

## **Public Speaking Syllabus**

**CMUN 101**

**MWF 9:20-10:10 a.m.**

**Mundelein 205**

**Dr. Fletcher**

### **HOW TO USE THIS SYLLABUS:**

**Part One shows all your speech and quiz deadlines and the grade percentages for each. You might want to paste this inside your notebook or copy it to your phone.**

**Part Two has information on the textbook and course objectives.**

**Part Three gives the ground rules for the course.**

**Part Four relates to grading.**

**Part Five presents the class schedule.**

**IMPORTANT: You are responsible for knowing the content of the syllabus. The rules and regulations apply, whether you have reviewed them or not. You should also check SAKAI each week and before each class (under “Announcements”) to keep up with assignments/any changes to schedule.**

### **PART ONE: DEADLINES and GRADING BREAKDOWN:**

**1/30 “Five Things I’ve Learned” speech, 4-5 minutes (5 percent of grade)**

**2/20 Artifact Speech, 5-7 minutes (5 percent of grade)**

**3/1 Midterm Exam, Part One**

**3/3 Midterm Exam, Part Two** (MT is worth 20 percent of grade)

**3/13 How-To Speech**, 5-7 minutes (10 percent of grade)

**3/27 Adopt-A-Building Speech**, 7-10 minutes (20 percent of grade)

**3/27 DEADLINE TO WITHDRAW FROM CLASS WITH GRADE OF “W”**

**4/19 Persuasive Speech**, 7-10 minutes (20 percent of grade)

**5/6 Final Exam**, 1-3 p.m. (20 percent of grade)

**PARTICIPATION** (see \*\*\*below) will raise or lower your grade by as much as two full letter grade.

**NOTE: Speeches and exams may not be made up unless you have an authorized absence or documentation in case of illness or family emergency.**

Each student will have **one** opportunity to request speaking first.

**\*\*\*Class participation is an important component of your grade. This consists of regular attendance and meaningful contributions in class. Contributions are especially important for other people’s speeches. It’s also very important to listen supportively when others are giving speeches. You’ll be marked down if you’re doing other work, or if you’re on your phone, or if you’re studying your own notes.**

**Irregular attendance, inattention during others’ speeches, attendance during speaking dates only on the last date, and minimal contributions, can result in your final grade being lowered by as much as two full letter grades.**

The following behaviors will negatively impact your participation grade:

- ✓ Coming in late (Everyone gets one free late; after that, it counts).
- ✓ Leaving during class (unless it is for an authorized medical reason; you must bring in the documentation from SSWD by Week Two)
- ✓ Looking at your computer/cell phone, using your laptop, or doing other work during class.

For the above, I'll give you a warning the first time. After that, I'll keep track of the above, which could affect your final grade.

**You cannot receive an A in this class without regular participation. If you miss nine or more classes without a documented excuse, you cannot receive more than a D in this class.**

## **PART TWO: COURSE DESCRIPTION**

### **Textbook:**

Speak Up!, Fraleigh and Tuman, 3<sup>rd</sup> edition. This is available at Loyola's Bookstore. You can, of course, rent or buy this from any seller, but you should have this by Week Two of class.

### **Course Objectives:**

The abilities to speak effectively in public, and to think critically, are two of the most important outcomes of a liberal arts education. They are vital skills for career success and active citizenry.

### **LEARNING TO BE COMFORTABLE SPEAKING IN PUBLIC**

A big takeaway from this class will be learning how to be at ease in front of groups (or to appear at ease, even if you're not). Just about everyone is anxious about public speaking. Here's what a recent "New Yorker" article had to say about this:

"In 2012, two researchers at the University of Nebraska-Omaha, Karen Dwyer and Marlina Davidson, administered a survey to eight hundred and fifteen college students, asking them to select their three greatest fears from a list that included, among other things, heights, flying, financial problems, deep water, death, and "speaking before a group." Speaking before a group beat out all the others, even death."

**You will learn how to research, organize, write and make speeches. You also**

**will learn to be an intelligent, thoughtful and critical listener.**

**As a speaker,** you will develop an understanding of the discipline of rhetoric and the art of public speaking. You will then be asked to demonstrate your knowledge in the following ways:

- Selecting a topic or position on an issue; researching the topic and choosing the proper material to support that position.
- Organizing your ideas in a logical, cogent manner.
- Speaking clearly, using lively words.
- Using the proper presentation methods to deliver a speech to an audience.
- Practicing speaking from an outline using brief, minimally outlined speeches
- Recognizing problematic vocal and nonverbal delivery patterns in order to transform yourself as a speaker

**As a listener,** you will be responsible for the following:

- Critiquing speeches based on the guidelines for effective public speaking
- Expressing your opinions about a speech topic.
- Doing both of the above in a constructive, supportive manner.

### **PART THREE: GROUND RULES:**

Absences: Attendance counts. If you miss a class, you are responsible for getting the notes from another student. Authorized absences for travel (e.g., travel for a club or team) must be cleared with me in advance. Documentation must be provided.

**Plan carefully:** If you miss a class, you cannot make it up (unless for pre-authorized travel or if you have a documented illness or authorized absence). There's no excuse for missing the midterm due to travel.

Laptop/iPhone Use: Laptops and other digital devices cannot be used to take notes during lectures, unless you have an authorized reason for doing so. Using one

without such permission will count against your participation grade. NOTE: Using EITHER during someone else's speech results in a ten-point deduction from your own speech.

#### OTHER RULES:

- ✓ No eating is allowed in class. (unless it is for a documented medical reason)
- ✓ Make sure your cell phones are off (**not** on vibrate) before class begins.
- ✓ No laptops allowed during lectures, unless you have a documented reason for needing to use one, or if we're doing an assignment requiring laptops in class.

#### PART FOUR: GRADING

- ✓ You'll receive guidelines, posted on Sakai Announcements, for every speech and quiz ahead of time.
- ✓ I grade on a curve for each assignment. You'll be given a certain amount of points for each element of the speech. These points will be converted to letter grades.

#### **Academic Dishonesty Policy:**

**Plagiarism** of any form and of any length on assignments will be reported to the Dean of Students immediately and the student will receive a grade of "F" for the course. According to Loyola University guidelines(SOC website):

“ Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. Plagiarism involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to submitting as one's own material copied from a published source, such as Internet, print, audio, video, etc.”

NOTE: Beware of inadvertently plagiarizing from the Internet. Even if it's inadvertent, it still counts as plagiarism. Never use someone else's PowerPoint or Prezi as your own. This also counts as plagiarism. Make sure to give credit to any image or source you use in your own PowerPoint. If the source for your work is

not clear in the above cases, you'll get an F for the course. It's always easier to credit sources and adds to the credibility of your work.

- ✓ **Fabrication** of a whole assignment, or any part of an assignment, will result in an "F" for this course.
- ✓ **Cheating** on a quiz will result in an "F" for this course.
- ✓ **Reading a previously written-out speech (or any portion of it except for quotations)** earns an F on that speech.

## **OFFICE HOURS:**

**I'm on the LSC campus MWF this semester. I'm available to meet after class. Email me at [cfletch@luc.edu](mailto:cfletch@luc.edu) if you want to set up an appointment.**

## **PART FIVE: Class Schedule:**

**Note:** Changes may be made in this schedule depending on our progress through the material and through the speech assignments.

- Unless otherwise indicated, read every chapter through "Key Terms."
- The selection of the readings is meant to help you in whatever speech is coming up. They do not always follow the exact order of the book.

## **1/18 INTRODUCTION**

- ✓ Go through highlights of syllabus
- ✓ Students identify kinds of public speaking they are facing or want to learn how to do

## **1/20 Lab.**

- Interview report. This is informal and just meant to get you in front of the class/speaking.
- Movement in a group

These, and any other skill drills we do this semester, count toward your participation grade. You're not expecting to excel at these, but to participate.

**1/23 Before class:**

- ✓ Read Chapter 1. SKIP last paragraph p. 13 (starting with "The tradition of public speaking. . .") to top, p. 15. RESUME reading with p. 15, "The United States also. . ." to end of chapter.
- ✓ Read Chapter 2 to p. 56. SKIP p. 41-42. Resume reading with "Analyze Your audience" to top p. 48 (Stop at "Develop Supporting Materials-p. 53). Resume reading with p. 54, "Practice Your Speech." Stop at "Overcoming Speech Anxiety," p. 56.

**In class:** Discuss readings. Talk about first speech, due 1/30 AND about semester-long "Adopt-A-Building" project.

1/24 Guidelines for SPEECH ONE, due 1/30, will be posted under "Announcements" on Sakai.

**1/25 Before class:**

Read Chapter 2, "Overcoming Speech Anxiety," pp. 56-62.

Read these articles on overcoming fear in speaking:

- ✓ <http://www.nytimes.com/2016/08/07/business/ready-to-snap-at-work-get-in-touch-with-your-inner-animal.html?ref=business>
- ✓ [http://articles.chicagotribune.com/2011-08-18/features/ct-tribu-weigel-speaking-clearly-20110818\\_1\\_vowels-confidence-body](http://articles.chicagotribune.com/2011-08-18/features/ct-tribu-weigel-speaking-clearly-20110818_1_vowels-confidence-body)

**1/27 Lab.**

**In class:** Reminders about Speech One: "Five Things I've Learned,"

## 1/30 SPEECH ONE.

### **NOTE: Before class:**

Prepare **“Five Things I’ve Learned” Speech**. You may bring a note card containing a very brief outline, but don’t write sentences out. Your note card should contain prompts only. The only thing that can be written out is a **DIRECT QUOTE**. Any speech that has even one complete sentence written out, or is read, except for quotation, receives a zero. This applies to reading **ANY** part of the speech. You must hand in your note card after your speech.

## 2/1 SPEECH ONE. (cont.)

### **Before class:**

**2/3 Before class:** Read Chapter 3. **START WITH** “Communicating Truthfully,” p. 73 through “Key Terms,” p. 88.

**In class:** Finish speeches, if necessary. Reflections on first speeches from your POV. Talk about Artifact speech.

2/4 Guidelines for Artifact Speech, will be posted under “Announcements” on Sakai. **INSTRUCTIONS FOR RESEARCH ON “ADOPT” WILL ALSO BE POSTED.**

### **2/6 Before class:**

- ✓ Read Chapter 4, p. 91-108. **STOP** at “Maximizing Your Audience’s Listening.”
- ✓ Read Chapter 7, “Interviewing Sources,” p. 218-221. **STOP** at “Presenting Evidence. . . ,” p. 221-end of chapter (This will help you with interviews for your **ADOPT-A-BUILDING** speech).

**In class:** Discussion of reading. How to use listening for retention and participation in your LU classes **AND** how to use listening to become a better public speaker. Listening in interviewing. We’ll also talk about

presentations/speeches you have coming up in other classes/work/job interviews. Using memory aids rather than memorization or extensive notes.

**2/8 Before class:**

- ✓ Read Chapter 4, p. 108, from “Maximizing Your Audience’s Listening” to end of chapter.
- ✓ Read Chapter 11, “Creating Your Speaking Outline” p. 325 to end of chapter.

**In class: Talk about Artifact Speech, which starts 2/27. This is a physical object that is significant to you personally or to your culture.**

**GUIDELINES for Artifact Speech (due 2/20) will be posted on SAKAI Announcements.**

**2/10 No reading.**

Finish discussing this week’s readings. Discuss artifact speech. Possible impromptu.

**2/13 Before class:**

Read Chapter 13, to p. 388. STOP at “Using Nonverbal Delivery Skills.”

**2/15. Before class:**

- ✓ Read Chapter 13, from p. 388, “Using Nonverbal Delivery Skills” to end of chapter.
- ✓ Read Chapter 14.
- ✓ Read Chapter 16, p.472-477 and from p. 494 (“Analyzing Your Audience”) through p. 499-502. STOP at Sample Informative Speech.

**2/16 GUIDELINES WILL BE POSTED ON SAKAI ANNOUNCEMENTS FOR “HOW-TO” SPEECH, DUE 3/13.**

**2/17 Lab.**

**2/20 SPEECH TWO: ARTIFACT SPEECH. NOTE:** Failure to bring in an actual artifact (not a picture) will result in an “F” for this speech

**2/21 GUIDELINES FOR STUDYING FOR MIDTERM WILL BE POSTED ON SAKAI.**

**2/22 ARTIFACT SPEECHES**

**2/23 GUIDELINES FOR ADOPT-A-BUILDING SPEECH, due 3/27, will be posted under “Announcements” on Sakai**

**2/24 ARTIFACT SPEECHES**

**2/27 ARTIFACT SPEECHES. IMPROMPTUS** (can earn points on midterm exam).

**3/1 MIDTERM EXAM , PART ONE**

**3/2 INSTRUCTIONS WILL BE POSTED ON SAKAI FOR 3/17 CLASS AND SUBSEQUENT WRITE-UP. YOU MUST REGISTER FOR THIS EVENT. THIS CAN EARN POINTS FOR FINAL EXAM.**

**3/3 MIDTERM EXAM, PART TWO**

**3/6 -3/10: SPRING BREAK/NO CLASS THIS WEEK**

**3/13 .SPEECH THREE: HOW-TO SPEECH**

**3/15 SPEECH THREE: HOW-TO SPEECH**

**3/17 CLASS MEETS AT 9 A.M. IN MUND AUD. TO EVALUATE PANEL AT IES’ CLIMATE CHANGE CONFERENCE. REQUIRED.**

**3/20 FINISH HOW-TO SPEECHES. DISCUSS PANEL FROM 3/17**

**3/22 Before class:**

- ✓ Read Chapter 6, from “Selecting the Best Topic,” p. 169-end of chapter
- ✓ Chapter 8

✓ Chapter 10

**In class:**

Review Adopt-A-Building requirements and talk re getting idea for Persuasive Speech

NOTE: If you want to do your Adopt speech on site, let me know by email.

3/23 **NOTE:** Midterm grades will be posted on LOCUS.

3/24 **No class.** Professor at a conference. Lab will appear on SAKAI at class time. Follow the instructions. You can do this remotely.

3/27 **SPEECH FOUR: ADOPT-A-BUILDING SPEECH**

**3/27 LAST CHANCE TO WITHDRAW FROM CLASS WITH GRADE OF “W” RATHER THAN “WF”**

3/29 ADOPT-A-BUILDING SPEECH

3/31 ADOPT-A- BUILDING

4/5 **Before class:** Read Chapters 17 and 19.

4/5 Guidelines for Persuasive Speech will be posted on Sakai Announcements.

4/7 **Before class:**

- ✓ Read Chapter 18.
- ✓ Read Chapter 7, from beginning. SKIP “Credibility of Social Media” and “Interviewing Sources,” p. 214-221. RESUME with “Presenting Evidence. . .,” p. 221-222.

4/10 **Before class:**

- ✓ Read Chapter 5
- ✓ Read Chapter 9
- ✓ Read Chapter 12

4/12 Before class: Read Chapters 15 and 20.

**In class:** Discuss group meetings, including job interviews. Impromptus, if time.

**4/14/-4/17 EASTER BREAK**

4/19 SPEECH FIVE: PERSUASIVE SPEECHES.

4/21 SPEECH FIVE: PERSUASIVE SPEECHES

4/24 SPEECH FIVE: PERSUASIVE SPEECHES

4/25 GUIDELINES FOR FINAL EXAM WILL BE POSTED ON SAKAI  
ANNOUNCEMENTS.

4/26 SPEECH FIVE: PERSUASIVE SPEECHES

4/28 FINISH PERSUASIVE. DO THIRD IMPROMPTU (CAN EARN POINTS  
ON FINAL EXAM).

5/6 FINAL EXAM. 1-3 p.m.

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