

**PLEASE NOTE: THIS SYLLABUS IS FROM A PREVIOUS CLASS**

**Credits:** 3

**Required Texts and course materials:**

**These must be obtained by the end of the first week of class:**

1. Web Campus login
2. Required Textbook: *The Art of Public Speaking*, 12<sup>th</sup> edition, by Stephen E. Lucas with *Connect Plus* Access Code.
3. Link to our online course Website: [COM 101, Section 1001](#)

5. Webcam and microphone for recording speeches. (These are essential. If you do not have this equipment, you may use equipment at a GBC campus).

6. A high-speed Internet connection (If you do not have this, come to a GBC campus to upload your speeches and complete peer reviews)

**Methods of Instruction:** This class is completely online. Instruction will take place in a variety of ways including online lecture, online discussions, cooperative group activities, student-led discussions and presentations, peer group feedback, instructor feedback, and student question/answer. Assignments are submitted via the online course Website for [COM 101, Section 1001](#) from McGraw Hill Connect.

**LEARNING MODULES:** The course is organized by weekly learning modules in the Connect Website. Reading and assignments for each week appear in the weekly learning module.

**Web Campus and McGraw Hill Connect :** -based platform called Connect Plus. Assignments are due each week through the *Connect Plus* platform. You should also check our course Web Campus section weekly for any updates.

To register for our class, open these instructions [er for Your Connect](#) and go to the *Connect* link in the instructions. Use the access code you received from the GBC bookstore, or purchase an access code through the Website.

If you are not sure you will stay in this class, you can choose a free trial of *Connect*. A "Start Free Trial" option is also available during registration, enabling students to register and access Connect Plus without purchasing an access code (typically for three weeks) before being required to get one. This option is for students awaiting financial aid, those who may drop the class and those who do not want to commit to purchasing Connect just yet, or students who want to try the Connect Plus eBook before they buy. When ase access and continue with all of their previous saved work.

To access our class in Connect, use this address, use this address. If you create a shortcut on your desktop, you will always have easy access to the class:

<http://connect.mheducation.com/class/s-bentley-com-101-section-1001-sp-2015>



### Satisfactory Progress on Assignments:

In order to pass this class, students must receive a passing grade (60 percent or higher) on the following written assignments:

Syllabus Quiz

Speech 1 outline, peer review, and final speech (Introductory Speech)

Speech 2 outline, peer review, and final speech (Informative Speech)

Speech 3 outline, peer review, and final speech (Persuasive Speech)

Speech 4 outline, peer review, and final speech (Speech for Prospective Employer)

Speech 5 or Essay (reflection)

Within a week of receiving grades, a student who does not receive a passing grade on any of these assignments, excluding the final speech, will need to make arrangements to attend a mandatory conference to discuss his or her progress in this class. For students out of the Elko area, you must contact me to arrange a telephone conference. It is always the student's responsibility to arrange a conference. Any student who does not comply with this requirement within a week of receiving a failing grade will be required to drop the class.

**Assignment Submission Guidelines:** All work must be typed and be formatted according to 2009 MLA guidelines. Speeches are submitted in the Connect platform using *Speech Capture*.

Always check to see that your videos have uploaded properly.

**not receive a grade for the assignment. Contact the McGraw Customer Service Department for questions about the Connect Program:**

#### **Customer Experience Group (CXG) Hours of Operation:**

Sun 6pm - 11pm

Mon - Thurs 8am - 11pm

Fri 8am - 6pm

(All times Central)

#### **By Phone:**

You can reach us toll-free at 800-331-5094 (US Only).

#### **By Email:**

Go to <http://mpss.mhhe.com/contact.php>. Please complete the following information and click the "Submit Question" button.

I expect that all work students in COM 101 present is carefully proofread and written according to academic standards. For any written assignments, practice proper paragraph structure - indention, a topic

topic sentence with concrete details, data, facts, and examples, and a concluding sentence. Check your writing assignments for correct spelling, grammar, and punctuation.

**Computer Problems:** Every semester, at least four or five students experience some kind of computer problem. It usually occurs after students have written a substantial paper, which subsequently vanishes. Then, students have to recreate weeks of research and writing, and sometimes they have to drop the course and start all over again. Do not let this happen to you.

Computers crash, flash drives get lost, students go out of town and do not have Internet access, dogs eat memory sticks, and your Internet service provider may not work. It is your responsibility as a college student to plan ahead to avoid these problems. **Save your work often to avoid losing it.** Computer or Internet problems are not valid excuses for not submitting your assignments.

\*\*\*One easy way to save your work is to e-mail it to yourself through WebCampus. Plan on doing this before you close whatever you are working on each day.\*\*\*

**Creating a Video with Your Audience in Mind:** Since our class is completely online, and you will need to get technical details worked out. your Webcam and microphone are your links to your audience. Make a practice speech to set your camera angle, light your face from the front with no bright light behind you, be sure that your audio is loud enough for your audience to hear

**Attendance:** My recommendation is that students regularly log on to the Connect Website a minimum of three days per week and spend time actually reading the assignments, and background information. I track how much time students spend on the class, and students who log in fewer than seven or eight hours per week usually are not very successful in the class. Make a commitment now to keep up with reading and assignments if you expect to do well in this class.

**Student Responsibility for dropping courses:** If you are missing assignments, it is your responsibility to drop the course at the Admissions and Records Office before 60 percent of the class has been completed.

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sources in any speech. Providing oral citations is covered in depth in Ch. 8 of our text. Proper use of oral citations is required in order to avoid committing the serious offense of plagiarism.

**Academic dishonesty** is defined as an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the GBC Student Code of Conduct and will not be tolerated in this class. Any evidence of academic dishonesty/plagiarism in this course will result in a failing grade on the assignment and/or a failing grade for the course. You should be aware that at other schools you will risk failing courses and potential suspension/expulsion for academic dishonesty, which is considered a very serious offense. If you are ever uncertain about using material from a source, please ask me about it. GBC tutors can also assist you with questions about documentation. Acts of academic dishonesty include, but are not limited to, the following:

PLAGIARISM--representing someone else's words, ideas, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own;

CHEATING--unauthorized copying or collaborating on a test or assignment, or the use or attempted use of unauthorized materials;

TAMPERING--altering or interfering with evaluation instruments and documents;

FABRICATION--falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used;

ASSISTING--assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

### **Student Conduct Policy**

Students are expected to follow the Student Conduct Policy for students in the Nevada System of Higher Education (NSHE) outlined in the *Great Basin College Catalog*. Students will specifically be held accountable for behaving in a civil and respectful manner toward other students and the professor in their classroom and online communications such as e-mail messages, discussion postings, and written assignments.

outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined, as they would be in a regular classro

**Pay particular attention to those last four words.** Any student who behaves rudely to another student or to me will be asked to drop the course immediately. During the second week of class, students will be required to sign an acknowledgement that they have read the Academic Integrity Policy and Student Conduct Policy and understand that they will be dropped from the class for violating it.

**Confidentiality:** The ARTS and LETTERS Department respects the policy that your grades are your and  
However, during the semester, **student work will be shared with peers**

**revision purposes. Speeches will be delivered to peer groups and the entire class.** This is an integral part of the college communications course. If you have comments concerning this policy, please make them known to me during the first week of the course.

### **Grading Policy**

The final grade for the course is based on completion of all assignments. If you do not complete all speech assignment requirements, you will not pass the class! No exceptions! .

Your final grade is based on the following assignments:

<b>Assignment</b>	<b>Points</b>
Discussions, if included in the class	20 each
Quizzes, checklists, and reflections	10 - 100
Speech Proposals	20
Speech Outlines	50
Speech 1 (introductory)	30
Speech 2 (informative)	200
Speech 3 (persuasive)	250
Speech 4 (prospective employment)	200

**Assignments (see Assignments and Calendar in Connect for due dates)**

<b>Speeches</b>	Each speech must meet the minimum time or word requirement on the assignment page.
<b>Prewriting, exercises</b>	For each of the speeches, you will submit a proposal and prepare a detailed outline. You need to use the template that is included in the speech assignment for each outline.
<b>Peer Review</b>	<p>For each speech, you will work in a peer group. I try to move students around throughout the semester, which should give you the opportunity to work with everyone in our class at least once.</p> <p>Giving detailed feedback to you group members is <b>REQUIRED</b>, and your feedback is important. There are peer review forms for each speech, and you should leave at least two comments within the speech itself. Instructions for how to do this appear in the peer-review software.</p>

**Quizzes**

## **Great Basin College General Education Goals/Objectives**

### 1. Communication Skills:

*Students will learn, practice and develop the skills to orally communicate clearly and effectively. They will engage in oral presentation, discussion, reading, listening, and accessing and organizing information. While the main focus of the course is, by definition, oral interpretation, the student will learn, practice and develop the skills necessary to organize and prepare a good speech.*

### 1. Critical Thinking:

*Students will support the theories expressed in their work with solid, documented data. They will need to present this information in terms in which their audience will clearly understand. In order to accomplish this, students will learn to integrate creativity and logic into their assignments. When information or opinions are presented from sources other than the presenter, these sources must be cited within the speech. The instructor reserves the right to question the student about their sources.*

### 1. Personal and Cultural Awareness:

*Students will learn to understand the roles of individuals in society and the development of the human experience.*

### 1. Technologica(es) Understanding

## Learner Outcomes

Students will gain the necessary knowledge to successfully:

Learner Outcomes (SEE DETAILS BELOW)	Measurement
Select and create appropriate, worthwhile speech topics that are manageable in the given time frame	Quizzes, checklists, outlines, and passing grade on speeches that are evaluated according to grading form in each assignment
Organize the information students wish to convey into a logical, easy-to-follow arrangement	Quizzes, checklists, outlines, and passing grade on speeches that are evaluated according to grading form in each assignment
Create an outline of the framework for a speech that will enable students deliver a speech without memorizing or reading	Checklists and outlines
Present a speech that has impact, holds to a clearly stated thesis, makes clear points and transitions, and is supported by credible information and evidence	Speech self-review, peer review, and instructor assessment
Create vivid images with language using his/her voice in dynamic ways	Speech self-review, peer review, and instructor assessment
Use an instrument by employing appropriate gestures and posture and maintaining eye-contact	Speech self-review, peer review, and instructor assessment
Understand and use the elements of persuasion	Speech self-review, peer review, and instructor assessment
Analyze the audience and adjust the message and delivery accordingly in order to achieve maximum effectiveness	Speech self-review, peer review, and instructor assessment