

**Bergen Community College**  
**Division of Arts, Humanities and Wellness**

**Master Course Syllabus**

**Course Name and Number: COM 102 Public Speaking**

**Meeting Times and Locations:**

**Semester and Year:**

**Instructor:**

**Office Hours:**

**Office Location:**

**Mailbox Location:**

**Telephone Number:**

**E-mail Address:**

**Department Secretary: Barbara Bliss (201) 447-7143**

**COURSE DESCRIPTION:**

This is a course in effective speaking in academic, workplace, and public environments which stresses organization, effective delivery and critical listening skills. A strong emphasis is placed on student performance to help the student gain speaking practice and develop self-confidence in a variety of speaking situations. Lecture 3 Credits. No pre-requisites

**STUDENT LEARNING OBJECTIVES:**

As a result of meeting the requirements of this course, students will be able to:

- Speak using a clear voice, proper articulation, standard English, grammar and pronunciation.
- Demonstrate an understanding of the principles of critical listening skills.
- Demonstrate critical thinking skills required for developing, researching, organizing, and delivering a speech.
- Develop and deliver a formal speech from an outline for extemporaneous delivery.
- Deliver an impromptu speech.
- Research, organize, outline and deliver a persuasive speech using well organized and supported facts from appropriate print and electronic sources.
- Use electronic databases to research a speech.
- Evaluate research sources obtained from web sites.
- Evaluate the effectiveness of performances by peers and professional speakers.
- Achieve confidence (as measured by the Personal Report of Communication Apprehension) in expressing ideas clearly, logically and persuasively.

**COURSE CONTENT:**

- Basics of the Communication Process
- Selecting Speech Topics
- Researching, Factual Support
- Outlining
- Speech Delivery
- Articulatory and Vocal Dynamics
- Speech Introductions and Conclusions
- Visual Aids

- Audience Analysis
- Ethics in Public Speaking
- Language
- Listening
- Informative Speaking
- Persuasive Speaking
- Special Occasion Speaking
- Literature Interpretation

### **SPECIAL FEATURES OF THE COURSE:**

- Students will be required to use Power Point or other appropriate electronic presentation software in at least one presentation.
- Students may be required to record at least 2 presentations for peer and self-evaluation.
- Students should distribute a questionnaire for their Persuasive Speech.
- Survey technology such as Audience Response Systems (e.g., Turning Point) may be used to obtain student responses.

### **SUGGESTED COURSE TEXTS:**

- Beebe, S.A. & Beebe, S.J. (2010). *Public speaking: An audience approach, 4<sup>th</sup> ed.* Allyn and Bacon.
- DeVito, J.A. (2009). *The essential elements of public speaking, 3<sup>rd</sup> ed.* Pearson.
- German, K. M., Gronbeck, B.E., Ehninger, D., and Monroe, A.H. (2010) *Principles of public speaking, 17<sup>th</sup> ed.* (2010). Allyn and Bacon.
- Lucas, S. (2010). *The art of public speaking, 8<sup>th</sup> ed.* Boston: McGraw-Hill.
- Osborn, M., Osborn, S., & Osborn, R. (2011). *Public speaking, 8<sup>th</sup> ed.* Pearson.

### **SUGGESTED ASSIGNMENTS:**

- Speeches: Persuasive Speech, Informative Speech, Group Presentation or Debate, Special Occasion Speech, Manuscript Speech
- Outlines: Persuasive Speech, Informative Speech, Special Occasion Speech
- Audience Analysis Questionnaire
- Evaluations of Peer Presentations
- Self Analysis of Recorded Performances
- Quizzes and Mid-Term and Final Examinations
- Participation

### **COURSE REQUIREMENTS/GRADING POLICY:**

All instructors need to include a specific grading policy explaining points earned for each assignment, as well as the calculation for final grades. This policy should also include specific information regarding missed assignments and point deductions for any late assignments.

Below is one such example:

#### I. Speech Presentations (50% of grade, 300 points)

Persuasive Speech, 90

Toast, 60

Fact Speech, 50

Literature Performance, 50

Panel Discussion, 50

## II. Assignments (30% of grade, 175 points)

Toast Proposal, 5

Toast Outline, 25

Peer Evaluation of Toast, 5

Self- Evaluation of Toast, 10

Persuasive Speech Proposal, 5

Initial Bibliography Persuasive Speech, 10

Audience Analysis Questionnaire, 15

First Draft Persuasive Speech Outline, 10

Persuasive Speech Outline, 70

Peer Evaluation of Persuasive Speech, 5

Self-Evaluation of Persuasive Speech, 10

Literature Analysis, 10

Literature Peer Evaluation, 5

## III. Examination (8% of grade, 85 points)

Final Exam, 85

## IV. Participation (12% of grade, 100 points)

Grading Scale based on a total of 600 Points:

A= 540-600 (90-100%)

B+= 516-539 (86-89%)

B= 480-515 (80-85%)

C+= 456-479 (76-79%)

C= 420-455 (70-75%)

D+= 396- 419(66-69%)

D= 360-395 (60-65%)

F = 0- 359 (0-59%)

### **ACADEMIC DISHONESTY:**

(Quoted from the BCC Handbook)

Bergen Community College is committed to academic integrity- the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are responsible for their own work. Faculty and academic support services staff will take appropriate measures to discourage academic dishonesty. The College recognizes the following general categories of violations of academic integrity whenever a student does one or more of the following: uses unauthorized assistance in any academic work, copies from another student's exam, gives unauthorized assistance to another student, fabricates data in support of an academic assignment, inappropriately or unethically uses technological means to gain academic advantage, commits plagiarism.

### **BCC ATTENDANCE POLICY:**

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes. Instructors must include a specific policy regarding the deduction of points or grading penalties for attendance and lateness.

\*Since this course involves giving presentations, the instructor should clearly state his/her policy for make-up speeches should the student be absent on the day he/she is scheduled to give a speech.

### **PARTICIPATION:**

The participation grade attempts to measure the level of involvement in the student's effort to actively create an understanding of communication in his or her own life. The participation grade includes attendance, punctuality, remaining in the class for the entire class session, showing verbal and non-verbal interest in the class, attentively listening to classmates, using time given for class exercises to focus on the task at hand, knowledge of assigned readings and actively participating in class discussions.

### **CIVILITY/CLASSROOM CONDUCT:**

Instructors should also include a statement on civility or classroom conduct. This policy should include information regarding cell phone and laptop usage, use of language in the classroom and respect for peers.

### **STUDENT AND FACULTY SUPPORT SERVICES:**

#### THE HENRY AND EDITH CERULLO LEARNING ASSISTANCE CENTER:

The Tutoring Center, English Language Resource Center, and Writing Center are collectively known as the Henry and Edith Cerullo Learning Assistance Center. The Cerullo Learning Assistance Center is located in the Pitkin Education Center, Room L-125; the telephone number is 201-447-7489.

THE TUTORIAL CENTER- The Tutoring Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online tutoring for subjects offered at the college.

THE ENGLISH LANGUAGE RESOURCE CENTER is located in Ender Hall, Room 126, provides help to students whose native language is not English.

WRITING CENTER-The Writing Center, located in the Learning Assistance Center L-125, is designed to help students improve their writing. Individualized tutorials in all facets of the writing process including the development of ideas, organization, editing and proofreading are available to all students enrolled in college-level courses.

ONLINE WRITING LAB (OWL) - The Bergen Online Writing Lab (OWL) is a website designed to help students with all aspects of the writing process. It contains links to sites about how to generate ideas for writing, organize written ideas, write resumes and cover letters, do research papers, write papers for various college subjects, and edit and proofread papers. It can be accessed at <http://www.bergen.edu/OWL>

SYDNEY SILVERMAN LIBRARY: The Sidney Silverman Library (2<sup>nd</sup> level Pitkin Education Center) , an important resource for information, study and intellectual enrichment, is an integral part of the College's educational programs. To support the curriculum, the library acquires, organizes, and provides access to a variety of print, media, and electronic resources for individual and classroom use. The library is open seven days a week during the fall and spring semesters, and weekdays during the summer.

AMERICANS WITH DISABILITIES ACT: Students who require accommodations by the American with Disabilities Act (ADA) can request support services from the Office of Specialized Services of Bergen Community College, 201-612-5270 or <http://www.bergen.edu/pages/676.asp>

WEB ADVISOR: All BCC students enrolled in credit courses are entitled to a WebAdvisor account. With WebAdvisor, you may register online, check your schedule, room assignments, GPA and find out what courses you need to take. Go <http://www.go.bergen.edu>

Sample Schedule for COM 102 Public Speaking

<b>Week</b>	<b>Topic</b>	<b>Speeches</b>
1	Introduction to the Course and Public Speaking	Introduction Speeches
2	Fundamentals of Preparing a Speech	Impromptu Speeches
3	Using Presentational Aids	
4		Demonstration Speeches
5	Selecting and Researching a Topic	
6	Organizing and Outlining a Topic	
7	Informative Speaking	
8	Delivering a Speech	Practice Informative Speeches
9		Informative Speeches
10	Listening and Audience Analysis	
11	Persuasive Speaking	
12		Persuasive Speeches
13	Ceremonial Speaking	Preparation for Ceremonial Speeches
14		Ceremonial Speeches
15	Final Exam	