

Comm 101 - 3571
Public Speaking and Critical Thinking

Location: Class will be held online through Sakai and Zoom

Type of learning: This will be a Hybrid Online Class. Synchronous sessions via Zoom will take place on dedicated speech days. They are required. (See speech dates below, and make-up policy if you can't make the sessions.) All other work can be done at your own speed, as long as you submit assignments by deadlines.

Instructor: Rose Spinelli

Office hours will be held virtually by appointment – please email to set up a time to talk

Email: rspinelli@luc.edu

Phone: 773-931-6404 (If you text me without identifying yourself, I will not respond.)

Course description

The abilities to speak effectively in public, and to think critically, are two of the most important outcomes of a liberal arts education. They are vital skills for career success and active citizenry.

This course is designed to provide an introduction to public speaking – especially in front of a camera – and critical thinking.

This class will focus on how to give speeches and presentations in front of a camera.

Companies are increasingly replacing face-to-face meetings and presentations with videoconferences.

In a recent survey, 250 executives from 200 businesses said their employees use video or participate in a meeting with video in 45% of their total meetings.

As with any speech class, you will learn how to research, organize, write and make speeches. You also will learn to be an intelligent, thoughtful and critical thinker and listener.

As a speaker, you will develop an understanding of the discipline of rhetoric and the art of public speaking. You will then be asked to demonstrate your knowledge in the following ways:

- Selecting a topic or position on an issue; researching the topic and choosing the proper material to support that position.
- Organizing your ideas in a logical, cogent manner.
- Writing clearly using lively words.
- Using the proper presentation methods to deliver a speech to an audience.
- Practicing speaking from an outline using brief, minimally outlined speeches
- Recognizing problematic vocal and nonverbal delivery patterns in order to transform as a speaker.

As a listener, you will be responsible for the following:

- Critiquing speeches based on the guidelines for proper public discourse.
- Expressing your opinions about a speech topic.
- Doing both of the above in a constructive, supportive manner.

We will also cover other issues related to videoconferencing, such as lighting, audio, tech glitches, effective use of visuals, body movement and so on.

How this class will work

This class will be held virtually through Sakai, using a variety of tools.

For this class, you will be required to:

- Use Zoom and the tools confidently
- Use Panopto and the tools confidently
- Read pertinent chapters, and presentations
- Complete brief assignments

- Watch assigned speeches and other videos
- Write outlines and speeches
- Complete quizzes on the readings
- Contribute to class discussions on an online forum
- Record yourself giving speeches and uploading the videos*

*Recording yourselves may be an assignment I choose to give. It is therefore vital you understand how to do this in advance.

Synchronous Meeting Times

We will “meet” as a group Zoom, a videoconferencing tool available in Sakai. You will need a working a web camera and audio to use Zoom.

Zoom is available on Sakai under “tools” on the left-hand side of the page. Simply click on Zoom a few minutes before our class session.

We will be recording all our meetings/speeches. You will be responsible for creating a file, recording your own speech, and putting those speeches in your file. Using my name as an example, the naming convention will look this way:

Rspinelli_Icebreaker_date.

We will be recording all sessions in order to observe our performances. Without benefit of live classes, we have no other opportunity to do so. I may choose to structure assignments using recordings as a learning tool. Should you have an issue with being recorded, I urge you to reach out sooner rather than later and state your concerns so we can discuss. Having an audience, whether it be in a public forum setting or online, is a vital part of public speaking.

If you should have to miss a synchronous meeting, you must watch the speeches and send me an email that will contain **five things** you learned during that videoconference. The five takeaways should demonstrate that you watched the entire video, i.e. do not send me five things you learned from the first five minutes of the session.

“Five Things” assignments are your responsibility. If you are not in class,

the expectation is you will deliver this assignment to me. If you do not, it will be counted against you in Attendance and Participation grade.

The format should look like this:

Subject line: 5 Key Takeaways

Dear Professor Spinelli,

After watching today's meeting, here are the five most important things I learned:

1. One sentence on what you learned and why from what we discussed.
2. One sentence on what you learned and why from what we discussed.
3. One sentence on what you learned and why from what we discussed.
4. One sentence on what you learned and why from what we discussed.
5. One sentence on what you learned and why from what we discussed.

Asynchronous Learning:

All relevant course materials will live permanently on Sakai, in the Resources tool. You will be able to read and view *most* of those by Day One of classes. I say "most" because I reserve the right to add as I judge what the class needs in real time.

Additionally, as the semester ensues, I will be organizing all the resources into detailed Lesson Plans, complete with assignments and deadlines in the Lessons tool of Sakai.

Below is a list Speech Dates. Following soon, I will provide Key Dates for one-on-one meeting times with me and assignment deadlines.

Course Materials

1. Book: A Speaker's Guidebook Text and Reference by O'Hair, Stewart, Rubenstein, Fifth Edition. As we will garner a lot of learning from viewing other videos of speeches, you will not have to purchase this book. I will be providing the source material of relevant chapters.
2. A tripod to hold your camera, if you are using a smartphone

Grading:

This is a graded class. Grades are based on a 1,000-point scale.

Students will be graded based on three components:

1. Six speech presentations, the first two of which are ungraded. They should, however, be viewed as vital building blocks to giving future speeches. Think of it as a grace period to get into the flow. As you learn, you should get better. I grade on the growth I observe over the course of the semester. And I am always observing—as *you too* will learn to do in this class.
2. A written report evaluating a public speaker/speech. as your Finals Assignment.
3. Classroom attendance and participation. In this class, attendance and participation are vital to your grade. They include giving feedback, whether written or in a forum, and occasional quizzes on reading and viewing.

Please remember that I do not grade based on effort alone. I will not give you an A simply because you tried your best. Remember that a C is average, and average doesn't mean bad.

No late assignments will be accepted *without my advanced knowledge and agreement*.

Speech Grades will be determined in the following manner:

Icebreaker Speech: 0 points

Impromptu Speech: 0 points

Online Job Interview: 100
points Informative (Process)

Speech: 150 points

Group Presentation: 200 points

Civic Issues (Persuasive) Speech: 250
points

Quizzes: 100 points

Attendance and Participation: 200
points

Final three speeches must be accompanied by an outline and a bibliography. Failure to give the instructor an outline and bibliography on the day of the presentation will result in a reduction of **one letter** grade. The outline should be neatly typed.

All speeches but the Online Job Interview must be accompanied by an outline and a bibliography. Failure to give me an outline and bibliography on the day of the presentation will result in a reduction of **one letter** grade. The outline should be neatly typed.

FINAL GRADE SCALE:

1000-940: A

939-900: A-

899-880: B+

879-830: B

829-800: B-

799-780: C+

779-730: C

729-700: C-

699-680: D+

679-640: D

639-600: D-

599-0: F

Participation and Professionalism:

You will never be penalized for voicing your opinions, whatever they may be.

You will, however, be penalized for disrupting our live sessions or forum discussions. Talking on cell phones, texting, chatting privately with another student or friend, watching something in another window, interfering with classmates, e-mailing, arriving late/leaving early, sleeping, closing your eyes and hoping I don't notice, doing Sudoku, instant messaging and using computer programs other than the ones we are working on in class will lead to a lowering of the professionalism portion of your grade.

The bottom line is this: While we are talking via Zoom, pay attention and don't touch anything else.

Your grade in this area will also be negatively impacted by chronic tardiness.

Your professionalism and participation grades will also be affected by the number of live sessions you miss and don't make up according to the policy above. You can't participate if you're not in class. Not coming to class is also not very professional.

The grading scale for attendance and participation is as follows:

200-150: Great attendance, frequent and meaningful contributions to class discussion that show insight and understanding of material.

149-100: Very good attendance, frequent and meaningful contribution to class discussion.

99-50: Several absences and/or tardiness, occasional participation to class discussion.

5. 49-1: Frequently absent or tardy, only participates when called upon.

0 : Chronically absent or tardy, no class participation

Academic Dishonesty Policy:

Plagiarism of any form, of any kind and of any length will be reported to the Dean of Students and the student will automatically receive a failing grade for the course.

Cheating on in-class assignments or any other work associated with this class will receive a similar punishment. As you know, plagiarism constitutes using another's words or ideas without acknowledgment, buying a speech or

paper, etc.

I also consider it an act of academic dishonesty to turn in work for an assignment in this class or give a speech that you prepared for another class (any semester, any year). You must turn in original work for all class assignments.

Email policy:

I will respond to all reasonable emails sent between 7 am – 6pm within 24 hours.

Keep in mind that I *may not* check my email the night before or the morning an assignment is due.

Grade disputes:

You may not agree with a grade I give you. If you think you deserve a better grade, you must write one to two paragraphs explaining why and videoconference with me to explain your point of view.

Again, you must **talk** to me in addition to writing the email.

Course Calendar

August 25 – Synchronous

Welcome and introductions.

Go over syllabus and course calendar.

Story Exchange in “Rooms”.

August 27 – Synchronous

Icebreaker Speech. Please find Assignment sheet for this in the Assignments page in Sakai. These will be recorded.

September 1 – Synchronous

Impromptu Speech. Please find Assignment sheet for this in the Assignments page in Sakai. These will be recorded.

September 3 – Asynchronous

Lesson on How to set up your space, camera, for optimal viewer experience.
Assignment: Based on Lesson, what did I do wrong in my Impromptu Speech?

Week of September 6 – Asynchronous

The week will be dedicated to scheduled meetings with professor to discuss upcoming Job Interview Speech and Informative Speech

September 15 and 17 – Synchronous

Job Interview speeches performed and recorded on Zoom.

September 22 and 24 - Asynchronous

Work on assignments
Schedule meetings with professor, in needed.

September 29, October 1, October 6 – Synchronous

Informative Speeches performed. These will be recorded.
This week will also be dedicated to meetings with groups for the Group Speech.

Week of October 11 - Asynchronous

The week will be dedicated to scheduled meetings with professor to discuss upcoming Civics Issues Speech

October 20 and October 22 – Synchronous

Group Speeches

October 27 – Synchronous

Group Speeches

Week of October 25 and November 1 - Asynchronous

Work on Assignments
Scheduled meetings with professor, if you or I feel it's needed

Week of November 8 – Asynchronous

Work on Assignments
Scheduled meetings with professor, if you or I feel it's needed

November 17 and 19 – Synchronous

Civics Issues Speeches presented

Week of November 22 – No Classes

December 1 – **Synchronous**
Civics Issues Speeches

December 3 - Synchronous
Wrap up