COMM111Z Public Speaking

Instructor Information

Name: Tammy Black-Day
Email: Tammy.BlackDay@communitycollege.edu
Website: www.communitycollege.edu
Office Room: N/A
Office Phone: Cell #503-580-6205
Office Hours: Arrange with instructor.
Secondary Contact: My Community College Supervisor, 541-555-5555

Course Information

Class Room: TBD
Class Meeting time: TBD

Textbook: Keith, W. M., & Lundberg, C. O. (2024). *Public speaking: Choices and responsibility* (4th ed.). Wadsworth Cengage Learning. (Along with access to MINDTAP through Cengage).

Materials/Equipment: 4X6 Notecards; Paper & Pen or Pencil

Learning Management System: All courses are web-enhanced and all students are required to have access to Canvas which can be accessed through the main website at communitycollege.edu. All faculty must use Canvas gradebook so that students can easily track their grades.

Important dates

Last day to drop* with a refund: See the 2024-2025 Academic Calendar
Last day to withdraw* with a 'W': See the 2024-2025 Academic Calendar
Be aware that dropping/withdrawing from a course may affect your financial aid

Students are responsible for adding, dropping, and withdrawing from classes by published deadlines. The drop and withdraw deadlines are on the academic calendar. Beginning the second week, until the deadline published on the academic calendar each term, students may withdraw from classes. A mark of "W" will appear on their transcript. Tuition and fees remain on the student account when a student chooses to withdraw from a class.

Syllabus Changes: This syllabus serves only as a guide to this course. The instructor reserves the right to change any part of this syllabus at any time due to any variety of circumstances. Methods and criteria used to evaluate student performance may also change. If and when changes occur, students will be informed in writing. Students are responsible to keep informed of syllabus changes as they occur by attending and participating in class and communicating with the instructor.

COMM111Z Public Speaking

Course Description

Credit Hours: 4
Lecture Hours: 44
COMM 111Z emphasizes developing communication skills by examining and demonstrating how self-awareness, audience, content, and occasion influence the creation and delivery of speeches and presentations.

Prerequisites: MTH 20 or equivalent placement test score, and WR 121. Audit available.

Course Outcomes

Statewide General Education (AAOT) Outcomes in Speech/Oral Communication:

1. Develop messages for diverse audiences, purposes, and contexts.
2. Identify and utilize skills to manage communication apprehension.
3. Deliver and adapt speeches and/or presentations to live audiences.
4. Evaluate public speeches, including their own, by identifying aspects of preparation, credibility, logic, and delivery.

Teaching Philosophy

My goal is to create a classroom where everyone feels included, supported, and inspired to learn. I understand that college can bring unique challenges, and I'm here to help you succeed. In this course, we'll focus on building skills, growing confidence, and engaging in meaningful discussions. Collaboration and respect are key, and I encourage you to actively participate, explore new ideas, and connect what we learn to the world around you. Together, we'll work to create a positive and empowering learning environment where your voice matters.

Course Expectations & Guidelines

Reading Assignments
Please complete the assigned reading before coming to class. Lectures are designed to build on the material from the readings and provide additional insights—they're not meant to replace them.

Here's the updated policy with the additional details about emailing and making arrangements:

If You Miss Class
Life happens! If you're absent, connect with a classmate to get the notes and catch up on what you missed. After reviewing the notes and completing the reading, feel free to reach out to me if you have any questions or need clarification. If you need to make up assignments due to your absence, email me as soon as possible to discuss your options and make any necessary arrangements. Clear and timely communication is key!

Assignments & Activities

- **Timely Submission:** Assignments are due at the beginning of class on their due dates. Daily classwork will be submitted during class.
- **Quizzes:** Quizzes are open-book and based on textbook readings. They are due via CANVAS before class starts on the assigned dates. If you know in advance about an absence or tardiness, you can arrange to complete quizzes before the final day of class.
- **Late Work Policy**
  Turning work in on time is essential to staying on track in this course. To be considered "on time," all threaded discussions, assignments, and quizzes must be submitted on or before the due date.
    o I understand that unexpected situations can arise, so a two-day grace period is provided after each due date. During this time, you can submit late work without penalty to account for illness, injuries, internet issues, or other challenges.
    o If work is submitted after the grace period, you may still receive 50% credit, provided it is turned in no later than Monday of Finals Week. Please plan accordingly, and reach out to me if you are experiencing ongoing difficulties.
- **Incompletes**
  If an emergency prevents you from completing the course, you may request an incomplete—provided you have finished at least 80% of the coursework with a passing grade. Requests must be submitted in writing and approved by me.
- **Attendance & Participation**
  COMM 111 is a skills-based, participation-focused course. Attendance is critical not just for your grade but for gaining the hands-on skills this class is designed to teach. Your voice and engagement are valuable parts of our shared learning experience.
    o You are allowed one absence without penalty. For each additional absence, your grade on missed assignments may be lowered by one letter grade.
    o If you have an emergency or a planned absence, please contact me as soon as possible to discuss extensions or other arrangements.

Speech Assignments
Speeches are a cornerstone of this class and an essential opportunity to develop your communication skills. It is critical to come to class fully prepared on your assigned speech day.

If you fail to arrive prepared or miss your scheduled speech without prior arrangements, you will receive a zero for the assignment, and the speech cannot be made up. Exceptions will only be granted in cases where prior approval has been obtained or in documented emergencies.

Being prepared demonstrates respect for the time and effort of both your peers and yourself. Let's make the most of these opportunities to learn and grow together.

Writing Standards
This class assumes college-level writing skills. If you haven't yet completed WR 121 with at least a grade of C, some of the assignments may feel challenging. Let me know if you'd like guidance or additional resources.

- All written work should be typed, double-spaced, with standard 1-inch margins, and use 12-point Times New Roman font unless otherwise specified.
- Assignments should be submitted in person unless directed otherwise.

Communication
Clear and professional communication is essential in this course. If you have questions or need to discuss grades, absences, or tardies, please contact me via your college-assigned email address. This ensures that all correspondence is secure, official, and easy to track.

Be sure to check your campus email regularly, as important updates and reminders, including messages from me, will be sent there. Staying on top of your email is a vital part of staying informed and connected in this class.

Class Start Time
As college students, you are responsible for managing your time and commitments. Class starts on time, and arriving punctually shows respect for your classmates, the instructor, and the learning process. Late arrivals can disrupt discussions, activities, and presentations, so please make it a priority to be seated and ready to engage when class begins.

Classroom Culture
Our classroom is a shared space where respect and collaboration are key to everyone's success. To foster a positive learning environment:

- Listen attentively when others are speaking or presenting. Talking over others or engaging in side-conversations during discussions or presentations disrupts the flow of learning and can feel disrespectful.
- Support your peers by giving them your full attention during their presentations, just as they will do for you.

Let's work together to maintain open and respectful communication, create a welcoming, respectful, and engaging atmosphere where everyone feels valued and heard.

Student Conduct

Students Rights and Responsibilities
The Student Rights and Responsibilities in the Student Handbook establishes students' freedom and protections as well as expectations of appropriate behavior and ethical academic work [https://catalog.oregoncoastcc.org/student-handbook].

Academic Integrity
Learning is built on the fundamental qualities of honesty, fairness, respect, and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community. One important aspect of academic integrity is academic honesty.

Violations of academic honesty include:

- Plagiarism
- Collusion/Inappropriate Assistance
- Cheating
- Fabrication/Falsification/Alteration
- Unauthorized Multiple Submission
- Sabotage and Tampering

A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

Instructor Policy on AI
All work you submit for this course toward completion of course requirements must be your own original work done specifically for this course and without substantive assistance from others, including artificial intelligence systems (e.g., ChatGPT). Work you've completed for previous courses or are developing for other courses this term should not be submitted for this course. Please note that your work may be submitted to AI or plagiarism detection tools to ensure all work is human-created and original. Please also carefully read the academic integrity policy concerning plagiarism.

Register for your MindTap Course

This course requires an online learning platform called MindTap. Follow the instructions below to get started.

1. Use the course registration link https://student.cengage.com/course-link/MTPQJ6439XPW
2. Follow the instructions on screen to create your Cengage account and register for this MindTap course.
3. Begin your temporary access* period.

Need help? Visit the Cengage Start Strong Website (https://startstrong.cengage.com) for step-by-step instructions.

 Temporary Access: You can access your MindTap course for free for a 14 day trial. At the end of the temporary access period, you will be prompted to purchase access. Your work will be saved and will be available to you again once you've completed your purchase.

NOTE: If the cost of your course materials is included in your tuition, you will not need to purchase access.

MindTap Tips & Training Tools
Learn more about navigating your MindTap course: (https://help.cengage.com/mindtap/mt-student/introduction.html)

Technical Support & Troubleshooting
Our US-based support team delivers answers and advice via 24/7 online chat, Twitter, live phone support (1-800-354-9706) and through support.cengage.com, which includes helpful articles, and tutorials.

If you are having trouble loading MindTap, run the MindTap browser check (https://ng.cengage.com/static/browsercheck/index.html) to make sure your browser is compatible or refer to the MindTap System Requirements (https://help.cengage.com/mindtap/MindTap-System-Requirements.pdf). If MindTap isn't loading, be sure to visit Techcheck (https://techcheck.cengage.com) to see if there is an outage.

COURSE SCHEDULE & GRADING (TBD by Community College Policy/Timelines)