



# SYLLABUS SPEECH 10-801-198 ONLINE ~ FALL 2015

## *Instructor Information*

Name Patti Huber  
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## *Instructor Office Information*

Campus/Office Online Environment/Truax B2258/C by appointment  
Office Phone 608-246-6582  
Office Hours Contact me via e-mail (preferred method) or by office phone.  
SPECIAL NOTE: Voicemail messages will be transferred to me via e-mail. I check and respond to messages twice each day between Monday at 8:00 a.m. and Friday at noon. Please do not expect a response over the weekend - from noon on Friday until 8:00 Monday morning. Be sure to use your Madison College e-mail account when sending messages to me and include your name and class number (or color) in the subject line.

NOTE: I color code my classes: #31576 (green); #31577 (indigo).

## *Class Information*

Beginning Date Monday, 08/31/2015  
Ending Date Friday, 12/18/2015  
Time/Location This class is conducted 100% via Blackboard. There are specific due dates for all speeches and other coursework. Students make their own arrangements to present and videotape their speeches before live audiences. Their taped speeches are then posted online so they may be viewed by the instructor and other members of the class. Failure to present before the prescribed live audience will affect your grade.

## *Course Outcome Summary*

### **Description**

This class explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

### **Prerequisites**

Communication Skills 1 (10-801-151) OR English 1 (20-801-201)

**Competencies** (see page 10 of this syllabus for specific details related to the course)

- A. Demonstrate active listening
- B. Analyze audiences
- C. Demonstrate ethical responsibility in public speaking
- D. Examine research-based evidence, logical reasoning, and examples to clarify, prove, and add interest to the presentation
- E. Analyze speech organizational patterns
- F. Examine the use of audio/visual aids in presentations
- G. Demonstrate effective delivery skills
- H. Evaluate presentations
- I. Present a speech to inform
- J. Present a speech to persuade
- K. Present a speech for a special occasion

**Core Abilities**

Communication

- 1.1 Read and apply knowledge and ideas for purposes such as information gathering, appreciation, and enjoyment
- 1.2 Write clearly, concisely, and accurately in a variety of contexts and formats
- 1.3 Speak clearly, concisely, and accurately in a variety of context and formats
- 1.4 Listen attentively with respect and an open mind

NOTE: Core abilities are broad outcomes or skills that every graduate of Madison College is expected to achieve. These skills go beyond the context of a specific course or program and are the skills employers tell us they expect employees to have. In addition to receiving a grade for this course, you may also receive a Core Abilities assessment.

***Textbook***

All speech 10-801-198 SPEECH instructors at Madison College use the 11th edition of *The Art of Public Speaking* by Stephen E. Lucas. Students are encouraged to contact the school's bookstore to purchase this text. During the fall of 2015, students in my classes will NOT be required to purchase the CONNECT package that accompanies this text. FYI: An e-book is available from the McGraw-Hill company for anyone who prefers a digital text. If a text is purchased from another source, there may be minor differences in page numbers. Again, you do NOT need the CONNECT package that accompanies the text for my class.

***Tech Requirements/Other Materials***

Video camera with digital recording and playback access  
A minimum of five (5) adults to be your audience for each of your four (4) main speeches  
Computer with internet access (high speed definitely preferred)  
Microsoft Office Word software [2003 preferred/2007 or 2010 accepted]  
Microsoft Office PowerPoint

Madison College student e-mail account  
Madison College Blackboard access  
Writing utensils/paper/note cards (3" x 5" or 5" x 7")  
A positive attitude

**CAUTION:** There may be a steep learning curve when it comes to the use of the technology for this course.

**WARNING:** It is YOUR RESPONSIBILITY to locate and learn to use any programs and equipment needed. Do not wait until the last minute to do so. Have a "Plan B" in place in case your computer crashes, is lost or stolen. [These problems have occurred in the past.]

**NOTE:** Students should become familiar with Blackboard Help on the school's web site: <http://matcmadison.edu/blackboard-help> For further technical assistance using Blackboard, call the Madison College tech staff at: 608-243-4444. Students are also encouraged to help each other, whenever possible.

**SPECIAL NOTE:** Contact the McGraw-Hill support staff at: [www.mhhe.com/support](http://www.mhhe.com/support) or by phone at: 1-800-331-5094 for assistance if you purchase a digital text.

### **Attendance/Expectations**

This is very much a "hands on" class. Students are expected to be present (log in on a regular basis), be prepared, and be productive throughout the semester. Online lecture and discussion are part of this class. There are discussion board topics each week. Reading assignments are part of this class and students are responsible for content covered in the text. You will be required to keep an online reflection journal related to the coursework. The bulk of the class, however, consists of four (4) oral presentations plus a midterm and final exam. You will also provide critiques of your own speeches as well as comments on speeches written/performed by others. **SPECIAL NOTE:** Just logging into an online course isn't considered attending; you must participate each week and submit work. **WARNING:** You will be docked points if you don't perform your speeches before the required live audience consisting of at least 5 adults!

### ***Grading Information***

#### **Grading Rationale**

Student work will be evaluated in the following manner:

- Work completed *on time and within established criteria* will receive an A grade.
- Work completed on time but not within the established criteria will receive no higher than a B grade.
- Work completed late, but within the established criteria, will receive no higher than a C grade unless there are valid extenuating circumstances for the tardiness.

**SPECIAL NOTE:** Grading criteria are presented with the instructions for each speech.

## **Grading Scale**

A 940-1000 pts AB 880-939 pts B 830-879 pts BC 770-829 pts C 700-769 pts D 650-699 pts F 0-649 pts

## **Grade Weighting**

25% [250 points] Class participation (Discussions, Journal, Quizzes, Activities)  
5% [50 points] Object Speech  
10% [100 points] Narrative Speech  
15% [150 points] Informative Speech  
20% [200 points] Persuasive Speech  
10% [100 points] Midterm Exam (open book, submitted on line, objective)  
10% [100 points] Final Exam (open book, submitted on line, objective plus short answer)  
5% [50 points] Summative Self-evaluation PowerPoint at the end of the course

## **Extra Credit**

Opportunities to earn extra credit points will be made available as the semester progresses. Extra credit can help your grade. However, the BEST way to achieve a good grade in this class is to simply do the work in each week's Assignment folder. Your goal for an "A" is to earn at least 940 of the possible 1000 points offered in the class.

## **Course Withdrawal Policy**

In accordance with Madison Area Technical College's official policy regarding withdrawals, it will be the sole responsibility of the student to withdraw from a course. A student may withdraw from a course within the term prior to the 90% point of that course. Call the Enrollment Center, 1-800-322-6282, for details regarding refunds.

## **Incompletes**

A grade of incomplete is rarely given in my classes. The college has a strict policy governing incompletes. Students must be passing the course during the last one-fourth of the term and have a "compelling and justifiable reason" in order to be considered for an incomplete. For details regarding incompletes, please see the Madison College website.

## ***Guidelines and Information***

### **Academic Honesty**

Public speaking requires ethical behavior. Please be aware of copyright laws. Students are expected to do their own work unless advised that collaboration is acceptable. (Getting assistance from the Madison College Writing Center, the library staff, or the Madison College Tutoring Service is entirely acceptable and encouraged.) When doing research, if you quote directly from a source or paraphrase substantially, you must cite the source you used. Failure to use proper citation procedure is considered plagiarism. Plagiarism will result in a grade of zero (0) on the assignment if it is flagrant and/or deliberate. Copying

from another person's paper or test, or turning in (performing) a speech written by another person is considered academic dishonesty and will result in a grade of zero (0) on that assignment. In addition, you may be referred to student services for discipline based on college policy as it relates to academic honesty.

### **ADA Statement**

Please let me know if you need any special accommodations in the curriculum, instruction, or assessments of this course to enable you to fully participate and to succeed. Also, please contact Disability Resources Services by e-mail at [drs@madisoncollege.edu](mailto:drs@madisoncollege.edu) or by phone at 608-246-6717 so proper documentation can be made.

### **Students' Right to Know**

Students have a right to know about the college policies on "Harassment and Discrimination," "Crime Awareness and Campus Security," "Drug and Alcohol Abuse," "Employee and Student Conduct," "Academic Honesty," "Student Grievance/Complaint Process," and "Student Data Privacy." This information (and more) is available in your Madison College Student Handbook. Please read it.

### **Guidelines for Mutual Respect**

Be sure to come (log in) to this class prepared to:

- Listen with respect.
- Speak with respect.
- Act with respect.
- Contribute actively to the work of the class.

### **Special Note**

You must not bring alcohol, illegal substances, firearms or other potentially dangerous items into any Madison College classroom; therefore, these are not allowed as visual aids for your speeches whether on campus in a regular classroom setting or off campus for an online class. When it comes to any pets present during your speeches performed off campus, you must assume responsibility for their behavior and any problems they cause.

### **Course Netiquette**

There are many "rules" regarding use of the internet, but I believe the most important for this course are as follows:

- Check the Discussion Board for announcements BEFORE asking questions.
- Avoid using leet speak or other computer jargon/abbreviations.
- Use complete sentences, correct grammar, correct spelling and proper punctuation when making posts.
- Make posts which are clear and concise yet complete.

- Stay on topic; make posts which add “value” to the discussion, either by asking questions or offering comments which promote further exchange of related ideas.
- Get permission before sharing classmates’ e-mail addresses or other information.
- Respect copyright laws.

## ***Tentative Weekly Schedule for Online Speech 801-198***

**NOTE:** Each week starts on Monday at 12:01 AM and ends the following Sunday at 11:59 PM  
(except for Week 16, which ends on a Friday).

**SPECIAL NOTE:** I expect students to adhere to deadlines, and I will do my best to assess your work in a timely manner. I check the discussion board posts throughout the week and generally post scores by Wednesday following the due date for a topic. It generally takes 15-20 minutes for me to review and grade a 5-minute speech. I watch speeches in batches of no more than five at one time; therefore, it may take up to 2 weeks for me to process your speeches after they have been submitted. Your patience is appreciated. I will review the self- and peer assessments within 1 week of submission; these items must be turned in on time in order to receive credit.

### **MODULE/UNIT 1:**

Week One: starts 08/31 & ends 09/06

Reading Assignment: Chapt. 1 SPEAKING IN PUBLIC & 14\* USING VISUAL AIDS

Note: Chapters assigned out of sequence are noted with \*

Check Blackboard site for messages/activities/discussion

Week Two: starts 09/07 & ends 09/13

Reading Assignment: Chapt. 2 ETHICS AND PUBLIC SPEAKING & 3 LISTENING

Check Blackboard site for messages/activities/discussion

Week Three: starts 09/14 & ends 09/20

Reading Assignment: Chapt. 4 GIVING YOUR FIRST SPEECH & 5 SELECTING A TOPIC  
AND A PURPOSE

Check Blackboard site for messages/activities/discussion

Work on OBJECT speech assignment

Week Four: starts 09/21 & ends 09/27

Reading Assignment: Chapt. 6 ANALYZING THE AUDIENCE & 13\* DELIVERY

Check Blackboard site for messages/activities/discussion

**Student presentation #1:** Object Speech due on or before **Sunday** this week

## **MODULE/UNIT 2:**

Week Five: starts 09/28 & ends 10/04

Reading Assignment: Chapt. 7 GATHERING MATERIALS & 8 SUPPORTING YOUR IDEAS  
Check Blackboard site for messages/activities/discussion

Week Six: starts 10/05 & ends 10/11

Reading Assignment: Chapt. 9 ORGANIZING THE BODY OF THE SPEECH & 10  
BEGINNING AND ENDING THE SPEECH

Check Blackboard site for messages/activities/discussion  
Work on NARRATIVE speech assignment

Week Seven: starts 10/12 & ends 10/18

**MIDTERM exam** (open book/taken online) due on or before Sunday @ 11:30 PM  
Continue to work on NARRATIVE speech assignment  
Check Blackboard site for messages/activities/discussion

Week Eight: starts 10/19 & ends 10/25

Reading Assignment: Chapt. 11 OUTLINING THE SPEECH & 12 USING LANGUAGE  
Check Blackboard site for messages/activities/discussion

**Student presentation #2:** Narrative Speech due on or before **Sunday** this week

## **MODULE/UNIT 3:**

Week Nine: starts 10/26 & ends 11/01

Receive INFORMATIVE speech assignment instructions  
Reading Assignment: Chapt. 15 SPEAKING TO INFORM  
Check Blackboard site for messages/activities/discussion  
Work on INFORMATIVE speech assignment

Week Ten: starts 11/02 & ends 11/08

Check Blackboard site for messages/activities/discussion  
Work on INFORMATIVE speech assignment

Week Eleven: starts 11/09 & ends 11/15

Check Blackboard site for messages/activities/discussion  
Continue to work on INFORMATIVE speech assignment

Week Twelve: starts 11/16 & ends 11/22

Check Blackboard site for messages/activities/discussion

**Student presentation #3:** Informative Speech due on or before **Sunday** this week

**MODULE/UNIT 4:**

Week Thirteen: starts 11/23 & ends 11/29

Reading Assignment: Chapt. 16 SPEAKING TO PERSUADE & 17 METHODS OF PERSUASION

Check Blackboard site for messages/activities/discussion

Work on PERSUASIVE speech assignment

Week Fourteen: starts 11/30 & ends 12/06

Reading Assignment: Read Chapt. 18 SPEAKING ON SPECIAL OCCASIONS

Check Blackboard site for messages/activities/discussion

Continue to work on PERSUASIVE speech assignment

Week Fifteen: starts 12/07 & ends 12/13

Check Blackboard site for messages/activities/discussion

**FINAL EXAM** due on or before 11:30 PM Sunday this week

Continue to work on PERSUASIVE speech assignment

Week Sixteen: starts 12/14 & ends 12/18 **WARNING! The 18<sup>th</sup> is Friday!**

Check Blackboard site for messages/activities/discussion

**Student presentation #4:** Persuasive Speech due on or before **WEDNESDAY.**

The **Week 16 Discussion** is due on or before **FRIDAY.**

The **SELF-EVALUATION POWERPOINT** is also due **FRIDAY.**

**NO work will be accepted after FRIDAY, Dec. 18, 2015, @ 11:59 PM.**

Log in to Blackboard at: <http://blackboard.madisoncollege.edu/>

Access Blackboard Help at: <http://madisoncollege.edu/blackboard-help>

Contact BLACKBOARD Tech Support at: 608-243-4444

McGraw-Hill tech support if you use an eBook: 1-800-331-5094

HELPFUL HINT: Print a hard copy of this syllabus to refer to as the semester progresses.

**This calendar is provided for your convenience:**

January 2015							February 2015							March 2015							April 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3		1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		
May 2015							June 2015							July 2015							August 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2		1	2	3	4	5	6	1	2	3	4				1	2	3	4				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
																					30	31					
September 2015							October 2015							November 2015							December 2015						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30					27	28	29	30	31			



Course COMPETENCIES	Module/Unit	Associated Assignments/Activities
A. Demonstrate active listening	Module 1 Module 2 Module 3 Module 4	Peer Critique 1/ Ch 3 Peer Critique 2 / DB 5 : Kennedy/Falwell Peer Critique 3 / DB 10: Clinton/Powell / DB 12: JFK Peer Critique 4 / DB 13: MLK
B. Analyze audiences	Module 1 Module 2 Module 3 Module 4	Ch 6 / DB 1 : Intro / DB 2 : Topic choices / DB 4 : Cell phones DB 5 : Kennedy/Falwell/ DB 7: Test taking tip / Ch 12 DB 10: Clinton/Powell / DB 12: JFK DB 13: MLK / DB 14: pers topic choice
C. Demonstrate ethical responsibility in public speaking	Module 1 Module 2 Module 3 Module 4	Ch 2 / DB 3: False Facts / Speech #1 Speech #2 / Ch 12 ( <i>tied to language choices</i> ) Speech #3 Speech #4
D. Examine research-based evidence, logical reasoning, and examples to clarify, prove, and add interest to the presentation	Module 1 Module 2 Module 3 Module 4	Ch 1 ( <i>touches upon critical thinking</i> ) Ch 7 & 8 Speech #3 Chs 16 & 17 / Speech #4
E. Analyze speech organizational patterns	Module 1 Module 2 Module 3 Module 4	Speech #1 / Ch 4 & 5 Ch 9, 10 & 11 / Speech #2 / DB 8: Outline Ch 15 / Speech #3 / DB 9: purpose, etc ( pattern) DB 11: 4-S / DB 12: JFK Ch 17 / Speech #4 / DB 13: MLK
F. Examine the use of audio/visual aids in presentations	Module 1 Module 2 Module 3 Module 4	Ch 14 / Speech #1 DB 6: PowerPoint <i>[falls under competency "H" &amp; Speech #3]</i> Speech #4 / Summative Assessment PPT assignment
G. Demonstrate effective delivery skills	Module 1 Module 2 Module 3 Module 4	Speech #1 (object speech) – extemporaneous / Ch 1 & 13 Speech #2 (narrative speech) - manuscript Speech #3 (informative speech) – delivery method may vary Speech #4 (persuasive speech) – delivery method may vary, format is MMS
H. Evaluate presentations	Module 1 Module 2 Module 3 Module 4	Speech #1 self & peer critiques Speech #2 self & peer critiques / DB 5 : Kennedy/Falwell Speech #3 self & peer critiques / DB 10: Clinton/Powell / Disc 12: JFK Speech #4 self & peer critiques / DB 13: MLK
I. Present a speech to inform	Module 1 Module 2 Module 3 Module 4	Speech #1 Speech #2 Speech #3 / Ch 15
J. Present a speech to persuade	Module 1 Module 2 Module 3 Module 4	Speech #4 / Ch 16 & 17
K. Present a speech for a special occasion	Module 1 Module 2 Module 3 Module 4	Speech #1 (introduction of self) DB 11: Impromptu (written out) Ch 18 / DB 15: Introduce famous person / DB 16: Speech of acceptance