

Principles of Public Speaking (CST 100)
COURSE OUTLINE
Tidewater Community College

Professor: Dr. Jane (Mittie) Crouch

Email: JCrouch@tcc.edu (the best way to reach me is through email!)

Phone: 757-822-1134

Fax: 757-822-1189 (please label my name clearly)

Office location: Martin Building 2211 (Norfolk Campus)

Office Hours: TBA (Virtual or phone appointments are available; please email me)

Text: O'Brien, Liz. *A Speaker's Resource: Listener-Centered Public Speaking*, New York: McGraw-Hill, 2009

Course Description and Objectives: This class provides an introduction to one dimension of human communication: public speaking. However, the skills you will learn here are *definitely* applicable to other communication situations such as job interviews, group meetings, weddings, etc.

This course is a skills course and the readings, class activities, and course projects are all designed to improve your ability to think, research, organize ideas strategically, select the appropriate language and style to fit the occasion, and deliver your message with confidence and sincerity.

The purpose of this course is to explore the meaning and significance of speech communication, to improve interpersonal and group communication, and to emphasize preparation and delivery of public speech.

Class Policies:

1) **Email:** Most class interaction will take place within the Blackboard website, but individual questions and submission of some work will require email messaging.

Students must use their VCCS student email account to assure proper identification and credit given on assignments. Use of personal email puts both the student and the instructor at risk. Virtual office hours are also conducted through email messaging. **In order to assure prompt response, EVERY email sent to me should have the class identification, your name, and assignment or question identification in the subject line.** Example:

CST 100 - 14/ Your Name / Question about: _____ (fill in blank)

OR

CST 100 – SILVER/ Your Name/ Question about: _____ (fill in blank)

Your class number is CST 100-14 and your class color is SILVER.

I have over 150 online students in CST 100 courses. Telling me you are in my CST 100 course, or my online public speaking course, does not help me identify you. **I need either**

the number 14 or the word silver in the subject line. IF I DO NOT SEE THE ABOVE INFORMATION IN THE SUBJECT LINE, YOUR EMAIL MAY BE DELETED WITHOUT BEING READ.

Students should always check for the accuracy of the instructor's email address. You must also send a copy of the email message to yourself to assure that transmission was successful and in case it has to be sent again due to inaccurate instructor email address or other difficulties. (A forwarded original message would validate an original date and time sent.)

2) **Attendance online/late work:** This course has a pace and schedule requiring constant attention to assignments (reading and speech preparation) and active participation in class. Due to the online nature of this course, you will be required to show your active participation by answering discussion questions and responding to weekly quizzes by the instructor. These discussion questions and quizzes make up a large part of your class participation grade, and must to be turned in by the assigned date and time to be given full credit. **The deadline each week will be 11:59pm on Sundays.** Any work submitted after the deadline will be 5 points off per day late – including speeches. Do not leave your work to the last minute! **Lack of Internet connectivity will not excuse late work.**

Failure to complete work on time due to emergency circumstances (illness, death in family, deployment, etc.) will require written documentation in order for work not to be penalized. Please email me for further info if needed.

3) **Giving Speeches:** You will give three speeches for this class. **YOU MUST COMPLETE ALL THREE SPEECHES IN ORDER TO PASS THIS CLASS, REGARDLESS OF YOUR GRADE.** Information about the particulars of each speech can be found in the Assignments folders.

For each speech you have 2 options (see end of syllabus for more info):

1) You can find your own audience of at least 10 people (this can be friends, family, or strangers, but must be made up of at least 80% adults) at a time and place that is convenient for you, videotape your speech and mail the tape to Dr. Crouch to grade. The tape formats I am capable of watching/grading are: VHS, VHS-C, or DVD (no Hi-8). I am also willing to watch your speech on YouTube, if you would rather do that. OR

2) You can sign up for one of the times available to meet at the Norfolk campus to give the speech when Dr. Crouch and other students will be present. If you come to one of these sessions, you will also be required to listen to other student speeches, just as they listen to yours.

4) **Plagiarism:** Any plagiarism will result in failure for that assignment and additional work by the student on all future assignments to prove that the work is the student's own. Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the *Tidewater Community College Catalog and Student Handbook*.

5) **Disability services:** In accordance with TCC policy, a student who wishes to receive some instructional accommodations because of a documented sensory and/or learning disability should contact the staff of Disability Services (822-1220) or me. I will support and accommodate any student!

6) **Civility:** In this class, we will follow the official “Expectations for Civility and Safety” standards posted by TCC. (Please email me if you need a copy of this). But, I expect everyone to go above and beyond the official TCC policy and provide a supportive atmosphere for fellow students while we are learning, especially about something that is as nerve-racking as public speaking! To that end, there is no profanity or “flaming” (sending messages that are deliberately hostile or insulting) allowed in our Blackboard classroom. If you have a problem with another student, please email me and we will try to find a compromise.

7) **Discussion Board Etiquette:** All responses to discussion threads in Discussion Board forums are expected to be polite, in good taste, and academically sound. These discussions are being held within a classroom environment and should reflect that highly educated people are conversing. It is permissible to disagree with or challenge an opinion, but it should be done with respect. Students should also use Standard American English grammar and punctuation. Students should not reveal personal information that they are unwilling for everyone in the class to read. Since students will only have the opportunity to edit their own responses **before** submitting them, they should proofread each response for accuracy and appropriateness. Any inappropriate submissions may be deleted by the instructor. Any continued inappropriate responses will put the student at risk for being blocked permanently from the Discussion Board, thus affecting their opportunity for continued point accumulation toward the final grade. Opportunities for more informal conversations will be clarified within forum directions.

8) **Unforeseen Circumstances:** All situations not specified within these policy guidelines will be handled by the instructor with respect, equity, and integrity. Where other college guidelines exist, they will be applied. Where no guidelines exist, counsel will be sought.

Assignments and Grading: There are 1000 points available for this course. I will be using a standard ten percent breakdown: 900-1000 pts. = A; 800-899 pts. = B; 700-799 pts. = C; 600-699 pts. = D; 0-599 = F. The assignments are as follows:

Assignment	Point Value
Demonstrative Speech	100
Self Critique 1	25
Informative Speech	100
Self Critique 2	25
Persuasive Speech	100

Self Critique 3	25
Online assignments/quizzes	625
Total possible points:	1000

Speech Descriptions

I offer these assignments all at once not to cause overload but so that you can manage your time as you need to. I realize that this may not be the only course you are taking and want you to be able to take the lead in owning your education and managing your coursework. If you have questions about any of these assignments be sure to ask them.

Demonstrative (“How To”) speech: This 4-6 minute speech is to instruct the audience about how to do something. The speech is worth 100 points. Topic examples include: how to wash your hands correctly; how to fold an American flag; how to arrange a bouquet of flowers; etc. A list of topics to get you thinking can be found at: <http://www.goodspeechoptions.com/> (click on Demonstrative Speech topics).

Informative speech: This 5-7 minute speech is to inform the audience about a topic, but not try to persuade them, nor tell them how to do something. Examples of topics include: the discovery of penicillin; poisonous frogs; conflict resolution strategies; effective ways to study for a test; etc. A list of topics to get you thinking can be found at: <http://www.goodspeechoptions.com/> (click on Informational Speech topics). For this speech you must use at least 2 outside sources (magazines, websites, books, brochures, etc.).

Persuasive speech: In this 6-8 minute speech you must persuade the audience of something. Examples of topics include: drinking age; gay marriage; drinking less caffeine, etc. A list of topics to get you thinking can be found at: <http://www.goodspeechoptions.com/> (click on Persuasive Speech topics). For this speech you must use at least 3 outside sources (magazines, websites, books, brochures, etc.).

Class schedule:

Week	Topic	Chapter
1	Introduction/class policies Speaking in Public	Ch 1
2	Creating Confident Presentations Applying Ethics	Ch 3 Ch 4
3	Listening to the Speeches of Others Giving Your First Speech	Ch 5 Ch 2

4	Analyzing Your Audience Determining Your Speech Purpose, Topic & Thesis	Ch 8 Ch 9
5	Practicing Your Presentation Approaching Public Speaking as a Listener-Centered Practice	Ch 19 Ch 7
6	Knowing & Evaluating Yourself as a Public Speaker	Ch 6
7	Speaking to Inform	Ch 27
8	Incorporating Your Research Understanding and Creating a bibliography Oral Citations	Ch 10
9	Supporting Your Ideas Organizing the Body of the Speech	Ch 11 Ch 12
	<i>** (October 27 - Last day to withdraw from a course with a "W" grade) **</i>	
10	Creating the Introduction Creating the Conclusion Using Transitions	Ch 14 Ch 15 Ch 16
11	Choosing a Method of Delivery Communicating with Language	Ch 17 Ch 20
12	Communicating with Your Voice Communicating with Your Body	Ch 21 Ch 22
13	Speaking to Persuade Selecting & Incorporating Visual Support	Ch 28 Ch 24
14	Outlining the Speech Creating Speaking Notes	Ch 13 Ch 18
15	Finish Persuasive Speeches	
	Final exercises	

Off-Campus Speech Requirements:

If you do not come to one of the classroom sessions for giving your speech, here are your requirements:

1) YOU MUST GIVE YOUR SPEECH IN FRONT OF AN AUDIENCE. You must have an audience of at least 10 people. These people can be friends, family, or complete strangers. It will be 10 points off your speech *per person* less than 10 in your audience. (So, if you only give your speech to five people, the highest grade you can get on your speech is a 50). Your audience must be made up of at least 80% adults or young adults over the age of 12. Children under the age of 5 do not count as audience members. *(Please note that this requirement is in place because this is a **public** speaking class; speaking to 1-2 people is not giving a public speech, it is merely talking to a couple of people and a camera. I will hold firm to the 10 person policy, so don't ask for an exception.)*

2) Your speech must be submitted to Dr. Crouch in one of the following formats: VHS, VHS-C, DVD/CD-ROM, or YouTube (Internet). If you do not have a camera that uses one of these formats you'll need to beg, borrow or steal one. Any speech sent to me not on VHS, VHS-C, DVD/CD-ROM, or YouTube format CANNOT be watched and therefore WILL NOT BE GRADED.

3) When videotaping your speech, please have the camera person start with a wide shot of the audience, or pan (move the camera across) the whole room. Then, without turning the camera off, zoom in on the speaker as he/she begins the speech. This is how I know you have your 10 audience members. If I cannot tell you have an audience, then you will be subject to the penalties described in point #1 above.

4) Once the camera is turned on, it should not be turned off until the speech is over. Five points will be taken off your speech for each time the camera is turned off. So remember, you cannot start over. If something goes wrong in your speech, just keep going! (just like you would have to do in a live setting).

5) Have your audience fill out the audience sign-in sheet (found in the "Assignments" folder). Your audience members must provide their name and the phone number or email address. I will be calling or emailing at least 2 of your audience members throughout the semester to confirm that they did witness your speech.

6) Before mailing me the videotaped speech, you must complete a self-critique based on watching the video. The Self-Critique questions can be found in the "Assignments" folder.

7) Your speech must be postmarked by the due date or the normal late policies of this class will apply. Mail your video and audience sign-in sheet to me at the following address:

Dr. Janie Crouch
Tidewater Community College
Norfolk Campus
300 Granby Street
Norfolk, VA 23510

Or email the YouTube link to me at JCrouch@tcc.edu. **Please note that almost always you CANNOT add a speech as an attachment to an email.** The file is too big and will not go through. You must use a system like YouTube or Mega Download and send me a link.

Classroom Speech Session Requirements:

You must sign up in advance for the specific date/time that Dr. Crouch has offered on the Discussion Board. There will be about 10 students and Dr. Crouch meeting together to give speeches. Unless otherwise noted, we will be meeting at the Norfolk Campus, Martin Building, Room 2302 (3rd Floor).

Dr. Crouch will bring a DVD recorder to record the speeches. You must either bring a **mini DVD-R** or buy one from Dr. Crouch for \$2. These DVDs are yours to keep and will play on regular DVD players. You will watch your speech on TV at home and complete your self-critique quiz on each speech based on watching the DVD.

Each student will give his/her speech. You will be responsible for both giving your speech, and being an audience member for others' speeches. **Therefore, if you cannot stay for the entire class session (about 1 ½ - 2 hours) DO NOT SIGN UP FOR A SLOT DURING THAT SESSION.** If you do not stay for the entire session or if you are late, it will be 20 points off your speech.