

**Lincoln Land Community College**  
**Course Syllabus Fall 2021**  
**Public Speaking Fundamentals**  
**CMN 101 Dual Credit Springfield High School**

**Time:** 2:27-3:17 (7<sup>th</sup> hour)  
**Instructor:** Monique Davis, MA.  
**E-Mail:** [mydavis@sps186.org](mailto:mydavis@sps186.org)

**Canvas:** Any updates to this syllabus as well as course information will be posted on Canvas. Check the class Canvas page regularly.

**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.

**Prerequisite:** RDG 098 or appropriate placement score (*waived for Fall of 2021*).

**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* (11th ed.). Boston: McGraw-Hill, 2017. ISBN-13 978-0-07-803698-9 \$175.00 if book not returned.

**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.

Grading Scale	50-pt. assignments	100-pt. assignments	Final Grade
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 or other behavior that is distracting or disruptive.
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. **Missing 4 or more CCSD's will results in a loss of ALL PARTICIPATION POINTS.**
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.

**\*\*\*Dual credit speech taken during the 21-22 school year is a six-weight course for senior level students in the graduating class of 2022.**

**\*\*\*Dual credit speech taken during the 21-22 school year is a seven-weight course for junior level students in the graduating class of 2023.**

**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 the drop down menu for choose a chapter

choose your chapter

under “Quizzes” click on Practice Test

**Classroom Etiquette:** Do not eat, file or paint your fingernails, or study for other classes during this class. Do not talk while others are talking. Do not bring children to class. Turn off cell phones. **DO NOT TEXT DURING CLASS** and **NO PHONE ON DESK**. Phones must be put away. Please be considerate of our janitorial staff and dispose of messy items in a sealed plastic bag.

## CLASS SCHEDULE

Date	Topic/Activity	Assigned Reading
Aug. 23	Syllabus/course orientation/textbooks	
Aug. 24	<b>Current Communication Speech Day (CCSD) Explained and assigned</b> Interview partner/introduction speech	
Aug. 25	Importance of public speaking	Ch. 1
Aug. 26	Public speaking basics/Process speech	Ch.15 pg. 285-289
Aug. 27	Assign demonstration speech /DVD Examples Audiovisual aids	Ch. 9
Aug. 30	Demonstration speech topic selection/ DVD examples	Ch. 5
Aug. 31	<b>CCSD</b>	
Sept. 1	Extra Credit Explained/ demonstration topics due/ choose speech days/DVD examples	
Sept. 2	<b>CCSD</b>	
Sept. 3	Outlining /practice	Ch.12
Sept. 6	NO SCHOOL	
Sept. 7	<b>CCSD</b>	

Sept. 8	Introductions and Conclusions/ DVD Examples & practice	Ch. 11
Sept. 9	<b>CCSD</b>	
Sept. 10	Body of the Speech <b>Demonstration speech outlines due for editing</b>	Ch. 10
Sept. 13	Nonverbal/delivery styles Nervousness	Ch. 14 Ch. 2
Sept. 14	<b>CCSD</b>	
Sept. 15	<b>Demonstration Speeches</b> (ED)	
Sept. 16	<b>CCSD</b>	
Sept. 17	<b>Demonstration Speeches</b>	
Sept. 20	<b>Demonstration Speeches</b>	
Sept. 21	<b>CCSD</b>	
Sept. 22	<b>Demonstration Speeches (ED)</b>	
Sept. 23	<b>CCSD</b>	
Sept. 24	NO SCHOOL-TI	
Sept. 27	<b>Demonstration Speeches</b>	
Sept. 28	<b>Demonstration Speeches</b>	
Sept. 29	<b>Demonstration Speeches (ED)</b>	
Sept. 30	<b>CCSD</b>	
Oct. 1	<b>CCSD—TUESDAY GROUP WILL SPEAK TODAY</b>	
Oct. 4	Assign informative speech/ DVD examples <b>Demonstration speech extra credit DUE</b>	Ch. 15 (NOT on test 1)
Oct. 5	<b>CCSD</b>	
Oct. 6	Listening/ Wording the speech	Ch. 3 & 13
Oct. 7	<b>CCSD</b>	
Oct. 8	<b>Midterm Exam(Test #1)</b> over Ch. 1,2,3,5,9,10,11,12,13,14 (not Ch. 15) ED	
Oct. 11	NO SCHOOL-COLUMBUS DAY	
Oct. 12	<b>Informative topics due</b> /choose days/DVD examples	
Oct. 13	Researching/library /LLCC username and password	Ch. 6
Oct. 14	LLCC LIBRARY	
Oct. 15	High School library	
Oct. 18	Evaluating info. & avoiding plagiarism <b>Informative speech outline &amp; bibliography Due for editing</b>	Ch. 7

Oct. 19	<b>CCSD</b>	
Oct. 20	Audience analysis/supporting your ideas Assign Persuasive speech/DVD examples	Ch. 4 & 8
Oct. 21	<b>Informative Speeches</b>	
Oct. 22	<b>CCSD—THURSDAY GROUP WILL SPEAK TODAY</b>	
Oct. 25	<b>CCSD —TUESDAY GROUP WILL SPEAK TODAY</b>	
Oct. 26	<b>Informative Speeches</b>	
Oct. 27	<b>Informative Speeches (ED)</b>	
Oct. 28	<b>CCSD</b>	
Oct. 29	<b>Persuasive topics due</b> /choose days	
Nov. 1	NO SCHOOL-P/T CONFERENCES	
Nov. 2	<b>CCSD</b>	
Nov. 3	<b>Informative Speeches (ED)</b>	
Nov. 4	<b>CCSD</b>	
Nov. 5	<b>Informative Speeches</b>	
Nov. 8	<b>Informative Speeches</b>	
Nov. 9	<b>CCSD</b>	
Nov. 10	<b>Informative Speeches (ED)</b>	
Nov. 11	NO SCHOOL-VETERANS DAY	
Nov. 12	Video examples <b>Informative speech extra credit due</b>	
Nov. 15	Audience analysis activity	
Nov. 16	<b>CCSD</b>	
Nov. 17	Persuasive strategies/Speaking to Persuade/DVD example	Ch. 17 & 16
Nov. 18	<b>CCSD</b>	
Nov. 19	Speaking in Groups Video examples	Ch. 19
Nov. 22	Handout "The Quest for Jobs." <b>Persuasive speech outline &amp; Bibliography due for editing</b>	
Nov. 23	<b>CCSD —THURSDAY GROUP WILL SPEAK TODAY</b>	
Nov. 24	DVD examples (evaluation)	
Nov. 25 & 26	NO SCHOOL- THANKSGIVING BREAK	
Nov. 29	<b>Persuasive Speeches</b>	

Nov. 30	<b>CCSD</b>	
Dec. 1	<b>Persuasive Speeches (ED)</b>	
Dec. 2	<b>CCSD</b>	
Dec. 3	<b>Persuasive Speeches</b>	
Dec. 6	<b>Persuasive Speeches</b>	
Dec. 7	CCSD/Last Tuesday Group	
Dec. 8	<b>Persuasive speeches (ED)</b>	
Dec. 9	CCDS/Last Thursday Group	
Dec. 13	<b>Persuasive Speeches</b>	
Dec. 14	<b>Persuasive Speeches (ED)</b>	
Dec. 15	Wrap-up & Famous Speeches DVD / <b>Persuasive speech extra credit due</b> <b>*LAST DAY FOR ANY MAJOR SPEECH</b>	
Dec. 16	Special speeches	Ch. 18
Dec. 17	Advice to Students & Practice tests	
Dec.20-22	<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." TEXTBOOKS WILL BE COLLECTED EXAM DAY.	

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