COMM 180 Foundations of Public Speaking   3 credits

Prerequisites: Students should have a basic understanding of the conventions of standard, written English. Students should be proficient in using English as a spoken language.

Instructors: Stacie Vesolich, MEd

Kristin Oberg, MA

Contact Information: Instructor may be contacted through the Canvas messaging system

Additional Information: www.portagelearning.com[*]

Course Meeting Times: COMM 180 is offered continuously

Course Description: Foundations of Public Speaking is designed to help students develop effective presentation skills through an understanding of both communication theory and practice. Throughout this course, students will explore such topics as: ethics and public speaking, the power of language, credibility, speaker confidence, how to adapt a presentation for different occasions, purposes, and audience, speech design and organization, research, and methods of delivery. Civility, ethical speech making, and audience centered communication are the foundations of this course.

Course Outcomes:

- Identify and explain the personal and professional benefits of public speaking. Identify key elements of the public speaking process.
- Discuss and explain the tradition of public speaking and increase personal knowledge of the dynamics of the public speaking process
- Assess and analyze personal communication style and recognize its effect on others
- Organize and present speeches that demonstrate clarity in position, delivery, and adherence to a specified assignment

*Please see the *Module Topics* section below for expanded course outcomes.*

Each of these COMM 180 student learning outcomes is measured:

Directly by: (1) Essay assignments (with instructor feedback)

(2) Module Quizzes

(3) Recorded Speeches

Indirectly by an end of course student-completed evaluation survey

---

[*] Portage Learning college courses are offered by Geneva College, which is accredited by the Middle States Commission on Higher Education. Portage Learning is included in the College's Department of Professional and Online Graduate Studies; courses are delivered through the PortageLearning.com platform.

Course Delivery: This course is asynchronously delivered online. Contact hours include 40 - 50 hours of reviewed module assignments with instructor feedback, and 10 - 20 hours of writing a final research paper.

Course Progression: In keeping with best learning practices, the next module assignments for this course will *not* unlock until the previous one is graded. This will allow for instructor feedback/class expectations as the student moves through the material. Instructors, like the College, are not available during the weekend; grading, therefore, is M-F and may take up to 72 hours during these days. Also, it is the policy of Portage Learning to support a minimum of 21 days; this is not a negotiable time period. Please plan your time accordingly.

Required readings, lectures, and assignments: Portage courses do not use paper textbooks. Students are required to read the online lesson modules written by the course author which contain the standard information covered in a typical course.

We do not support the use of outside resources to study, except for the ones listed in the syllabus under "Suggested External References". If you have questions about the material or would like further explanation of the concepts, please contact your instructor.

Testing Area Validation

Validity of the student's work is of primary concern regarding online education. As part of our effort to maintain the highest levels of academic integrity while also respecting student sensibilities, Geneva - Portage Learning has contracted with Respondus to provide extensive exam coverage utilizing both Lockdown Browser and AI monitoring capabilities in all applicable courses. The first step before every exam includes validation of the testing area. Please review the testing area *requirements* outlined within the course. Failure to validate the testing area will result in a warning on the first offense and a zero on the exam for any subsequent offenses.

OFFENSE	DEFINITION	ACTION
TAIW: *Test Area Invalidation Warning*	**Test Area Invalidation Warning** occurs when a student- for the *first time*- fails to: ✓ do a sufficient room scan *and/or* ✓ show their ID (in a readable manner)	No point deduction
TAI: *Test Area Invalidation*	**Test Area Invalidation** occurs when a student- for the *second time*- fails to: ✓ do a sufficient room scan *and/or* ✓ show their ID (in a readable manner) ✓ and they do not head any advice given in their initial warning. PLEASE NOTE: Should this occur additional times, the student will continue receiving "Testing Area Invalidations" with zeros on their exams.	0 on the exam

Academic Integrity is a serious matter. In the educational context, any dishonesty violates freedom and trust, which are essential for effective learning. Dishonesty limits a student's ability to reach his or her potential. Portage places a high value on honest independent work. In a distance learning situation, we depend on the

student's desire to succeed in the program he or she is entering. It is in a student's own best interests not to cheat on an exam, as this would compromise the student's preparation for future work. A violation of the academic integrity policy may result in a score of zero on the exam and possible expulsion from the course, at the discretion of the instructor with consultation with an administrative-instructional committee.

Please note the additional instructions about plagiarism below that apply specifically to the proper use of outside sources when writing a paper: Avoid the following forms of plagiarism:

> Copying but failing to properly cite short quotes copied from a source.

> Rewording major sections from a source but not citing the source.

> Copying, but failing to cite several paragraphs throughout the paper.

> Copying and pasting extensive portions of the paper from a source.

Copying, but failing to cite short quotes copied from a source may be one of the most common forms of plagiarism. Avoid this violation of academic integrity by making and keeping notes of information taken from any source including the information needed to create a citation.

Not copying directly, but rewording (paraphrasing) the information from a source but failing to cite the source is a violation of the academic integrity agreement. Make sure you avoid this form of plagiarism by including a citation after any words, data, and information that are not your own, original thoughts or words.

Copying extensive portions of the paper from one or more sources without using citations is regarded as plagiarism. Sometimes students will copy and paste from an electronic source as a shortcut to doing the research and writing necessary to construct a good paper. This is the most egregious form of plagiarism and is easily recognized by instructors who often utilize electronic scanning programs that detect this type of cyber-plagiarism.

Copying means duplicating from a paper or electronic source by any means including, but not necessarily limited to mechanical means, electronic copying and pasting or entering data, or information from memory, without properly citing the source.

To avoid plagiarism, be sure to include a citation within the paper where the quote occurs (in-text or parenthetical citation), as well as a reference list at the end of the paper that contains information describing the sources used in the text (works cited list). Consult your course materials and instructor for instructions.

Instructors have the authority to deal with plagiarism in a paper according to their best judgement. Normally, copying one short quotation without properly citing it will result in deduction of points and instructions to rewrite the offending section. Larger infractions will usually result in a major loss of points and the requirement to

rewrite the entire paper. Copying all or nearly all of a paper will usually result in an automatic loss of all points for the paper.

Multiple infractions of the academic honesty policy in a given course will result in a loss of points that could result in a failing grade in the course and removal from the program.

If students have questions about this policy, they should contact their instructor. Failure to understand this policy regarding violations of academic integrity when writing papers will not excuse any student from its consequences. In the enforcement of the policy, **no notification is needed between occurrences.** If three occurrences are found in your course prior to your instructor grading your work, each occurrence will be treated as an individual case and the enforcement will apply as shown above.

Review the Student Handbook for more specifics. If you have any questions regarding the academic integrity policy, please consult your instructor **prior** to taking module exam one.

Participation Policy: In the online environment, participation is marked by the completion of an *academic event* in *each week* of the course; details are outlined within the course schedule, which will be provided via email prior to the start date. Academic events include, but are not limited to, submission of a class assignment or completion of a quiz/exam.

- **If no academic event is completed within Week 1 of a course, the student will be administratively withdrawn from the course**. Beyond the first week, if an academic event is not completed as outlined in the course schedule, the student will be considered as having not participated in that week of class.
- **If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F**, depending on how much of the course has transpired at the time of the second week of non-participation.
- For more details, please review Geneva – Portage Learning Student Handbook.

Required Computer Accessories: It is recommended that students use a desktop or laptop computer, PC or Mac, when taking the course. Some tablet computers are potentially compatible with the course, but not all features are available for all tablet computers. The latest full version of Google Chrome, Firefox, Edge, or Safari browser is required for the optimal operation of the Canvas Learning Management System. In addition, this course will use the Respondus Lockdown Browser for exams; a strong internet connection is needed. You are also **required to use LockDown Browser with a webcam**, which will record you during an online, nonproctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.") **Your computer must have a functioning webcam and microphone. Additionally, students will need a photo ID that includes your picture and full name is required. Please note, Chromebooks and tablets (other than iPad) are not compatible on exams using the Lockdown Browser.** Instructions on downloading and

installing this browser will be given at the start of the course. We highly recommend using a high-speed Internet connection to view the video lectures and labs. You may experience significant difficulties viewing the videos using a dial-up connection.

For more information on basic system and browser requirements, please reference the following:
Canvas browser and system requirements: https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66
Respondus Requirements: https://web.respondus.com/he/lockdownbrowser/resources/
Respondus Monitor Requirements: https://web.respondus.com/he/monitor/resources/

Module Topics

Module 1:   Foundations of Public Speaking/Why Public Speaking Matters

1.1   Introduction: Why study public speaking

1.2   Components of an audience centered speaking model

1.3   Ethics and public speaking

Outcomes:

- Identify and explain the personal and professional benefits of public speaking.

- Understand the tradition of public speaking and increase knowledge of the dynamics of the public speaking process.

- Understand the importance of ethics in public speaking.

Module 2:   The Importance of Language

2.1   Why words matter

2.2   Principles of effective language use

2.3   Constructing a meaningful message

Outcomes:

- Understand the importance of the study of language and message creation.

- Summarize the key principles and distinctives of language.

- Explain how words can be used to create supportive or defensive communication climates.

Module 3:   Finding Your Voice: Speaker Credibility and Confidence

    3.1   Understanding credibility: Managing the impression you make

    3.2   Understanding communication anxiety

    3.3   Managing communication anxiety/Building speaker confidence

Outcomes:

- Identify and understand the dynamics of speaker credibility.
- Assess one's level of communication anxiety as a public speaker and apply specific strategies to become a more confident speaker/presenter.

Module 4:   Audience Analysis

    4.1   What is audience analysis and why is it important

    4.2   Understanding audience demographics, dynamics, and diversity

    4.3   Adjusting and adapting to the audience

Outcomes:

- Understand the nature and significance of audience analysis in the public speaking process
- Conduct audience analysis on the basis of demographics, dynamics, and diversity.
- Develop skills and flexibility to adjust and adapt a message to specific and varied audiences.

Module 5:   Speaking to Inform

    5.1   Principles of informative speaking

    5.2   Types of informative speeches

    5.3   Organizing an informative speech

Outcomes:

- Identify and describe the basic purposes of informative speaking and types of informative speeches.
- Identify and use appropriate strategies for organizing and presenting an informative speech.

Module 6:   Speaking to Persuade

    6.1   Principles of persuasive speaking

    6.2   Theories of persuasion

    6.3   Organizing a persuasive message

Outcomes:

- Identify and describe the basic purposes of persuasive speaking.
- Identify and use appropriate strategies for organizing and presenting a persuasive speech.

Module 7:   Parts of a Speech

7.1   Organizing and outlining a speech

7.2   Speech introductions

7.3   Body: Organizing main ideas

7.4   Speech conclusions

7.5   Transitions

Outcomes:

- Explain and implement key strategies and principles for organizing and outlining a speech.
- Develop a preparation outline and speaking notes for a speech.
- Explain the functions of, and several strategies for speech introductions, conclusions, and transitions.

Module 8:   Methods of Delivery

8.1   Methods of Delivery

8.2   Effective verbal delivery

8.3   Effective nonverbal delivery

8.4   Presentation aids

Outcomes:

- Understand the basic methods of delivery, identify effective uses of each method, and select a preferred method or method(s) of delivery.
- Apply strategies for effective verbal and nonverbal delivery.
- Discuss how to prepare, use, and assess presentation aids.
- Understand the importance for adjusting one's presentation style according to the presentation medium (in person or virtual).

Module 9:   Final Presentations

(Students will put the principles of the course together for a final presentation.)

Outcomes:

- Understand and apply criteria for evaluating speeches.

Grading Rubric:

Check for Understanding	1 pt.
8 Module Quizzes (25 pts. each)	200 pts.
Module 1: Introductory Speech	20 pts.
Module 2: Motivational Speech	20 pts.
Module 3: Speaker Evaluation	20 pts.
Module 4: Audience Analysis	20 pts
Module 5: Speech to Inform	50 pts.
Module 6: Elevator Pitch	20 pts.
Module 7: Parts of a Speech	20 pts.
Module 8: Self-Assessment	20 pts.
Final Essay Exam	60 pts.
Final Speech- Persuasive Speech	100 pts.
Total:	**551 pts**

The current course grade and progress is continuously displayed on the student desktop.

Grading Scale:

96.5% - 100% = A+
92.5% - 96.4% = A
89.5% - 92.4% = A-
86.5% - 89.4% = B+
82.5% - 86.4% = B
79.5% - 82.4% = B-
76.5% - 79.4% = C+
72.5% - 76.4% = C
69.5% - 72.4% = C-
66.5% - 69.4% = D+
62.5% - 66.4% = D
59.5% - 62.4% = D-
0% - 59.4%   = F

Suggested External References:

If the student desires to consult a reference for additional information, the following texts are recommended as providing supplemental information regarding the course subject matter.

Stand up, Speak out

The Practice and Ethics of Public Speaking

[Author removed at request of original publisher]

NOTE: We do not support the use of outside resources to study, except the ones listed above.

Learning Support Services:

Each student should be sure to take advantage of and use the following learning support services provided to increase student academic performance:

Video lectures: Supports diverse learning styles in conjunction with the text material of each module

Messaging system: Provides individual instructor/student interaction

Tech support: Available by submitting a help ticket through the student dashboard

Accommodations for Students with Learning Disabilities:

Students with documented learning disabilities may receive accommodations in the form of an extended time limit on exams, when applicable. To receive the accommodations, the student should furnish documentation of the learning disability at the time of registration, if possible. Scan and e-mail the documentation to studentservices@portagelearning.com. Upon receipt of the learning disability documentation, Portage staff will provide the student with instructions for a variation of the course containing exams with extended time limits. This accommodation does not alter the content of any assignments/exams, change what the exam is intended to measure or otherwise impact the outcomes of objectives of the course.

One-on-one Instruction:

Each student is assigned to his/her own instructor. Personalized questions are addressed via the student dashboard messaging system.

Online learning presents an opportunity for flexibility; however, a discipline to maintain connection to the course is required; therefore, communication is essential to successful learning. **Check your messages daily.** Instructors are checking messages daily Monday-Friday to be sure to answer any questions that may arise from you. It is important that you do the same, so you do not miss any pertinent information from us.

Holidays:

During the following holidays, all administrative and instructional functions are suspended, including the grading of exams and issuance of transcripts.

New Year's Day	Easter
Memorial Day	Independence Day
Labor Day	Thanksgiving weekend
Christmas Break	

The schedule of holidays for the current calendar year may be found under the Student Services menu at www.portagelearning.com

Code of Conduct: Students are expected to conduct themselves in a way that supports learning and teaching and promotes an atmosphere of civility and respect in their interactions with others. Verbal and written aggression, abuse, or misconduct is prohibited and may be grounds for immediate dismissal from the program.

This is a classroom; therefore, instructors have the academic freedom to set forth policy for their respective class. Instructors send a welcome e-mail detailing the policy of their class, which students are required to read prior to beginning the course.

Grievances: If a student has a complaint about the coursework or the instructor, the student is advised to first consult the instructor, who will be willing to listen and consider your concern. To file a formal grievance for consideration by the Academic Review Committee, the process must be initiated via written communication to academics@portagelearning.com.

Remediation: At Portage Learning we allow a "one-time" only opportunity to re-take an alternate version of **one** module exam on which a student has earned a grade lower than 70%. This option must be exercised before the final exam is started. If an exam is retaken, the original exam grade will be erased, and the new exam grade will become a permanent part of the course grade. However, before scheduling and attempting this retest, the student must resolve the questions they have regarding the material by reviewing both the old exam and the lesson module material. Once ready to attempt the retest of the exam they must contact their instructor to request that the exam be reset for the retest. Remember, any module retest must be requested and completed **before** the final exam is opened.

Note: Exams on which a student has been penalized for a violation of the academic integrity policy may not be re-taken.

Students needing remediation for grammar, spelling, and/or reading comprehension may be referred to a verbal skills course offered by Portage. If students need remediation in addition to a review of verbal skills, they may withdraw from the course in a manner consistent with the published refund policy in order to complete the prerequisites for COMM 180 prior to beginning the course.

Syllabi are subject to change as part of ongoing educational review practices. Students are responsible for accessing and using the most recent version of the course syllabus.