

CDM 1200: PUBLIC SPEAKING

Spring 2022

11:45-1:30 / LH 319



Instructor: Email & Phone: Office Location & Hours:

Dr. Colleen Palmer cpalmer5@carthage.edu

262-515-6474

<https://carthage.campus.eab.com/pal/knOGvrvS6y>

Note on office hours: I will be on campus most of the time. Even if it's not office hours and you want/need to talk, please feel free to stop by! You are always welcome to send me a quick email or text to see if I am in the office.



COURSE CATALOG DESCRIPTION

A study of the role, rights, responsibilities, and ethics of the speaker, medium, and audience in a variety of speech situations in a democratic society. Speaking techniques examined include the processes of invention, organization, and presentation in informative, demonstrative, persuasive, and ceremonial settings. Students must demonstrate effectiveness in integrating media (e.g., presentation software or other video or audio elements) into their speech communications. Targeted instruction is arranged as necessary to ensure basic competency in the technical use of presentation software. Prerequisite: None

LEARNING OUTCOMES

Students who complete this course successfully will:

- Be comfortable presenting information orally
- Demonstrate proficiency in grammar, spelling, punctuation, and media writing formatting
- Create informative, well-organized speeches
- Develop comfortability in speaking without aids (notes, PowerPoint, etc.)

DISCLAIMER

- This syllabus is tentative and may be subject to change. While every effort will be made not to change assignments and/or the class schedule, unforeseen circumstances (e.g. weather, university events, sickness, etc.) may require it.
- Topics and discussions in this course may be controversial and/or challenge popularly held beliefs. It is important to keep an open mind and be respectful of everyone in the classroom. We can all have different opinions and discuss sensitive topics and still remain respectful.

ELEARNING & OTHER

You may occasionally have additional readings and activities that correspond to our weekly topics. I will be using eLearning to post class documents, grades, assignments, and announcements throughout the course.

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ACADEMIC HONESTY

Academic honesty is a necessary corollary to academic freedom; each concept presupposes the other. The goal 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 *Faculty Handbook* and *Students' Handbook*. Students are responsible for the honest completion and representation of their work, for the appropriate and correct citations 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 (probably failure of the course).

ACCOMMODATION

Carthage makes every effort to provide accessible facilities and programs for individuals with disabilities. Please see me during the first week of class if you anticipate needing any accommodations. You also need to provide documentation to Diane Schowalter in the Advising Center, x5802.

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. Your professor will make his or her 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...).
- 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 classroom/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.

LATE ASSIGNMENTS AND MAKE-UPS

Assignments are due and will be collected/turned in electronically at the **beginning** of class. Any assignment that is turned in after I collect them/check them will be considered late and will have a **penalty of 50% if I accept them at all**. Exams **cannot** be made up unless there is a legitimate, verifiable emergency. If you are going to be absent for an exam due to college-sanctioned activities or other planned events beyond your control (e.g. court), I expect you to take the exam **before** you will be absent.

CLASSROOM BEHAVIOR

- I expect you to speak your mind in a candid, yet respectful and professional manner, as I will be doing the same. The topic of communication in general should elicit spirited discussions. Be ready to challenge the way you and others make sense of the world.
- You may eat and drink in the classroom (unless it is a computer lab), but please clean up after yourself and be respectful of other classmates.
- Bring your text to class. You never know when we might need to refer to something; however, class will not be used for completing the assigned readings. Assigned readings should be completed prior to the class we will be discussing the topic.

INCLEMENT WEATHER

In the case of severe weather and hazardous driving conditions that may impede our ability to get to campus safely, I will contact you via email ASAP. This is Wisconsin and it is always hard to plan for weather in the winter.



ATTENDANCE

Your attendance and punctuality are expected for every class meeting. Poor attendance will compromise your ability to understand key concepts and will keep you from being a contributing member of the class. In-class exercises, quizzes, etc. cannot be made up and it is your responsibility to obtain notes, etc. that you missed from your fellow classmates. Attendance will be taken at each class session; however, you will not be explicitly graded on attendance. Even though attendance will not be explicitly graded attendance is important and your final grade may be affected if you have poor attendance.

CLASS PARTICIPATION

Class participation is an essential part of this course and will be graded. Regular, on-time attendance is the baseline; however, participation also includes:

- Coming to class having done all the assigned reading
- Coming to class with good questions, revelations, etc. from the readings
- Paying attention and taking notes

- Being an active participant in class discussion and treating the course and all members with respect

About HCC:

Syllabus Statement

The Health and Counseling Center (HCC) supports students by addressing physical, mental, and emotional well-being. All services are free and confidential and are available to currently enrolled, full-time undergraduate students. Health services include the assessment and treatment of minor illness and injury. Diagnostic testing, complimentary over-the-counter medications, and referrals to off-campus providers are all available. Our licensed counselors help students with challenges that can be resolved with short-term, solution-focused counseling. Some topics discussed during counseling include depression and anxiety, traumatic experiences, gender and sexuality, relationship concerns, stress management, and academic challenges. More details - including info about appointments - can be found at carthage.edu/health-counseling.

[Uwill](http://uwill.com) is a free teletherapy platform for Carthage students. Uwill connects students with licensed therapists from all 50 states. Support is available in a variety of formats -- video, chat, messaging, or phone. Counselors are available nights, weekends, and during holidays. Access is quick and easy: app.uwill.com.

Suggested email signature: Students receive free, immediate access to teletherapy through Uwill. It's private, secure & confidential. Click [here](#) to get started.

HCC Hours and Location

TARC 2240 / 262-551-5710

M-F 8:30-4:00

Health Services (in-person): Call to schedule a same-day appointment; walk-ins accepted

Counseling Services (in-person): Call to schedule an appointment; walk-ins accepted M-F 11:30-1:00

**Services, hours, and walk-in availability are subject to change*

Additional Info

--Nurse Practitioner: Wednesdays 2pm-4pm (appointment required; NP services are provided by a third party and billed to student's insurance)

--HCC is a Title IX confidential resource for students.

--We provide consultation for faculty and staff. If you need to talk to a provider, call our office at 262-551-5710.

--COVID-19 Testing is available for students with signs or symptoms of illness. Please call to be screened and to schedule a testing time.

--Carthage's vaccine requirement and associated testing is not administered by HCC. Visit the [COVID-19 Update Page](#) for more information.

Masks

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 Schedule: Dates May Change

F 2/4: Intro to class / expectations / elevator speech / Becoming a speaker

M 2/7: Preparing your first speech; outlining your speech

F 2/11: Guest instructor

M 2/14: Guest instructor

F 2/18: Managing speech anxiety

M 2/21: Listeners and Speakers; Analyzing your audience

F 2/25: Intros and Conclusions; Selecting a topic

M 2/28: Values Speeches

F 3/4: Values Speeches

M 3/7: Developing Supporting Material; Finding credible info; Citing sources

F 3/11: Organizing the body of your speech; types of organizational arguments; Informational

M 3/21: Informative Speeches

F 3/25: Informative Speeches

M 3/28: Ethics; Methods of Delivery; Voice and Body

M 4/25: Research Speeches

F 4/1: Presentation Aids; Persuasive Info

F 4/29: Research Speeches

M 4/4: Persuasive speeches

M 5/2: Biz; Presenting in other courses

F 4/8: Persuasive Speeches

F 5/6: Movie with reflection

M 4/11: Special Occasion Speeches

M 5/9: Final Speeches

F 4/22: Online presentations

F 5/13: Final Speeches