

MARIAN UNIVERSITY

Adult and Online Studies

COM 220

Online Speaking and Presentations

Course Module

MARIAN UNIVERSITY

COM 220: Online Speaking and Presentations College of Arts, Science & Letters Communication Department

Instructor: Lynda Schultz
(920) 923-8793
Administration Building, Room 105
lkschultz@marianuniversity.edu

Mode of Delivery: Online

Required Textbook:

Public Speaking: The Virtual Text
(Online textbook available free at <http://publicspeakingproject.org/psvirtualtext.html>)

Course Description

This course develops theoretical understanding and practical application of oral communication and presentation skills within an online environment including techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences in diverse mediums, and physical and vocal delivery skills. Emphasis is on research, preparation, delivery and evaluation of informative and persuasive public speaking within a professional online context.

Goals

Upon completion, students should be able to prepare and deliver well-organized, research-driven speeches and demonstrate the speaking and interpersonal skills necessary to be effective communicators in both academic and professional settings.

Learning Objectives

The student will be able to do the following:

1. Communicate clearly, effectively, and respectfully in a variety of types of speeches and written assignments.
2. Understand and practice all the stages of the speech-making process (focusing a topic, developing main points and evidence, using transitions, organizing, drafting, revising, editing, and delivering).
3. Adapt speeches based on an analysis of audience and the speaking situation.
4. Develop a research plan, locate and evaluate source material, integrate material into speeches, and cite research appropriately.
5. Execute effective oral arguments using logical, emotional, and credibility-based appeals.
6. Critically analyze and evaluate both peer and professional speeches.
7. Gain increased confidence in ability to speak in public, as evidenced by decreased anxiety and improved physical and vocal delivery.

Teaching Strategies

This course is designed to be delivered in an online format via Marian Online 2. Students will engage in a variety of learning activities including: public speaking assignments, discussion forums, case study analysis, research projects, and problem-solving strategies. In addition to the textbook, online materials and multimedia content will be incorporated and used as the basis for discussion and activities.

Grading Criteria:

Participation in class discussions, case study analysis, weekly quizzes, and public speaking and presentation assignments, weighted as follows:

Evaluation Methods/Instruments:

Weekly Discussions	20%
Weekly Quizzes	10%
Training Presentation	25%
Proposal Presentation	25%
Reflection Exercise	20%
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Course Total:	100%

Special reminder for Communication majors: Communication majors and minors must earn a course grade of C- or higher in order to receive credit toward graduation. A grade of D+ or lower will require that you re-take the course and earn a higher grade.

Grading

All assignments are given a numerical grade. At the conclusion of the semester, grades are averaged and letter grades assigned. Students may inquire about their standing at any time during the semester. The following is the grading scale:

93-100 = A	87-89 = B+	77-79 = C+	67-69 = D+	Less than 60 =
90-92 = A-	83-86 = B	73-76 = C	63-66 = D	F
	80-82 = B-	70-72 = C-	60-62 = D-	

University Policies

**For full description for Marian University policies and procedures, please refer to the Academic Bulletin or AGS Handbook.*

Academic Honesty Policy

A policy of academic honesty is consistent with the mission statement of Marian University by ensuring academic integrity and thereby furthering the personal, moral, and intellectual development of the learning community. The intent of this policy is to establish consistency and to heighten the responsibility of the entire university community (faculty, staff and students) by identifying areas that would violate the concept of academic honesty. Little distinction is made between the student who is actually guilty of academic dishonesty and anyone who aids the student (e.g. by providing a copy of a stolen exam or by writing a paper for another student). An instructor and the University may change a student's grade at any time, even after a course has been completed, if the student has violated the Academic Honesty Policy.

The rules and procedures set forth in the current Student Handbook dealing with academic honesty will be followed in this class. Students are expected to have familiarized themselves with these rules and procedures. This applies to cheating, plagiarism, and intentional misrepresentation of the truth. If an assignment is prepared by a student for this class, it is expected that it be the student's own work and that any use of the work of another be properly quoted and cited. The minimum penalty for plagiarism is a failing grade on the work in question.

Disability Statement

Marian University will provide reasonable accommodations to qualified individuals with disabilities. If you feel you need accommodations to fully participate in this course, please contact Lisa Olig, Coordinator of Disability Services and Academic Support at 920-923-8951 or lmolig65@marianuniversity.edu.

Adult Studies - Online attendance

As in the face-to-face environment, Marian Online classes require attendance. 'Attendance' is defined as participation in both the individual assignments and discussions. Learners who do not participate in a given learning session or who fail to complete the learning session's assignment will be 'absent' for said class period.

While engaged in an online course, you will be expected to sign into the Marian Online system regularly, checking for e-mail updates, material uploads, and other course events. You will likewise be expected to respond to all class-related correspondence within 24 hours after it is posted. In extenuating circumstances, such as travel or health-related situations, more time between sign-ins may be approved; however, you will need to notify your instructor ahead of time and request approval.

Classroom and Campus Expectations

Students are encouraged to maximize the learning experience offered through Marian University. Ideal learning takes place in environments where trust, mutual respect and active engagement is valued and observed by all participants.

Students enrolled at Marian University are expected to conduct themselves in a manner appropriate to a professional setting. Students are expected to be respectful of the learning environment established by the instructor. No student has the right to be disruptive, disrespectful or uncivil in their conduct – including language – in any setting at Marian University (this includes online, Facebook, web-based venues).

A student who is deemed to be inappropriate in the (online) classroom may be asked to leave the class for a session or longer, or may be administratively withdrawn by University officials.

Workload Expectations

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course for instruction or preparation/studying or course-related activities (including lectures, laboratories, recitations, discussion groups, field work, study, and so on), averaged over the semester, in order to complete the work of the course to achieve an average grade.

This course is a 3-credit course. For every hour of in course/instructional time, a minimum of two hours of out-of-class work is expected. Additional hours are expected of graduate course work depending on the degree outcomes. According to Federal Guidelines from the US Department of Education, a 3-credit course assumes a minimum of 135 hours of course-related activities. The outside of classroom expectations of the students are as follow, for various modes of course:

- A course that meets for three hours each week across a 15-week semester (meets three times for one hour, meets two time for 75 minute session, or meets once for a three hour block) will have a minimum of six hours of outside class-work per week.
- A 7-week course that meets once a week for approximately 4 hours will have a minimum of 15 hours of outside class-work per week.
- An 8-week course that meets once a week for approximately 4 hours will have a minimum of 13 hours of outside class-work per week.
- Online and hybrid courses will have a minimum of 135 hours of combined synchronous or asynchronous course activities across the length of the course.

Academic activities include, but are not limited to reading, writing, studying, research, completing various assignments, and small group work.

At least an equivalent amount of class-related work is required for laboratory, field trip, practicum, workshop, group studio, individual studio, independent study, dissertation, clinical placements, student teaching, and practices. Courses that are more or less than 3 credits use the same calculation of in course/instructional time, a minimum of 45 hours of course-related activities per unit of credit over the duration of the course.

Deadlines: All assignments must be handed in on time within the designated area on Marian Online 2. Late work will not be accepted in this course. Student responses to the weekly discussion forum questions are due no later than 11:59 p.m. on Wednesdays in the week the question is assigned. Response posts are due by 11:59 p.m. on Sundays in the week the question is assigned.

Written Assignment Guidelines

All assignments must adhere to American Psychological Association 6th edition formatting standards.

- In the text of the paper, use the author's last name, the year of publication, and the page number like this: (Gitlin, 2002, p. 10).
- In the list of references at the end, organize alphabetically by author last name, like this:
Gitlin, T. (2002). *Media unlimited: How the torrent of images and sounds overwhelms our lives*. New York: Henry Holt and Co.

For additional information on APA style format see the class handout and the following websites: <http://owl.english.purdue.edu/owl/resource/560/01/>

COURSE SCHEDULE

WEEK	TOPICS	ASSIGNMENT DUE	READINGS
1	Introduction to Public Speaking Listening Effectively	Discussion Quiz	Chapter 1 Chapter 4
2	Audience Analysis Informative Speaking Selecting a Topic	Discussion Quiz	Chapter 5 Chapter 15 Chapter 8
3	Supporting Your Ideas Introductions and Conclusions	Discussion Quiz Training Presentation	Chapter 7 Chapter 9
4	Persuasive Speaking Special Occasion Speaking Critical Thinking & Reasoning	Discussion Quiz	Chapter 16 Chapter 17 Chapter 6
5	Visual Aids Group Presentations	Discussion Quiz Proposal Presentation	Chapter 13 Chapter 18
6	Using Language Well Speaking with Confidence	Discussion Quiz	Chapter 10 Chapter 11
7	Reflection Final Presentation	Final Presentation <i>Due last day of class –</i>	