

Spring 2012: ADCG 302: Professional Communication: Speaking (3cr. Hrs.)

I. Course Information

Instructor: Cindy Greene

Email: cindy.greene@mac.edu or greeneview@aol.com

Office Hours: Before or after class, or by appointment

Course Description: ADCG 302. **Professional Communication: Speaking.** (3) This course develops speaking skills necessary for success in professional work environments.

Outcomes: At the end of this course, students will be able to:

- Demonstrate an understanding of the dynamics of the communication process particularly as it applies to professional work environments
- Demonstrate the speaking skills necessary for success in professional work environments
- Prepare, deliver, and evaluate ideas effectively in various communication situations
- Explain the importance of personal and ethical responsibility in being an effective professional communicator
- Describe the standards for professional conduct

Text: Nelson, Titsworth, Pearson. **I Speak: Public Speaking for Contemporary Life.** McGraw-Hill, 2011 Edition.

II. Course Objectives

A. The student will develop an understanding of the dynamics of the communication process.

B. The student will practice preparing, delivering, and evaluating ideas effectively in various public speaking situations.

C. The student will develop an appreciation of the importance of personal and ethical responsibility in becoming an effective public speaker.

III. Student Responsibilities

A. Each student will prepare and present 4 individual oral assignments.

B. Each student will take two examinations over the course materials.

C. Each student will complete outlines, reaction papers, quizzes, exercises, simulations, and outside assignments (number and procedure to be explained).

D. Each student is responsible for obtaining all handouts and for following the syllabus, including checking class time and location. Students are responsible for comparing the class schedule to their extra-curricular schedules. The instructor must be aware of conflicts **in advance.**

E. Students should retain an electronic copy of all written work.

IV. Method of Instruction

This is a hybrid, or blended course format. Much of the coursework will be completed online.

There will be 2 mandatory attendance days on campus: 1/28 and 2/18. These dates are not optional and speeches missed due to non-attendance may not be made up, except in the

case of extreme illness or emergency as verified by campus administration and at the discretion of the instructor. Much of the student's class time both on campus and online will be spent speaking before the class, interacting with peers and participating in class discussion. Students will be responsible for working independently each week and meeting all assignment deadlines per the syllabus, schedule and instructor guidance.

V. General Course Standards

A. Attendance: This course will meet on campus 2 times, and all other work will be completed online. You are expected to attend all mandatory on campus dates, be prompt and prepared for class. Excessive tardiness is not acceptable. No in-class work may be made up except for in cases of verifiable extreme illness or emergency, and shall be granted at the instructor's discretion and scheduled based on the availability of class time.

B. Due Dates: All work must be completed when scheduled. Failure to comply with this requirement will result in an automatic 0 for that assignment unless special arrangements are made with the instructor in advance. As a general rule, I do not accept late work. Make-up of late work or a late speech will only be allowed in the case of verifiable illness or emergency, and will result in a 10% deduction.

C. Academic Integrity: All work is to be original and must reflect careful preparation. Standards of originality and thorough preparation require that the viewpoint, structure, and style be one's own, except where specific indebtedness is acknowledged by citation in a bibliography and/or oral mention is made of the sources used. Failure to give this acknowledgement is plagiarism. Plagiarism will result in a minimum penalty of 0 for the assignment involved and may result in a grade of F for the course. Additional information with respect to academic honesty is discussed in **The Maggie**. These standards apply to all work in this class, oral and written.

D. Academic Challenge: If at any time the student feels the material does not provide him/her with sufficient academic challenge, please notify the professor and alternative and/or additional assignments will be arranged.

E. Personal Circumstances: Students who anticipate any difficulties in this class due to personal circumstances should discuss these matters in advance with the instructor. Additionally, public speaking anxiety is common and we will discuss positive ways to manage such anxiety in class. Please let the instructor know if you believe any personal issue could affect your ability to complete the course successfully. Students needing disability support should contact Randy Myers as soon as possible to facilitate assistance for this course.

F. Additional Policies: **Please turn off cell phones during class time. Also, due to the performance-based nature of the course, chewing gum is not permitted.**

VI. Grading: Grades will be determined from a total of 1000 points for all assignments. The following scale will be utilized:

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

599 and below = F

Breakdown of points per assignment:

	<u>POINTS</u>
Oral Assignments	
Introductory Speech	50
Speech 1: Informative	100
Speech 2: Persuasive	200
Speech 3: Ceremony/Dedication	100
Written Assignments	
Online Discussion-4 Discussion Weeks: (25 pts for Discussion Question response and 25 for substantive replies each week)	200
Final Outlines: Informative and Persuasive (25 pts each)	50
On-Campus Class Participation	
Attendance, Exercises, Simulations, Quizzes, Discussion, Topic Approvals, etc.	100
Examinations	
Final Exam	<u>200</u>
Total	1000

Schedule: Spring 2012
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Note that due dates are approximate – your instructor will provide you with the actual date on which any assignment is due.

Week 1

****Jan 10**

Course Introduction and Overview
Introduction to Moodle and Online Learning for New Students
Reducing Anxiety
Preparing for Introductory Speeches

ASSIGNMENTS

Brainstorm and Choose Informative Speech Topics
Email Informative Topic Choice to Instructor for Approval by

Friday, Jan 13th

Discussion Topic: Public Speaking Experience/Tips for

Overcoming Anxiety

Discussion Topic: Outlining
Respond to the Discussion Question by Thursday, 1/12
Post two substantive replies to your classmates by Sunday, 1/15 at

Midnight

Read *I Speak* Part 1, Chapters 1-4

Week 2

****Jan 16**

Tips for Preparing Your Speeches
Introductory Speech Guidelines
Informative Speech Guidelines

ASSIGNMENTS

Discussion Topic: Research and Organization/Acknowledgement

of Sources

Respond to the Discussion Question by Tuesday, 1/17
Post two substantive replies to your classmates by Friday, 1/20 at

Midnight

Read *I Speak* Part 2, Chapters 5, 6 and Part 3, Chapter 10
Read *I Speak* Part 2, Chapters 7 and 8

Week 3

****Jan 23**

Prepare and Practice Introductory and Informative Speeches

Jan 28th ON CAMPUS MEETING

Deliver Introductory Narrative Speeches

Watch Toastmasters Video

Deliver Informative Speeches

Audience Analysis Exercise (Magazines)

Group Presentation Exercise

Week 4

****Jan 30**

Read *I Speak* Part 2, Chapter 9

Read *I Speak* Part 3, Chapter 12

Persuasive Topic Due by Email for Approval 1/31

Discussion Topic: Visual Aids

Post a Response to the Discussion Question by 2/1

Respond to at least 2 of your classmates with substantive replies by

2/3

Week 5

****Feb 6**

Discussion Topic: Special Occasion Speeches

Ceremony/Dedication Topic Due by Email for Approval 2/7

Read *I Speak* Part 3, Chapter 11

Prepare and Practice Persuasive Speeches

Prepare and Practice Ceremony Speeches

Week 6

****Feb 13
Speeches**

Prepare and Practice/Finalize Persuasive and Ceremony

February 18th ON CAMPUS MEETING

Deliver Persuasive Speeches

Deliver Ceremony Speeches

Week 7

****Feb 20**

Discussion Wrap Up-Extra Credit

To Be Announced

Week 8

****Feb 27**

FINAL EXAM WILL BE AVAILABLE ONLINE ON 2/28

Must be completed and emailed to instructor no later than 3/1