

# Course Information

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**Distance Learning Course:** COM 231.71 Public Speaking

**Course format:** Internet

**Textbook:** Lucas, S. (2004). The Art of Public Speaking (12th ed.). New York: McGraw-Hill. ISBN: 9781259545993 [this ISBN is for both text and connectlucas access code] (MUST have the connectlucas access code. ONLY new books will have them; otherwise, you will have to buy an access code.) (The ISBN for access code ONLY is: 9780077797553).

**Course Prerequisites/ Corequisites:** None

| <b>Instructor Information</b> |  |
|-------------------------------|--|
| Name                          | Princess Watkins   |
| Office phone number           | 336-599-1181, ext. 2224  |
| E-mail address                | <a href="mailto:Princess.watkins@piedmontcc.edu">Princess.watkins@piedmontcc.edu</a> |
| Office location               |  |
| Office hours                  |  |

| <b>Types of Required Assignments</b> | <b>Frequency of Assignment</b> |
|--------------------------------------|--------------------------------|
| Class Labs                           |                                |
| Discussion Forums                    | 13                             |
| Projects                             |                                |
| Tests/Exams                          | 3                              |
| Quizzes                              | 13                             |
| Journal Entries                      |                                |
| Writing Assignments                  |                                |
| Other                                |                                |

| <b>Course Policies and Requirements</b>                                     | <b>Hours</b> |
|---|--------------|
| Average number of hours per week to be successful in a 12 to 16 week course | 5            |
| Average number of hours per week to be successful in a 8 week course        |              |
| Number of proctored exams required in this course                           |              |
| Number of times a student will need to travel to campus                     |              |

**Additional attendance requirements:** Regular online attendance is necessary for students to learn important concepts. In this regard, the following class attendance policy is established: If a student in an online class is not present in the modules for the course for three weeks OR for major assignments, he/she may fail the course or be withdrawn – at the discretion of the instructor.

**Policy on make-up exams and/or late assignments for this course:** Speeches: Students are required to deliver five speeches in this course. All five speeches MUST be completed by the dates and times set by the instructor for this class or the student WILL BE DROPPED from the class. NO EXCEPTIONS!!!! NO EXCUSES for computer or video inabilities or problems!!! Plan ahead and don't wait until the last minute!!! ALL speeches will be videotaped and uploaded in blackboard through connectlucas (student MUST have the video capabilities to video: see required materials).

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- Exams: Expect at least 3 objective tests in this class. Tests will consist of multiple choice, true and false, and fill-in-the-blank questions. Important Testing Policy: Exams will ONLY be offered DURING THE DATES and the TIMES set by the instructor for this class. This means that there are NO MAKE-UP EXAMS and NO RESETS OF EXAMS. If YOU fail to complete the exam when it is available YOU will earn a ZERO for that exam!!!! See the weekly assignments or tentative schedule of assignments for dates and times!! Exams are 20% of your grade!
- Quizzes: Students are expected to complete a Quiz on Blackboard for each and every chapter assigned. These quizzes will be available until midnight of the due date (see tentative schedule of assignments for dates, but will close every Thursday at mid-night). If a quiz is not taken by the scheduled date and time it will result as a grade of ZERO. Please be mindful of the dates and times as these quizzes are a large part of your grade. Please refer to the quiz policy. Please note that the quizzes are ONLY open the week they have been assigned!!! Each quiz will close on Thursday at mid-night the week it is assigned!! Pay attention to due dates in your weekly assignments!!!! Quizzes will NOT be reopened or reset!! Quiz grades go toward the Quizzes / Discussion Board / Misc. Assignments Grade (which is 20%).
- Discussion Boards: Students are expected to complete a discussion board on various, if not all, chapters we will cover throughout the semester. These discussion boards should be completed each week in connection with the reading and quizzes. Some of the discussion boards students WILL BE REQUIRED to respond to at least two of their classmate's posts and others they will not and simply be asked to answer the question provided. Under each discussion board there will be directions on whether students are to respond or not, so it is up to the student to read the directions!!! Seeing that this is a communications class I do not discourage communication between you and your classmates. Please note that student's discussion boards are not graded individually!! Students will get credit for doing them at the end of the semester. This is how it works: There are 12 discussion board assignments, each one is worth roughly 8 points (a little over) but it will equal 100 points toward the Quizzes / Discussion Board / Misc. Assignments Grade (which is 20% of your grade), so if all of them are complete and meet the requirements a student will get credit, if a student doesn't do them then they won't get credit!! It's that simple. Please note that the discussion boards are ONLY open the week they have been assigned!!! Each discussion board will close on Thursday at mid-night the week it is assigned!! Pay attention to due dates in your weekly assignments!!!! Discussion Boards will NOT be reopened or reset!!
- LearnSmart Activities: Students are required to complete ALL LearnSmart study activities before they take the test!! These are study guides for each exam!! The Learn Smart activities are open from the start of class until the day of the test. These are study guides for each chapter. If a student doesn't do well on a section it will lead the student to the e-book section in the chapter that they may need to improve upon. McGraw-Hill has done their research and has proven that students who do LearnSmart do much better on exams. So don't look at it as busy work; look at it as though I want to see all of you succeed. LearnSmart grades go toward the Quizzes / Discussion Board / Misc. Assignments Grade (which is 20%). LearnSmart activities MUST be completed before the tests, they will close at mid-night the night the test is due, so pay attention to due dates!!! LearnSmart activities will NOT be reopened or reset!!
- Miscellaneous Assignments: Students will be required to complete other assignments such as

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watching video clips and answering questions for each speech, e-mailing the instructor of this course topic ideas and topic and info worksheets regarding some of the speeches assigned. These assignment grades go toward the Quizzes / Discussion Board / Misc. Assignments Grade (which is 20%). These miscellaneous assignments MUST be completed by mid-night on the due dates, so pay attention to dues dates!!! Miscellaneous Assignments will NOT be reopened or reset!!

| <b>Software/Technical Requirements</b>                                    |  |
|---|--|
| Do assignments require the use of supplements bundled with the text book? | Yes, MUST have access code that goes with book!!! • Lucas, S. (2004). The art of public speaking (12th ed.). New York: McGraw-Hill. ISBN: 9781259545993 [this ISBN is for both text and connectlucas access code] (MUST have the connectlucas access code. ONLY new books will have them; otherwise, you will have to buy an access code.) (The ISBN for access code ONLY is: 9780077797553).  |
| Is additional software required?  | Yes, • E-mail account (preferably through PCC). For information on how to set-up your e-mail account go to: <a href="http://www2.studentemail.html">www2.studentemail.html</a> .<br>• Access to the internet. • Access to blackboard • Access to digital video capabilities (phone, flip video, video camera, webcam, etc.) that will enable you to video speeches and upload to blackboard (connectlucas). If you do NOT have the video capabilities it is YOUR responsibility to find a way to have the speeches videotaped and submitted online. • Access to projector with |

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| Software/Technical Requirements |  |
|---------------------------------|--|
|                                 | whiteboard, dropscreen, or large television to show powerpoint / videos; which is part of the Infomercial Speech requirements and will meet the course requirements of using appropriate audiovisual support (see course description and course objectives in course catalog). |

### Additional comments:

**Please contact the instructor for clarification and/or questions about class requirements.**

Required Texts/Materials:

- Lucas, S. (2004). *The Art of Public Speaking* (12th ed.). New York: McGraw-Hill. ISBN: 9781259545993 [this ISBN is for both text and connectlucas access code] (MUST have the connectlucas access code. ONLY new books will have them; otherwise, you will have to buy an access code.) (The ISBN for access code ONLY is: 9780077797553).
- E-mail account (preferably through PCC). For information on how to set up your e-mail account, go to: [www2.studentemail.html](http://www2.studentemail.html).
- Access to the Internet
- Access to Blackboard
- Access to digital video capabilities (phone, flip video, video camera, webcam, etc.) that will enable you to video speeches and upload to blackboard (connectlucas). If you do NOT have the video capabilities, it is YOUR responsibility to find a way to have the speeches videotaped and submitted online.
- Access to a projector with a whiteboard, a drop screen, or a large television to show PowerPoint/videos; which is part of the Infomercial Speech requirements and will meet the course requirements of using appropriate audiovisual support (see course description and course objectives in course catalog).

### Videotaping Speech Requirements (This is a MUST read):

- The video you shoot MUST show you standing at a podium (it can be a makeshift podium you create). NO sitting on the couch, at a desk, at a kitchen table, so forth; you MUST be standing!
- You MUST have an audience of at LEAST 6 people (ALL over the age of 18). This requirement meets the State's Course Description requirement of delivering speeches in a public setting (see course catalog of course description of class).
- The video also MUST show you AND the audience (this means that the video should show you speaking at a podium in front of people, and I must be able to see you and the people, as well as hear you).
- If you are using a PowerPoint, then you AND the PowerPoint AND the audience MUST be in the video. This also applies to you showing ANY visual aid (please note: this IS a requirement for the Infomercial Speech and meets the course description and course objectives requirements; please see course catalog)!!!!!!!

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- Audiovisual aids **MUST** be large, clear and visible enough for me to read on the video (simply videoing your laptop with a PowerPoint or video will **NOT** be accepted as proper audiovisual support)!
- Before you upload the video, make sure that the audio can be heard. **REMEMBER: I cannot grade what I do not hear!!!!**
- Before you upload the video, make sure that you and the audience and any visual aids can be seen. **REMEMBER: I cannot grade what I cannot see!!!!**