BELLEVUE COLLEGE
0989-E CMST 220 - Public Speaking (5 credits)
Course Outline and Syllabus
SPRING 2010 - (April - June)
TTh 1:30 pm to 3:40 pm - R Bld Rm #R304

Professor: Renee DeHeck Email: renee.deheck@bellevuecollege.edu
Classroom: R Bld #R304 Office: R Bld - R 230L
Comm Division Phone: 425-564-2341 Office Phone: (425-564-3064)
Office Hrs: (to be determined)

Required Text:

Course Description: This course will emphasize the development and process of Oral Communication
Theory/Practice of Message, Speaker, and Audience. Emphasis on ethics, reasoning,
evidence, listening, and criticism. Classroom activities include preparation, presentation,
observation and criticism of speeches.

COURSE REQUIREMENTS

General Course Outcomes:
After completing this course, students should be able to:

• Identify and analyze the four elements of the rhetorical situation (audience, occasion,
speaker, speech).
• Explain and apply an understanding of ethical considerations and responsibilities as a
speaker.
• Demonstrate critical thinking through critique and analysis of one's own speeches as well as
others' speeches.
• Evaluate credibility of evidence.
• Identify and analyze lines of argument and fallacies.
• Present speeches that apply recommendations for effective application of the canons of
rhetoric (invention, arrangement, style, and delivery).

COURSE EXPERIENCE & ASSIGNMENTS

1 Mass Quiz: (= 100 pts)
ScanTron 886-E is used. There will be one in-class exam. Quiz will be in multiple-choice,
true/false, matching and fill-in. A study guide will be provided before the quiz and you are
allowed 1 note card to use during the quiz. No make-up quizzes given.

Extra Credit: (20pts) There will be opportunities for extra credit which is completely optional.
These points cannot be used to replace a required speech, but can be used help a low quiz score.
(Assignment to be announced per instructor’s approval)
Attendance And In-class Group Exercises: (100 pts)
We will occasionally break into groups during class time to work on exercises that relate to material covered during lectures. Points vary, approx. 10-20 pts. each.

1 Special Speaker Report: (50 pts)
Each student will critique one guest speaker and fill out the critique sheet handed out in class. The handout is a guideline of what to look for in a good presentation. Further instructions to be provided. You may attend a guest speaker here on campus or perhaps, check Seattle Weekly website for times of Book Reviews.

Speech #1 & #2 - Special Occasion Speeches - You will choose 2 categories from the following list of special occasion speeches: an introduction, toast, after-dinner, eulogy, or acceptance speech. You can have fun with these. (25 pts each) 50 pts These may be read.

#3 Narrative Speech/Show & Tell - This speech allows you to share a story with the class. The story may be about you, about someone you know, or maybe drawn from something you’ve read. Lastly, it may be a show & tell (with this last one, you must bring the item) handout provided 2-3 min. (30 pts)

#4. Demonstration - An Informative Speech - Show the class How to Do something or Explain how something works. Visual aids and 2 sources are required. Outline required. Handout provided. (4-5 mins. - 100 pts.)

#5. Persuasive Speech - The focus is on changing or reinforcing the attitudes, beliefs values or behaviors of the audience. A detailed outline. Visuals, and 2 or more Sources are required. I am looking for statistics in diagram form as well as cited on the outline and spoken aloud during the speech. 5 - 6 min. 100 pts. Outline required.

Outlines - There are 2 formal outlines required to be turned in on the day you present. They must be typed in the same form as the template you will be given in class. The 2 speeches requiring an outline are the Demonstration Speech #4 and the Persuasive Speech #5. It’s 10% of each speech grade. It is due on the day you present and it cannot be emailed. You lose points if it is late.

2 Peer Critiques - Gaining feedback from the audience is important to all successful speakers. Students will be asked to evaluate one another’s speeches, using a form provided by the instructor. Two Peer Critiques are required at 10 pts each = 20. You won’t observe on the day you are assigned to speak. (Demo Speech #4 and the Persuasive Speech #5)
**GRADING:**

Course graded GPA which reflects A, B, C, D, F - with student’s option to receive a Credit or No Credit Grade. Grades will be based on class participation, written assignments and exams. Credit will be apportioned in the following way:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/ In-class Exercises</td>
<td>100pts</td>
</tr>
<tr>
<td>Speech #1 &amp; 2 (25pt each)</td>
<td>50</td>
</tr>
<tr>
<td>Speech #3 Narrative</td>
<td>50</td>
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<tr>
<td>Group Intro Exercise</td>
<td>30</td>
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<tr>
<td>#4 Demonstration (Informative) Speech</td>
<td>100</td>
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<tr>
<td>#5 Persuasive Speech</td>
<td>100</td>
</tr>
<tr>
<td>2 Peer Critiques 10 ea</td>
<td>20</td>
</tr>
<tr>
<td>1 Special Speaker Report (Critique Sheet)</td>
<td>50</td>
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<tr>
<td>Mass Quiz</td>
<td>100</td>
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<tr>
<td><strong>Total</strong></td>
<td>600</td>
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**GRADING SCALE:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>570 – 600</td>
<td>A</td>
</tr>
<tr>
<td>540 – 569</td>
<td>A-</td>
</tr>
<tr>
<td>522 – 539</td>
<td>B+</td>
</tr>
<tr>
<td>498 – 521</td>
<td>B</td>
</tr>
<tr>
<td>480 – 497</td>
<td>B-</td>
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<tr>
<td>462 – 479</td>
<td>C+</td>
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<tr>
<td>438 – 461</td>
<td>C</td>
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<tr>
<td>420 – 437</td>
<td>C-</td>
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<tr>
<td>402 – 419</td>
<td>D+</td>
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<tr>
<td>378 – 401</td>
<td>D</td>
</tr>
<tr>
<td>360 – 377</td>
<td>D-</td>
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Extra Credit Option (25 pts.) to be determined by instructor & Pre authorization required

**LATE OR MISSED ASSIGNMENT/EXAMS:**

There will be no “extra credit” assignments or “make-ups” of missed exams. Assignments or papers which are submitted after the designated due date will have points deducted 15% each day late.

**PLAGIARISM:**

Plagiarism is defined by the Honor Council document as “the act of passing off as one’s own, the ideas or writings of another.” In the Appendix to the Honor Council pamphlet call, “Acknowledging the Work of Others” (which is used by permission of Cornell University).

Three simple conventions are presented for when you must provide a reference:
1. If you use someone else’s ideas, you should cite the source
2. If the way in which you are using the source is unclear, make it clear.
3. If you received specific help from someone in writing the paper, acknowledge it.
**Americans with Disabilities Act Statement:**
If you need course adaptations or other assistance because of a disability, if you have emergency medical information you feel you should share with me, or if you need special arrangements in case this building must be evacuated, please contact me as soon as possible, prior to undertaking any assignment for which you require an adaptation. Verification through Disability Resource Services may be required. Be sure to let me know of any concerns, emergencies, though out the quarter, so... don’t wait until the end.

**Behavior Expectations & Requirements:**
• NO emailed papers please, I only accept printed copies,. And they MUST be STAPLED BEFORE YOU TURN THEM IN (Not Paper clipped). Points docked for Non-Stapled Papers.
• Not Arriving late to class
• Not Leaving before the end of class, please let me know in advance.
• Not using Cell Phones, Surfing Web Sites & Text Messaging or using I-Pods during class
• Talking during lectures or while another student is talking
• Not Walking into class during a presentation
• Waiting until the end of a Group Presentation to ask them questions.
<table>
<thead>
<tr>
<th>COURSE SCHEDULE</th>
<th>LECTURE &amp; ASSIGNMENTS</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td><strong>April</strong></td>
</tr>
</tbody>
</table>
| T 6 | Course Overview & Introduction  
What is Public Speaking? |  
Chapter 1 |
| Th 8 | What is Public Speaking? Cont.  
The Communication Model (Speech #1 Intro) |  
Chapter 1 |
| **Week 2** | |
| T 13 | Why is Speech Important? Ethics Exercise  
Audience Analysis |  
Chapter 2  
Chapter 5 |
| Th 15 | Special Occasion Speeches (handouts)  
What is a Good Speech? & Exercise |  
Chapter 17  
Chapter 4 |
| **Week 3** | |
| T 20 | Introductions & Conclusions + Exercises  
Group Exercise 30 pts –no make up |  
Chapter 9 |
| TH 22 | Special Occasion Speeches #2 (A-Z)  
(Your choice: Toast, After-dinner, Eulogy, Acceptance)  
Topic Selection |  
Chapter 6  
(handout for Discovery Speech #3) |
| **Week 4** | |
| T 27 | Delivery |  
Chapter 12 |
| Th 29 | Organizing your Speech & Support + Exercise |  
Chapter 8 & 7 |
| **Week 5** | **May** |
| T 4 | Speech #3 Narrative/Show& Tell Speech #3 (A - L) |  
Chapter 14 |
| Th 6 | Speech #3 Narrative/Show& Tell Speech #3 (M - Z) | |
| **Week 6** | |
| T 11 | Outlining  
Visual Aids |  
Chapter 10  
Chapter 13 |
| Th 13 | Return Exam & Language Usage & Exercise |  
Chapter 11 |
| **Week 7** | |
| T 18 | Informative Speaking |  
Chapter 14 |
| Th 20 | Persuasion Speaking |  
Chapter 15  
Hand out -Study Guide for Quiz |
**Week 8**

**T** 25  Demonstration Speeches #4 (Z - M) +Outlines  
**Th** 27  Demonstration Speeches #4 cont. (L-A) +Outlines

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**Week 9  June**

**T** 1  Demonstration Speeches #4 cont. +Outlines  
**Th** 3  Mass Quiz - Chapters 1,2, 4-8, 10-14 (Scan Tron needed)  
   After quiz –free to practice on equipment or go to library to work on  
   Your Persuasion Speech outlines

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**Week 10**

**T** 8  Return Exams & Demo Speech results & check your outline rough drafts  
**Th** 10  Speech #5 Persuasion Speech + Outlines &Observer Critiques (A-L)

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**Week 11**

**T** 15  Last Day of Class  
   Speech #5 Persuasion Speech +Outlines & Observer Critiques (M -Z)  
**W** 16  Finals - no class  
**Th** 17  Final’s Day: 9:30 am- 11:30 am  
   Remaining Speech #5 Persuasion Speech +Outlines & Observer Critiques