

Course Syllabus

Communication 101

Introduction to Public Speaking

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OBJECTIVES

CMN 101: Public Speaking is a skills course. There are no examinations and most of your grade is determined by your speeches. Our overall goals are to develop effective and responsible public speaking skills. Topics include audience analysis, organization, persuasion, credibility and delivery. By the end of the term, you should be able to do the following:

- Speak extemporaneously from a keyword outline
- Phrase a clear thesis appropriate to the speech goals and the audience's perspective
- Select corresponding main points and make them clear to the audience
- Research and select appropriate and credible supporting material
- Relate ideas to the audience's needs and interests throughout the speech
- Use visual aids to clarify and reinforce verbal messages
- Present messages confidently and in a manner that reinforces main ideas of the speech
- Analyze, critique and evaluate the speaking of others through active listening skills
- Apply these skills in a variety of public speaking situations, whether in future college courses or in non-academic settings

OUR CLASSROOM

Some people find public speaking an uncomfortable or stressful experience. I want our classroom to be a positive and fun environment for you, and practice is the key to improving your skills. We will have opportunities throughout the semester for you to give impromptu, less formal speeches. If you have any anxiety about speaking, please see me, and we can develop ways to work it out.

Also, the only way to understand and acquire the skills to evaluate, respond to, and employ the strategies we will discuss is to dissect the relevant issues of our time. Therefore, please do not

hesitate to let me know of any problems that might arise or have arisen from our classroom discussions. Likewise, we often hold strong opinions on many issues. We argue ideas in this classroom, NOT each other. Refrain from using any language that reflects bias against any individual, group, or culture. Our classroom provides us a unique opportunity to get to know one another more fully, and to build on and explore ideas generated in class discussion. Building a positive class environment requires respecting each other, your instructor, and the learning process. Therefore, disrespectful and disruptive behavior will not be tolerated. Among other behaviors, disruptive and disrespectful behavior includes using various pieces of technology in class. Cell phones, iPods, laptops, etc. are not to be used in class. The only exception is if a camera is being used to record a student's speech during Rounds 2 and 4.

MATERIALS

1. *Speaking in the Public Sphere: CMN 101* (ISBN: 125696008X) by Steve Schwarze, available in campus bookstores. You **must** purchase a new copy.
2. One folder with pockets specifically used to turn in assignments.
3. One USB flash drive for saving and transporting class documents.
4. A cell phone camera or other recording device to record two speeches (Rounds 2 and 4). If you do not have this equipment then alternative arrangements will be made.

GRADING AND ASSIGNMENTS

Please remember, your instructor does not give you a grade – you earn a grade.

SPEECH	TYPE	TIME (minutes)	POINTS
Round 1	Self-introduction speech	3	25
Round 2	Demonstration speech	5 - 6	100
Round 3	Informative speech	5 - 6	100
Round 4	Problem/solution speech	7 - 8	100
Round 5	Special occasion speech	3	75

GRADED ASSIGNMENTS	POINT VALUES
Preliminary Outlines (Rounds 3, 4)	50
Speeches (Rounds 1, 2, 3, 4, 5)	400
Self-evaluations/Goals (Rounds 1, 2, 4)	25
Peer Critiques	45
Class Assignments/Activities	30
TOTAL	550

Grades are determined on a point system as follows:

539-550..... A+	402-428..... C
512-538..... A	385-401..... C-
495-511..... A-	374-384..... D+

484-494..... B+	347-373..... D
457-483..... B	330-346..... D-
440-456..... B-	329 and below... F
429-439..... C+	

Interpretation of Assignment Grades

A grades—excellent work that goes above and beyond the assignment requirements.
 B grades—above average work that meets or surpasses the assignment requirements.
 C grades—average work that meets the assignment requirements.
 D grades—below average work that fails to meet the assignment requirements or is somehow deficient.
 F grades—work that ignores significant parts of the assignment requirements or is plagiarized.

Grades and Privacy

The Family Educational Rights Privacy Act (FERPA) prohibits me from e-mailing any grades, including final grades. Grades will be returned only in class or via the course website.

Grade Discussions

If you do not understand the reason why you earned a grade on a particular assignment, set up a time to talk to your instructor about it. Your grade will not be recalculated, but a conversation with your instructor could mean that you can make improvements on future assignments. For any assignment, discussions of the grade will not take place until 24 hours after the grade has been delivered. In addition, students only have 1 week after the grade has been delivered to discuss any concerns about that particular assignment. Final grades for the course will be discussed only if there was an error in their calculation.

DISABILITY STATEMENT

Any students who feel that they may need an accommodation based on the effect of a disability are invited to share those concerns with the instructor as soon as possible. In order to survey the resources available, please see: <http://www.disability.uiuc.edu/>

PROCEDURES FOR SPEECHES

Each set of speeches is called a round. Although the assignments differ in their focus and requirements, you will follow a similar procedure to prepare each:

1. For all Rounds, you will have your topic, in the form of a *thesis statement, approved by your instructor* either in class or via email.
2. For most Rounds, you will sign up for a specific speaking date.
3. For Rounds 3 and 4, you will *submit a preliminary outline* of your speech in advance of your speaking date. You will get this preliminary outline back with comments from your instructor in time to revise your presentation for your speaking date. *Copies of all research used in the outline must be submitted with the preliminary outline.* **Your**

instructor will not grade your outline unless the research is attached and highlighted.

Once all material is received, the instructor will grade and return preliminary outlines in advance of your speaking day so you can prepare for your speech. Late work (including research) will be accepted with a *one-letter grade* deduction per class day. Work handed in after class is considered late. Your instructor needs adequate time to grade your preliminary outlines and give you feedback. If you turn in your preliminary outline late, your speech may be delayed, which results in a grade penalty.

4. For all Rounds, on your assigned speaking date, you will hand in all of your speech materials in a pocket folder. The speech materials you will turn in vary by Round. Follow the guidelines given on the Logistics pages and from your instructor.
5. For all Rounds, when delivering your speech, you will use nothing more than your keyword outline and visual displays. After the Round 3 speeches, we will not use the podium.

COURSE POLICIES

Attendance

Since this is a class in public speaking, it is imperative that class members attend in order to participate in class activities to improve speaking as well as to serve as an attentive, responsive audience for student speakers and be responsive to their presentations.

1. **Attendance is required and you are expected to be on time to class.** An attendance sheet will be available during the first 10 minutes of class. **It is your responsibility to sign the sheet, as it is your way of providing a record of your attendance. If you are more than ten minutes late to class, you will be marked absent.** If tardiness becomes a problem, late arrivals will also affect your grade.
2. **Absences.** Excessive absences - regardless of cause - will result in lowered or failing grades. You are allowed to miss the equivalent of one week of class (*three* meetings of a MWF class, *two* meetings of a TR class, or *one* meeting of a night class) without penalty. These allowed absences are intended to be used in the event of illness, job and school interviews, and personal emergencies. For the second week's worth of absences, each absence will result in a 1/3 of a letter grade reduction of your final grade for each absence. Should you miss more than 2 weeks of class (*six* meetings of a MWF class, *four* meetings of a TR class, or *two* meetings of a night class), your final grade will be reduced an additional full letter grade for each absence.

If you must miss more than the allowed absences because of involvement in a sanctioned campus activity (athletics, ROTC), or an official religious observation, your absence may be excused. However, you will need to provide documentation of your absence(s) and inform your instructor of potential absences during the first two weeks of the semester.

Any time you are absent from class, it is your responsibility to meet with your instructor and find out what you missed. Should you miss graded activities on the day(s) you were absent, you will not be allowed to make up the graded work.

If your instructor tells you to leave class because of disruptive or disrespectful behavior, you will be marked as absent for that day.

3. **Final Exam. Attendance at the final examination period is MANDATORY for all students.** Although there is no final test, the three-hour final examination period scheduled for your section will be used to watch and critique the final round of speeches. **Failure to attend the final exam will result in a one-letter grade reduction of your final grade – regardless of the number of absences you have had during the semester.** Do not make travel arrangements or let other people make your travel arrangements before you know your final exam date. Even if your great aunt spent her life's savings on your airline ticket, you will still be required to attend the final exam period.

Speeches

1. **You must speak on your assigned day.** Schedules for speaking are constructed to allow adequate time for class discussion of the assignments and to ensure that those assigned to speak on a particular day have adequate preparation time. Failure to speak on your assigned day will lower your grade one full letter for each class period your speech is delayed. Additionally, you will not be allowed to make up your speech after 3 or more class periods. It is your responsibility to make arrangements with your instructor to make up the missed speech. The only reason to miss your speech day is a serious emergency (e.g., hospitalization or family/personal tragedy). A busy semester, being overwhelmed with your responsibilities, or being unprepared do not constitute reasons to miss your speech day.
2. **Your thesis must be approved by your instructor.** You must have final approval of your thesis in order to prepare a preliminary outline or to speak.
3. **You will submit copies of all utilized research, highlighted, with your preliminary outline for Rounds 3 and 4.** When you submit your preliminary outline, you will attach copies of all of the materials that you used. All supporting materials that appear in the outline or are used in the speech need to be attached to the outline and highlighted.
4. **Your speeches must stay within assigned time limits.** Each speaking assignment has a prescribed time limit. Consideration for your classmates necessitates that you stay within the allotted time. If your speech is excessively lengthy or excessively brief, your grade for that assignment will be lowered. Speakers that go over the limit will be cut off without finishing the speech; as a result, speakers will lose points for any remaining parts of the speech.
5. **You will present your speech from a keyword outline (or your visual display).** Because our goal is for you to become comfortable speaking extemporaneously, you will not be permitted to speak from your full sentence outline. During your speech, you will speak from a keyword outline and then hand your keyword outline to your instructor. DO NOT speak from a manuscript and hand a keyword outline to your instructor.
6. **Use credible sources.** Your outline must contain appropriate and credible written sources. Internet sources are easy to find, but this evidence is not always credible.

Wikipedia may not be used as a source. Use the undergraduate library's guide to research for CMN 101. Your sources must also have been published within 6 months and 24 months of the date of your speech. If your thesis does not lend itself to finding current published research, discuss this with your instructor before your outline is due. For the minimum number of sources required for each speech, refer to lecture notes or the speech assignment sheets. For speeches during Rounds 3 and 4, you may not use websites as sources. These speeches must use credible periodicals (newspapers/magazines) or scholarly journals as research.

7. **Technological difficulties do not constitute legitimate excuses for late, missing, or low-quality work.** Computers crash; Internet connections fail; classroom technologies don't always work. You must still be present. Always make a back-up copy of your work and be sure to leave yourself enough time to complete assignments.
8. **Avoid using illegal or offensive materials.** Please be sure that all aspects of your speech are in good taste. Sometimes students attempt to achieve dramatic effect by incorporating an illegal or inappropriate item in their speech, such as a firecracker or obscene photos. Such devices are not only troubling to other students, but detract from the audience's focus on the content of the speech. Consequently, please do not bring any illegal or potentially harmful or offensive materials to class. If you are unsure whether some aspect of your speech might offend others, please check with your instructor well in advance of your speaking date so that you can alter your speech if necessary.
9. **Be respectful when you speak.** Class members and your instructor deserve to be treated courteously at all times. Consider whether your verbal statements, nonverbal behaviors, choice of language, or visual displays either in speeches or class discussions may offend some members of the class. It is unacceptable to swear or use crude language or references. When speaking, display respect for the beliefs and practices of all audience members. Further, we expect students to behave in accord with the University of Illinois Nondiscrimination Statement, which states the following: *The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity. If the expectation of respect when speaking is violated, the instructor is free to impose a grade penalty for the current speaking assignment commensurate with the severity of the violation.* In the case of serious infractions, disciplinary action through university channels can occur.
10. **Be a respectful listener.** Be a courteous audience member when your instructor or classmates are speaking. *Disruptive or disrespectful behavior, such as permitting your cell phone to ring, entering the classroom during a classmate's speech, or talking during another's presentation, is unacceptable and can negatively impact a classmate's speaking performance.* Further, you are expected to be attentive, e.g., maintain eye contact with the speaker, when others are speaking. It is not acceptable to be reading, text messaging on cell phones, or engaging in behaviors unrelated to the focus of the class. **You will receive a 10-point penalty on your own speech for disrupting another's speech.** As a speaker, you want an attentive audience. Listen as you would want others

to listen to you.

OTHER POLICIES

All work is due on time. Outlines, self-critique assignments, peer evaluations, and any other assignments must be submitted at the time they are due. Late papers will receive a grade penalty of three points for each class day they are late.

You may be asked to participate in research. Faculty and graduate students in the Communication Department regularly conduct scholarly inquiries into aspects of communication. Their work sometimes requires that they observe individuals in a controlled setting or enlist participants for a survey or test. Students in Communication 101 may be required to participate as needed in research projects during portions of two class periods. You may opt out of a specific research project you feel uncomfortable taking part in. This disclosure is in accordance with the campus Office of the Vice Chancellor for Research.

Your work must be original and honest. You will be asked to follow particular requirements to ensure academic integrity. Our Class Plagiarism Policy can be found following the course calendar. At some point early in the term, your instructor will ask you to carefully read the Class Plagiarism Policy and then sign and turn in the Student Class Agreement to verify that you know these requirements. Keep in mind the importance of academic integrity, since the potential penalties for plagiarism include failure of the course and possible dismissal from the university.

Class Assignments/Activities*: 30 Points

- 1) Language Analysis Activity (5)
- 2) Paraphrasing Activity (5)
- 3) Find TA Office (5)
- 4) Library Workshop Participation (5)
- 5) Outline Workshop (5)
- 6) Impromptu Speeches (5)

* Class activities are tentative and may be changed by your instructor according to class and schedule needs.