

Public Speaking-COMM 108 section 4
Spring 2012- Tuesday & Thursday 9:30-11:35

Instructor: Chris Cruz-Boone (aka CCB)
Office Hours: Tue/Thur 11:40-12:15 & Wed 12:20-2/ 3-5pm or by appointment.
Email: Use Blackboard to Email professor regarding class.
Class Website: Please visit blackboard 9 at
<http://www.csub.edu/els/bb9/>

CRN 31003
Office: BDC 234
Phone: 661-654-2569
CLASS TIME:
10:55-12:20

Chris Cruz-Boone's Personal Website is located at
www.csub.edu/~ccruz_boone/



CLASSROOM:
CB 106

*QR code on the right for CSUB personal homepage

Required Texts:

Metcalf, Sheldon. Building a Speech. ISBN-#: 0-495-78509-10 *the online version will suffice and you can buy a chapter at a time at: <http://www.cengagebrain.com/isbn/0495567574?cid=rld>

* I advise you to purchase an MLA or APA writing style manual, use that fulfils your major requirements.

Course Description:

Introduction to the principles and types of public speaking. Experience in the development, presentation, & critical analysis of speeches to inform, persuade, & entertain.

Area A. Communication in the English Language:

This course satisfies your general education requirement for the designated Area A. The objectives below are designed to address the approved CSUB Area A goals:

Required General Education Goals for Area A credit:

1. Organize and evaluate ideas for oral presentations.
2. Communicate through public speaking.
3. Listen and interact effectively.

Student Objectives:

By the end of this course, you should be able to:

1. Understand and recall essential concepts in public communication.
2. Compose and deliver extemporaneous public presentations on socially significant and intellectually challenging topics, while utilizing core concepts from class.
3. Competently create, organize, and support ideas in public presentations.
4. Develop the ability to analyze audience response.
5. Effectively assess and evaluate written and spoken forms of public presentations.
6. Efficiently listen to and critically evaluate others' messages.

Academic Integrity:

Students are responsible for understanding and adhering to University policies regarding academic honesty, as specified in the current CSUB Catalog and Schedule of Classes. Cheating in any form, or plagiarizing any part or parts of oral or written work, is automatic grounds for receiving a failing grade on the assignment and you will have to repeat the assignment for no credit. In addition, a report will be filed with the Dean of Students for further possible action (including expulsion from the University). Cheating in any form, or plagiarizing any part or parts of oral or written work, is bad. Don't do it! If you are uncertain about what constitutes cheating or plagiarism: ask!

Special Needs:

If you have special needs (i.e. you may need material in Braille or exams taken orally) or you have a disability that may affect your participation in class, please see me as soon as possible so I can accommodate your needs. Services for students with disabilities is located in SA 140 or you can reach them at (661) 654-3360. If a class assignment conflicts with a personal religious observance please notify me early in the semester so I can negotiate an alternative activity.

Attendance:

This class focuses on public speaking and it is therefore necessary that the public (the class) is here to speak to. I do take roll and if you are absent I deduct from your final course grade.

Here is the attendance policy for this class:

1	= no deduction	4	= 6% "
2	= 2% from final course	5	= 8% "
3	= 4% "	6 or more	= automatic failing course grade

Do not be late. Any time you are more than 5 minutes late to class you will be considered tardy. Being tardy twice will result in one unexcused absence. If you are late you must appear within the first $\frac{3}{4}$ of the class to receive any points for that day. If you miss the first 2 class sessions you forfeit your seat in the course.

Excused Absences:

Absences due to illness may be excused with proper written documentation; this means bring me a dated receipt or note from your Dr/ campus health center. Any personal crisis such as the loss of loved one will only be excused if you provide a written notice such as an obituary. If something is wrong please email or call no matter the hour, but do not just disappear. If your absence is excused no percentage will be taken from your overall grade but it is your job to provide me with written record in a timely manner. If you have more than 6 absences, excused or otherwise you will automatically fail the course.

Missed Speeches and Assignments:

If you are not able to be in class for the day you are scheduled to speak for any reason, then you will have to make arrangements ahead of time (at least one class period BEFORE the scheduled speaking date) with another student who is willing to switch speaking days with you. This is your responsibility, not mine. If you do miss a speech you will not be able to make the speech up. You must come to my office and perform a passing speech (meaning you will be graded and must get at least a D) on your own time, to pass the course; but you will receive zero points towards your final grade for this "mandatory make-up". Do NOT miss your speech day or you will likely fail the course.

Late Assignment Submissions:

A letter grade will be deducted from your assignment for each DAY it is late. Late work should be submitted through Blackboard and work will not be accepted more than 48 hours after the initial deadline.

Additional responsibilities:

Keep a copy of everything you turn both a hard copy and digital file. Things happen. If my house burns down and your paper goes up with it, this will guarantee that you can get me another copy.

You must have reliable internet access and email to be successful in this course. If you need feedback on an assignments submitted online or over email it must be in Microsoft Word format or Open Office. File names should not include symbols or spaces.

Class Materials:

All course handouts, grading sheets and quizzes will be available in Blackboard only. Notification of posting and all due dates will be given in class. It is your responsibility to print out all assignments by the required due date, even if you are absent from class on the day an announcement is made. It is recommended that you consult Blackboard regularly and stay on track in learning modules.

Grade Breakdown:

A = 721-775	B = 643-673	C = 565-596	D = 488-518
A- = 698-720	B- = 620-642	C- = 542-564	D- = 465-487
B+ = 674-697	C+ = 597-619	D+ = 519-541	F = 464-0

*You must earn at least 565 points in this course or it will not count towards your GE and you will need to retake the course.

Grading Breakdown:

8 Homework Assignments	240
1-pnt research Speech	40
Persuasive Speech	120
Informative Speech	120
Job Interview Speech	75
Final Award Speech	5
Midterm Essay	50
5 Group Journals	50
5 Group Projects	75

You must do all 4 major oral components of the course or you automatically fail, regardless of your point totals. Grade progress on Blackboard is not 100% accurate because it does not calculate extra credit or absence deductions so please keep your own records as well.

PLEASE KEEP TRACK OF YOUR EXTRA CREDIT & REPORT ONLINE

SPEECHES**1-pnt Research Speech:**

The goal of this 4-6 minutes speech is to share one point of research with the class. Prepare a three-part introduction that: gains attention, presents one statement of fact (not a statement of value or policy), and motivates the audience to listen. Use an extended factual illustration to support the one-point assertion. An extended factual illustration is a detailed, true story. Use at least three specific instances that prove the factual illustration is not an isolated case. These specific instances are true stories that are not fully developed. Include two statistics and one expert testimony as well as an analogy. This speech should demonstrate that you can use the five most persuasive forms of evidence to establish a significant social problem.

Persuasive Speech:

The goal of this 6-8 minute speech is to persuade an audience. You must provide a tangible (not ideological) solution to a controversial problem. The goal of this speech is to practice using persuasion in a non-threatening environment. You are expected to provide at least 5 different sources during the course of your speech. This speech can reflect your views but you must present research to substantiate them. You must cite your sources not only on your outline but also during the course of your speech. Speaking notes will be permitted in the form of two 3.5 note cards. A copy of your full-sentence outline and bibliography must be provided to instructor before speech.

Informative Speech:

The goal of this 6-8 minute speech is to inform the audience, not to persuade us. Tell us about your topic, not your views on it. You are expected to have at least five different sources and one visual aid. Audio-visual aids are not allowed and this means no PowerPoint or video clips. To receive credit for this speech, you must turn in a full-sentence outline and your bibliography before you speak. You must cite your sources not only on your outline but also during the course of your speech. If you choose to use speaking notes they will be permitted in the form of two 3.5 note cards but you will face a 10% grade deduction for their use.

Job Interview Speech:

The goal of this 5-7 minute speech is to learn interviewing techniques. In this speech you will identify your post-graduation career objective and prepare to interview for that job. You will be required to answer the five most frequently asked questions in your practice interview. Each speech day guest critics will join the class. You will not know who the guest may be on your speech date and guests may include CSUB professors, staff, local community business owners or even the CSUB University President. Every student must wear business attire and no notes will be permitted. If you fail to contribute or attend on either of the 2 interview days you will forfeit 5% of your overall final course grade.

Final Award Speech:

On our last day of regular classes CCB will give you the name of a fellow classmate. You must prepare an award speech for your peer and bring an award to present on the final day. Your speech should be 30-90 seconds and celebrate your classmate. An award must accompany your speech. Please go to the dollar store find one item you feel is an adequate trophy to present with your speech or you can create a gift with materials that cost less than a dollar. No outline is required and no notes are permitted.

EXTRA CREDIT:

Volunteer at Gaming Symposium – If you volunteer at “CSU Gaming Symposium” held May 4th at you will receive 5 points for every hour of service. CCB only need 20 volunteers for the event primarily for set up and take-down. If you volunteer from 6-10pm you can receive a full 20 points extra credit from CCB. CCB will have a sign-up sheet in the second week of school.

Research Help- You can get extra credit for going to the Walter Stiern Library – “Research Corner” –You can earn 5 points extra credit for receiving help on your research assignments HW # 2, 4, or 6. You must sign- in and go to the extra credit discussion page and reply to short questions to receive full credit for this assignment.

For a virtual guide or to make an appointment please visit the research corner website at <http://www.csub.edu/library/rcindex.shtml>

Peer Evaluation of Job Interview- You can watch a group members online interview and write a short essay 2-4 pages to the listed peer evaluation questions. You can complete this assignment for two separate group members and will be graded for a maximum of 10 possible points.

Public Speaking Tutoring- If you spend one hour with public speaking tutor/tutor lead study group located in DDH Humanities Tutoring Center you will receive 5 extra credit points. You must sign-in with a public speaking tutor and after you get assistance visit the “Extra Credit-PS Tutoring” course discussion page and respond to 4 listed questions.(5 possible)

*You may not receive more than a maximum of 20 points extra credit total for the course.

MIDTERM

Your midterm exam is an essay that demonstrates your ability as a constructive listener. Write a 2-4 page essay critiquing one of the four presenters at the May 4th Gaming & Education Symposium in Dorothy Donohue Theatre from 7-9pm. Follow APA/MLA guidelines because formatting issues like using times new roman 12pt font, works cited page, double space, one inch margins, page #'s etc. will all be considered in your point total. You **must** use at least one scholarly source other than the speech itself, the textbook is permitted as a source. Guidelines are on blackboard.

If you cannot attend the mandatory "Video Game Symposium" please notify CCB for alternative assignment. You must notify CCB by May 1st to make alternate arrangements.

GROUP DISCUSSIONS

The reflective journal aspect of this course is the repository of how you are achieving the course learning objectives. Here you should refer to the textbook and think critically about the approaches you will take to each question. In order to receive credit for any entry you must both write an answer to the initial question and remark to one other group member posts. This is a college course and sentence structure, grammar and use of class concepts will be taken into account when grading your answers. There are 5 written prompts and each week of interaction is worth a maximum of 10 points. If you only post one response or do not post your response by the date listed on the syllabus you will receive zero points for this assignment.

GROUP PROJECTS

Group projects are collaborative assignments that prepare for upcoming speeches and reflect course participation. All of the projects will be submitted online in the group assignments section of blackboard. Each project is worth 15 points and is graded as a group. Individuals who do not contribute to any given project because of absence or laziness will not receive their group grade.

Group Project 1- Group Scavenger Hunt

On the first day of class CCB will distribute scavenger hunt which is first part of this project. Each individual must collect signatures for all of the cited campus locations. By the first Friday of the quarter your entire group must take a photo holding up your complete forms and holding the mysterious object in front of CCB's office that clearly shows all group members. To receive full credit this photo must be posted online in Blackboard by midnight on Friday April 6th. One extra point if you get CCB in the photo 😊

Group Project 2- Group Contract

Each group member should take a few minutes to reflect on their worst group experience. Based on past mishaps create a comprehensive list of rules for interacting with your group that must be abided by for the entire quarter. Anyone who infracts on the contract faces both a grade deduction but CCB will not listen to any complaints or requests for voting group members off the island without direct citation of your group contract. To receive full credit this contract must be posted online in Blackboard by midnight on Thursday April 12th.

Group Project 3- Persuasive Outlining

After a lecture in how to construct a persuasive outline CCB will provide each group with a writing project to gauge your outlining skill level. Each group will collectively produce one work that must be posted online by midnight Tuesday April 24rd.

Group Project 4- Informative Outlining

After a lecture in how to construct an informative outline CCB will provide each group with a writing project to gauge your outlining skill level. Each group will collectively produce one work that must be posted online by midnight Tuesday May 15th.

Group Project 5-Job Interview Management Jobs

There are two days of job interview presentations on one day your group will present on the other your group will manage. This updated group contract will clearly list any updated group rules. It will list your choice for your groups speaking order. Most importantly you will clarify management jobs that can include thank you note coordinator, grade tabulator, greeter, room manager, hospitality coordinator, secretary or any other management jobs you may come up with.

HOMEWORK (worth 30 points each):

Examples and instructions for all homework assignments can be found on Blackboard. Materials are only provided on Blackboard and will NOT be distributed in class.

MODULE # 2- Homework for Research Speech

1. **Research quotes for speech #1-** This Quote/ Evidence Assignment asks you to collect 5 excerpts from research about your speech # 1 topic and format them identifying the main idea and quote citation. This assignment has you identify and submit claims made in valid scholarly and supporting evidence. These quotes should address your speech topic and ideally be used to construct your outline. You should not print the entire article you are quoting but follow the formatting guidelines on the assignment prompt. You must clearly list both your topic & speech thesis at the top of the page to clarify the goal of your research.

2. **Draft of full sentence outline speech #1-** You must complete your full-sentence outline and load it online to blackboard.

- i. Load a copy of your full-sentence one-point speech outline including your bibliography on blackboard under module 2, Safeassign. If more than 30% of your paper comes verbatim from other sources you will not receive any points for this assignment (worth 5 points)
- ii. Go to blackboard & under learning module 2 labeled "HW #3" upload your speech outline (25 possible).
- iii. I suggest that you bring 2 3x5 notecards with your speaking notes because you will not be allowed to speak from an outline on speech day.

MODULE #3 – Homework for Persuasive Speech

3. **Research quotes for persuasion-** This assignment like HW #2 asks you to collect 5 excerpts from research about your speech # 2 topic and format them identifying the main idea and quote citation. These quotes should address your speech topic and ideally be used to construct your outline. You can draw on historical or pilot examples to illustrate your point but cannot use websites or personal stories. You must clearly list both your topic & speech thesis at the top of the page to clarify the goal of your research. Due on blackboard.

4. **Draft of full sentence persuasion outline -** You must complete your full-sentence outline as though it were speech day.

- i. Load a copy of your full-sentence one-point speech outline including your bibliography on blackboard under module 3, Safeassign. If more than 30% of your paper comes verbatim from other sources you will not receive any points for this assignment (worth 5 points)
- ii. Go to blackboard & under learning module 3 labeled "HW #5" upload your speech outline (25 possible).
- iii. Bring **one copy** of the full-sentence persuasive outline including your bibliography to workshop with classmates.
- iv. I suggest that you bring 2 3x5 notecards to place write out your speaking notes on this workshop

day. All four of these areas are required and both the aspect due in class and online on blackboard.

MODULE #4- Homework for Informative Speech

5. **Research quotes for Informative Speech-** This assignment like HW #2 and #3 asks you to collect 5 excerpts from research about your speech # 3 topic and format them identifying the main idea and quote citation. These quotes should address your speech topic and ideally be used to construct your outline. You must clearly list both your topic & speech thesis at the top of the page to clarify the goal of your research. Due on blackboard.
6. **Draft of full sentence outline speech #3-** You must complete your full-sentence outline as though it were speech day.
 - i. Load a copy of your full-sentence one-point speech outline including your bibliography on blackboard under module 3, Safeassign. If more than 30% of your paper comes verbatim from other sources you will not receive any points for this assignment (worth 5 points)
 - ii. Go to blackboard & under learning module 3 labeled "HW #5" upload your speech outline (25 possible).
 - iii. Bring **one copy** of the full-sentence persuasive outline including your bibliography to workshop with classmates.
 - iv. I suggest that you bring 2 3x5 notecards to place write out your speaking notes on this workshop day. All four of these areas are required and both the aspect due in class and online on blackboard.

MODULE #5- Homework for Job Interview

7. **Online Mock Interview-** For this assignment you will record a practice job interview. You will need a web camera and reliable internet or can go to the campus CECE to access this technology. You will log onto runnerlink & register for the optimal interview program. Then you will follow the links to conduct a 5 questions mock interview. For any additional questions or assistance call the CECE at 654-3033. To receive credit for your interview you must write a short answer self evaluation and post a working link in blackboard for your assignment. Late submissions are worth zero points.

8. **Group Evaluation-** You will be assigned a group member to grade for the course. 10 points will be awarded for the thoroughness of your report and 20 possible points for you overall group participation grade as estimated by your peer evaluator.

FYI: CCB reserves the right to make changes to her course syllabus during the course of the quarter.

SCHEDULE Spring 2012

	TOPIC	DUE ONLINE by Midnight	DUE ONLINE before class	DUE in CLASS
3-Apr	Group Projects /Intro to Comm	Discussion #1		
5-Apr	Course Policies	Group Project 1-Scavenger Hunt		Syllabi Present
Week 2				
10-Apr	Delivery & Dr. Suess	Discussion #2-delivery		
12-Apr	Research/HW#1	Group Project 2- Group Contract		Meet in WSL lab
Week 3				
17-Apr	Guidelines for Research Speech/Outline		HW#1 research	
19-Apr	RESEARCH SPEECH PRESENTATIONS		HW#2- research speech outline	speech notecards grading sheets
Week 4				
24-Apr	Intro/Conclusions & Outline	Group Project 3	HW#3 research	GP3- Outline Project
26-Apr	Guidelines for Persuasive Speech	Discussion #3-Intro & Conclusion		
Week 5				
1-May	Persuasive Outling Workshop-Bring Outline		HW#4 part 1&2	HW#4/ discussion #4
3-May	PERSUASIVE SPEECH PRESENTATIONS			*on speaking day speech notecards grading sheets & updated outline
week 6				
8-May	PERSUASIVE SPEECH PRESENTATIONS		HW#5 research	info topic due
10-May	Guidelines for Informative Speaking/Rubric		MIDTERM	
Week 7				
15-May	The WHO Method-How to Dress for Interview	HW#7		
17-May	ONLINE JOB INTERVIEW Work Day -NO CLASS	Group Project 5-job contract/speech order		
Week		Discussion #4-Intro/Concl		

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22-May	Informative Outline Workshop- Bring Outline		HW#6 part 1&2	HW#6/ discussion #5
24-May	INFORMATIVE SPEECH PRESENTATIONS			
Week 9				
29-May	INFORMATIVE SPEECH PRESENTATIONS			*on speaking day visual aid, grading sheets & updated outline
31-May	Guidelines Job Interview Speech/Rubric			
Week 10				
5-Jun	JOB INTERVIEW PRESENTATIONS			
7-Jun	JOB INTERVIEW PRESENTATIONS			HW#8
Week 11				
14-Jun	FINAL EXAM TIME- 11-1:30			