Required material:
- CLC student email, Black Board access and student blog

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:
- Read your syllabus
- Read assigned chapters before class
- Complete all homework assignments by due date
- Please keep a record of all graded materials returned to you (your accumulative grades will be posted on black board)
- All written assignments **must be typed and printed with black ink** (unless otherwise instructed by professor)
- Print all class materials on one side of your papers; double sided printing will not be accepted.

ATTENDANCE/withdrawal POLICY:
- Last day to withdraw from this class with a refund and No grade is 9-10-2014.
- Last day to withdraw from this class with a **W** is 11-11-2014.
- You are expected to attend all classes. In the event you need a “personal day” **you are permitted 2 for the term**. Starting with the third absence 20 points for each absence will reduce your total attendance points. Be careful, these add up fast and could cost you an entire letter grade.
- 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.
- **WS** - Withdrawal of students who stop attending - 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 a grade of 'F'.

Please note:

- Written assignments will be accepted up to one week past the original due date 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 and 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.

**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

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Assignments: All speeches will be recorded

Speech #1 - (4-5 minutes) Informative and 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 an absence could 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.

Speech topics not permitted in this class

***All speech topics must be approved by the instructor. Once the topic is chosen it cannot be changed. Choose wisely.****
CMM 121-650 Honors
Tentative Schedule of Events
Monday/Wednesday
(Subject to Change)

Week 8-25/27 Review syllabus ~ Ch. 1 Speaking in Public
Week 9-1/3 NO School 9-1-14 ~ Ch. 2 Ethics & Ch. 3 Listening
Syllabus Quiz
Week 9-8-10 Ch. 4 Giving your first Speech ~ Ch. 5 Selecting a Topic
Quiz
Week 9-15/17 Speech #1 all week
Week 9-22/24 Ch. 9 Organizing the body ~Ch. 10 Introductions & Conclusions
Reflection papers due Monday
Week 9-29 & 10-1 Ch. 15 Speaking to Inform /Ch. 14 Visual Aids
Speech #2 topic due Wednesday
Week 10-6/8 Ch. 7 Gathering Materials (Library) ~ Ch. 8 Supporting your Ideas
Informative Topics due Monday Quiz
Week 10-13/15 Speech #2 all week
(Midterm study guide on blackboard this week)
Week 10-20/22 Mid-Term Exam,~ Ch. 11 Outlining
Reflection papers due Wednesday
Week 10-27/29 Ch. 6 Audience Analysis ~ Outline Workshop
Informative Outlines due Wednesday
Week 11-3/5 Ch. 12 Using Language/ Ch. 13 Delivery
Quiz
Week 11-10/12 Speech #3 all week
Week 11-17/19 Chapter 16 Speaking To Persuade
Reflection papers due Wednesday
Week 11-24/26 Ch. 17 Methods of Persuasion-NO SCHOOL WEDNESDAY THANKSGIVING
Persuasive topics due Monday Quiz
Week 12-1/3 Final Exam Review ~Make-up Speech day & Persuasive Speech review
Speech #4 Outlines due Monday
Week 12-8/10 Speech #4 continues all week
(Final Exam study guide on blackboard)
Reflection paper(s) due on final exam day
Week 12-15/17 Finals Week
Monday 11:30 class, your final is Monday December 15th 12:30-2:20
Monday 1:00 class, your final is Wednesday December 17th 12:30-2:20