



Faculty name and contact information:
Mrs. Naomi Simpson
Office: Room 110A – Middletown Campus
Phone: 540-869-0763
E-mail: nsimpson@lfcc.edu

FALL 2015 SYLLABUS

CST 100: PRINCIPLES OF PUBLIC SPEAKING

August 24 – December 19, 2015
Middletown Campus

Course #	Section #	Meeting Date/Time	Location
36036	106M	TR 9:30 – 10:45 a.m.	Room 142
36051	107M	TR 11:00 a.m. – 12:15 p.m.	Room 142

Office Hours & Online: M 3 – 4 PM (Luray); T&R 1-2:30 PM; (110A); 4-5PM (starting 9/15); W 3-4 PM (110A); 6-7 PM (110A) and other times by appointment.

Course Description:

This course applies theory and principles of public address with emphasis on preparation and delivery.

General Course Purpose

This course is designed to help you overcome your fear of public speaking. It will also polish your skills as a speaker and help you attain a new level of self-confidence. It will give you a basic procedure for organizing and preparing speeches and lots of practice speaking in front of others so you can develop your own unique speaking style.

Entry Level Competencies:

It is recommended, but not required, that students have successfully completed English 111, and have basic skills in organization and outlining.

Student Learning Outcomes:

Upon completion of the course, the student should be better able to do the following:

- Compose a speech outline that has a clear purpose and main idea and is organized, interesting, and appropriate for the audience
- Deliver a speech with poise and control, maintaining suitable stance, eye contact, vocal quality, and conversational tone
- Listen to others with focus and concentration, deciphering meaning from both verbal and non-verbal information (1.5)
- Analyze and evaluate the characteristics of an effective speech and an effective speaker and give and receive constructive comments (1.5) (2.5)

In this course, the following VCCS General Education Outcomes are supported:

- Use listening skills (1.5)
- Determine whether certain conclusions or consequences are supported by the information provided. (2.5)

Text:

the public speaking project (an open-source/free virtual textbook) available:

<http://thepublicspeakingproject.org>

Resources, References, and Supplies

Suggested supplies: 3x5 or 4x6 note cards, 3-ring binder, access to computer with reliable high-speed internet connection, flash drive, or access to Internet storage (Google Drive, Dropbox etc.)

The following websites are useful:

Site Name	Website URL/Address
TED: Ideas Worth Spreading	http://www.ted.com
YouTube	http://www.youtube.com
American Rhetoric	http://www.americanrhetoric.com

Nature of the Course

This section uses conventional classroom techniques paired with a Blackboard component (online requirements). Students are encouraged and expected to participate in all classroom activities and will be penalized participation points for choosing not to do so.

Students are expected to check their LFCC e-mail accounts frequently, and prior to each class meeting. The email system and Blackboard site for the course will be used to communicate updates to the syllabus and other information essential to the course. Students are also encouraged to utilize the instructor's office hours to ask questions and seek clarification to items in-person that were unclear during the class meeting. Anytime my door is open and I am in the office, feel free to stop by!

COURSE REQUIREMENTS

SPEAKING ASSIGNMENTS

I offer these assignment descriptions all at once not to cause overload but so that you can manage your time as you need to. I realize that this may not be the only course you are taking and want you to be able to take the lead in owning your education and managing your coursework. If you have questions about any of these assignments, be sure to ask them.

Short Speech Sequence: This is a series of 5 short speeches that focus on helping you develop and practice good public speaking skills. Each speech (there are 5) should be 60-90 seconds in length and should follow the specific guidelines posted under Assignments in Blackboard.

Demonstrative ("How To") Speech: This 3-5 minute speech is to instruct the audience about how to do something. This speech is worth 100 points. Topic examples include: how to wash your hands correctly; how to fold an American flag; how to arrange a bouquet of flowers, etc. A list of topics to get you thinking can be found at: <http://www.goodspechttopics.com/> (Click on Demonstrative Speech topics).

Informative Speech: This 3-5 minute speech is to inform the audience about a topic, but not try to persuade them, nor tell them how to do something. Examples of topics include: the discovery of penicillin; poisonous frogs; conflict resolution strategies; effective ways to study for a test, etc. A list of topics to get you thinking can be found at: <http://www.goodspeechoptions.com/> (Click on Informational Speech topics). For this speech you must use at least 2 outside sources (magazines, websites, books, brochures, etc.).

Persuasive Speech: This 5-7 minute speech is to persuade the audience of something (to reinforce an already held belief, to change a belief, or to take some action). This speech is worth 200 points and is considered the final exam for this course. Examples of topics include: drinking age; gay marriage; drinking less caffeine, etc. A list of topics to get you thinking can be found at: <http://www.goodspeechoptions.com/> (Click on Persuasive Speech topics). For this speech, you must use at least 3 outside sources (magazines, websites, books, brochures, etc.).

WRITTEN ASSIGNMENTS

Speech Critiques: You will briefly evaluate and provide critiques of two speeches you watch or attend outside of class. Details about the speech critiques will be provided in Blackboard.

Speech Outlines: For the Demonstrative, Informative, and Persuasive speeches, you must turn in your outline and speaker's notes. Sample formatting for an outline is provided in Blackboard.

Self-Critiques: You must write self-critiques for the demonstrative and informative speeches following the guidelines posted in Blackboard. Each self-critique must be reflective of the process, and point out successes and challenges of the experience. Self-critiques are due one week after the speech is completed.

Reading Assignments: Nearly each week, you will be responsible for completing a reading assignment that encourages you to think about what you are reading, apply the material to situations outside of class, or reflect on your progress with course topics.

GRADING AND EVALUATION

Course Requirements	Points Worth
Short Speech Sequence (5 @10 points each)	50
Speech Critiques (2 @ 50 points each)	100
Demonstration Speech	100
Informative Speech	100
Persuasive Speech	200
Speech Outlines/Notes (3 @ 50 points each)	150
Self-Critiques (2 @ 50 points each)	100
Journal/Reading Assignments (10 @ 10 points each)	100
Team Project	100

Total Points	1,000
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To earn an A or B for this course, you must give all required speeches and have an overall A or B on other assignments. You must also be “present,” put forth effort and turn in all assignments on time according to specifications. If you fail to give a speech, you will receive a zero for that speech. ***Late assignments or speeches will result in the drop of a letter grade. Speeches MUST be made up within one week. ***

Grading Scale

A = 900 – 1,000 B = 800 – 900 C = 700 – 800 D = 600 – 700 F = below 600

COURSE POLICIES

Attendance: There is a direct correlation between class participation and your success in public speaking. This course has a pace and schedule requiring constant attention to assignments (reading and speech preparation) and active participation in this class. I expect you to be in class and on time. The only excused absences are for illness, compelling circumstances beyond your control, religious observances, or participation in College activities. In order to be excused for any of these reasons you are required to notify the instructor prior to the next class meeting explaining why you were absent; a phone call (leave a message if I am not there), or an email message will be sufficient. Students participating in each of the class meetings and completing the required readings and their corresponding assignments are usually more confident and better prepared for the final exam speech than those who have not. **Missing 25% of class meetings (8 absences) will result in the deduction of a full letter grade of the final grade in the course.**

Assignment Deadlines: All work is to be turned in or completed in Blackboard on the day it is due. Any work submitted after the deadline will be 5 points off per day late—including speeches. Do not leave your work to the last minute. **Lack of Internet connectivity will not excuse late work.** Failure to complete work on time due to emergency circumstances (illness, death in family, deployment, etc.) will require written documentation in order for work not to be penalized. Please email me for further info if needed.

Giving Speeches: You will give several speeches for this class. **You must complete the three major speeches (Demonstrative, Informative, Persuasive) in order to pass this class, regardless of your grade.** The Informative Speech will be video recorded. You will use the video recording to complete one of the self-critiques. Details about how the speech will be made available to you will be discussed in class. Information about the particulars of each speech can be found in the Assignments folders in Blackboard.

Participation: You will be expected to participate in every class. During speeches, you will be expected to listen to your fellow classmates. Give others the respect they deserve and that you will want while giving your speeches. Lack of participation in course activities and on in-class assignments will result in points being deducted from the In-Class Activities & Participation points.

Phones and Other Electronic Devices: It is important to be present both mentally and physically. The use of phones and other electronic devices during class time detract from the overall experience and are distracting to other students in the course. The use of electronic devices (including phones) during classmate speeches is not permitted (unless they are part of the presentation or delivery/accessibility aids). At other times during the course, please turn all electronic devices to “silent” mode.

Revisions/Updates to Syllabus: Revisions and updates to the syllabus will be announced in class, emailed to students, and posted to the Blackboard course site. The most current version of the syllabus will be maintained on the Blackboard course site.

COLLEGE POLICIES

Critical Thinking: LFCC is an environment that values critical thinking. We want you to analyze and question the facts, concepts, and theories you are learning. We want you to seek solutions to problems from as many angles as possible and to base conclusions on careful and adequate research.

Academic Honesty: An honest person makes a credible speaker. You are expected to create your own speech outlines and to give credit to the sources you quote or paraphrase in speeches and written work. Failure to do so may result in a failing grade for the assignment. The instructor will use tools like SafeAssign and general Internet searches to determine if a speech, notes, or outlines have been plagiarized. If SafeAssign detects over 35% from other sources, and the sources are not given credit, the assignment will receive a failing grade. If a general Internet search returns results that are word-for-word matches, or paraphrased matches that are not properly cited, the assignment will receive a failing grade. Plagiarized assignments will receive a zero “0” for the work involved, and the instructor will submit a report of academic dishonesty to the Office of Academic and Student Affairs. Any subsequent occurrence of academic dishonesty in a course will also be reported and will result in a grade of “F” for the course.

Disability Accommodation Policy: Lord Fairfax Community College is committed to insuring that students with documented disabilities have the opportunity to take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 540 of the Rehabilitation Act of 1973. Students seeking accommodations must make application with the Disability Coordinator in the Office of Student Success. Accommodations will be made in this class in accordance with the Accommodation Letter from the Disability Coordinator.

For more information go to <http://www.lfcc.edu/disability-services>

Honors Credit: You may earn honors credit in this class. Contact the instructor if interested within

the first two weeks of class. Options for honors credit projects are identified in Blackboard under Course Information.

Student Conduct Policy: This class will be conducted in accordance with the rules of conduct as specified in the LFCC College Catalog and Student Handbook. My goal is to have a classroom where respect for others is our foundation. Please treat others the way you would want to be treated. This will earn you the respect and trust of your classmates and instructor. Inappropriate conduct will be addressed individually. Students disruptive to the educational process and learning environment will be asked to leave the classroom and will be referred to an appropriate intervention team: Threat Assessment Management, Student Support, or Title IX.

Withdrawal Policy: A student may elect to drop this course and receive a refund until September 10. A student may withdraw from this course with no grade penalty until November 2. An official withdrawal is recorded as a ‘W’ and does not affect your grade point average. The student must initiate the action by contacting the Admissions and Records Office prior to 4 p.m. on November 2. Dropping a course without completing the withdrawal process automatically incurs an F grade for the course.

TENTATIVE CLASS SCHEDULE

Dates	Topics	Assignments/Reading
8/25	<ul style="list-style-type: none"> ● Welcome ● Syllabus Review ● Interviews 	<ul style="list-style-type: none"> ● Be prepared to share during the next class about a person you admire. ● Complete Journal #1 ● Review Blackboard site and course expectations
8/27	<ul style="list-style-type: none"> ● Introductions ● “Person I Admire” 	<ul style="list-style-type: none"> ● Read Chapter 1: Introduction to Public Speaking
9/1	<ul style="list-style-type: none"> ● Basics of Public Speaking ● Communicating with Others 	<ul style="list-style-type: none"> ● Complete Journal # 2 ● Prepare for Short Speech 1 ● Read Chapter 11: Speaking with Confidence
9/3	<ul style="list-style-type: none"> ● Public Speaking Anxiety ● Giving Your First Speech 	<ul style="list-style-type: none"> ● Read Chapter 3: Ethics in Public Speaking
9/8	<ul style="list-style-type: none"> ● Ethics in Public Speaking ● Short Speech 1 Due 	<ul style="list-style-type: none"> ● Begin working on Speech Critique # 1 ● Read Chapter 4: Listening Effectively ● Complete Journal # 3
9/10	<ul style="list-style-type: none"> ● Elements of Communication: Listening 	<ul style="list-style-type: none"> ● Prepare for Short Speech 2 ● Read Chapter 5: Audience Analysis
9/15	<ul style="list-style-type: none"> ● Audience Analysis ● Short Speech 2 Due 	<ul style="list-style-type: none"> ● Complete Journal # 4

		<ul style="list-style-type: none"> Read Chapter 6: Critical Thinking and Reasoning
9/17	<ul style="list-style-type: none"> Critical Thinking and Reasoning 	<ul style="list-style-type: none"> Prepare for Short Speech 3 Read Chapter 18: Group Presentations
9/22	<ul style="list-style-type: none"> Speaking in Teams; Introduction to Team Project Short Speech 3 Due 	<ul style="list-style-type: none"> Read Chapter 7: Supporting your Ideas
9/24	<ul style="list-style-type: none"> Elements of a Speech: Supporting your Ideas 	<ul style="list-style-type: none"> Speech Critique #1 Due Prepare for Short Speech 4 Read Chapter 8: Organizing and Outlining
9/29	<ul style="list-style-type: none"> Elements of a Speech: Organizing and Outlining Short Speech 4 Due 	<ul style="list-style-type: none"> Complete Journal # 5 Chapter 9: Introductions and Conclusions
10/1	<ul style="list-style-type: none"> Elements of a Speech: Introductions and Conclusions 	<ul style="list-style-type: none"> Begin Working on Speech Critique #2 Prepare for Short Speech #5 Read Chapter 10: Using Language Well and Chapter 12: Delivering Your Speech
10/6	<ul style="list-style-type: none"> Delivery Language Choices Short Speech 5 Due 	<ul style="list-style-type: none"> Complete Journal # 6 Read Chapter 13: Visual Aids
10/8	<ul style="list-style-type: none"> Incorporating and Designing Visual Aids 	<ul style="list-style-type: none"> Begin Preparing for Demonstration Speech
10/13	<ul style="list-style-type: none"> Team Project Day (Full class period to work on team presentations) 	
10/15	TEAM PRESENTATIONS	
10/20	<ul style="list-style-type: none"> Speaking to Demonstrate Demonstration Speech Preparation Workshop Draw #s for Speech Order 	<ul style="list-style-type: none"> Speech Critique # 2 Due Complete Journal # 7
10/22	DEMONSTRATION SPEECHES	<ul style="list-style-type: none"> Speaker notes/outline due day of your speech. Self-Critique # 1 due within 1 week of completing your speech.
10/27	DEMONSTRATION SPEECHES	
10/29	DEMONSTRATION SPEECHES	

		<ul style="list-style-type: none"> Read Chapter 15: Informative Speaking
11/3	<ul style="list-style-type: none"> Speaking to Inform: Organizational Patterns 	<ul style="list-style-type: none"> Prepare for Informative Speech Complete Journal #8
11/5	<ul style="list-style-type: none"> Speaking to Inform (continued) Speech Preparation Workshop (last 30 minutes of class) 	
11/10	INFORMATIVE SPEECHES	<ul style="list-style-type: none"> Speaker notes/outline + Works Cited due day of your speech. Self-Critique #2 due within 1 week of receiving video link. Read Chapter 17: Special Occasion Speaking Complete Journal #9
11/12	INFORMATIVE SPEECHES	
11/17	INFORMATIVE SPEECHES	
11/19	<ul style="list-style-type: none"> Impromptu & Special Occasion Speaking 	<ul style="list-style-type: none"> Read Chapter 16: Persuasive Speaking Start Preparing for Persuasive Speech
11/24	NO CLASS MEETING (Thanksgiving Break)	
11/26		
12/1	<ul style="list-style-type: none"> Persuasive Speaking: Elements of Persuasive Arguments 	
12/3	<ul style="list-style-type: none"> Persuasive Speaking: Organizational Patterns 	<ul style="list-style-type: none"> Complete Journal #10
12/8	<ul style="list-style-type: none"> Speech Preparation Workshop Draw #s for Persuasive Speeches 	
12/10	PERSUASIVE SPEECHES	<ul style="list-style-type: none"> Speaker notes/outline + Works Cited/Bibliography due day of your speech. Attendance is required both days of persuasive speeches.
Final Exam Period	PERSUASIVE SPEECHES	

Final Exam Periods

Section	Location	Normal Class Meeting Time	Final Exam Meeting Time
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106 M	Room 111	TR, 9:30 – 10:45 a.m.	R, Dec. 17, 10 a.m.- noon
107 M	Room 111	TR, 11 a.m. – 12:15 p.m.	T, Dec. 15, 10 a.m. – noon