

CDM 1200-01 PUBLIC SPEAKING Thursday 2:00pm—5:00 pm Spring

2022 LH-225

Perry William Ergang

Email: pergang@carthage.edu

Class Time THURSDAY 2:00pm-5:00pm

Phone: 847-903-6685 (emergency only please)

Virtual Office Hours: By Appt.

Class on campus LH Room #225maybe ZOOM

Student Learning Outcomes:

- Demonstrate skills in and understanding of verbal and non-verbal communication in formal public address
- Demonstrate skills in preparation & delivery of a variety of brief speeches, including use of presentation aids
- Demonstrate skills in evaluation of speeches and sources
- Demonstrate skills in outlining and speech organization

Covid Policy: All State, local and Carthage guidelines must be followed. This includes Mask Wearing in the classroom and Yes—Speeches will be delivered that way but a mask if on me too! Thanks. We will also try to have a seating chart and sign in too...so try to sit in the same location each week (contact tracing)

CoVID policy statement

"Due to the ongoing pandemic, Carthage College has adopted a policy requiring masks to be worn by all individuals in all campus buildings. Masks must be worn at all times in the classroom, laboratory, studio spaces, hallways, bathrooms, and during in-person meetings. The face-covering must conform to CDC guidelines and must cover both the nose and mouth at all times. Note that bandanas, neck gaiters, and masks with exhalation or external valves are not acceptable and are not sufficient for the protection of others or yourself. Acceptable masks tie behind the head or loop behind the ears, fit snugly over the nose and chin, and can include cloth masks, medical/surgical masks, and N95s or KN95s. Eating and/or drinking are prohibited while in the classroom (because those activities interfere with consistent mask-wearing).

Any student who refuses to wear a mask or consistently forgets one will be asked to leave the class and not given an opportunity to make up missed work. The student will also be referred to the Dean and may receive an official charge and student conduct hearing for repeated offenses, resulting in fines, points, or removal from class."

Course Materials:

Required text: O’Hair, D., Stewart, R. & Rubenstein, H. (2018). *A speaker’s guidebook: Text and reference* (7TH ed.). Boston: MacMillan Learning.

Technology: Computer access; Wifi: Camera/Microphone , ZOOM

Learning Management System: *Schoology* will be used to post grades, activities/assignments, and for announcements, reminders, and misc. Possibly *GoReact* - TBD

Grading: 500 points

Class Participation	10 points
Special Occasion Speech	15 points
Personal Narrative Event speech and outline and ppt	30 points
Bags Speech and Outline	45 points
My Favorite Place Speech and outline and ppt	50 points
Informative Speech and outline and ppt	100 points
Persuasive Speech and outline and ppt	150 points
I Am The Boss speech and outline and ppt	70 points
Final Exam/Activities	30 points

Each grade will receive a numerical score. Final grades will be based on the following *percentages of the total points*:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C- 70-72	D- 60-62

"It is the mark of an educated mind to be able to entertain a thought without accepting it." ~Aristotle

Academic Honesty: The goals and objectives of Carthage fall within the implicit context of academic honesty. Therefore, Carthage expects academic honesty from all of its members and maintains college-wide honesty guidelines and penalties that must be supported by the whole academic community. The guidelines and penalties are found in the [Student Handbook/Community Code](#). Students are responsible for the honest completion and representation of their work, for the appropriate and correct citation of sources, and for respect of others' academic endeavors. Students who violate these standards are subject to disciplinary action. If there is evidence of *any* form of academic misconduct, no matter how small or seemingly innocent, the assignment will receive a grade of zero, and the final grade for the course will be addressed as well (most likely failure of the course).

"The value of a college education is not the learning of many facts but the training of the mind to think." ~Albert Einstein

Accommodation: Carthage College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers due to your disability (including mental health, learning disorders and chronic medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, you also need to register with Diane Schowalter in Learning Accessibility Services (dschowalter1@carthage.edu).

"Education is the most powerful weapon which you can use to change the world." ~Nelson Mandela

Attendance & Punctuality: Your **attendance** is expected for every class meeting, and yes, for the entire class period. Alert and participative attendance is imperative to your learning and performance, and to my ability to help you. In-class exercises or quizzes cannot be made up. It is your responsibility to obtain any information and/or materials you may have missed, whether your absence is excused or not. Poor attendance will compromise your ability to understand key concepts and will keep you from being a contributing member of the class. **Unless there is an exam or something due, you don't have to notify me of your absence (so please don't).** **Punctuality** is a measure of professionalism, maturity, and common courtesy. Tardiness is a distraction to other students' learning. **Any student who is late to class on an exam day will not be allowed**

to take the exam unless there is a verifiable reason deemed by me to be legitimate. The rest of the class will not be subjected to preventable interruptions when they are already taking their exams and trying to concentrate.

“Education must not simply teach work--it must teach life.” ~W. E. B. Du Bois

Class Preparation: Successful and meaningful class discussion, and let’s face it, your own learning and success in this course, requires that ALL class members:

- **have read and taken notes on the material prior to the class period for which it is assigned, perhaps multiple times,** to get the entire scope of the material, terminology, definitions, etc.
- **are ready to participate fully,** making observations and asking questions about the readings (it’s alright to disagree with or be confused by the material)
 - **use the notes from the readings during class** for discussion, activities, assignments, quizzes, etc. Please do not have your textbook open during class (unless directed to do so). We will not be reading the text during class. That is YOUR responsibility BEFORE class.

“A well-educated mind will always have more questions than answers.” ~Helen Keller

“Learning is not attained by chance, it must be sought for with ardor and diligence.” ~Abigail Adams

Late Assignments: Assignments will have due dates/times for submission to Schoology. To be fair to all students in the class, there is only one deadline. Anything that comes in past the due date/time is considered late. If I accept it at all, it will have *at least* a penalty of 30%. Late assignments will be accepted only if there is a legitimate, verifiable *emergency*.

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Make-Ups: Speeches cannot be made up unless there is a legitimate, verifiable *emergency*. If you are going to be absent from class due to College sanctioned activities or other *planned* events BEYOND your control (e.g. court, dental appointment, etc.), I would expect you to schedule your presentation day accordingly.

“Education breeds confidence. Confidence breeds hope. Hope breeds peace.” ~Confucius

Contact: Please come in, call, or email as questions arise. Better yet, please bring your questions to class so we can discuss them *as a class*. Regarding email, you should adhere to *professional standards* and make sure to include something meaningful in the subject line (e.g. course and section numbers, and the topic of the message). If you’re not using your school account, make sure the subject line also identifies you. Also, it would be nice to include the magic words when appropriate. **I will respond to emails as soon as possible during normal business hours on weekdays. Immediate replies are extremely unlikely. Please plan accordingly.** Furthermore, it is **each student’s responsibility to check email and/or Schoology updates for information in a timely manner.** These are the only tools to contact all students, especially outside of classroom hours.

“The simple truth is that email is how modern business is done.” ~Neil Patel

“Email is not going to disappear. Possibly ever. Until the robots kills us all.” ~Paul Buchheit

Classroom Behavior/Expectations (Particular to Virtual Learning):

- Set up an intentional space where the class is going to happen--get in the zone
- Do not drive or ride in a car during class
- Minimize distractions as much as possible
 - turn off phones and other devices
 - close doors to your space
 - the occasional “drive by” of pets or people is bound to happen...
- Be yourself and respect others
- Use the raise your hand feature if you want to ask a question live
- Or ask questions using chat

- Make sure you're muted when not talking
- Cameras should remain on while class is in session
- While we'll be in different places during our class period, everyone is expected to be "present" and engaged, ready to participate.

"Education is the passport to the future, for tomorrow belongs to those who prepare for it today." ~Malcolm

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"The highest result of education is tolerance." ~Helen Keller

Classroom Behavior/Expectations (General):

- In addition to the policies outlined above, I expect you to speak your mind in a candid, yet respectful and professional manner, as will I. The topic of public speaking *should* elicit spirited discussion. Be ready to challenge the way you and others think.
- Do not eat during class. Use your break time(s) for noshing. If you drink during class, use garbage/recycle containers at the end of class for single-use containers.
- We will take a break on most days. Use this time to visit the restroom, etc.
- Do not ask to use the restroom during an exam. Leaving the room during an exam will not be permitted.
- Do not interrupt class to get up and put your phone/laptop on a charger. Do this on your own time.
- Do not interrupt class to get up and throw something in the garbage. Toss garbage on your way out.
- Please use some common sense and common courtesy.
- **CDM Digital Etiquette Policy:** In order to facilitate the learning of all students in the classroom, the CDM faculty expects common courtesy and minimization of distractions during all sessions. Professors will make their individual expectations clear regarding common courtesy. The following policy, however, will be applied by all CDM faculty:
 - Cell phone use of **any** kind, including (especially) texting, is not allowed and will not be tolerated. Thus, **cell phones are NOT allowed on the desk or in your lap** (and yes, we *can* tell...). Seriously!
 - The use of laptop computers is not allowed **unless a student has a disability (documented through Learning Specialist Diane Showalter's office)** and a laptop has been determined to be an appropriate accommodation for doing class work.
 - In classrooms/labs where students are working at computer stations or are utilizing laptops for class presentations, students are expected to focus their attention on the discussion or project at hand, and will not use the computers for personal/social purposes during class time.

CDM faculty reserve the right to enforce this policy as they see fit, including (but not limited to) taking violations into account when assigning grades.

"The more that you read, the more things you will know, the more that you learn, the more places you'll go." ~Dr. Seuss

Miscellaneous:

- Do your best work. I will give you the tools, but it's up to you to actually use them. This is a communication course. Therefore, your work, especially written, should be well planned and executed. Yep, that means pay attention to spelling, grammar, structure, style, etc., and don't rely on your computer to do it for you.
- Keep up with all deadlines for this course and for the College.
- <https://www.carthage.edu/academics/calendar/2020-2021/> • The time to be concerned about your grade is **NOW**. You are welcome, even encouraged, to see me for extra help *during* the semester...NOT at the end when final grades are due. **I will not reply to requests within the last three weeks** of the term asking "What can I do to get a _____ in the class?" You need to do the work all semester to **earn** a grade. **I do not give grades. You earn them.** Want to earn a higher grade? Want to keep that scholarship? Want to stay eligible to play a sport? Want to stay off of academic probation? Do the work! Additionally, I will not respond to requests to "bump up" a grade. Of course, until the very end, you are always welcome to seek additional, individualized help in completing projects/papers/exams/assignments.

"They cannot stop me. I will get my education, if it is in the home, school, or anyplace." ~Malala Yousafzai

How this works:

- The key to becoming an effective and comfortable speaker is...to actually speak! Repeatedly! To that end, the focus in this course is to learn by doing. We'll cover the "book stuff" first, and then build on those concepts and put them into practice. • You will be working on multiple speeches simultaneously: e.g. researching the topic for one while you're putting the finishing touches on the delivery of another.
- There is NO room in the semester for missed speeches—it is imperative you give your speech on your elected/assigned date. Only emergency/extreme circumstances will be considered for a possible make-up speech.
- You are invited and encouraged to come in for extra help at any time regarding any assignment.

"If you are planning for a year, sow rice; if you are planning for a decade, plant trees; if you are planning for a lifetime, educate people." ~Chinese proverb

Below is a *tentative* schedule for the semester. The instructor reserves the right to amend the schedule as necessary.

CLASS SCHEDULE SUBJECT TO CHANGE BY INSTRUCTOR

DATE Reading	Discussion Topic/Activity	Assigned
Feb 3	Lecture: Class Intro Speech: Introductions	Chap 1,3

DATE Reading	Discussion Topic/Activity	Assigned
Feb 10	Lecture: Speech Building , Audience Analysis DUE: Special Occasion Speech	Chap 6, 7,

DATE Reading	Discussion Topic/Activity	Assigned
Feb 17 13, 18, 19	Lecture: Verbals, NonVerbals , Outlining , Personal Narrative Speech (ALL) / Bags Preview ..	Chap

DATE Reading	Discussion Topic/Activity	Assigned
Feb 24 12	Lecture: Bags Speech was and Outline (ALL)	Chap 11,

DATE Reading	Discussion Topic/Activity	Assigned
March 3	ONLINE CLASS SUBMIT OUTLINE FOR MY FAVORITE PLACE Chap 8, 13	

DATE Reading	Discussion Topic/Activity	Assigned
March 10 15	DUE: My Favorite Place Lecture and Speeches (ALL)	Chap 14,

DATE Reading	Discussion Topic/Activity	Assigned
March 14-18	SPRING BREAK NO CLASS	

DATE Reading	Discussion Topic/Activity	Assigned
March 24	Class Session Make Up Presentations INFO SPEECH Intro and Work	Info Speech

DATE Reading	Discussion Topic/Activity	Assigned
March 31	Due: Speech: Informative Speech Group 1 Outline/Ppt 12	

DATE Reading	Discussion Topic/Activity	Assigned
April 7	DUE: Speech: Informative Speech Group 2 Outline/Ppt Persuasive Work	

DATE Reading	Discussion Topic/Activity	Assigned
April 14 Speech	Class Session: Persuasive Speech Lecture and work	Persuasive

DATE Reading	Discussion Topic/Activity	Assigned
April 21	DUE: Persuasive Speech Group 1	

DATE Reading	Discussion Topic/Activity	Assigned

April 28	DUE: Speeches: Persuasive Speeches Group 2 (intro I AM THE BOSS)
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DATE	Discussion Topic/Activity	Assigned Reading
May 5	DUE: Speeches: I Am The Boss Outline/Ppt ALL	

DATE Reading	Discussion Topic/Activity	Assigned
May 12 -Last Class	DUE: Any Make Ups FINAL EXAM discussion	

DATE Reading	Discussion Topic/Activity	Assigned
May 16-18 FINALS v v v	DUE: FINAL EXAMS per instructions	

ACCOMMODATIONS and ACCESSIBILITY

Carthage College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers due to your disability (including mental health, learning disorders and chronic medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, you also need to register with Diane Schowalter in Learning Accessibility Services (dschowalter1@carthage.edu).

Below is the form for recording of lectures as well: <https://www.carthage.edu/live/files/5033-recording-agreementpdf>

HEALTH AND COUNSELING CENTER INFO

<https://www.carthage.edu/campus-life/health-counseling/>

The Carthage Health and Counseling Center assists students in addressing physical, mental, and emotional well-being. All

services are free and confidential, and are provided by experienced professionals trained to attend to the concerns of young adults in college.

[Information on Coronavirus and COVID-19](#)

In addition to individual health and counseling services for students, the Health and Counseling Center offers educational assistance for campus organizations and classes, and consultation with faculty, staff, students, and concerned others.

Location and Hours

The Health and Counseling Center is located in TARC 2240 (N. E. Tarble Athletic and Recreation Center), between the dance studio and fitness center.

HOURS

The Health and Counseling Center is open 8:30 a.m.-4 p.m. Monday through Friday, though hours may change as our team makes adjustments to meet the needs of the campus community.

Health services are available 8:30 a.m.-1 p.m. when classes are in session.

In-person health services and teletherapy appointments are now available, and students must call ahead to schedule an appointment. In-person counseling and walk-in health appointments are not available at this time.

Contact Erin Schabel at 262-551-5710 or eschabel@carthage.edu with any questions regarding referrals, insurance, and new student immunization records.

- [Learn more about health services](#)
- [Learn more about counseling services](#)
- [See victim-survivor support services](#)

Staff

Erin Schabel

Office Manager for Health and Counseling Services

262-551-5710

eschabel@carthage.edu

Jennifer Erich, RN — Froedtert South

Campus Nurse

262-551-5710

nurse@carthage.edu

Lydia Zopf, MS, LPC

Director of Health and Counseling Services

262-551-5710

lzopf@carthage.edu

National Suicide Prevention Lifeline: 1-800-273-8255

Crisis Text Line: text HOME to 741741

Crisis Text Line for Students of Color: text STEVE to 741741

Trevor Lifeline (LGBTQ+): 1-866-488-7386

National Domestic Violence Helpline: 1-800-799-7233 or text LOVEIS to 22522

CONFIDENTIALITY

According to state laws regarding confidentiality and privacy, the staff cannot release information about a student without the student's permission. Thus, the staff will not share a student's concerns with faculty, staff, other students, or family. Some exceptions to confidentiality exist; please ask the staff to clarify the few conditions.

In counseling, the following exceptions to confidentiality may occur:

- If a client threatens to harm himself/herself.
- If the psychologist or counselor believes that a client is threatening serious bodily harm to another.
- If a judge orders testimony or records are subpoenaed.
- If the psychologist or counselor believes a child (minor) or vulnerable adult (e.g., elderly or disabled person) is being abused.