

**Lincoln Land Community College**  
**Course Syllabus Fall 2020**  
**Public Speaking Fundamentals**  
**CMN 101 /Dual Credit Springfield High School**

**Time:** 12:04-12:44 (5th hour)  
**Instructor:** Monique Davis, MA.  
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**Catalog Description:** This is a basic course in public speaking. Students learn effective ways to plan, organize, research, practice and deliver speeches (both informative and persuasive) before a live audience. The importance of listening skills and audience analysis in human communication is also stressed. This course meets the requirements for IAI C2 900.

**ACADEMIC HONESTY STATEMENT:**

Students shall exhibit integrity and honesty. They shall refrain from cheating, plagiarism and other forms of academic dishonesty and shall be truthful in the information they provide to the college and their representation of college documents, records or identification to others

*According to the LLCC's Board Policy Manual, the following procedures will be used: Penalties for Violations of Academic Integrity – Having witnessed or otherwise identified an apparent violation of the academic integrity policy, the faculty member may either impose or recommend an appropriate penalty, depending upon the seriousness of the offense.*

*Penalties for Academic Dishonesty - The instructor may impose any one of the following penalties:*

- a written notice of warning, with a copy placed in the student's file;
- a reduced grade on the assignment;
- a grade of F (zero if graded numerically) for the assignment;
- a reduced grade for the course;
- a grade of F for the course. If a student withdraws from a course after the dishonest behavior is observed, the instructor may change the grade to F. The instructor may recommend consideration of suspension or dismissal through the Student Judicial Process.

**Student Learning Outcomes:** Upon successful completion of this course, the students will be able to:

1. Select a speech topic appropriate to the requirements of the occasion.
2. Write a thorough, well-organized speech outline.
3. Prepare and utilize effective audiovisual aids.
4. Exhibit proper elements of good verbal and nonverbal speech delivery.
5. Deliver a speech extemporaneously using brief notes in outline form.
6. Select and utilize appropriate techniques for reducing communication apprehension (as needed) to aid in giving a speech successfully.
7. Identify theories, research and complex processes involved in public speaking.

Gregory, Hamilton, Public Speaking for College and Career (9th ed.). Boston: McGraw-Hill, 2010.  
The book fine if the book is not returned is \$175.

**Grading:**

Participation	50 points
*Demonstration Speech	50 points
*Informative Speech	100 points
*Persuasive Speech	100 points
Test #1 -Midterm Exam	100 points
Test #2 -Final Exam	100 points
<b>TOTAL</b>	<b>500 points</b>

\*Extra credit may be earned by videotaping any or all of these three graded speeches and then turning in a written self-analysis. Up to 10pts per analysis are available.

<b>Grading Scale</b>	<b>50-pt. assignments</b>	<b>100-pt. assignments</b>	<b>Final Grade</b>
A (90 to 100%)	45-50	90-100	450-500
B (80 to 89%)	40-44	80-89	400-449
C (70 to 79%)	35-39	70-79	350-399
D (60 to 69%)	30-34	60-69	300-349
F (59% or lower)	29 or lower	59 or lower	299 or lower

1. **DAILY PARTICIPATION IS REQUIRED IN THIS CLASS & IS PART OF YOUR FINAL GRADE.** You will learn about speech communication not only from reading the text and taking tests, but also through observing, evaluating, and critiquing other students' speeches and discussions conducted in class. If you miss class, you have missed a valuable learning opportunity that cannot be made up.
2. No distinction will be made between "excused" and "unexcused" absences. You are either here, or you're not. If you're not here, you will miss the opportunity to earn points for that day. Therefore, it is your responsibility to be sure that your attendance is correctly recorded. If you are late, please check in with me at the end of class. If you are absent for any reason, it is your responsibility to find out what happened in class by asking fellow student or me for what you have missed.
3. You will lose 1/4 of a point for every class you miss. Points will also be deducted for texting in class.
4. The participation grade will include your behavior in class. **Students who are not attentive due to electronic intrusion may lose points.** This grade may also be used as a "tie-breaker" if your total points fall on the borderline between two letter grades. If you've had good attendance and behavior, you may get a higher final grade in the course.
5. **Excessive absence** will result in zero points for your participation grade.
6. **Not giving a CCSD, will result in a 5pt. deduction from your participation pts.**
7. You must give all speeches in order. For example, you cannot give your persuasive speech until after you have given your informative speech.
8. Make-up tests: In general, THERE WILL BE NO MAKE-UP TESTS. Exceptions will be made only in the case of extreme and unavoidable emergencies that are verified in writing. (The following reasons are not valid excuses for missing a test: "I forgot," "I overslept," "I had to work," "I had to take my brother to the doctor," "I didn't know it was today," "I lost my book/notes.")
9. This class will follow all school rules and discipline policies.
10. If you must miss any class due to religious observance, you must notify your instructor at least ten college business days in advance in order to receive reasonable accommodations.
11. If a student has a disability that qualifies under the Americans with Disabilities Act (ADAAA) and requires accommodations, he/she should contact the Accessibility Services Office for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders.

In addition, Lincoln Land Community College does not discriminate against any student on the basis of pregnancy, parenting, or related conditions. Pregnant or parenting students seeking accommodations should contact Accessibility Services immediately.

**Studying for the exams:** One of the best tools you can use to study for your exams, other than making sure that you have read ALL the chapters and taken notes, is to use the on-line practice tests. Go to [http://highered.mheducation.com/sites/0072862858/student\\_view0/index.html](http://highered.mheducation.com/sites/0072862858/student_view0/index.html) click on “Student Edition” click on the drop down menu for “Choose a Chapter” choose your chapter under “Quizzes” click on Practice Test

As dual credit students, you are required to “be in class” via zoom every day. There will be no “A” and “B” days after the first two days of class, as noted on the syllabus.

## CLASS SCHEDULE

Date	Topic/Activity	Assigned Reading
Sept. 1 “A” Group	Syllabus/course orientation <b>Current Communication Speech Day (CCSD) Explained and assigned</b>	
Sept. 2 “B” Group	Syllabus/course orientation <b>Current Communication Speech Day (CCSD) Explained and assigned</b>	
Sept. 3	Importance of public speaking	Ch. 1
Sept. 4	Public speaking basics/Process speech	Ch.15 pg. 285-289
Sept. 7	NO SCHOOL	
Sept. 8	Assign demonstration speech /DVD Examples Audiovisual aids	Ch. 9
Sept. 9	Demonstration speech topic selection/ DVD examples	Ch. 5
Sept. 10	Extra Credit Explained/ demonstration topics due/ choose speech days/DVD examples Nervousness	Ch. 2
Sept. 11	<b>CCSD A group</b>	
Sept. 14	Workshop	
Sept. 15	Body of the Speech Outlining /practice	Ch. 10 Ch. 12
Sept. 16	Introductions and Conclusions/ DVD Examples	Ch. 11
Sept. 17	<b>Demonstration speech outlines due for editing/ DVD examples</b>	
Sept. 18	<b>CCSD B group</b>	
Sept. 21	Workshop	
Sept. 22	Nonverbal/delivery styles	Ch. 14
Sept. 23	<b>Demonstration Speeches</b>	
Sept. 24	<b>Demonstration Speeches</b>	
Sept. 25	<b>Demonstration Speeches</b>	
Sept. 28	NO SCHOOL	
Sept. 29	<b>Demonstration Speeches</b>	
Sept. 30	<b>Demonstration Speeches</b>	
Oct. 1	<b>Demonstration Speeches</b>	

Oct. 2	<b>CCSD A group</b>	
Oct. 5	Workshop	
Oct. 6	<b>Demonstration Speeches</b>	
Oct. 7	<b>Demonstration Speeches</b>	
Oct. 8	Assign informative speech/ DVD examples	Ch. 15 (NOT on test 1)
Oct. 9	<b>CCSD Demonstration speech extra credit DUE</b>	
Oct. 12	NO SCHOOL	
Oct. 13	Listening/ Wording the speech	Ch. 3 & 13
Oct. 14	<b>Midterm Exam(Test #1) over Ch. 1,2,3,5,9,10,11,12,13,14 (not Ch. 15) ED Informative topics due</b>	
Oct. 15	Researching/library /LLCC username and password	Ch. 6
Oct. 16	<b>CCSD group B</b>	
Oct. 19	Workshop	
Oct. 20	Choose speaking days for info. speech/DVD examples	
Oct. 21	Evaluating info. & avoiding plagiarism <b>Informative speech outline &amp; bibliography Due for editing</b>	Ch. 7
Oct. 22	Audience analysis/supporting your ideas Assign Persuasive speech/DVD examples	Ch. 4 & 8
Oct. 23	<b>CCSD group A</b>	
Oct. 26	Workshop	
Oct. 27	<b>Informative Speeches</b>	
Oct. 28	<b>Informative Speeches</b>	
Oct. 29	<b>Informative Speeches</b>	
Oct. 30	<b>CCSD group B</b>	
Nov. 2	Workshop	
Nov. 3	NO SCHOOL	
Nov. 4	<b>Persuasive topics due/choose days/DVD examples</b>	
Nov. 5	<b>Informative Speeches</b>	
Nov. 6	NO SCHOOL	
Nov. 9	Workshop	
Nov. 10	<b>Informative Speeches</b>	
Nov. 11	NO SCHOOL	
Nov. 12	<b>Informative Speeches</b>	
Nov. 13	<b>Informative Speeches</b>	
Nov. 16	Workshop/Audience analysis activity	
Nov. 17	<b>Informative Speeches</b>	
Nov. 18	Persuasive strategies/Speaking to Persuade/DVD examples	Ch. 17 & 16

Nov. 19	Speaking in Groups Special speeches <b>Informative speech extra credit due</b>	Ch. 19 Ch. 18
Nov. 20	<b>CCSD</b>	
Nov. 23	Handout "The Quest for Jobs.)/workshop	
Nov. 24	<b>CCSD</b>	
Nov. 25	<b>Persuasive speech outline &amp; Bibliography due for editing/DVD examples</b>	
Nov. 26 & 27	THANKSGIVING BREAK	
Nov. 30	Workshop	
Dec. 1	<b>Persuasive Speeches</b>	
Dec. 2	<b>Persuasive Speeches</b>	
Dec. 3	<b>Persuasive Speeches</b>	
Dec. 4	<b>Persuasive Speeches</b>	
Dec. 7	Workshop	
Dec. 8	<b>Persuasive Speeches</b>	
Dec. 9	<b>Persuasive Speeches</b>	
Dec. 10	<b>Persuasive Speeches</b>	
Dec. 11	<b>Persuasive Speeches</b>	
Dec. 14	<b>CCSD Last A group</b>	
Dec. 15	<b>CCSD Last B Group</b>	
Dec.16-18	<b>Final Exam (Test #2) *****Actual day of to be announced*****</b> Test will cover Ch. 4,6,7,8,15,16,17,18,19, plus handout "The Quest for Jobs."	

*\*Please save all papers and written evaluations for this course.*

## Taking an Online Test with Proctorio

In this class, you will be required to take the course exams as online proctored exams using Proctorio, through either Blackboard or Canvas, at LLCC. Proctorio is an easy-to-use system that operates within your web browser, allowing you to take your exam anywhere, at any time, while still being proctored.

- Proctorio is a remote proctoring service software that works within your web browser to monitor test takers to ensure academic integrity and eliminate online cheating.
- Proctorio may record your webcam, your screen, or other actions during the exam session and share that information with your instructor. **Only your instructor will have access to these recordings.**
- Proctorio is a remote proctoring service software that works within your web browser to monitor test takers to ensure academic integrity and eliminate online cheating.
- After you have submitted your test, Proctorio will provide a log of the test completion, based on proctoring settings determined by your instructor, for their Review. **Only the instructor can see these logs.**
- Just like a traditional class exam, any decision regarding the suspicion of cheating is determined and handled by the instructor.

Before you can use Proctorio to take a proctored test, you will need to set up the software first. To set up the software, you will be prompted to install a Chrome Extension the first time you take a proctored exam.

- It is important that you give yourself enough time to install the Proctorio software before you start your exam. **Don't wait until the last minute to start your test if you have not set up the software.**
- You must install this software to take the exam, and you must be using Chrome browser on a computer or Chromebook. You will not be able to take a proctored exam using any other browser.
- **Proctorio does not work with mobile devices** (phone or tablet). You need to be on a desktop PC, laptop, or Chromebook.
- As soon as the Proctorio Extension has been enabled, you will see a small gray shield in the upper right corner. Whenever you are logged into a Proctorio-enabled course in LLCC's Blackboard or Canvas systems, this connection provides you access to live chat and to Proctorio support resources. They will answer any live chat requests promptly – 24/7.
- If you encounter a technical issue or you have a question while using Proctorio (even while taking a test), technical support is available 24/7/365 via chat. This support is available from within the Proctorio system, you can click on the plugin icon on the right side of the chrome browser address bar. This will give you the option of starting a live support chat or going to the Proctorio Help and Support Center.

For complete installation instructions, please go to Proctorio Help. Additional Proctorio support is also available at:

- [Proctorio Quick Start Guide for Test Takers](#)
- [Proctorio Support for Test Takers](#)

<https://www.llcc.edu/aiel/proctorio/students/>