

IOWA WESTERN COMMUNITY COLLEGE

Public Speaking 112-01 Term: Winterim (12/19/2016 - 1/6/2017)

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 Office Hours: Monday & Wednesday – 10 am-noon; 3-5 pm (Clarinda)
 Tuesday & Thursday – 11am-noon; 3-4 pm (Shenandoah)
 Friday – by appointment only

Public Speaking, 112-01: 3 credit hours

Public Speaking analyzes the fundamentals of oral communication. It covers lectures, readings, and applications of the six principal aspects of public speaking: The speaker, the audience, thought and content, organization, language, and delivery. It also examines the basic principles of small group communication: Leadership, the decision-making process, and individual participation in a small group.

This is a three-hour participation course that can be used for your speech requirement at Iowa Western. There will be a combination of lecture and demonstration opportunities. There is no prerequisite.

Since this is an accelerated course session, the pace of this course will be aggressive. Please make sure you have the time to fully participate in this session.

Course Meeting Times: Online via the course homepage on ROC (Dec. 19, 2019 – Jan. 6, 2017)

Required Textbooks: A Speaker's Guidebook (Text and Reference); O'Hair, Stewart, Rubenstein. Bedford/St. Martin's

Supplemental Materials: Students are required to have the course text. Students will supply their own materials for note-taking, as well as any supplies necessary for in-class presentations.

ROC/JOULE

This course is offered via an online component referred to as ROC or JOULE or Moodlerooms. This provides access to course announcements, email, documents, assignments, recorded lectures, and resources. Login procedures are included in the student handbook and in the institution's IT materials. Course quizzes will be administered via ROC as well as peer evaluations of student presentations. **Students will be required to video their presentations, upload the videos for instructor and peer review, and participate in discussion forums.** It is the student's responsibility to resolve any technical issues with the help desk at Iowa Western in Council Bluffs, 712-325-3220, support@iwcc.edu.

Course Learning Objectives and Course Competencies

1. Describe the basic elements of the presentation process.
2. Demonstrate the research of information and outline of a presentation.

3. Demonstrate proper use of verbal communication.
4. Demonstrate proper delivery utilizing nonverbal communication forms.

Course Practices

The syllabus serves as a contract between the faculty and the students

Attendance Requirements

Attendance will be recorded through participation in online activities, assignments, and discussion forums. Students will be required to post into the weekly forums on at least five separate dates each week.

Standards for written work

Written work must conform to either MLA (Modern Language Association) or APA (American Psychiatric Association) as assigned. **Written work submitted electronically must be compatible with Microsoft Word.**

Late assignments

Late assignment policy will be addressed under the Presentations section.

Online quizzes

Quizzes on the week's readings will open following the assigned reading and accompanying forum discussion. Expect two quizzes per week: Open Wednesday/close Friday; open Friday/close Sunday. Since quizzes are open for more than one day, there is no provision to "make up" a missed quiz.

Extra Credit

There is no provision for extra credit.

Participation

Students are expected to participate in discussion forums and peer-review of student presentations. Peer-review of student presentations comprises 15% of the final student grade.

Classroom Management and Behavior

This class operates on the "courtesy principle." That applies to online activity and behavior as well as traditional face-to-face classes. Students are expected to be courteous to the instructor and each other at all times. Forums postings should be on-task, polite, and respectful of other student opinions.

Communication with Instructor

Email (through the Quick Mail feature on your course home page) or texting are acceptable methods of communication, as are the traditional methods of phone calling and face-to-face meetings. Please remember that good communication includes three parts: Greeting or opening; message; and closing. Please keep this in mind when communicating with your instructor.

Prompt feedback is important for speaking skills to develop; consequently every effort is made to provide feedback on your work as quickly as possible. Your adherence to the posted

presentation schedule is critical to this process. Expect grades to be posted to the grade book according to the following schedule (usually sooner):

- Quizzes completed on ROC will be scored immediately by the program and added to the grade book;
- Presentations will be graded and instructor comments returned within 3 days;
- Peer comments will be reviewed and provided to each speaker within 3 days;
- Peer comment points will be awarded within one week after the conclusion of the given set of presentations;
- Assignments submitted online (outline and bibliography) will be graded within 3 days.
- Forums will be graded daily and posted to the gradebook.

Instructional Techniques and Practices

This course will consist of recorded lecture, outside reading and video, on-line quizzes and surveys, student presentations, peer evaluation, and instructor evaluation of presentations.

Grading

Grades will be assigned according to the following scale:

A—90-100%

B—80-89%

C—70-79%

D—60-69%

F—59% and below

Required Presentations—60% of total grade

Worksheets/forum postings—15% of total grade

Peer review —10% of total grade

Chapter Quizzes - 15% of total grade

There will be a final speech activity in lieu of a final exam. Participation is required.

Presentations

The minimum requirement for this course is **four presentations** with visual aids.

1. Informative 4-6 minutes
2. Persuasive 4-8 minutes
3. Demonstration 4-10 minutes
4. Special Occasion 3-6 minutes

Each presentation is worth 100 points and will be graded accordingly:

1. Content: 40 points
2. Performance: 40 points
3. Outline (must be typed and submitted electronically the day of the presentation - late submissions will not be accepted): 10 points
4. Bibliography (must be typed and submitted electronically the day of the presentation - late submissions will not be accepted): 10 points

In addition to the four presentations as outlined above, students will be required to present at a special presentation which will take the form of a wedding toast. This presentation is worth 50 points and will be graded accordingly:

1. Content: 25 points
2. Performance: 25 points

Audience requirements

Student presentations must be given before an audience, ranging from 4-10 people depending on the presentation. Audience requirements will be listed with the specific presentation requirements. Student presentation videos must demonstrate the presence of an audience.

Peer review

Students will be expected to review and critique each other's presentations throughout the session. There is much we can learn from each other.

For the reviewer: A maximum of 2 points will be awarded based on the thoroughness of the critique. This will account for 15% of your total course grade. Peer reviews **MUST BE** submitted using the online survey mode within the timeframe specified for each set of presentations.

Late Presentations

Staying on schedule is critical to the success of this class, just as on-time completion of assignments is critical in the workplace. **You must upload your presentation video by the specified deadlines. Late presentations will not be reviewed or graded unless prior arrangements have been made with the instructor.**

Viewing Final Grades

Final grades are viewable on ROC, Self-Service Menu, Academic Record, the Tuesday after the end of the semester.

Important dates: Please consult the academic calendar in ROC for a complete listing of important dates for this semester. Please note this abbreviated list:

First day of Winterim session..... Dec. 19
 Christmas day – no postings expected Dec. 25
 Last day of Winterim session.....Jan. 6

Problem Resolution

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact *Clarinda Center Director, Kristin Smith, 712-542-5117, ext 2237.*

Notice of Class Cancellation

1. Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.
2. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door.

Course Topical Outline and Schedule

A complete schedule will be distributed in a separate document.

Cyber-Library and Academic Support

- Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the *Cyber-Library* by clicking on the Cyber Library under Academics in ROC.
- Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.
- For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

Academic Support

- FREE tutoring and academic assistance are available through the Academic Support Center, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-in basis.
- FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.
- For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule is posted by subject area on ROC.

Dropping Classes

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

Personal Electronic Devices

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

Honor Code – Academic Honesty

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of

Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their educational (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

Diversity Statement

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

American with Disabilities Act Statement

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Disability Services Office, located in the Student Center (2nd floor). Please allow for adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

Non-Discrimination

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.