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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, Fall 2020

### EMCO 150A

#### Instructor Information:

<b>Instructor Name</b>	Donna Rowland, M.A.
<b>Office Number:</b>	n/a
<b>Phone Number:</b>	n/a
<b>Email:</b>	drowland@ccsj.edu
<b>Office Hours:</b>	Monday/Wednesday, 9:00 to 10:00 am, @ 219.246.7840

**Instructor Background:** Donna Rowland is in her tenth year of teaching communication, theatre, and first-year experience courses on the college level. She began as a Limited Term Lecturer at Purdue North Central (prior to the merger) in College to her resume after and Creative Arts at PNW - Indiana University Northwest teaching schedule. Donna is a Committee for District 6540.



She is a 17-year home educator earned their college degrees and International Exchange. During to homeschooled students journalism, life skills, and having won first and second- for two newspapers including

of six children, four of which have now two who have studied abroad through Rotary that time, Donna also taught various classes including drama, cooking, the Renaissance, fallacies. She is an award-winning journalist place state writing awards, and has reported Northwest Indiana's Post-Tribune.

Community theatre is a passion for her and she can be seen performing on stages throughout northwest Indiana in addition to directing, on occasion. She serves as a play and musical viewer for the Northwest Indiana Excellence in Theatre Foundation and has earned three NIETF acting recognitions.

<b>Course Information:</b>	
<b>Course Delivery Method:</b>	Hybrid (online with once/weekly in-person meetings, either Monday OR Wednesday)
<b>Course Time:</b>	In class either Mondays or Wednesdays @ 12:00-1:30 pm and Online
<b>Classroom:</b>	#261
<b>Prerequisites:</b>	none
<b>Required Books and Materials:</b>	The Art of Public Speaking Stephen Lucas, 12 <sup>th</sup> Edition
<b>Learning Outcomes/ Competencies:</b>	
<p>Students in this course will:</p> <ul style="list-style-type: none"> <li>• Use vocal variety in rate, pitch, and intensity (volume) to heighten and maintain interest appropriate to the audience and occasion</li> <li>• Use pronunciation, grammar, and articulation appropriate to the audience and occasion</li> <li>• Demonstrate physical behaviors that support his or her message</li> <li>• Evaluate speech performances according to the well-established criteria</li> <li>• 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.</li> </ul> <p>The course also meets the following General Education Program objectives:</p> <ul style="list-style-type: none"> <li>• Students will 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.</li> <li>• Students will 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.</li> <li>• Students will appreciate, create, and critique the persuasive power of art and media.</li> </ul> <p>This course meets Calumet College of St. Joseph's Signature Assignment requirement to demonstrate fundamental competency in written and/or oral communications.</p>	
<b>Course Description:</b>	
<p>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.)</p>	
<b>Learning Strategies</b>	
<ul style="list-style-type: none"> <li>• Text readings</li> <li>• Quizzes and tests on assigned readings and speeches.</li> <li>• Homework assignments for speech preparation and application of reading/classroom work</li> </ul>	

- YouTube video or practice speech
- Lectures and discussions pertaining to the structure and its application
- Impromptu speeches (3)
- Graded speeches (6)

**Experiential Learning Opportunities:**

Students will have many opportunities to speak in class. A variety of speeches will be given.

**Assessments:**

<b>Assessments:</b>		
<b>Major Assignments:</b>	Introductory (Object) Speech Soapbox Mini-Speech Impromptu Mini-Speech Sales Pitch Mini-Speech Informative Speech <ul style="list-style-type: none"> <li>• Outline (30 points)</li> <li>• Evaluations (20 points)</li> <li>• Speech (100 points)</li> </ul> Self-Analysis Essay Speech Evaluation Persuasive Speech <ul style="list-style-type: none"> <li>• Outline (30 points)</li> <li>• Interview (25 points)</li> <li>• Audience Survey (25 points)</li> <li>• Survey Analysis (20 points)</li> <li>• Speech (100 points)</li> </ul> Small Group Presentation Commemorative Speech	25 points 25 points 25 points 25 points 150 points total  100 points 50 points 200 points total  100 points 50 points
<b>Assessments:</b>	<b>Test I - Chapters 1-2-3-4</b> <b>Test II – Chapters 15-5-9-10</b> <b>Test III – Chapters 13-14-7-11</b> <b>Test IV – Chapters 16-6-12-8</b> <b>Test V – Chapters 17-19-18</b>	40 points 40 points 40 points 40 points 40 points
<b>Involvement:</b>	<b>Attendance/Participation</b>	50 points
<b>Total:</b>		1,000 points
<b>Grading Scale:</b>	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:**

**\*\*at end of Syllabus**

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

## Student Responsibilities

<p><b>Safety Measures</b></p>	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none"> <li>• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.</li> <li>• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.</li> <li>• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track.</li> <li>• Disinfecting your personal space using the materials provided when you enter the classroom.</li> <li>• Maintaining physical distancing of at least six feet within classrooms and other common spaces.</li> </ul> <p><b>Please note:</b> To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
<p><b>What to Do in Case of Illness</b></p>	<p>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to <a href="mailto:illness@ccsj.edu">illness@ccsj.edu</a>. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>
<p><b>Attending Class</b></p>	<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; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <ol style="list-style-type: none"> <li>1. Attendance is taken at the beginning of each class period. <b>If you are late, you are counted absent.</b> As per the student handbook, students can be dropped for 3 unexcused absences.</li> <li>2. Students are expected to attend each session and will be held responsible—whether they are present or not—for any assignments due, materials covered, or announcements made in class. If assignments are due in class, assignments are late after scheduled class start time. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work.</li> <li>3. Attendance is mandatory on speech days. If you miss a speech, zero points will be awarded unless you are traveling with a sport team or can provide a medical slip from your physician.</li> <li>4. Attendance when others are speaking is mandatory. You will have points</li> </ol>

	assigned and assignments that day as well.
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work when due. <b>Class Policy for Assignments</b></p> <ol style="list-style-type: none"> <li>1. Reading assignments should be completed <b>before</b> class meets. Points may be deducted if student continues to not follow directions.</li> <li>2. In-class quizzes will be utilized if reading is not being done. A quiz will be given first 10 minutes of class. <b>There are no make ups if quizzes are missed without MD excuse or in case of team travel.</b></li> <li>3. Written assignments must be created in MS Word software, Times New Roman 12-point font, on 8-1/2 x 11 white paper, standard margins. Homework will be turned in as directed.</li> <li>4. Assignments will be accepted up until the next test with reduced point value. Grades for accepted late work will be lowered at the instructor's discretion.</li> <li>5. If you miss a class it is expected that you will post all assignments prior to that class period, otherwise they are considered late. I appreciate knowing prior to next class period if you are traveling for a team sport and will be missing class.</li> </ol> <p>Participation in class is required. Intelligent, respectful conversation is expected.</p>
<b>Meeting Standards for Classroom Behavior</b>	<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.</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>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>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at <a href="https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf">https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf</a> This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</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>	<p>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 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. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.</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</p>

	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> .
<b>CCSJ Alerts</b>	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> .

# Fall 2020 Course Schedule

<p><b><u>Week 1</u></b> Monday 8/24 <b>OR</b> Wednesday 8/26</p>	<p><b>In-Class:</b> Welcome and Introductions, Overview of Syllabus and Class Expectations, Introductory (Object) Speech assignment</p> <p><b>Online:</b> Read Chapters 1 (Speaking in Public) and 4 (Giving Your First Speech) and watch Teaching Video</p>
<p><b><u>Week 2</u></b> Monday 8/31 <b>OR</b> Wednesday 9/2</p>	<p><b>In-Class:</b> <b>Introductory (Object) Speeches</b> and Soapbox Mini-Speech assignment</p> <p><b>Online:</b> Read Chapters 2 (Ethics) and 3 (Listening) and watch Teaching Video</p>
<p><b><u>Week 3</u></b> Monday 9/7 <b>OR</b> Wednesday 9/9</p>	<p><b>In-Class:</b> Off for Labor Day</p> <p><b>Homework due by Friday, 9/11:</b> Record and upload your <b>Soapbox Mini-Speeches</b> into the designated Discussion Board. Then watch your classmates' speeches by Sunday night and comment on at least five of them for 25 extra credit points!</p> <p><b>Online:</b> <b>Test I - Chapters 1-2-3-4</b></p>
<p><b><u>Week 4</u></b> Monday 9/14 <b>OR</b> Wednesday 9/16</p>	<p><b>In-Class:</b> Chapter 15 (Speaking to Inform) and Chapter 5 (Selecting Topic/Purpose), Informative Speech assignment</p> <p><b>Online:</b> Read Chapters 9 (Organizing the Body) and 10 (Beginning/Ending) and watch Teaching Video</p>
<p><b><u>Week 5</u></b> Monday 9/21 <b>OR</b> Wednesday 9/23</p>	<p><b>In-Class:</b> <b>Impromptu Speeches I</b>, Chapter 13 (Delivery), choose Informative Speech topics and begin speech outlines</p> <p><b>Online:</b> <b>Test II – Chapters 15-5-9-10</b></p>
<p><b><u>Week 6</u></b> Monday 9/28 <b>OR</b> Wednesday 9/30</p>	<p><b>In-Class:</b> <b>Impromptu Speeches II</b>, Chapter 14 (Visual Aids), and continue work on Informative Speech outlines, Vote for Top Class Speaker to compete at Humanities Fest!</p> <p><b>Online:</b> Read Chapters 7 (Gathering Materials) and 11 (outlining) and watch Teaching Video</p>
<p><b><u>Week 7</u></b> Monday 10/5 <b>OR</b> Wednesday 10/7</p>	<p><b>In-Class:</b> <b>Informative Speeches I</b> (Signature Assessment scoring)</p> <p><b>Online:</b> <b>Test III – Chapters 13-14-7-11</b></p>
<p><b><u>Week 8</u></b> Monday 10/12 <b>OR</b> Wednesday 10/14</p>	<p><b>In-Class:</b> <b>Informative Speeches II</b> (Signature Assessment scoring) <b>Self-Analysis Essay due for Informative Speeches I</b></p> <p><b>Online:</b> Watch and evaluate online speech</p>
<p><b><u>Week 9</u></b> Monday 10/19 <b>OR</b> Wednesday 10/21</p>	<p><b>In-Class:</b> Chapters 16 (Speaking to Persuade) and 6 (Analyzing the Audience) <b>Self-Analysis Essay due for Informative Speeches II</b>, Persuasive Speech assignment</p> <p><b>Online:</b> Audience Analysis assignment and Create online audience survey</p>

<p><b><u>Week 10</u></b>  Monday  10/26  <b>OR</b>  Wednesday  10/28</p>	<p><b>In-Class:</b> Chapter 12 (Language) and Chapter 8 (Supporting your Ideas) ,  <b>Online:</b> <b>Test IV – Chapters 16-6-12-8</b>, Analysis of Audience Survey due</p>
<p><b><u>Week 11</u></b>  Monday  11/2  <b>OR</b>  Wednesday  11/4</p>	<p><b>In-Class:</b> Chapters 17 (Methods of Persuasion), Sales Pitch Mini-Speech assignment  <b>Online:</b> Read Chapter 19 (Small Groups) and watch Teaching Video, Small Group assignment</p>
<p><b><u>Week 12</u></b>  Monday  11/9  <b>OR</b>  Wednesday  11/11</p>	<p><b>In-Class:</b> <b>Sales Pitch Mini-Speeches</b>, Small Group formation  <b>Online:</b> Read Chapter 18 (Special Occasions), Commemorative Speech assignment, and work in Small Groups</p>
<p><b><u>Week 13</u></b>  Monday  11/16  <b>OR</b>  Wednesday  11/18</p>	<p><b>In-Class:</b> <b>Persuasive Speeches I</b>  <b>Online:</b> <b>Test V – Chapters 17-19-18, Work in Small Groups</b></p>
<p>Monday  11/23  <b>OR</b>  Wednesday  11/25</p>	<p><b>Thanksgiving Break!</b></p>
<p><b><u>Week 14</u></b>  Monday  11/30  <b>OR</b>  Wednesday  12/2</p>	<p><b>In-Class:</b> <b>Persuasive Speeches II</b>  <b>Online:</b> <b>Record Commemorative Speech on ZOOM</b></p>
<p><b><u>Week 15</u></b>  Monday  12/7  <b>OR</b>  Wednesday  12/9</p>	<p><b>In-Class:</b> <b>Small Group Presentations</b>  <b>Online:</b> <b>Signature Assessment re-dos of Informative Speeches on ZOOM, if needed</b></p>