CMM 121: Fundamentals of Speech

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Required Materials:
- 3-ring binder for text and assignments, include loose leaf paper for notes
- CLC student email and BlackBoard access

Grading:
The instructor will maintain student grades in BlackBoard. All four graded speeches must be completed to pass the course. Participation/Activity assignments are structured per course section learning needs assessment identified by the instructor. Opportunities for extra credit assignments may be available but should not be expected. The student is expected to be self-advised on current grade status, the complete assignment list, and the total points allocated for the course. Grades are determined on a 90/80/70/60 percent scale which will minimally include completion of the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Speech</td>
<td>25</td>
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<tr>
<td>Visual Aid Speech</td>
<td>50</td>
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<tr>
<td>Informative Research Speech</td>
<td>75</td>
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<tr>
<td>Persuasive Research Speech</td>
<td>100</td>
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<tr>
<td>Speech Outlines (x3)</td>
<td>45</td>
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<tr>
<td>Self Evaluations (x3)</td>
<td>30</td>
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<tr>
<td>Peer Evaluations</td>
<td>30</td>
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<tr>
<td>Annotated Bibliography</td>
<td>25</td>
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<tr>
<td>Audience Analysis Survey</td>
<td>20</td>
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<tr>
<td>Midterm</td>
<td>75</td>
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<tr>
<td>Final</td>
<td>75</td>
</tr>
<tr>
<td>Participation/Activity Assignments</td>
<td>TBD by course section</td>
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</tbody>
</table>

Course Communication
BlackBoard and email will be utilized in this course. Therefore, it is required that you have activated your CLC email address. It is the student's responsibility to monitor both BlackBoard and CLC email for class information. The preferred means of contact with the instructor is through CLC email. Email receipt will be confirmed within two school days. Always put your full name and class time in your email. For questions or concerns of reasonable emergency, use of the cell phone number is appropriate. Office hours are designated for student consults and prove to be valuable in student achievement in this course. It is recommended that you notify the instructor of when you expect to attend to facilitate coordination with other students using the resource.
Course Description:
This course combines a theoretical basis with practical verbal and nonverbal skills to enhance public speaking effectiveness. Focus is on techniques and skills to develop, research, organize, adapt, deliver, and critique public speaking messages. Students are offered ways to increase learning outcomes through:
- Reading of the text
- Lecture, discussion, and interactive application exercises
- Public speaking performance
- Evaluations by self, peers, and instructor

Course Objectives and Learning Outcomes:
As a result of completing this course, students will be able to:
- Define the theoretical communication process and factors influencing it.
- Extend the process of listening and ways to reduce common listening problems.
- Identify content focus of a public address message.
- Apply appropriate organizational functions and structure for the defined public communication event.
- Adapt verbal and nonverbal communication to the audience in a public address message.
- Identify and incorporate credible supporting research into public address messages.
- Examine fallacies in reasoning and demonstrate use of evidence, credibility, logic, and emotional appeal in persuasive public address.
- Demonstrate basic oral delivery skills
- Prepare and present visual aids.
- Complete preparatory outlines with proper symbolization and indentation.
- Experiment with methods of controlling physiological effects of speech anxiety through non-distracting means.
- Interpret areas of strength and weakness of a performed public address.
- Illustrate time management and organization skills.

Course Policies with Grade Impact:
- Attendance is required and taken at all sessions; there are no excused absences.
- After 4.5 hours of missed class time, a 5% reduction in your overall course point structure will be applied for each additional time accumulation of 1 hour of missed class. (Hint: Better late than never.)
- For missed class sessions, the student is responsible for getting the class content from a peer. (The instructor will not provide “individual” teaching in lieu of a student absence.)
- Tardiness is also disruptive and discouraged; consistent tardiness will add up to class time missed and affect your grade in equivalence.
- If you arrive to class while a peer is presenting a speech, DO NOT enter the room until after they have finished.
All students are expected to behave responsibly and respectfully in the classroom. Exiting and re-entering the classroom should only be done on a necessary basis. The use of cell phones, text messaging, working on assignments for other courses, reading outside course materials, sleeping and/or swearing are not acceptable classroom behaviors. Identification of such behaviors by the instructor can lead to student dismissal from the classroom.

Class Preparation:
As a student enrolled in this course, spending two hours preparation time for each credit hour of the course per week is necessary. Therefore, the student should plan on investing a minimum of six hours per week outside of class time in order to meet the course learning outcomes. It is expected that concepts and theories from the text will be incorporated into speeches. Assignments are due at the beginning of the class, in hard copy, or the assignment will be considered late. Assignments are not accepted by email! No assignment will be accepted beyond one week past the due date without prior written consent from the instructor. No assignments will be accepted after the final exam.

Two outlines are required for all speeches; a preparation outline and a speaking outline. Speeches are to be delivered extemporaneously; that is, they are to be prepared and practiced before delivery. A preparation outline, which is a typed, complete sentence structure of your speech content, will be due in advance of the day you are scheduled to speak. The quality of your speech is likely to be related to the quality of your outline. Therefore, it is in your best interest to take the time to prepare a well organized outline. Late outlines will be reviewed for approval to present the speech but will not be allocated a point value. On the day of your speech, a speaking outline, which is your speech in keyword format, will be due to the instructor prior to delivery.

Being unprepared to deliver your speech or being absent on the day you are scheduled, will result in a speech grade reduction of 30%. To avoid additional penalties, the student should be ready to deliver in the next class session. Makeup speeches will take place after scheduled speeches and/or lectures during the next class period. Makeup speeches will be allowed at instructor's discretion and at class convenience.

Plagiarism and other forms of cheating will not be tolerated. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized or unacknowledged collaboration on speech topics, and/or presentation of someone else's work warrants plagiarism. Those found guilty of cheating may fail the course, or even possibly expelled from the college.

A midterm and a final examination will be given. Exams will consist of multiple-choice and minimal short answer questions. Material for the examinations will be taken from text, lecture material, and classroom discussions. Make-up examinations are strongly discouraged and will be in essay form.
College Policies:
The College of Lake County has adopted the Students Rights and Responsibilities Policy (#403) and a Statement of Student Academic Integrity. These may be found in the Student Handbook. Among the violations of academic integrity listed and defined are: cheating, plagiarism, falsification and fabrications, abuse of academic materials, personal misrepresentation and proxy, and bribes/favors and/or threats. It is the student’s responsibility to be aware of behaviors that contribute to academic dishonesty. Exhibition of such behaviors will result in academic discipline per the standards established by the college.

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. Refer to the CLC catalog for complete details.

If you plan to discontinue attending class anytime during the semester, it is strongly recommended that you take responsibility for dropping the class. Grades of W will only be assigned to students who drop themselves.

Instructors are required to report noticeable non-attendance of students. If you discontinue attending class and are dropped by the institution, the following grades will be assigned:

WN – Withdrawal, student never attended – no impact on g.p.a.
WS – Withdrawal of students who stop attending – no impact on g.p.a.
WF – Withdrawal of student who stop attending after the official withdrawal deadline (68%) and instructor deems failing - impact on g.p.a. is equivalent to a grade of F.

If you are a student with a documented disability and may need academic accommodations such as extended time for exams and/or an in-class note taker, please present documentation to the Office for Students with Disabilities in B171 at the Grayslake campus. To schedule an appointment, call (847) 543-2055. If you have already contacted the Office for Students with Disabilities and have completed the Instructor Notification Form, please schedule a time to meet with me and discuss your needs.

The College of Lake County Counseling Office offers professional counseling for students who are in crisis or are having personal problems which as a result may affect their academic and career goals. The services of professional counselors are available at three locations on an appointment or drop-in basis: Grayslake Campus, A124, (847) 543-2060; Lakeshore Campus in Waukegan, N211, (847) 543-2186; Southlake Center in Vernon Hills, V130, (847) 543-6501.