

**** Bluegrass Community and Technical College is an Equal Opportunity Institution ****
COM 181 - Basic Public Speaking
Course Information Sheet – *semester, year*

Communications, History, Languages, and Social Sciences Division
211 Moloney Building, Cooper Campus (246-6310)

Instructor: Telephone: Mailbox: MB 211 Comm. Coordinator: Greg Rickert – 859-246-6332 Gregory.rickert@kctcs.edu ; 238 Moloney, Cooper campus	Office: Office Hours: Email: CHLSS Asst. Dean: Vicki Wilson; 859-246-6316 Vicki.wilson@kctcs.edu 217 Moloney, Cooper campus
--	--

COM 181 COURSE DESCRIPTION

Gives platform experience in the fundamentals of effective speaking.

Pre-Requisites: ((Current placement scores for college level reading established by KCTCS, or completion of DRE 030 or RDG 030 or CMS 185) AND (current placement scores for college level writing established by KCTCS or completion of ENC 091)) OR consent of instructor.

INSTRUCTIONAL MATERIALS

Required Texts:

Lucas, Stephen. The Art of Public Speaking 11th edition. New York: McGraw-Hill, Inc., 2012

Essential Resources for Basic Public Speaking. 4th ed. New York: McGraw Hill, Inc., 2005.

You may choose not to purchase the *Essential Resources* text, you may access it on the Communications website <http://www.bluegrass.kctcs.edu/CHLSS/Communication/Resources.aspx>

COMMUNICATION 181 LEARNING OBJECTIVES

1. Identify elements of the oral communication process/model.
2. Construct outlines containing an introduction, body, and conclusion and following a logical pattern of organization.
3. Demonstrate appropriate topic selection, topic narrowing, and development of a central idea/thesis statement.
4. Employ appropriate verbal and nonverbal communication when delivering oral presentations.
5. Select and use appropriate supporting materials for informative speeches and persuasive speeches.

COMMUNICATION 181 GENERAL EDUCATION OUTCOMES AND OBJECTIVES

Students should prepare for the twenty-first century by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts
- B. Intellectual and practical skills, including
 - inquiry and analysis,
 - critical and creative thinking,
 - written and oral communication,
 - quantitative literacy,
 - information literacy,
 - teamwork and problem solving

- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global),
 - intercultural knowledge and competence,
 - ethical reasoning and action,
 - foundations and skills for lifelong learning
- D. Integrative learning, including synthesis and advanced accomplishment across general and specialized skills

In COM 181 Students will learn to:

1. Listen and speak competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings. (General Education Competencies B, C and D)
 - Identify elements of the oral communication process/model.
 - Construct outlines containing an introduction, body, and conclusion and following a logical pattern of organization.
 - Employ appropriate verbal and nonverbal communication when delivering oral presentations.
2. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and written texts. (General Education Competencies B and D)
 - Select and use appropriate supporting materials for informative speeches and persuasive speeches.
3. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view; and construct informed, sustained, and ethical arguments in response. (General Education Competencies B, C and D)
 - Select and use appropriate supporting materials for informative speeches and persuasive speeches.
 - Demonstrate appropriate topic selection, topic narrowing, and development of a central idea/thesis statement.
4. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas. (General Education Competencies B and D)
 - Construct outlines containing an introduction, body, and conclusion and following a logical pattern of organization.
 - Demonstrate appropriate topic selection, topic narrowing, and development of a central idea/thesis statement.

INSTRUCTIONAL MODES

Class sessions will include lectures by the instructor, class discussion of signed textbook readings, group work, audio/video presentations of model speeches, quizzes and exams. Presentations by the students will consume approximately one-third of the class sessions.

CLASS PROCEDURES, REQUIREMENTS, AND POLICIES

Code of Student Conduct:

All rules and regulations set forth in the current edition of the KCTCS *Community College Code of Student Conduct* will be followed in this course. It is the student's responsibility to obtain a copy of this publication at http://www.kctcs.edu/en/students/admissions/academic_policies/code_of_student_conduct.aspx

Reasonable Accommodation:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact a staff member in BCTC's Disability Support Services (DSS) office, Cooper Campus, Room 103 Oswald Building. The DSS phone number is 246-6530 or toll free 1-866-774-4872 ext 56530; you may also contact DSS via the BCTC website at:

<http://bluegrass.kctcs.edu/en/dss.aspx> . Please do not request accommodations directly from the professor or instructor. However, once the DSS office recognizes that you have a special need that may require an accommodation or assistance, please inform the instructor of that fact.

Weather or Emergency Closing Information

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are **delayed**, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages.

For a full list of closing information, please visit: http://bluegrass.kctcs.edu/news_and_events/closings_and_delays.aspx

Attendance:

Because this class is designed to enhance the skills you use in communicating with other persons, you **MUST** attend class regularly, participate in discussions, and perform as a responsive audience for your peers on speech days. You are expected to arrive punctually for every class session. All absences have the potential of affecting your grade.

If you must miss class, please see a classmate regarding class discussions and assignments. **NO MAKE-UP WORK IS AVAILABLE** for oral presentations, homework assignments, in-class exercises, quizzes, or exams, unless **PRIOR** arrangements are **approved** by me or if you submit a written request for make-up work with documentation requesting an excused absence. Granting of an excused absence is at the discretion of the instructor

Course Withdrawal Policy

The last day to withdraw from a course without instructor consent is **Monday, March 10**. Please see the current BCTC SCHEDULE OF CLASSES publication for the official college calendar or visit: http://bluegrass.kctcs.edu/Registrar/Withdrawal_Policy.aspx

SAP Statement:

If you receive grants and/or loans to pay for this class, you should be aware that withdrawing from or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. You are expected to attend class and have the required textbook(s) even though you have not received your financial aid or you may have an appeal in process.

Late Work Policy:

No points will be given for late assignments; late work is accepted, unless **PRIOR** arrangements are **approved** by me or if you submit a written request for make-up work with documentation requesting an excused absence. Granting of an excused absence is at the discretion of the instructor

Written Work:

FORMAT: For out-of-class assignments, only papers which meet these standards will be accepted:

1. All outside assignments must be typed, unless otherwise specified.
2. Do not use paper torn from a spiral notebook.
3. If a cover sheet is requested, list your name, your course and section number, the name of the assignment, and the date. If a cover sheet is not requested, write your name and your course and section number on the upper right corner of the first sheet.
4. Secure multiple pages with a staple or a paper clip.

Class Participation:

The quantity and quality of your contributions to class discussions and activities will enhance your learning process and prevent class sessions from becoming an instructor's monologue. Informed participation is expected and can be evaluated according to the following criteria:

1. Prepare for class discussion by reading each textbook assignment before it is presented in class.
2. Ask questions when they are appropriate.
3. Respond to others' comments when appropriate.
4. Offer oral positive feedback to your peers after they present their speeches.

Plagiarism:

Plagiarism in either written or oral work is a serious academic offense. Please see the KCTCS *Code of Student Conduct* publication for the official college policy regarding plagiarism at:

http://www.kctcs.edu/en/students/admissions/academic_policies/code_of_student_conduct.aspx

Speeches:

Four major speeches will be assigned for presentation during the semester. YOU MUST PRESENT ALL FOUR MAJOR SPEECHES IN ORDER TO RECEIVE A PASSING GRADE FOR COM 181.

Outlines:

For each of the major speech assignments, you must submit a complete sentence outline of the speech and a list of References that reflects your research for the speech. This information is to be handed in on the dates listed in the course schedule.

Your instructor will critique the outline and return it to you so that you may make necessary revisions before presenting your speech in class.

All speakers MUST submit an outline before each major speech. That is, NO ONE MAY PRESENT A SPEECH IN CLASS WITHOUT HAVING PREPARED AN OUTLINE OF THAT SPEECH FOR MY REVIEW, allowing me adequate time to evaluate the outline and offer suggestions. Late outlines will receive comments from me but will not be assigned points. Under no circumstances will you be allowed to speak without an outline or from an outline that has not been reviewed by me prior to the class period in question.

In-Class Evaluations:

In-class evaluations involve critical analyses of the speeches of fellow students. Evaluation forms are provided in the Essential Resources text and must be brought to the class on speech days for completion after each speech. I will review these evaluations and will assess points for the evaluators. After removing the names of the evaluators, I will return these forms to the speakers.

Exams:

You will have two exams: one at mid-term during a regular class period, and a comprehensive final exam during examination week. Specifics on exam procedures and content will be discussed in class.

Learn Smart Modules

All students will be required to complete assigned Learn Smart Modules through Blackboard/Connect Lucas.

Quizzes/Class Exercises:

A portion of your final grade will be based on participation in oral and written class assignments as well as on quizzes over required readings and materials. Quizzes may be given without prior announcement.

Student Rights and Responsibilities:

All rules and regulations set forth in the current edition of the KCTCS *Community College Code of Student Conduct* will be followed in this course. The Code of Conduct is available online at:

http://www.kctcs.edu/en/students/admissions/academic_policies/code_of_student_conduct.aspx

