#3927C CMST\& 220

**Public Speaking – Spring 2014**
Credit hours: 5  
Mon./Tues./Wed./Thurs.  
1:30 p.m. – 2:35 p.m.  
Tacoma Campus, Building 12, Room 240

**Instructor**
Christie Fierro
Office hours: Mon./Wed. 12:30 – 1:15 p.m. and additional time available by appointment.
Office and mailbox location: Building 18 – Adjunct Faculty Center

**Contact Information**
cfierro@tacomacc.edu
The best way to get in touch with the instructor is by e-mail. Do not hesitate to contact the Instructor. You are responsible for checking regularly for announcements in Canvas and emails that I send out.

**Catalog Description**
The course is an introduction to the preparation and delivery of oral presentations in an extemporaneous style. Emphasis is on ethical research, critical and logical analysis, and organization of informative and persuasive presentations.

**Course Goals**
Upon successful completion of this course, students should be able to effectively:
1. Identify the different forms of speeches used in public speaking  
2. Prepare and organize a speech outline  
3. Conduct and prepare research that is appropriate and consistent with the requirements of the type of speech to be delivered  
4. Develop an effective oral style of expression  
5. Use visual aids effectively  
6. Criticize constructively [presentations of others and self in the classroom]
Instructional Methods and Resources Used

- Canvas – a virtual academic class environment.
- Lecture, discussion, individual activity, and small group activity. WEB and/or F2F (face to face)
- TCC Library, Google, and other web based research.

Civil Participation & Attendance

In class, attendance will be taken each session. Your participation in class related activities only serves to support your success. You are expected to contribute to class discussions and participate in all class activities. Unless prior arrangements are approved, you are expected to arrive on time and remain for the entire class.

Some assignments will be completed in class. If you are absent, you might not be able to receive credit for those assignments.

You should monitor your own participation to ensure that it is appropriate, courteous, engaging, and relevant. **Your grade may be reduced by a letter grade for excessive absences (3+).** Your grade may be reduced by a letter grade if you choose not to participate, are disruptive or rude, or are not prepared. In some cases, these penalties may be combined for a total loss of two letter grades.

Assignments

This course is based on 400 points.

**Assignments are due on or before the noted due dates.** Assignments will contribute a possible 100 points of your score. All work (unless otherwise noted) is to be submitted according the APA manual guidelines.

**Speeches and Outlines:** All students will be required to complete a full sentence outline (including references) for all speeches delivered in class. The research assignments will require you to investigate and evaluate sources. You must use credible sources.

There will be six graded speeches:

1) a speech of introduction (10 points)
2) an impromptu speech (15 points)
3) a demonstration speech and outline (50 points possible)
4) an inspirational speech (25 points)
5) a Persuasive Speech and outline (100 points possible), and
6) a final speech that incorporates technology and digital communication – with outline. (100 points possible)

Topics must be approved by the instructor. **Failure to complete 4 speeches will result in the automatic failure of the class.**
**Peer Evaluations:** You will be evaluating the speeches of your peers. The peer evaluations contribute a possible 30 points to your grade.

**Self-Evaluations:** You will be critiquing how you performed. This will help you recognize where to improve. The self-evaluations will contribute a possible 20 points to your score.

**Class participation:** There will be several in-class exercises and some homework that is ungraded. If you do not participate in class and do assignments even when points are not attached, the instructor reserves the right to reduce your grade.

**Grading Scale†**

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>384 – 400</td>
<td>A     (96%)</td>
</tr>
<tr>
<td>360 – 383</td>
<td>A- (90%)</td>
</tr>
<tr>
<td>348 – 359</td>
<td>B+ (87%)</td>
</tr>
<tr>
<td>332 – 347</td>
<td>B (83%)</td>
</tr>
<tr>
<td>320 – 331</td>
<td>B- (80%)</td>
</tr>
<tr>
<td>308 – 319</td>
<td>C+ (77%)</td>
</tr>
<tr>
<td>292 – 307</td>
<td>C (73%)</td>
</tr>
<tr>
<td>280 – 291</td>
<td>C- (70%)</td>
</tr>
<tr>
<td>268 – 279</td>
<td>D+ (67%)</td>
</tr>
<tr>
<td>252 – 267</td>
<td>D (63%)</td>
</tr>
<tr>
<td>240 – 253</td>
<td>D- (60%)</td>
</tr>
<tr>
<td>239 – (0%-59%)</td>
<td>E</td>
</tr>
</tbody>
</table>

†Total points and thus a letter grade are not provided until the end of the course via Canvas. It is your responsibility to monitor and track your grade during the course to ensure that I have not made an error in accounting. Any questions about grades should be directed to the instructor within 48 hours of receiving the grade.

**Written Work (Web or otherwise)**

ALWAYS RETAIN A COPY OF YOUR WORK, SAVED AND ACCESSIBLE. While content is important, errors in grammar or punctuation, poor organization of material, lack of support for details, and careless proofreading will make it difficult for your reader to follow your ideas and will reduce the grade. If you are unsure about your writing skills, utilize the Writing Center. It is a free resource and they are willing to tutor you online.

**Late Work Policy**

As a policy, late work is not accepted (subject to exception in extreme cases). For those rare cases in exception, late written assignments are discounted 20% of the total points per paper per calendar day. You are responsible for your work; part of that responsibility is managing your time well.

**Late Speech Policy:**

If you are not present and prepared on speech day, your speech grade will be reduced 10 points for every day it is tardy. You cannot assume you can simply go the next day. Speech days will have a packed schedule. It is important to be ready to go on the day you are assigned.
Academic Dishonesty

As stated in the TCC catalog, “Students are expected to be honest and forthright in their academic endeavors. Cheating, plagiarism, fabrication, or other forms of academic dishonesty corrupt the learning process and threaten the educational environment for all students.” The complete Administrative Process for Academic Dishonesty is available in your Student Handbook available via TCC’s website.

Students are expected to create and submit their own work. There have been many scenarios whereby a student submits work to fulfill the requirements of this course with work previously submitted to another course. Without prior approval, such cases are an example of academic dishonesty.

As such, cheating, plagiarizing, counterfeiting, work, and falsification will result in disciplinary action, which may include dismissal from class using an administrative withdrawal and a failing grade.

Course Etiquette

Classroom distractions should be avoided; e.g., entering or exiting during lecture, public displays of affection, use of technology for other than course related activity, completing homework for other courses, listening to music with or without ear devices, carrying private discussions, and other inappropriate behavior or interaction. Such distractions can adversely affect participation points and require stricter class policies.

- If you are late on a speech day, do not walk in during someone else’s speech. Wait until in between speeches.
- Cell phones must be off or on silent during class times. Cell phones set to vibrate can be heard during lectures and speeches. Please completely silence your phone. If you have a situation requiring you to be accessible to others, discuss your situation with the instructor.
- Texting and other wireless interaction will not be permitted during class. Violations of these may be met with a reduction of participation points and or additional disciplinary action.
- Use of laptops or other devices to complete work not directly related to in-class activity, lecture, or discussion is prohibited. Those cases wherein you use a laptop to supplement your class experience is permitted provided you do not create a distraction; e.g., tapping, typing loudly, chimes, etc.
- Students are discouraged from bringing their children to the classroom as they can be distracting to classmates and disrupt the class.
- Small snacks and beverages with secure caps are allowed for as long as they do not become a distraction. If it becomes an issue, I reserve the right to prohibit any snacks and beverages.
- In cases where you continue to disrupt the class despite verbal or written warning, you will be asked to leave for the remaining class period.
- Canvas: Our virtual environment should be treated in the same manner as a campus classroom. That is, the same decorum, respect for others, and consideration for a learning environment is integral and expected.

- Respect is one of the foundations of an environment conducive to learning. In this class, I have a commitment to creating a positive and respectful learning environment. I expect all of us to contribute to a safe, productive, and fun classroom environment, valuing each of our strengths and differences. In class discussions, everyone should be courteous and respectful of others; no rude, sexist, racist, or other disrespectful comments or behavior will be acceptable.

- One of the most important aspects of learning is being able to listen. As you listen to your classmates, you should be attentive and supportive. Everyone has something valuable to contribute to the class’ learning and to each individual’s success.

During the quarter, we will be engaged in learning about the many different characteristics and strategies for being a successful college student. We will cover a broad array of topics. Some of these topics may involve the discussion of emotionally volatile subjects.

In order to create a classroom environment that is open and safe for expressing and exchanging our thoughts, ideas, and opinions, it is important that we all agree to abide by the following rules:

**Respect** – all of us are worthy of being treated respectfully. We have come together with the understanding that we all want to learn more about how to effectively interact with others in our environment and respect is the cornerstone of all healthy relationships.

**Listen** – take the time to hear what others have to say. Try to remain open to other points of view. Remember, each of us has our own particular perspective on the nature of things and we want to encourage each other to share thoughts and opinions. In this way we can learn from one another.

**Speak Clearly** – make every effort to state your point of view in clear and understandable words. Speak to be understood. Think before you say it!

**Be Supportive** – it is important that we encourage and support each other in our efforts to share opinions, thoughts, and ideas on the various subjects we will be discussing. We all feel at risk when we share our thought with others. We want our classroom to be a student friendly environment where people are free to express themselves regardless of whether we agree with their point of view.

**Disagreements** – I would suspect that there will be times when you hear statements that you disagree with and have the need to respond to. This is healthy. But please
remember that when we disagree with someone’s point of view that we confine our criticism to their ideas and not the person.

**Learning Assumptions and Expectations:**

- Success is your choice! If you choose to be successful, I am happy to help support your efforts. If you do not choose to be successful, I will honor your choice. Each of us holds a different measure of success. Inasmuch, every student has the ability to achieve such success in whatever measure held without criticism; e.g., an A or B, passing, confronting one’s fear, gaining greater appreciation for communication, acquire communication skills, etc.
- Likewise, foresight and effective time management can often mitigate life’s surprises. Waiting until the last minute of a deadline may be met with failure if you experience any unexpected difficulty. You must be prepared and willing to assume full responsibility not only for your successes but for your failures as well.
- I am open to your feedback about how I can best meet your needs as a student.

**Additional Resources**

- Library: [http://www.tacomacc.edu/library/](http://www.tacomacc.edu/library/)
- Writing & Tutor Center: [http://www.tacomacc.edu/academics/studentlearningcenters/writingtutoringcenter/](http://www.tacomacc.edu/academics/studentlearningcenters/writingtutoringcenter/)
- Computer lab: [http://www.tacomacc.edu/resourcesforstudents/computerlab/](http://www.tacomacc.edu/resourcesforstudents/computerlab/)

**Access Services**

Students with Disabilities: If you need auxiliary aids or services due to a disability, please contact the Access Services office in Building 7 (253-566-5328). Accommodations are not retroactive; please act promptly to make sure your letter of accommodation is in place.

Students with Special Needs: All students are responsible for all requirements of the class, but the way they meet these requirements may vary. If you need specific auxiliary aids or services due to a disability, please contact the Access Services office in Building 7 (253-566-5328). They will require you to present formal, written documentation of your disability from an appropriate professional. When this step has been completed, arrangements will be made for you to receive reasonable auxiliary aids or services. The disability accommodation documentation prepared by Access Services must be given to me before the accommodation is needed so that appropriate arrangements can be made.

**Caveat:** This syllabus and schedule are subject to change in the event of extenuating circumstances. If you are absent from class, it is your responsibility to check for announcements made while you were absent.

**Student Conduct**

Admission to Tacoma Community College carries with it the expectation that the student will conduct himself/herself as a responsible member of the academic
community and observe the principles of mutual respect, personal and academic integrity and civility. The Code of Student Conduct establishes rules governing academic and social conduct of students, including due process rights. Violations of the Code may result in dismissal from class for the day and/or referral to the Student Conduct Administrator for sanctions.

**Procedure for Classroom Dispute Resolution**

If you have any questions or concerns about this class or me, please visit with me. If we are unable to resolve your concerns, for those at the main campus, you may talk next with the chair of the program/department, Tamara Kuzmenkov. She may be contacted at 253-566-5029 by phone and by e-mail at tkuzmenkov@tacomacc.edu. Her office is located in building F1, room 54.

**Withdrawals**

Withdrawals: While faculty permission is not required, a completed add/drop form must be submitted to Registration and Records to complete drops from the 11th instructional day through the 55th calendar day of the quarter – February 25, 2014. The instructor must sign the form or send an e-mail to Registration acknowledging the withdrawal. If the instructor is not available, a signature from a full-time advisor in the Advising Center is an acceptable substitute.

Last day to withdraw with no grade reported: **Friday, April 11th**

Last day to withdraw with a grade of “W”: **Friday, May 23rd**

Before considering taking a “W” (Withdraw) grade, talk with your instructor regarding other possible options. If you are on financial aid, it is also important you talk with the Financial Aid Office before withdrawing as reducing the number of credits you are taking could affect your financial aid.

**Final Grade Grievance**

Students who believe they have received a final course grade that has been awarded improperly or in an arbitrary or capricious manner may grieve or appeal the grade. Details of the process are located on the TCC Portal at: https://my.tacomacc.edu/uPortal/p/StudentForms.ctf9/max/render.uP?pCm=view&pP_NSHistoryParam=21426%2C21435%2C21435%2C26224&pP_struts.portlet.action=%2Fview%2Findex&pP_ticket=ST-215398-bcm1AKn0zYfxmlqTwgrVm-portalsvr2.tccnet.edu

**College Wide Student Learning Outcomes**

Tacoma Community College has identified six college-wide student-learning outcomes that form the foundation of our educational emphasis: 1) communication (COM), 2) critical thinking & problem-solving (CRT), 3) responsibility & ethics (RSP),
4) information & information technology (IIT), 5) living & working cooperatively (LWC), and 6) core of knowledge (COK).

Course Learning Objectives

1. Construct a thesis statement that is consistent with the specific purpose of a speech.
2. Organize ideas in logical patterns that are consistent with specific purpose of a speech.
3. Conduct an audience analysis to predetermine the audience’s attitudes and preferences.
4. Recognize what constitutes ethical speaking skills that are consistent with freedom of speech.
5. Use technology to effectively create visual aids that are appropriate and effectively support a speech.

Degree Learning Outcomes

Upon successful completion of the degree, the student will be able to:

1. **Core of Knowledge (COK)**
   Demonstrate a basic knowledge of each of the distribution areas (Written Communication, Humanities, Quantitative Skills, Natural Sciences and Social Sciences; or, as applicable, specific professional/technical programs), integrate knowledge across disciplines, and apply this knowledge to academic, occupational, civic and personal endeavors.

2. **Communication (COM)**
   Listen, speak, read, and write effectively and use nonverbal and technological means to make connections between self and others.

3. **Critical Thinking and Problem Solving (CRT)**
   Compare, analyze, and evaluate information and ideas, and use sound thinking skills to solve problems.

4. **Information and Information Technology (IIT)**
   Locate, evaluate, retrieve, and ethically use relevant and current information of appropriate authority for both academic and personal applications.

5. **Living and Working Cooperatively / Respecting Differences (LWC)**
   Respectfully acknowledge diverse points of view, and draw upon the knowledge and experience of others to collaborate in a multicultural and complex world.

6. **Responsibility & Ethics (RES)**
   Demonstrate and understanding of what constitutes responsible and ethical behavior toward individuals, the community, and the environment.
Program Learning Outcomes

Upon successful completion of the program, the student will be able to:

1. Craft, develop, and support a specific, debatable thesis (COK, COM, CRT).
2. Draft and refine a well-organized essay, speech, or other forms of communication appropriate to context and audience (COK, COM, CRT).
3. Read critically and research effectively to support thesis (COK, CRT, IIT).
4. Use appropriate writing and/or communication strategies, standard grammar, and academic documentation conventions (COK, COM).
5. Demonstrate ethical standards in all phases of the writing and/or communication process to include using collaboration within academically appropriate guidelines (LWC, RES).

Tacoma Community College Spring 2014 Academic Calendar