



COURSE OUTLINE

COURSE NO: COMM130

COURSE NAME: Speech

CREDIT HOURS: 3

LECTURE HOURS: 3 LAB HOURS: 0

DATE: 20072008

PREPARED BY: Carolyn Tripp and Randy Lawrence for

Online Students

TO BE UPDATED: 2009

APPROVED BY: Ellen Sostarich, Dean, Arts and

Sciences

COURSE DESCRIPTION

Emphasizes communication process and extemporaneous speaking skills through informative, demonstrative and persuasive speeches. Students team to analyze audiences, choose and narrow topics, develop content through library and other resources, clearly organize speech material and effectively deliver finished speeches to a class audience.

COURSE OUTCOMES

This course is designed to:

1. Help the student realize that public speaking is a common everyday experience.
2. Provide theoretical information and practical experience in each of the following speech preparation skills:
 - a Analyzing an audience.
 - b. Choosing and narrowing a topic.
 - c, Conducting research through library and other resources,
 - d. Organizing speech material into outline formal..
3. Provide theoretical information and practical experience in presenting three common types of speeches likely to be encountered in a technical career.
4. Improve listening skills and to expand the student's ability to analyze speeches delivered by other speakers.
5. Develop a better understanding of the communication skills involved in other types of public speaking situations such a small groups and special occasions. (Optional)

The content of this course will contribute to the student's mastery of the following Success Skills: Communicates Effectively: A1, A2, A3, A4, AS, A7, A8, A9, A10; Demonstrates Learning and Critical Thinking Skills: C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15; Maintains Professional Skills and Attitudes: D2, D3, D7, D8, D10, DI I; Practices Human Relations Skills: E1, E2, E3, E4, E6, E7; Demonstrates Community, Cultural, and Global Awareness: G1,G4, G7; Maintains a Code Ethics: HI, H2, H5, H6, H7

A speech will be included in the e-portfolio.

COURSE MATERIALS

Online students will not use this text. All your material is in the online course.

Text: Speaking with a Purpose, Alfred A. Koch (Instructor's discretion)

Online Students need the following configurations:

Internet Access

You should also have the following, minimum software packages:

- Netscape Navigator/Communicator 4.6 or higher. This can be downloaded for free from Netscape.
- Internet Explorer 4 or higher. This can be downloaded for free from Microsoft
- Word processing software
- Latest windows updates

- Windows Media Player (free download from internet <http://www.freedownloadhq.com/Media-Player.html>)
- Flash (free download from internet http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
- PowerPoint Viewer (free download from internet <http://www.microsoft.com/downloads/details.aspx?FamilyID=428d5727-43ab-4f24-90b7-a94784af71a4&displaylang=en>

TOPICAL OUTLINE

Topic 1 General Introduction

- a. Requirements of the course
- b. Becoming acquainted with other class members

Topic 2 Speaking

- A The Importance of speaking well
- b. The speech communication process
- c. The speaker's responsibilities
- d. Controlling anxiety

Topic 3 Listening

- a. The advantages of good listening skills
- b. The causes of poor listening habits
- c. The listener's responsibilities

Topic 4

- a. Analyzing the Audience.
- b. *The importance of analyzing* and adapting
- c. Demographic analysis
- d. Situational analysis

Topic 5

- a. Determining a specific purpose
- b. Conducting research
- c. Using verbal, visual, and non-verbal support materials

Topic 6

- a. Organizing *the* Body of the Speech
- b. Organizing main points
- c. Selecting support materials
- d. Supplying transitions
- e. Patterns of organization for various speeches

Topic 7 Writing an Introduction and Conclusion for the Speech

- a. Functions of an introduction
- b: Functions of a conclusion

Topic 8 Presenting the Speech

- a. Four modes of delivery
- b. Vocal Aspects of delivery
- c. Non-verbal aspects of delivery

Topic 9 Evaluating the Speech

- a. Instructor evaluation
- b. Peer evaluation
- c. Self evaluation

Topic 10 Types of Public Speaking

- a. Speech to inform
- b. Speech of demonstration
- c. Speech to persuade

(TOPICS MAY BE PRESENTED IN THE INSTRUCTOR'S CHOICE OF ORDER.)

SAFETY PRACTICES In accordance with Hocking College safety procedures. **USE OF CELL PHONES OR OTHER ELECTRONIC DEVICES**

The use of cell phones during classes and labs is a disrespectful distraction to your instructor and other classmates. *Please turn your cell **phone and** other electronic devices **of while you are in***

class/lab. In emergency situations, please discuss limited use of a cell phone with your instructor prior to the class during which you would like to use your cell phone.

DISABILITIES NOTICE

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.

STUDENT INSURANCE/COVERAGE

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (IL 241) for information on costs, coverage, and how to enroll in the plan.

HOCKING COLLEGE

Evaluation of the Student

Comm 130

Speech Online 2007-2008 Carolyn Tripp

tripp@hocking.edu

Phone: 740-753-3591 ext. 6151

Approved by: Ellen Sostarich, Dean, Arts and Sciences

In Comm 130, you will practice speaking through brief taped speeches and longer speeches that could be about a short service learning project or other community speaking opportunities. The service learning/civic responsibility project does not meet the college requirement for a service learning credit.

SPECIFIC FACTORS

Examinations & Quizzes:

One objective quiz is required at the beginning of the course.

Projects/Written Work/Success Skills:

Submission of written critiques, outlines, introductions and conclusions are required. (Some of these earn an "S" for Satisfactory or a "U" for Unsatisfactory while others will earn points.

1. short video introducing self (40 points)
2. response to other student introductions (20 points)
3. Community Partner/Organization Permission (S/U)
4. short video of proposed speeches (100 points)

5. critiques of speeches (20 points each)
6. written introduction and conclusion/outlines (S/U)
7. rehearsals of presentation to group (50 points)
8. presentations to group (200 points)
9. short reflection video for E-Portfolio (100 points)

Specific directions for each speech are given in the course content.

SPECIFIC SUCCESS SKILLS

The following success skills are covered in this class:

Communicates Effectively—(A-2) Logically organizes, develops and communicates an idea or position.(A-3) Adapts communications to audience, situation and purpose.(A-5) Uses appropriate vocabulary, grammar, punctuation, spelling and syntax.(A-9) Applies effective listening techniques.

Demonstrates Learning and Critical Thinking—(C-1) Asks pertinent questions.

Maintains Professional Skills and Attitudes—(D-2) Demonstrates initiative.(D-3) Meets performance expectations.(D-4) Follows organizational policies and procedures.(D-5) Recognizes organization structure and uses chain of command.(D-7) Sets priorities and manages time efficiently in accordance with priorities.(D-8) Uses and applies pertinent technology, including computers.(D-9) Adheres to health and safety standards and procedures, and plans how to react in emergencies.(D-10) Demonstrates promptness and regular attendance. Practices

Human Relation Skills—(E-4) Empathizes with others. Considers varied perspectives.

Community, Cultural, and Global Awareness— (G-3) *Demonstrates awareness of regional cultural, ethnic and racial differences.*(G-4) *Respects rights and dignity of diverse groups.*(G-7) *Demonstrates a commitment to responding to the needs and interests of the community.*

Maintains a Code of Ethics— (H-1) Acts Honestly.(H-2) Acts responsibly.(H-3) Acts in accordance with a reasoned and defensible code of ethics.(H-4) Resolves value conflicts and moral dilemmas through a decision-making process.(H-5) Accepts accountability for own action or inaction.(H-6) Respects rights and dignity of others.(H-7) Respects intellectual property rights.

Attendance

Attendance is not a normal part of this class. Attendance in the usual sense is not taken unless you are required to participate in a real time project. You should, however, make adequate progress according the schedule for the quarter. Following this schedule assures that you will

finish in the normal eleven-week period.

Participation

Participation is vital to your success. We may be working in groups for part of this class; therefore, you are expected to participate in active questioning and response to others as stipulated in the course materials. By conversing with me via email and in discussion forums, you will understand the material better and feel that you are discussing material with a real person rather than a book.

Extra Project

Extra projects are not available for this class.

Grading Scale

To understand your grade at any point in the quarter, total your earned points and divide the number of possible points.

96-100%= A

72-75= C

92-95%= A-

68-71%= C-

88-91%= B+

64-67%= D+

84-87= B

60-63%= D

80-83%= B-

below 60% = F

76-79%= C+

Policy Regarding Honesty

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the **Success Skill** "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive an “F” for the test or assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. The Office of Campus Judiciaries will conduct a judicial proceeding with the accused student, resulting in a finding of “In Violation” or “Not In Violation” of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future *Judicial consequences*, in demonstrating a pattern of behavior on the part of the student.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Code of Conduct* found on the Hocking College website (www.hocking.edu).

Final Grade Calculation

Your final grade is calculated by a percentage of your total points earned as follows:

Total points earned divided by the number of possible points. Percentage grades equate to letter grades as follows:

Percent of points: 95-100%= A, 92-94%= A-, 88-90%= B+, 85-87= B, 82-84%= B-, 79-81%= C+, 76-78%= C, 73-75%= C-, 70-72%= D+, 67-69%= D, 64-66% = D-, below 64% = F.

Academic Grade Appeal Process

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. Grade appeals will be considered only if grading was based on something other than performance, if different standards were used for different students, or if the grading was a departure from the instructor’s previously stated final grade calculations. If the informal

attempt at resolving the complaint between student and faculty is unsuccessful, a formal appeal will begin. A student appeal of a final grade must be formally initiated within one term of the grade being posted. Students should understand that the burden of proof will be theirs to demonstrate. The steps for the grade appeal process are available in each academic unit office and online in the current Student Code of Conduct found under the current student link on the Hocking College website.

Student Grievance

Due process procedures for the College are located in *the Student Code of Conduct* listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

Disabilities Services

If you have been diagnosed with a disability that impacts your academic success, please immediately contact the Access Center, Office of Disabilities Services in JL 249 regarding accommodations.