CMM 121
Fundamentals of Public Speaking
Spring 2019

Mon/Wed: 1:00 – 2:15 (Honors Section)

Speech belongs half to the speaker, half to the listener. –Montaigne

Contact Information

Instructor
Prof. Kari M. Proft

Office
V210 (Southlake campus)

Office Phone
(847) 543-2977

Email
kproft@clcillinois.edu

Semester Office Hours

Office Hours are available by appointment and online by request.

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<tr>
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<th>Monday/Wednesday</th>
<th>Tuesday/Thursday</th>
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<tbody>
<tr>
<td>Class</td>
<td>9:00-12:00 pm</td>
<td>9:00-10:00 am</td>
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<td>12:45 - 2:00 pm</td>
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</tr>
</tbody>
</table>

Syllabus Contents

Course Information .................................................................................................................. 2
Textbook ................................................................................................................................. 2
Course Topics and Activities ................................................................................................. 3
Performance Evaluation | Grading ......................................................................................................................... 4
Class Policies ......................................................................................................................... 6
Academic Dishonesty Policy ................................................................................................. 7
Student Resources ................................................................................................................ 7
Notice to Students of Possible Recording ......................................................................... 8
Course Information

COURSE DESCRIPTION

DESCRIPTION: CMM 121 provides students with an introduction to the fundamentals of public speaking. This course combines a theoretical basis with practical verbal and nonverbal skills to enhance public speaking effectiveness. Students learn how to develop, research, organize, adapt, deliver and critique messages. Students are offered ways to increase learning outcomes through:

- Reading course materials
- Viewing instructional and example video recordings
- Lecture, discussion, and interactive application exercises
- Evaluation by self, peers, and instructor

Learning Outcomes

Define the theoretical communication process and factors influencing it.

Extend the process of listening and ways to reduce common listening problems.

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 verbally 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.

Complete preparatory outlines with proper symbolization and indentation.

Experiment with methods of controlling physiological effects of speech anxiety through non-distracting means.

Assess areas of strength and weakness of a performed public address.
As a student enrolled in this course, spending two hours preparation time for each credit hour of the course per week is necessary. Reading assignments should be completed prior to class. As such, students should be prepared to answer questions related to the material in the text and to ask questions about issues of interest or for clarification of concepts during class.

**Course Topics and Activities**

**Value Speech: 25 points**

Requirements:
- Topic: Person, place object or activity
- Time: 4-6 minutes
- Materials: Speaking notes

Grading guidelines:
- The introduction should gain attention and preview the main points.
- The body should have three main points that provide specific examples of why you value the person/place/object/activity.
- The conclusion should review the main points and create a clear, satisfying ending.

**Visual Aid Speech: 50 points**

Requirements:
- Topic: Person, place object or activity
- Time: 5-7 minutes
- Materials: Preparation outline, speaking notes, visual aid (USB drive if PowerPoint)

Grading guidelines: (in addition to prior speech)
- A preparation outline submitted to instructor by set due date.
- The speech should demonstrate clear organization and must use at least one visual aid per main point. The visual aids must be necessary for a fuller understanding of the topic.
- Depending on current events or interest, research and present findings from at least one credible internet or primary source.
- Enhance audience understanding of cultural diversity, decreasing the gap in the frame of reference of different worldviews.
Social Problem Informative Research Speech: 75 points
Requirements:
- Topic: Social problem – same topic will be used in next speech
- Time: 5-8 minutes
- Materials: Preparation outline with works cited, speaking notes, and audience survey
Grading guidelines: (in addition to prior speech)
- A preparation outline submitted to instructor by set due date.
- A minimum of three accurate and relevant verbal citations from a minimum of three different sources.
- The topic should be well suited and adapted to the audience.
- Content should be informative only, without solution directives.
- The introduction should be dynamic and perform all five functions.
- The body should be structured using an appropriate organizational design and provide connectives between main points in the speech.
- The conclusion should be functional and memorable.

Social Advocacy Persuasive Research Speech: 100 points
Requirements:
- Topic: Social advocacy – same topic as Social issue speech
- Time: 6-9 minutes
- Materials: Preparation outline with works cited and speaking notes; visual aid is not required.
Grading guidelines: (in addition to prior speeches)
- A preparation outline submitted to instructor by set due date.
- A minimum of three accurate and relevant verbal citations from a minimum of three different sources.
- The content should be directly related to audience analysis and included in the speech as evidence; does not count as a research source.
- The body should be structured requiring immediate action or passive agreement from the audience.
- The content should have elements of ethos, pathos, and logos; void of logical fallacies.

Performance Evaluation | Grading

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<th>Total Percentage Accumulated</th>
<th>Final Grade</th>
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<tr>
<td>90- 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89.9</td>
<td>B</td>
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<tr>
<td>70 – 79.9</td>
<td>C</td>
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<tr>
<td>60 – 69.9</td>
<td>D</td>
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<td>0 –59.9</td>
<td>F</td>
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**Required Course Work - Speeches and Exams**

**Speech Assignments:**
Speeches are to be delivered extemporaneously; that is, carefully prepared and practiced before delivery. Speeches are not to be memorized or read to the audience. Using another's speech or using large verbatim sections of information from the work of another will be considered cheating and will result in a failing grade. Being unprepared to deliver your speech or missing class on the day you are scheduled, will result in your speech grade being lowered by 30% for each class meeting the speech is not delivered.

**Outlines:**
Preparation outlines are required for the second, third, and fourth graded speech assignments. Due dates are assigned for possible total point attainment. Late outlines will be reviewed but will not receive a point value. Feedback cannot be guaranteed for outlines that are turned in late; but may still be granted approval for speech delivery.

**Examinations:**
A midterm and a final examination will be given. The final is not comprehensive. Exams will consist of multiple-choice and minimal short answer questions. Material for examinations will be taken from text, lecture material, and classroom discussions. Make-up examinations are strongly discouraged and will be in essay form.
Class Policies

Attendance

*Attendance is mandatory for this course.* Students are required to attend classes and to participate in class discussions, small group exercises and projects. Students are responsible for all material presented in each session. Attendance is considered in the calculation of the student’s final grade. If a student misses 20% or more of the class sessions, there will be grade penalties, and *the instructor reserves the right to issue a failing grade for lack of attendance*. This means that *missing more than 3 class sessions* for this course will reduce final grade value and *can result in failure of this course*.

Late Assignments

All assignments, including exams, must be submitted on the due date in the format dictated by the time stated (start of class). Late assignments are accepted up to one week past the original due date, in the form dictated for the assignment, for up to half credit. Assignments are not accepted by email unless prior authorization has been approved by the instructor. If an assignment is produced, but is significantly past due, it will be evaluated, but will receive no credit points toward the final grade. *Extra credit assignments are not available.*

Classroom Environment

*Cell Phones & Internet Use*
During class, as a courtesy to all students and to the instructor, please refrain from using cell phones, smartphones, and computers to talk, text, engage in social media, and/or access the internet for purposes not related to course. To avoid unnecessary distractions, all phones must be set to silent.

*Clarifying Names & Pronouns*
Please inform me if you have a name you prefer so that I may make changes to my records. Additionally, feel free to share the appropriate pronoun that you would like me to use when referring to you. If you have any questions or concerns, please do not hesitate to contact me.

*Inclusive Environment & Civility*
Each student should feel welcome and encouraged to succeed in their academic goals. All students are expected to endeavor to maintain a positive environment and should demonstrate respect for diversity, gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture during their interactions in this class.
Academic Dishonesty Policy

Anyone working in the paralegal profession must possess moral values and outstanding character. Ethics violations in the paralegal working environment may have grave consequences. Students are expected to be honest in all work for this course. Plagiarism, fraud, cheating, falsification, fabrication, abuse of academic materials, complicity in academic dishonesty, or other academic dishonesty as determined by this instructor will result in a zero for the assignment and may include the earning of an “F” for this course. CLC’s Student Rights and Responsibilities Policy describes student rights as well as additional examples of misconduct inconsistent with the academic environment at CLC.

Student Resources

(Click the blue or green boxes below for more information or click this link )

http://www.clcillinois.edu/aboutclc/depts/vpe/syllabi-resources

Back
## Notice to Students of Possible Recording

<table>
<thead>
<tr>
<th>A note about possible recording of class sessions</th>
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</thead>
<tbody>
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<td>Individuals with disabilities may be afforded the following classroom accommodations, including but not limited to: extended time for exams, in-class note-takers, interpreters, and readers.</td>
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**Note:** when appropriate, accommodations may also allow for a student to record or capture classroom instruction and discussion. Students who qualify for such accommodations are required to abide by the terms and conditions of the College regarding the appropriate use of such services and/or devices. *This means that, pursuant to 720 ILCS 5/14-2(2014), all students are hereby notified that all course content may be recorded without further announcement and without individual consent.*