

# COM-101 – Fundamentals of Speaking Course Syllabus

## Course Code:

COM-101

## Course Title:

Fundamentals of Speaking

## Course Description:

In this course; students will prepare and deliver oral presentations on various topics. Topic selection; message development; outline and visual preparation will be covered; as well as how to engage the audience through appropriate delivery skills. Students will also learn essential listening and organizational skills useful in communication and applicable to the real world. This course is intended to help students become better overall communicators.

## Prerequisites:

Academic Reading and Writing Levels of 6

## Outcomes and Objectives:

[Please refer to the COM-101 Master Syllabus](#)

## Required Text and Materials:

Please confirm edition with [WCC Website](#) or go to the WCC Bookstore and use the Find the Course Materials feature to view the required and recommended course materials: <https://washtenaw.bncollege.com/course-material/course-finder>

- *The Speaker's Primer*; Author: Valenzano, et al; Fountainhead Press; 3<sup>rd</sup> Edition; ISBN: 978-1-68036-877-2

## Course Overview and Structure:

This class will cover introductory public speaking. Such a course should help the individual speak better in a public setting. Audience analysis, speech selection, research, writing and delivery will be stressed. We strive to create a comfortable, positive environment that facilitates greater appreciation for the diversity of people and perspectives.

### **How is an online speech class possible? How do I give my speeches?**

By offering videos, discussion boards, blogs and online assignments, it is possible to have an online speech class! **We offer two paths to follow for the giving of the actual speeches.** Depending on your life schedule, you may decide to follow one, the other or a combination of both (although it is recommended to follow the first path).

### ***Path #1 (recommended) - ZOOM Speech Sessions:***

For the last three speeches in the class (beginning with the Artifact Speech), I will offer ZOOM sessions, for students to deliver their speeches with myself and classmates. There are 3 specific dates and times of these ZOOM speaking sessions. See the course schedule. This will allow us to give the option to fulfill the parameters needed, for each speech, in a supportive environment. Everyone will

record and submit the Introduction Speech through the assignment and Dropbox in our blackboard sites. This ensures that everyone is familiar with the process of submitting online in case you are unable to attend a speaking session on ZOOM.

### ***Path #2 (alternative) - Self-Recorded Speeches:***

If the ZOOM speech option does not work for you (it conflicts with your work/life schedule, etc.), then you are able to record and upload your speeches. It is your responsibility to record your speech and then upload the speech to the Speech Dropbox. Due to COVID-19 social distancing parameters, we will not be requiring an audience for speeches. It is crucial, if at all possible, that you have someone else record you delivering your speeches instead of simply standing in front of a camera on your own. This helps with capturing the professionalism of the speech and the delivery of the content. When recording, the captured video should include a view of the audience, your full body and consideration for volume and lighting. Your name, class and section number should be in the subject line of the uploaded video, otherwise it will not be graded.

If you are unable to meet the parameters set forth for the speech requirements, you will not be able to successfully complete this online course.

### ***Minimum Computer Literacy Skills and Technology Requirements***

- You should have a general knowledge of computers, file management skills, word processing skills, and Internet skills.
- Access to Blackboard and the Internet is essential for the entire course duration.
- Course content will be delivered in multiple formats, including but not limited to webpages, word and pdf documents, video, and audio formats. You may need to install the recommended plug-ins for each type of media.
- If you are unable to meet the above minimum requirements, you will not be able to be successful in this course.

### **Strategies for Success**

- Print out the course schedule and follow it.
- Check for new announcements within the Blackboard course a few times per week.
- Begin assignments before the due date so you can ask questions and have time to troubleshoot any technical issues.
- Stay in touch by email if you have any questions, concerns, or conflicts that may interfere with your academic success.

### **Time Commitment**

- The time required to complete the course activities is approximately eight to ten hours per week. It's recommended that you become disciplined about logging in and participating in the online classroom at least 4 days each week. This will allow you to keep a steady pace over the semester.
- It is important that you have at least the minimum amount of time to devote to this course. While WCC Online courses are based on self-learning, this course is also based on a student-centered model. That means your contribution and participation in discussion boards, peer reviews, and other

activities are needed to achieve the course objectives, the participant performance objectives, and your personal goals.

### **Expectations and Availability of Instructor**

If you need assistance with course content, please, email me. It is my intent to respond to your emails as soon as I am able, but allow me up to 48 hours before you send me a follow up reminder email. I may respond to your email directly or through a class announcement if there are others with the same question or concern.

### **Communication**

#### ***General Communication Guidelines***

- Please be courteous and professional in your communications.
- Please use complete sentences and avoid using abbreviations.
- Here are some great tips for online etiquette, also known as [The Core Rules of Netiquette](#)

#### ***Individual and Group Communication***

- In cases where multiple students have the same question or issue I may post an announcement rather than responding individually.
- Email Communication
- Please send emails from your WCC account to be in compliance with [federal privacy regulations](#).
- Provide a clear subject line that includes the course name, section number, and the assignment or lab name.
- Always include your first and last name in the email message.

### **Participant Performance Objectives**

The overall goal of a WCC Online course is to provide a structure for you to become a more independent, self-motivated, life-long learner. In addition, there are specific skills you will acquire if you complete all the activities and assignments.

Online courses are the same as on-campus courses minus having to attend class on a specific day and time. This means that you are expected to complete the same amount of course work as a student taking the same class on-campus. This requires you to have good time management skills. The following tips are suggestions for successfully completing the course.

- Each class week has a set beginning and ending. Follow the course schedule to stay on track with reading, activities and assignments.
- It is suggested that you print out the schedule and syllabus for this class or refer to these items in Blackboard often.
- Late work is not accepted in this course.
- Skim the assigned textbook chapter before viewing the corresponding videos, then read the entire chapter.
- Begin assignments before the due date. In the event you are unsure of the instructions, you will have time to ask for clarification.
- Rarely will instruction be given on the due date.
- Actively participate in the discussion board. Within this forum you can deepen your understanding before engaging in other activities.

- Do not wait until the last hour to submit homework, complete an assignment or take a test.
- Save copies of all assignments, including discussion and blog posts in case of technical difficulties in posting.
- If Blackboard becomes unavailable due to WCC's site failure the day an assignment or test is due, you will be given an extension of time equal to the amount of time that Blackboard is unavailable. You are responsible for finding alternate sites to do your work if your Internet provider becomes unavailable i.e. Public library, friend's home, WCC campus. Note: Under special circumstances where weather or an unusual catastrophe causes a power outage to the community at large, exceptions will be on a case-by-case basis, based on circumstance and proof of occurrence.
- Be sure to contact your instructor in advance of anything that might interfere with remaining in Active Status. With appropriate notice and circumstances, I will work with you to preserve your Active Status! Whenever in doubt, or in the case of emergencies, contact me as soon as possible.
- Read all Announcements. At least a few times per week, check for other announcements.
- Stay in touch by email, phone, office hours or by appointment if you have any questions or concerns. At least a few times per week, check for any emails from me and reply if I request you do so. In all of your emails to me, include your FULL NAME and "COM 101 and section number" in the subject line. This really helps me find, reply to, and file all of my student email.

## **Determining Your Grade**

### ***Assignments***

Assignments for this course include speeches, outlines and papers. Speeches can either be delivered in the classroom (beginning with the Artifact Speech) or must be recorded and then uploaded to the Speech Dropbox.

### ***Discussion Boards***

Discussion boards (DBs) provide a forum for students to ask questions and answer important questions about the course material. They allow students to receive feedback from the instructor and other students in the class. Please note that the purpose of the discussion board is to interact with your classmates and posting a thoughtful and well-written post. With this in mind, create a plan for how to manage the discussion board assignments.

### ***Blogs***

Blogs include completing course activities with short responses/reflections to practice critical thinking skills.

### ***Journals***

Journals in this course are private between student and instructor. It's your way to reflect upon your speaking experience, set goals and create a plan to achieve your goals.

## Quizzes

Each quiz has 10 multiple-choice and true/false questions which are comprised of information found in the textbook, lecture videos and online text. You may take this quiz an unlimited number of times until you earn the grade you are hoping for.

## Grading

- Grades are posted in Blackboard under 'My Grades'.
- Grading is typically completed within a week of the assignment due date. As there are two holidays within our term, there are a few weeks that are adjusted, to give you those days off.

Graded Items	Points
9 Module Quizzes (10-15 points each)	95
2 General Discussion Boards (20 points each)	40
1 Video Discussion Board (30 points each)	30
3 Blogs (20 points each)	60
4 Journal Speech Reflection Entries (15 points each)	60
Informative Speech PowerPoint Slide Assignment	45
Citing Sources Assignment	20
Monroe's Motivated Sequence Outline Assignment	30
Self-Introduction Speech with Speaking Notes	25
Artifact Speech with Outline	60
Informative Speech with Outline	120
Persuasive Speech with Outline	150
<b>Total =</b>	<b>735</b>

## Late Assignments

**Late assignments are not accepted.** As this course is self-paced, it allows the student to decide the most appropriate path to complete each assignment. Plan early and accordingly to meet assigned deadlines.

## Academic Integrity:

Plagiarism and other forms of academic dishonesty will result in discipline according to the [WCC Student Rights & Responsibility guidelines](#). Always complete your own work using your own words. If you do use information, ideas, or words from other sources, credit that source using MLA or APA format.

## Accommodation of Special Needs:

[Learning Support Services Department](#) provides support to students who may need accommodation for documented disabilities, or other learning need. WCC will work with you to accommodate any of your individual learning needs, however, I need to know of any requests in advance in order to make the necessary arrangements.

## **WCC Student Policies and Support Information:**

Review the material within the Washtenaw Community College Student Policies and Support Information for additional policies and procedures that affect you and your course. Find this information [on this shared page](#).