◊ Last day to withdraw from this class with a refund and No grade is 9-9-2015.
◊ Last day to withdraw from this class with a W is 11-17-2015.
◊ You are expected to attend all classes. In the event you need a “personal day” you are permitted 1 for the term (you may not use a personal day for any speaking days including your own). Starting with the second absence your attendance will be reduced by 20 points for each absence. Be careful, these add up fast and could cost you an entire letter grade. 5 absences will result in the professor dropping you from the class.
◊ It is your responsibility to obtain missed information due to an absence from a classmate NOT from the instructor.
◊ Instructors are required to report noticeable non-attendance of students. If you discontinue attending class and are dropped by the institution, the following grades will be assigned:
  • WN: Withdrawal, student never attended- No impact on g.p.a.
  • WF: Withdrawal of student who stops attending after the official withdrawal deadline (68%) and instructor deems failing- impact on g.p.a. is equivalent to a grade of F.

STUDENT RESPONSIBILITIES:
Students are expected to deliver four speeches. It is not possible to pass this course without completing four graded speeches. Failure to complete 4 graded speeches will result in an ‘F’.

Please note:
❖ Late written assignments will only be accepted the very next class session and with a 50% penalty in grade. Make-up Speeches, due to an earlier unexcused absence, will also be lowered by 50% It is not possible to get a passing grade on a Make-up Speech!
❖ Students are not permitted to determine their make-up day. This is left to the discretion of the instructor.
❖ WHITE 3X5 NOTE CARDS used will be brief, employing key words, key phrases, or a brief speaking outline. It is unacceptable to give a presentation with a fully typed manuscript or note cards with the entire speech written on it. This will result in a 50% reduction in grade.

STUDENT CONDUCT CODE/ACADEMIC INTEGRITY POLICY:
It is the responsibility of each student to become familiar with and adhere to the CLC policy #403 that describes the violations of academic integrity. Please read your Student Handbook which describes and defines the following: cheating, plagiarism, falsification and fabrications, unauthorized complicity, abuse of academic materials, complicity in academic dishonesty, falsification of records and official documents, personal misrepresentation and proxy, and bribes favors, and threats.

STUDENTS WITH DISABILITIES:
If you are a student with a documented disability and may need academic accommodations such as extended time for exams and/or an in-class note taker, please present documentation to the Office for Student with Disabilities in L112 at the Grayslake campus. To schedule an appointment, please call voice (847) 543-2055 TTY 223-0134
If you have already contacted the Office for Students with Disabilities and have completed the Instructor Notification Form please schedule a time to meet with me and discuss your needs.

“By failing to prepare, you are preparing to fail”
Tape Recording Guidelines
The use of tape recording or other recording devices by a College of Lake County student is dependent upon the particular course, program and the permission of the instructor. CLC students acknowledge that their classroom discussions and participation may be recorded. CLC students further acknowledge that any authorized recording of a class or program is for their use only and may not be accessed or utilized by any other individual. Use of any course or program recordings shall be used for educational purposes only and no replication or reproduction of the recording shall be made without the express written consent of the instructor and College of Lake County. Any student determined to have violated this procedure/rule shall be subject to discipline under the College’s Student Rights and Responsibilities Policy and Procedures.

Students requesting to record a class pursuant to the Americans with Disabilities Act shall contact the Office for Students with Disabilities at (847) 543-2055.

Grading: 1000 possible points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Outline 1</td>
<td>100</td>
</tr>
<tr>
<td>Outline 2</td>
<td>100</td>
</tr>
<tr>
<td>Speech 1</td>
<td>75</td>
</tr>
<tr>
<td>Speech 2</td>
<td>75</td>
</tr>
<tr>
<td>Speech 3</td>
<td>125</td>
</tr>
<tr>
<td>Speech 4</td>
<td>150</td>
</tr>
<tr>
<td>Participation</td>
<td>100</td>
</tr>
</tbody>
</table>

5-Reflection papers
10 ea.

Total 450

A = 1000-900  B = 899-800  C = 799-700  D = 699-600  F = 599 and under

Assignments: All speeches will be video recorded

Speech #1- (4-5 minutes) Informative/ with visual aids
Speech #2- (5-7 minutes) Informative and with visual aids
Speech #3- (6-7 minutes) Informative NO visual aids permitted. NO EXCEPTIONS!
Speech #4 (7-8 minutes) Persuasive NO visual aids permitted. NO EXCEPTIONS!

****All note cards must be white, 3x5 in size and writing is permitted on one side only. ****

In class rules for speaking days:

◊ Respect- This is an environment of higher learning, as a member of this class you have become a part of a unique culture. As we progress in this class you will grow, as will your knowledge about one another. This knowledge allows you to increase your understanding about each other in preparation for upcoming speeches.

◊ Buffer- All speeches are timed. There is a 15-second buffer for each timed speech. Each student is allotted 15 seconds on either side of the required time. Ex. If the speech is 6-7 minutes in length, a student may speak no less than 5:45 and no longer than 7:15 without penalty. A 5% reduction in grade is given for every 1-30 seconds outside the allowed buffer.

◊ Cell Phones- All cell phones must be turned off or on silent during performances. No texting, no picture taking, no surfing the web, NO EXCEPTIONS. Failure to follow this rule will result in the user being asked to leave class and marked absent. (Remember two absences will cost you ½ of your overall letter grade in the class)

◊ Entering and Leaving Classroom- DO NOT ENTER THE CLASSROOM OR LEAVE THE CLASSROOM DURING A SPEECH.
***All speech topics must be approved by the instructor. Once the topic is chosen it cannot be changed. Choose wisely. ****

Examples of potential topics appropriate for in class speeches. These and many more are available on the Internet. ** A line through the topic indicates you may not use this in class.

- The death penalty
- Abortion
- Voting
- Hazing in fraternities and sororities
- Succeeding in college
- What it means to be a hero
- The dangers of illegal drugs
- The dangers of smoking
- The dangers of alcohol
- Drinking and Driving
- Texting and Driving
- Global Warming
- How to find a job
- Study strategies
- The dangers of credit cards
- Staying Christian in college
- Planning a party
- Recycling
- How to make money on eBay
- Tips to save money in college
- Reality television
- Today's music
- Athletes as role models
- My favorite celebrity
- My best childhood memory
- My worst childhood memory
- The person who most influenced my life
- My definition of “family”
- Seat Belt laws
- Bulimia
- ADHD
- ADD
- Organ/Blood donation
- My best friend
- How to change a flat tire
- How to get a second date
- How to meet new people
- My new year's resolution
- Hurricanes
- We are living in the end times
- Adopting animals from shelters
- The life and death of Robin Williams
- Talk shows
- Civil disobedience
- Sex education
- Teenage pregnancy
- Gun control
- Legalizing marijuana
- Tests
- Fad diets
- Anorexia
- Anxiety
- Depression
- Suicide
- The use of Steroids or Steroid Testing
- Caffeine/Energy Drinks

“Success consists of going from failure to failure without loss of enthusiasm”

George Washington

“The essence of the independent mind lies not in what it thinks, but in how it thinks.”

Christopher Hitchens

“Believe what you like, but don't believe everything you read without questioning it.”

Pauline Baynes

“A great truth wants to be criticized not idolized”

Nietzsche
<table>
<thead>
<tr>
<th>WEEK #</th>
<th>IN CLASS</th>
<th>ASSIGNMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/25 Activity/Syllabus  8/27 Ch. 1 Speaking in Public</td>
<td>(1) Speech #1 Available on Blackboard</td>
</tr>
<tr>
<td>2</td>
<td>9/1 Ch. 3 Listening  9/3 Ch. 4 &amp; 10 First Speech Intros &amp; Conclusions</td>
<td>(1) Talk about Speech #1</td>
</tr>
<tr>
<td>3</td>
<td>9/8 NO SCHOOL  9/10 Ch. 15 Informative Speaking</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9/15-17 Speech #1 all week</td>
<td>(1) Speech #2 Available on Blackboard</td>
</tr>
<tr>
<td>5</td>
<td>9/22 Ch. 5 Selecting Topics  9/24 Ch. 14 Visual Aids</td>
<td>Self-Evaluations due Tuesday</td>
</tr>
<tr>
<td>6</td>
<td>9/29 Ch. 9 Organizing the body  10/1 Ch. 11 Outlining</td>
<td>(1) Speech #2 Topics Due/ Informative Speech #3 Available on Blackboard</td>
</tr>
<tr>
<td>7</td>
<td>10/6 Ch. 7 Gathering Material  10/8 Ch. 8 Supporting Your Ideas</td>
<td>(1) Speech #3 Topics Due</td>
</tr>
<tr>
<td>8</td>
<td>10/13-15 Speech #2 all week</td>
<td>(1) Study Guide on Blackboard</td>
</tr>
<tr>
<td>9</td>
<td>10/20 Persuasive Messages  10/22 Mid-terms</td>
<td>Self-Evaluations due Tuesday</td>
</tr>
<tr>
<td>10</td>
<td>10/27 Ch. 16 Persuasion  10/29 Ch. 13 Delivery</td>
<td>Outlines for Speech #3 Due Tuesday</td>
</tr>
<tr>
<td>11</td>
<td>11/3 Power of Language  11/5 Ch. 12 Using Language</td>
<td>Persuasive Topics due</td>
</tr>
<tr>
<td>12</td>
<td>11/10-12 Speech # 3 all week</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>11/17 Ch. 6 Analyzing your Audience  11/19 Ch.17 Methods of Persuasion</td>
<td>Self-Evaluations due Tuesday</td>
</tr>
<tr>
<td>14</td>
<td>11/24 Impromptu workshop</td>
<td>Persuasive Outlines due Tuesday</td>
</tr>
<tr>
<td>15</td>
<td>12/1-12/3 Impromptu Debates</td>
<td>Class Evaluation due Thursday</td>
</tr>
<tr>
<td>16</td>
<td>12/8-10 Speech #4 all week</td>
<td>Self-Evaluation due Thursday &amp; day of final</td>
</tr>
</tbody>
</table>