



# MILLIKIN UNIVERSITY®

## COURSE SYLLABUS

### CO 200 Public Speaking

August 24 – December 12, 2020

Lori Robertson, Instructor  
Communication Department

#### GENERAL COURSE INFORMATION

**Course Title:** Public Speaking  
**Course ID:** CO 200 04  
**CRN:** 10316  
**Term:** Fall 2020  
**Dates/Time:** online  
**Time:** online  
**Location:** Moodle  
**Credit Hours:** 3

#### INSTRUCTOR INFORMATION

**Instructor:** Lori Robertson  
**Office:** off campus  
**Email:** lvrobertson@mail.millikin.edu

#### PURPOSE OF THE COURSE

##### Course Description:

This course focuses on the fundamental principles of crafting and delivering speeches as well as analyzing, evaluating, and improving rhetorical skills. Students will be more confident and effective speakers upon completion of this class.

##### Course Learning Goals, Outcomes & Objectives:

Upon completion of the course, students will be able to:

1. Identify and perform skills necessary for assigned types of public speeches.
2. Understand the importance of effective language, (non)verbal communication, and presentational aids in public speaking.
3. Demonstrate research and organizational skills
4. Develop and deliver a purposeful message with appropriate physical presence and voice.
5. Respond with critical thinking to readings, speeches, and discussions.
6. Listen to, analyze, and evaluate various types of speeches within their context.
7. Incorporate and properly cite information from outside sources ethically and appropriately.

## **Department and/or University Studies Learning Goals:**

For University Studies students, this course may fulfill an Oral Communication requirement. The Communication Department learning goals are:

1. Students will demonstrate the ability to communicate in personal, scholarly, and professional contexts through appropriate verbal, nonverbal, and mediated formats before diverse and varied audiences.
2. Students will distinguish the theories pertinent to communication studies and demonstrate the skills needed to create, present, analyze, and evaluate messages in relevant contexts.
3. Students will demonstrate critical thinking skills when generating, consuming, and evaluating messages in relevant communication contexts.

## **LEARNING ENVIRONMENT**

This course is a distance-learning course using Moodle. All assignments, discussion forums, papers, quizzes, speeches, etc. will be administered and submitted using Moodle.

## **Required Books from the bookstore:**

Textbook is free, but an access key for POPS is required. Access Key may be purchased through the MU Bookstore or through POPS directly at: <https://www.studentsheet.com/register/>

## **Course Materials from the department:**

You will need regular access to your Millikin email, the Internet, a webcam, a microphone (built in to a recording device is fine), and Moodle.

## **COURSE SCHEDULE & PLANS**

### **Course Organization**

\*See tentative weekly course schedule at the end of this syllabus. All assignments will be due at 11:55pm on Sundays in Moodle.

### **Landmark Events & Due Dates**

Introductory Speech – due September 6  
Quiz #1 – due September 13  
Quiz #2 – due September 20  
Quiz #3 – due October 11  
Midterm: Professional Speech Analysis – due October 18  
Informative Speech – due November 1  
Persuasive Speech – due November 22  
Special Occasion Speech – due December 6  
Quiz #4 – due December 12

## **HOW LEARNING WILL BE ASSESSED**

### **Assignments & Semester Grading Weight**

This course combines theory and performance. Evaluation consists of oral and written components.

Introductory Speech 10%  
Informative Speech & Outline 15%  
Persuasive Speech & Outline 20%  
Special Occasion Speech 5%  
Midterm: Professional Speech Analysis 10%  
Quiz #1 5%  
Quiz #2 5%  
Quiz #3 5%  
Quiz #4 5%  
Moodle Participation Assignments 20%

### **Grading Scale & Methods:**

A = 92-100%	A- = 90-91%	B+ = 88-89%	B = 82-87%	B- = 80-81%	C+ = 78-79
C = 72-77%	C- = 70-71%	D+ = 68-69%	D = 62-67%	D- = 60-61%	F = 0-59%

### **Attendance & Participation**

1. All major assignments, speeches, and exams must be completed for a passing grade in the course.
2. This is a participatory class. You are expected to actively participate in forum discussion, peer reviews, assignments, speeches, etc.
3. Since you are given several days to work on assignments, and you are able to complete your assignments anytime during that week, NO LATE WORK WILL BE ACCEPTED. Period. Technology is not an excuse for missed deadlines.
4. Cheating and plagiarism will absolutely not be tolerated. Consequences will be swift and severe and could result in an F in the assignment, the course, or expulsion from the university.
5. I expect college-level writing and grammar. Please proofread all forum posts, outlines, and assignments carefully.
6. Please feel free to talk to me about any concerns or issues with the class or that may be going on in your life that may impact this course.

### **Missed Assignments**

Since you are given one week to work on assignments, and you are able to complete your assignments anytime during that week, NO LATE WORK WILL BE ACCEPTED. Period. Technology is not an excuse for missed deadlines.

## **Millikin University Syllabus Student Guidelines for All Courses**

### **TECHNICAL, CLASSROOM, AND COLLEGE POLICY INFORMATION**

#### **Disability Accommodation Policy**

Please address any special needs or special accommodations with me at the beginning of the semester or as soon as you become aware of your needs. If you are seeking classroom accommodations under the Americans with Disabilities Act, you should submit your documentation to the Center for Academic and Professional Performance at Millikin University, located in University Commons 312.

#### **Distance Delivery Components**

Millikin University is committed to providing support for students using technology resources in pursuit of academic success. The Department of Information Technology resides in Shilling Hall and offers walk-in support. Please visit <<http://millikin.libguides.com/ed-tech>> for link, resources, and additional information that aid in the use of technology in distance/hybrid delivery and technology policies.

#### **University Commitment to Student Success**

Millikin University is committed to the success of all students. As such, the University provides a variety of services devoted to academic support of both undergraduate and graduate students, although some service provision may vary by degree level. The Center for Academic and Professional Performance serves as the hub for these services. Services include, but are not limited to, the following:

- Tutoring
- Supplemental Instruction
- Study Skill Assistance
- One on One Advising
- Major Change Assistance
- Development of Personalized Academic Growth and Success Plans
- Support of Exploratory Studies majors
- Support for students on Academic Probation or Progress Warning
- Accommodations for Students with special learning needs
- Online Resource Library

In addition to the Center for Academic and Professional Performance, the University Writing and Math Centers offer students intensive support in these subject areas.

#### **Engagement and Attendance Policy**

Students or faculty that are ill should NOT attend or hold face-to-face classes or meetings. If you experience any combination of the following symptoms, you should contact your primary care provider or the DMH Health Clinic at 217-424-6360.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19. You should explain your symptoms to your primary care provider or the DMH Health Clinic so they can determine whether you should be tested for COVID-19, and how long you should self-quarantine. You are not required to show documentation that you have seen a healthcare professional. Faculty who hold face-to-face class who are symptomatically ill or under quarantine should be reported to their academic chair or dean.

You will not be penalized for missing a face-to-face class due to symptomatic illness or under quarantine, but are still required to complete assigned work. You may be assigned additional work to engage in course material missed during class. You should take note of the Academic Dishonesty policy in this syllabus as it relates to lying to or misleading faculty as it relates to course engagement and attendance.

### **For Students Who Need to Attend Remotely**

If you have an underlying health condition or have increased risk factors, you may choose to engage in this class remotely without meeting face-to-face. Alternative activities will be required to measure your engagement in the course. To elect this option, contact the instructor for more details.

### **Classroom Health and Safety - Required for face-to-face instruction**

It is the shared responsibility of everyone in this course to maintain health and safety guidelines to reduce the risk of spreading COVID-19 and other illnesses. To that end, you have the responsibility to not only adhere to the safety guidelines listed below, but also to hold your classmates and faculty accountable. With compassion, bring noncompliance to their attention and remind them that it is to everyone's benefit to follow the health and safety guidelines outlined. The instructor reserves the right to ask noncomplying students to leave the classroom at any time. You have the right and responsibility to report non-compliance of the instructor to their department chair, director, or dean.

- Students and faculty are required to wear a face mask, shield, or use an appropriate barrier at all times.
- Students and faculty are required to maintain 6 feet of social distance from one another at all times.
- Students and faculty will jointly clean and sanitize equipment, furniture, instructional and meeting spaces with supplies provided by the University. At the end of each class, you will be expected to wipe down surfaces and ensure that the area you used is free of any papers, wrappers, bottles, trash, etc.

If you have an underlying health condition or increased risk factors, you may wear additional personal protective equipment (PPE) beyond a mask. In doing so, you will not be discriminated against. It is possible, however, that assignments or projects may be modified to accommodate additional PPE.

### **Inclusive Excellence**

Every student in this classroom, regardless of personal history or identity categories, is a valued member of this group. Your experiences are valuable and important, and you should feel free to share them as they may become relevant to our class. No student in this class is ever expected or believed to speak for all members of a group. In this classroom, you have the right to determine your own identity. You have the right to be called by whatever name you wish, and for that name to be pronounced correctly. You have the right to be referred to by whatever pronoun you wish. You have the right to adjust those things at any point in your education. If you find that there are aspects of course instruction, subject matter, or classroom environment that result in barriers to your inclusion, please contact me privately without fear of reprisal.

### **Sexual Misconduct**

Millikin University is committed to providing a campus culture of respect that is free from discrimination, sex discrimination, and sexual misconduct of all forms. Sexual misconduct is unlawful and will not be tolerated. Title IX makes it clear that violence and harassment based on sex and gender are subject to the same **rights** and **support** as other protected categories. If you or someone you know is a victim of sexual misconduct, or you know of an alleged incident of sexual misconduct, you can speak to someone **CONFIDENTIALLY** by contacting Growing Strong Sexual Assault Center (who serves as Millikin's confidential reporting resource) @ 217.428.0770, and can file a report directly to any one of the following:

- Diane Lane, Director, Human Resources/Title IX Coordinator @ [dlane@millikin.edu](mailto:dlane@millikin.edu); 217.362.6416;
- Tammy Maxwell, Assistant Director, Human Resources/Deputy Title IX Coordinator for Employees @ [tmaxwell@millikin.edu](mailto:tmaxwell@millikin.edu); 217.362.6416;
- Raphaella Prange, Dean of Student Development/Deputy Title IX Coordinator for Students @ [rpalmer@millikin.edu](mailto:rpalmer@millikin.edu); 217.424.6395;
- Electronically at [TitleIX@millikin.edu](mailto:TitleIX@millikin.edu) (will be responded to within 12 hours)
- Campus Conduct Hotline, an anonymous reporting line, at 866.943.5787

### **Academic Integrity Standards**

The intellectual and moral integrity of an academic community depends upon an uncompromising commitment to honesty which guides the actions of all its members. Any disregard for this threatens the unrestricted and honest exchange of knowledge. The Faculty has the right and the responsibility to hold students to high ethical standards in conduct and in works performed, as befits a scholar at the university. Violations of academic integrity include, but are not limited to:

- Cheating
- Collusion
- Electronic Dishonesty
- Grade Falsification
- Plagiarism

Faculty members have the responsibility to investigate all suspected breaches of academic integrity that arise in their courses and shall have the authority to decide whether the student(s) has violated the Academic Integrity Policy. If it is determined that the violation occurred, the faculty member will decide the consequences, taking into account the severity and circumstances surrounding the violation, and will inform the student in writing, forwarding a copy of the letter to the Registrar and to the Dean of Student Development.

Consequences to an academic integrity violation include, but are not limited to:

- A letter in the student's academic file
- Failure on assignment(s)
- Failure in the course
- Issuance of an XF for the course
- Conduct hearing with Student Development

Given the aforementioned leniency regarding attendance policies, the instructor is placing inherent trust in you to report missed class meetings accurately and truthfully. Misrepresenting your symptoms or quarantine status will be treated as an act of academic dishonesty as outlined in the university bulletin.

You are not allowed to share or reproduce any electronic content from this course. Doing so will result in a failing grade or an XF for egregious incidents. For example, sharing clips of video or audio to social media (even if it is very funny!) is prohibited and will result in an F for the course.

If a student received an XF, this remains as a permanent grade and cannot be removed from the official transcript. Some programs and majors have more explicit ethical standards, which supersede this Policy, and violation of which may result in dismissal from some programs or majors within the University. The complete policy may be found at <<https://www.millikin.edu/student-development/student-handbook>>.

### **Disruptive Behavior Policy**

Students who exhibit behaviors that are considered to obstruct or disrupt the course goals or learning environment are subject to student conduct action per the University Standards of Conduct. Behaviors that are considered disruptive include, but are not limited to: tardiness, sleeping, inappropriate use of mobile or electronic devices, use of language that is offensive or discriminatory, excessive interruption, and/or repeated violation of faculty or classroom expectations which are stated in the course syllabus. Students who exhibit such behavior may be dismissed from the class and referred to Student Development.

### **Dropping a Course and the University Withdrawal Policy**

There is an add/drop deadline for each academic term. During the allowed period, students may elect to add or drop courses by completing the proper form and requesting signature from the instructor or department chair as required. (Forms are available in Registrar's Office). Faculty members reserve the right to permit dropping or adding courses after the set deadline. Courses dropped during the appropriate period result in a W on the student transcript. Courses dropped after this period will result in the earned grade at the time of drop.

Students who leave the University during or at the end of the semester must report to the Registrar's Office to complete the necessary procedures and forms. Students who withdraw from the University may be eligible to receive a refund of charges assessed by the University in accordance with the refund schedules (undergraduate traditional, accelerated, or graduate) posted in the Academic Bulletin. Students may also be involuntarily withdrawn if they engage or threaten to engage in behavior which poses a danger of causing physical harm to self or others. The Involuntary Withdrawal Policy may be found in the Student Handbook.

### **Course Evaluations**

Millikin University utilizes online course evaluations which are available beginning in the last week of each course term. Students may log into their MyMillikin portal to complete course evaluations. Evaluations are considered an important part of the teaching and students should feel comfortable giving thoughtful, honest feedback.

## General Course Schedule Fall 2020 – CO 200 04

Week #: Dates	Textbook Chapters	Topics Covered	Major Assignments Due
1: August 24-30	1.1, 1.2, 1.3, 1.4, & 1.5	Intro to Public Speaking & Communication	
2: August 31-September 6	1.6, 1.7, & 2.1	Listening Your Audience Speech Basics	Introductory Speech
3: September 7-13		Review of chapters 1.1 to 1.5	Intro Speech Self-Review Intro Speech Peer Review Quiz #1 (covering textbook chapters 1.1, 1.2, 1.3, 1.4, and 1.5)
4: September 14-20	2.2 & 4.1	Topic Selection Informative Speeches Review of chapters 1.7, 2.1, 2.2, and 4.1)	Quiz #2 (covering 1.7, 2.1, 2.2, and 4.1)
5: September 21-27	2.3 & 2.4	Speech Organization Speech Building	Informative Speech Topic Proposal
6: September 28-October 4	3.1 & 3.2	Supporting Materials Research Credibility Power of Words	
7: October 5-11	3.3	Speech Delivery Speech Practice Review of chapters 3.1 to 3.3	Quiz #3 (covering 2.3, 2.4, 3.1, 3.2, and 3.3)
8: October 12-18		Midterm	Midterm – Professional Speech Analysis
9: October 19-25		Speech Preparation	Informative Speech Outline Rough Drafts & Informative Speech Practice Sessions
10: October 26-November 1			Informative Speech video, speaking notes, and final outlines
11: November 2-8	4.2	Persuasive Speeches	Informative Speech Self-Review and Peer Reviews
12: November 9-15		Speech Preparation	Persuasive Speech Outline Rough Drafts & Informative Speech Practice Sessions
13: November 16-22			Persuasive Speech video, speaking notes, and final outlines
14: November 23-29	<i>Thanksgiving Break – No Work Due this Week</i>		
15: November 30-December 6	4.3	Special Occasion Speeches	Special Occasion speech Persuasive Speech Self and Peer Reviews
16: December 7-14			Quiz #4 (covering 4.2, and 4.3)