
Calumet College



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 EWPC 150D Fall 2020

Instructor Information:

Instructor Name	Desila Rosetti
Office Number:	505
Phone Number:	219 508-0976 CELL
Email:	drosetti@ccsj.edu
Office Hours:	My cellphone is provided to call or text at any time. 6:00am-6:00pm I will try and respond within 1 hour unless I am teaching.

Instructor Background: Desila Rosetti is an Asst. Professor teaching in the undergraduate Business Program. She has over 35 years of executive management training and development experience specializing in the areas of management development, quality improvement, strategic planning and human resources. She has a bachelor's degree from Purdue University and a masters from the University of Notre Dame.



She is a past president for the Indiana Association for Healthcare Quality, past chair of the Special Interest Groups for the National Association for Healthcare Quality, is a Certified Professional in Healthcare Quality, a Certified Training Consultant, a past examiner for the Indiana State Quality Award, past president of the Northwest Indiana Society of Human Resource Managers, past board member of the Society of Human Resources State Council, past board member of the Valpo Chamber, past member of the conference planning committee for the State SHRM Council, past member of the education committee of the Northwest Indiana Business Roundtable, Board of Directors, Porter County Community Foundation, board member of the Small Business Development Center (SBDC), and board member for the Center for Creativity. She is also President and Founder, of Organizational Development Solutions, Inc. a training and consulting company located in Northwest Indiana.

Course Information:

Course Delivery Method:	This class is being conducted HYBRID . I will be holding class online that you must attend on the day I have class scheduled online, and then WE WILL meet in person a minimum of three times this semester.
Course Time:	12:00-1:30 Tuesday AND Thursdays
Classroom:	
Prerequisites:	None
Required Books and Materials:	Stephen E Lucas, The Art of Public Speaking. 12 th Edition

Learning Outcomes/ Competencies:

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
- Evaluate various kinds of arguments and claims in terms of the appropriateness and sufficiency of any supporting evidence and other material that might be presented
- Communicate the thesis/specific purpose of a speech in a manner appropriate for the audience and occasion, making appropriate choices for the rhetorical situation, including organization, language, audio and visual aids, and supporting evidence.

The course also meets the following General Education Program objectives:

- 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.
- 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.
- Students will appreciate, create, and critique the persuasive power of art and media.

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

- Text readings
- Quizzes on assigned readings and speeches.
- Lectures and discussions pertaining to the structure and its evaluation and application

- Non-graded impromptu speeches
- Graded speech (6)
- Self-Reflection

Experiential Learning Opportunities:

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

Assessments:

Major Assignments:	<ol style="list-style-type: none"> 1. All sections will do at least one extemporaneous speech. You will be responsible for up to 6 additional speeches. 2. Prepare an Informative speech using research to be delivered sometime between midterms and finals. 3. Students will complete a written outline for the researched Informative speech. 5. The Standard Oral Communications Rubric will be used to evaluate the researched Informative speech. 6. The Standard Oral Communications Rubric will also be used throughout the semester to prepare students for its use on the researched Informative speech. 																
Assessments:	<p>A series of speeches, quizzes, tests, homework will be utilized throughout the semester as well as class discussion.</p> <p>NOTE: Students MUST demonstrate fundamental competency in the signature speech in order to pass the course. A passing score would be 11.5 or higher on the rubric.</p>																
Class Participation:	<p>Points will be assigned on a daily basis based on class participation and knowledge of the reading material assigned. In order to be counted PRESENT the student must be visible on camera and in an appropriate setting for the class session.</p>																
Total																	
Grading Scale:	<table> <tr> <td>100% – 92%: A</td> <td>91% – 90%: A-</td> <td></td> </tr> <tr> <td>89% – 88%: B+</td> <td>87% – 82%: B</td> <td>81% – 80%: B-</td> </tr> <tr> <td>79% – 78%: C+</td> <td>77% – 72%: C</td> <td>71% – 70%: C-</td> </tr> <tr> <td>69% – 68%: D+</td> <td>67% – 62%: D</td> <td>61% – 60%: D-</td> </tr> <tr> <td>59% and below:</td> <td>F</td> <td></td> </tr> </table>		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	
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59% and below:	F																

Course Schedule:

Date	Material to Cover	Class type	Assignment
8/25	Discussion of syllabus and Why public speaking? Discussion of rubrics and signature assignment “How to Succeed in Your Public Speaking Class” Dealing with Anxiety Introductions	Zoom-LIVE	Prepare 1 -2 minutes speech on self. Due 8/27 Read ch 1 2 due 8/27
8/27	2 Minute Speeches -Self Introductions: Intro, body, conclusion-TAPED Discussion Chapter 1, 2	Zoom-LIVE	Communication Blunders See BB Due 9/1
9/1	Discussion Communication Blunders Finish chapter 1-2	ZOOM Live	Plagiarism Assignment Due 9/3
9/3	Ch 3 Listening Work for today will be Independent on Blackboard	online	Read ch 3-4 Listening Work and assignment on BB due 9/8

	Study guide posted for test 9/8		Study for test!
9/8	Review listening assignments. Test Prep	Zoom	
9/10	Test #1 ch 1, 2, 3 Discussion Chapter 4	Online	Read chapters 4-5 Chapter 4 Assignment due 9/15
9/15	Test results discussed Chapter 15 Speaking to Inform	Face to Face	Read chapter 15 Read Chapter 11 Choose topic and complete basic outline Due 9/22.
9/17	Discussion chapter 5	Zoom	Chapter 5 Assignment due 9/22
9/22	Individual meetings to discuss information speeches	Appt only	Online Test 4, 5, 15. 9/24
9/24	Individual meetings to discuss information speeches	Appt only	FINAL Outlines Due 9/29-just spot to post
9/29	Information Speeches	Face to Face	Read Chapters 7-8 due 10/1 Post Spot to Grade Info Speech #1
10/1	Ch 7 Gathering Materials Ch 8 Supporting your Ideas	Zoom Live	Study for Test! 10/6
10/6	Test #2: 7, 8, 11, 15 Speak on the spot... These three things	Face to Face	Read ch 13 due 10/8
10/8	Ch 13 Delivery	Zoom Live	Chose book, practice for 10/13.
10/13	Delivery Part #2 Book Readings Tongue Twisters	Face to Face	Read ch 14 for 10/15 Post spot to grade book readings.
10/15	Ch 14 Visual Aides	Online	Prepare VA for 10/20 presentation. Prepare for quiz ch 13-14
10/20	Visual Aide Presentations Quiz online 13-14	Zoom Live	Ages of Wisdow interview-Due end of class 10/22
10/22	Ch 9 Organizing the Body	Online	Read ch 9
10/27	Ch 16 Speaking to Persuade part #1	Zoom Live	Persuasion Speech Worksheets-Tobacco Prepare and submit ideas Due 10/29
10/29	Ch 16 Speaking to Persuade part #2	Zoom Live	Draft persuasion outline due 11/3
11/3	One on one meetings on Persuasion outlines Team Assignments	Appt only	Final Outline Due 11/5
11/5	Speaking- to Persuade Team Time	Face to Face	Outline of Key Points due 11/10
11/10	Team Persuasion	Zoom Live	Read ch 10
11/12	Ch 10 Openers and Closers	Zoom Live	Taped Openers and Closer Due 11/17
11/17	Preparation of Signature speeches/meetings	Appt only	Final Outline Due 11/19
11/19	Information Speeches- Signature Assignment.	Face to Face	😊
11/24	No Class Fall Break	😊	😊
11/26	No Class Fall Break	😊	Read ch 6 for 12/1
12/1	Chapter 6 -Analyzing your Audience	online	Read Ch 17 for 12/3. Audience Analysis Assignment. Due 12/3
12/3	Chapter 17 Special Occasions	Zoom Live	Prepare special occasion speech for 12/8t Prepare for Quiz ch 6-7 due 12/8
12/8	Speaking-Special Occasions Quiz ch 6-7	Face to Face	😊
12/10	Complete Self Evaluation and Course Evaluation	online	😊

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

Student Responsibilities	
Safety Measures	<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"> • Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices. • Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing. • 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. • Disinfecting your personal space using the materials provided when you enter the classroom. • Maintaining physical distancing of at least six feet within classrooms and other common spaces. <p>Please note: 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>
What to Do in Case of Illness	<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 illness@ccsj.edu. 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>
Attending Class	<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 more responsibilities to keep up and meet the objectives of this course. Attendance will be taken each day. You must be on camera and in an appropriate setting for course work to be counted present. When we meet in person, you are expected to be in class. If you have a MD excuse, you can join via zoom.</p> <p>1. Attendance is taken at the beginning of each class period. If you are late, you are counted absent. As per the student handbook, students can be dropped for 3 unexcused absences.</p> <p>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. Based on the work missed, I will identify how the work should be completed.</p> <p>3. Attendance is mandatory on speech days and test days. If you miss a test or speech, zero points will be awarded unless you are traveling with a sport team or can provide a medical slip from your physician.</p> <p>4. Attendance when others are speaking is mandatory. You will have points assigned and assignments that day as well.</p>
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work when due. Work can be turned in late, for reduces point at instructor's discretion. LIVE speeches can only be done in a LIVE setting. No make ups are allowed without a documented COVID case.</p>

	All work will be checked for plagiarism. Any work found to be plagiarized will be given a zero. The second offence will be cause for dismissal from the course.
Meeting Standards for Classroom Behavior	<ul style="list-style-type: none"> • Use all the class time. 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. • Come prepared. 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. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately. • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions • Management of the classroom is the instructor responsibility. If the instructor feels a student’s behavior is unacceptable based on expectations discussed in class. The instructor will ask the student to leave the class and can ask for the student to be removed from class.
CCSJ Student Honor Code	<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"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Doing Your Own Work	<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 http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>You’ll also find a comprehensive guide to understanding what constitutes plagiarism, “What Is Plagiarism,” on the Specker Library Web page at https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p>Please note: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	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!
Withdrawing from Class	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.

Resources

CCSJ Book Rental Program	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 http://www.ccsj.edu/bookstore . 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.
Student Success Center	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.
Disability Services	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.
Student Assistance Program	Through a partnership with Crown Counseling , 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, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts	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: http://www.ccsj.edu/alerts/index.html .