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Calumet College

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of Saint Joseph

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

*We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.*

## COURSE SYLLABUS, Spring 2020

<b>Course: EWPC 150 E: Public Speaking</b>
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<b>Instructor Information:</b>	
<b>Instructor Name</b>	Genae Barron
<b>Office Number:</b>	Room 531
<b>Email:</b>	gbarron@ccsj.edu
<b>Office Hours:</b>	Monday & Wednesday 1:30 pm – 3:00 pm I am available by scheduled appointment as well.
<b>Instructor Background:</b> I've spent most of my adult life attempting to bridge the gap between theory and lived experience. As a university student, I studied abroad in Nicaragua, Costa Rica, and Nepal. I completed an AmeriCorps term with Habitat for Humanity and was chosen to represent Purdue at the United Nations Status on the Commission of Women Meetings. I graduated with a Master of Arts degree in Communication from Purdue Northwest. After graduation, I worked for five years utilizing my skills as a writer, researcher, and coordinator as the Assistant to the Executive Director of the American Board of Cosmetic Surgery while continuing to teach university public speaking courses. I fill my moments of free time with friends and family, movies, and writing. Also, I have a black cat named Scooby who I am sure you will hear just a little too much about.	

<b>Course Information:</b>	
<b>Course Time:</b>	Monday & Wednesday 12:00-1:30 p.m.
<b>Classroom:</b>	Room 182
<b>Prerequisites:</b>	None
<b>Required Books and Materials:</b>	Stephen E. Lucas, The Art Of Public Speaking, 11th edition
<b>Learning Outcomes/Competencies:</b>	

*This course meets the following objectives:*

Students in this course will...

- use vocal variety in rate, pitch, and intensity (volume) to heighten and maintain interest appropriate to the audience and occasion
- use pronunciation, grammar, and articulation appropriate to the audience and occasion
- demonstrate physical behaviors that support his or her message
- evaluate speech performances according to the well-established criteria
- communicate the thesis/specific purpose of a speech in a manner appropriate for the audience and occasion, making appropriate choices for the situation, including organization, language, audio and visual aids, and supporting evidence.

*The course also reinforces the following General Education Program objectives:*

Students in this course will...

- write in a variety of forms using valid logic; persuasive rhetoric; and correct grammar, usage, and punctuation.
- be able to orally deliver a presentation with a clear central idea that is logically developed, supported by convincing evidence and valid reasoning, and expressed using language and delivery choices thoughtfully adapted to the audience.
- represent, apply, analyze, and evaluate relevant qualitative and quantitative mathematical and scientific evidence (i.e. equations, graphs, diagrams, tables, words) to support or refute an argument.

**This course meets Calumet College of St. Joseph’s Signature Assignment requirement to demonstrate fundamental competency in written and/or oral communications.**

**Course Description:** This course helps develop the students' ability to speak confidently and effectively in a variety of public speaking situations. Students will learn and employ elements of classical rhetoric while preparing and presenting several different types of speeches utilizing a variety of media. Particular attention is paid to balancing adequate content with effective delivery. (This course is a CCSJ General Education requirement.)

**Learning Strategies:** Lecture, group work, discussion, exercises, quizzes, exams, speeches.

**Experiential Learning Opportunities:** N/A

### Assessments:

<b>Assessments:</b>		
<b>Major Assignments:</b>	Mini-speeches (3 @ 20 points each) Personal Introduction Speech Informative Speech Oral Communication Signature Assignment Sales Pitch Speech Persuasive Speech Public Policy Speech	60 points 50 points 50 points 100 points 100 points 100 points 150 points
<b>Assessments:</b>	Quizzes (4 @ 10 points each) Midterm Exam Final Exam	40 points 50 points 50 points
<b>Class Participation:</b>	Determined by instructor based on the policies listed below.	50 points
<b>Attendance:</b>	Details in the attendance policy below.	50 points
<b>Total</b>		850 points

**Grading Scale:**

100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

**Course Schedule:**

*I reserve the right to change this schedule to meet the needs of the class.*

<i>Date</i>	<i>Due Today</i>	<i>Lecture Material</i>	<i>Assigned Work</i>
<u>Week 1</u> 1/13 1/15	<b>Object Speech / Ch 1&amp;4 (quiz)</b>	Intro to Communication Public Speaking	Read Ch 1&4/Object Speech Read Ch 2&3/Personal Intro Speech
<u>Week 2</u> 1/20 1/22	<b>Personal Intro Speech / Ch 2&amp;3</b>	<b>MLK Jr. Day – NO CLASS</b> <b>Personal Intro Speeches</b>	Read Ch 9,10,&11
<u>Week 3</u> 1/27 1/29	<b>Personal Intro Speech Impromptu / Ch 9,10&amp;11 (quiz)</b>	<b>Personal Intro Speeches</b> Speech Outline	Read Ch 5&15/Assign Info Speech
<u>Week 4</u> 2/3 2/5	<b>Info Speech Topic/Ch 5&amp;15 Ch 7&amp;8</b>	Informative Speaking Informative Speaking	Read Ch 7&8 Work on info speech
<u>Week 5</u> 2/10 2/12	<b>Info Speech Due Info Speech Due</b>	<b>Informative Speeches</b> <b>Informative Speeches</b>	Read Ch 12&13
<u>Week 6</u> 2/17 2/19	Ch12&13 (quiz)	Midterm Exam Review <b>Midterm Exam</b>	
<u>Week 7</u> 2/24 2/26	<b>Oral Comm Sig Assign Oral Comm Sig Assign</b>	<b>Oral Comm Sig Assign Oral Comm Sig Assign</b>	Read Ch 19 / Assign Gripe Speech
<u>Week 8</u> 3/2 3/4		<b>SPRING BREAK – No Class</b> <b>SPRING BREAK – No Class</b>	
<u>Week 9</u> 3/9 3/11	Ch 19/Gripe Speech Due	Delivery/Small Group Monroe’s Sequence	Ch 16&17 Assign Sales Pitch
<u>Week 10</u> 3/16 3/18	Ch 16&17(quiz) Sales Pitches Due	Small Group Work Day <b>Sales Pitches</b>	Assign Persuasive Speech Read Ch 6&14
<u>Week 11</u> 3/23 3/25	Ch 6&14	Persuasion Persuasion	
<i>Date</i>	<i>Due Today</i>	<i>Lecture Material</i>	<i>Assigned Work</i>
<u>Week 12</u>			

3/30 4/1	<b>Persuasive Speeches Due</b> <b>Persuasive Speeches Due</b>	<b>Persuasive Speeches</b> <b>Persuasive Speeches</b>	Assign Pub Policy Speech
<u>Week 13</u> 4/6 4/8		<b>No Class – Independent Work Day</b> <b>No Class – Happy Easter!</b>	Complete Online Assignment
<u>Week 14</u> 4/13 4/15	<b>Online Assignment Due</b>	Persuasion Revisited In Class Work / Speech Meetings	
<u>Week 15</u> 4/20 4/22	<b>Public Policy Speeches Due</b> <b>Public Policy Speeches Due</b>	<b>Public Policy Speeches</b> <b>Public Policy Speeches</b>	
<u>Week 16</u> 4/27 4/29		<b>Semester in Review / Exam Review</b> <b>Final Exam</b>	

<b>Responsibilities</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; in fact, being absent causes you to have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p>Each time you are absent, you will be deducted 5 points from the attendance portion of your grade. <b>Missing three classes will result in a zero for the attendance portion of your grade.</b></p> <p>Tardiness conveys a lack of respect to the instructor and the other students. If a student is more than 15 minutes late, it is considered an absence. Three tardies will result in an absence. <b>DO NOT</b> walk in during another student's speech if you are late for class.</p> <p><b>NOTE: Any student missing more than NINE (9) hours of class—six class sessions—will receive an F (a failing grade) for the course.</b></p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work when due.</p> <p>All assignments are to be turned in at the beginning of class on the due date listed on the course syllabus. All written work must be typed and stapled (unless otherwise instructed).</p> <p>Speeches: All materials for speeches are due the day speeches begin regardless of your speaking date. You will be assigned specific speech days where you will be presenting your individual speeches. You are to be present on those days. No substitutions will be made. If you miss class, you will receive a zero. Not following guidelines specifically for speeches will result in a zero or loss of points as determined by the instructor. You are expected to be present for your classmates' speeches. Missing your classmates' speeches will result in a deducted of 10 points from your speech grade.</p>

	<p>Homework, Quizzes, Tests: Homework, quizzes, and in-class work will not be accepted late for any reason (e.g. overslept and missed class, forgot to print, lost your flash drive, computer crashed, left it at home, etc.) Completing them late negates their relevance because they are time sensitive (i.e. they are necessary to understand class lecture or they develop the skills you need to complete the next assignment.) Plan ahead, technology breaks, have a back-up of all materials and print assignments prior to due dates. Quizzes are given at the beginning of the class. If you miss the quiz due to tardiness, it will result in a zero.</p> <p>Missed Work: Except under dire circumstances, in-class activities, journals, worksheets, study guides, quizzes, speeches, and exams cannot be made up if you are absent on the day the assignment is due. Do not simply expect your late work will be accepted; it will not be. Proper documentation of an emergency (i.e. Doctor's note, obituary, photo documentation, etc.) must be provided for an excuse to be considered valid. There will be one extra assignment worth 50 points.</p> <p>Any decisions I make regarding these policies (or exemption of them) will be done in the fairness of the entire class.</p>
<p><b>Meeting Standards for Classroom Behavior</b></p>	<ul style="list-style-type: none"> <li>• <b>Use all the class time.</b> Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.</li> <li>• <b>Come prepared.</b> Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.</li> <li>• <b>Respect others.</b> Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.</li> <li>• <b>Use electronic devices only for class purposes.</b> Engage with your classmates and the instructor without technological distractions. Looking at your cell phone during class time is completely inappropriate. The first time you are seen looking at your phone, you will be asked to put it away. The second time, you will be asked to leave the class and marked absent. If you need your phone due to an emergency, you must receive permission from the instructor prior to the start of class.</li> <li>• Do not participate in any behavior that disrupts the class. Students are already nervous, if you are disruptive during another student's speech, you will be asked to leave and marked absent.</li> <li>• Listen to all speeches with the intent to provide appropriate peer feedback.</li> <li>• Please be aware that your attire should not be other people's problem (appropriate dress is required for all presentations.)</li> <li>• If you have questions regarding your grade, please make an appointment, not during class time. It is a Family Educational Rights and Privacy Act (FERPA) violation to discuss student grades outside of a private location.</li> <li>• Sleeping in class is not allowed. If I notice you sleeping, you will be counted as absent for the day.</li> <li>• Absolutely no children are allowed in the classroom. If you cannot find a babysitter/daycare for your child, please email me, and I will fill you in on what will be covered in class and what the assignment will be.</li> <li>• Please be respectful of each person in this class and his or her opinion. Remain diligent in your goal: to earn a college degree. We can become</li> </ul>

	<p>passionate about our beliefs, so keep in mind that everyone does not share your perspective. Be mindful of this as we critically and creatively discuss various topics of interest in our class.</p> <ul style="list-style-type: none"> <li>• <b>Participation in this course is absolutely necessary. Failing to adhere to the above standards will result in the deduction of points from the participation portion of your final grade.</b></li> <li>• Any decisions I make regarding these policies (or exemption of them) will be done in the fairness of the entire class.</li> </ul>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p><b>This course has a zero tolerance policy for plagiarism. All instances of plagiarism are reported to the VP for Academic Affairs. In the course, the first instance will result in a zero for the assignment. The second instance will result in a zero for the assignment and a zero for your course participation grade. The third instance will result in an F for the course.</b></p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at  <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each

	<p>semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a>. <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b></p>
<b>Student Success Center</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<b>Disability Services</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
<b>Student Assistance Program</b>	<p>Through a partnership with <b>Crown Counseling</b>, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b>, at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a>.</p>
<b>CCSJ Alerts</b>	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p>