

CJ 130 503 Instructor Bill Nevins UNM VC Spring Term 2016 First 8 Week Course

SCHEDULE SYLLABUS OF ASSIGNMENTS AND CLASS ACTIVITIES
(SCHEDULE SUBJECT TO MODIFICATION BY INSTRUCTOR)

Required text books: 1) Beebe and Beebe, A Concise Public Speaking Handbook (BEEBE)

2) Jeremy Donovan, How to Deliver a TED Talk (TED)

Recommended text: 3) Richard Melzer, Legendary Locals Albuquerque (available to borrow in UNM VC Library)

This class meets each Tuesday and Thursday. Attendance is required. With the exception of Week One, all assigned readings are expected to have been read before the class, so we can discuss them in class.

WEEK ONE Jan 19 and 21

Course Description, Syllabus, Introductions of Students and Instructor. Q & A.

In class interviews. In class introductions of students by students. (First practice speech.)

Introduction to TED talks. Viewing of selected TED and TEDxABQ recorded talks.

READ: BEEBE Part 1 and TED Introduction, Chapter 1 and TED Afterword pp 207-212 and TED Chapter 21

Assignment for next week: View some TED Talks. Choose 3 that interest you and share them in class next week (write down the speaker's name and the title or topic).

WEEK TWO Jan 26 and 28

Sharing of TED Talks chosen by both instructor and students. Discussion of how these talks work. How the speakers get their purpose across (or don't) and Why.

READ: Beebe Part 2 and Part 3. TED Chapters 2, 3, 4, 5.

First For-a-Grade Speech Assigned: Informative. Choice of Topic and Beginning Research.

Research and Preparation of First Graded Speech (Informative)

Class on Sept 2 will meet in UNM VC Library Computer room.

READ: Beebe Part 4, Beebe pp 187-200, TED chapters 6, 7, 8, 9, 10

WEEK THREE Feb 2 and 4

Practice delivery of First Graded Speech in class. Working in small and large practice teams.

READ: Beebe Part 5, TED chapters 11, 12, 13

WEEK FOUR Feb 9 and 11

Delivery of First Graded Speech (Informative) in class. Required: Written outline before delivery.

Grading and Feedback on First Graded Speech.

READ: Beebe Part 5 (again), TED Chapter 17 and 18

Assignment for Next Week: Choose a Persuasive Speech Topic. Must be approved by instructor.

WEEK FIVE Feb 16 and 18

Research, preparation and practice of Second Graded Speech (Persuasive) Practice required both in class and outside class. Work in small and large teams.

READ: Beebe Chapter 23 and 24 pp 201-228

WEEK SIX Feb 23 and 25 and WEEK SEVEN March 1 and 3

Delivery of Second Graded Speech (Persuasive). Written outline required before delivery.

Grading and Feedback.

Assignment for next week: Choose and Prepare Graded Speech Three, a Student's Choice Speech/Presentation.

READ Beebe chapters 25 and 26 pp. 213-249, TED chapters 19 and 23

WEEK EIGHT March 8 and 10 (Last week of this class)

Delivery of Graded Speech Three (Student's Choice Presentation)

Feedback on Student's Choice Speech/Presentation.

Course Review, Student Feedback and Wrap-Up.

Public Speaking Policy Syllabus
Spring Term 2016 C&J 130 503 First 8-Week Half of Term
UNM VC Instructor: William (Bill) Nevins MA

Course Number and Title: C&J 130 501 Public Speaking
Sections, CRN Numbers, Days and Classrooms:
C&J 130 503 CRN 52800 Room A 140
Tues & Thurs 1:30-4:15 PM

Course Semester Dates and Duration: Jan 19-March 10, 2016
(First 8 weeks)

Office Hours: Tues and Thurs 11:45am-12:15 pm and by
appointment
Office: Academics Building Phone: 925-8700
Email: wnevins@unm.edu

Course prerequisite: suggested English 101

Required texts: Beebe Pocket Guide to Public Speaking
J.Donovan How to Deliver a TED Talk

Course catalogue description: A performance course that deals
with the analysis, preparation, and presentation of speeches.
UNM Core Curriculum-1: Writing and Speaking; New Mexico
Common Core–Area 1:Communications.

Instructor background: Bill Nevins has taught English and C&J
courses for UNM VC for the past 8 years, and he has taught at
CNM/TVI and other colleges and secondary schools in NM and
nationally. He is a published author who often speaks at public
forums and performances. He lives in Albuquerque and enjoys
teaching at UNM VC.

Course Description: This is a practice and performance skills-development course in Public Speaking. Students will learn the skills and strategies needed to prepare and deliver Introductory, informative, and persuasive speeches. Special consideration is given to adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages ;how to conduct responsible research on appropriate topics; and how to argue,develop, and polish effective presentation skills. The TED Talks are employed in this course as a model and guide to effective public speaking.

Course Objective/Rationale: During the course, you will be asked to stand before a group and deliver information, argue a position, present an award, introduce a guest speaker, or honor a special event. It is important that you command the audience's attention and present yourself as a competent and credible speaker. In this course, you will be asked to present three graded speeches and several additional practice speeches.

The goal is for you to gain more confidence in communicating in public contexts.

Course and Classroom Policies:

Academic Honesty: Plagiarism is not tolerated in this course. Any violation will result in disciplinary action as per UNM student handbook policies. All sources of information in formal speeches and writings must be cited and documented according to MLA style.

Technology and Cell Phones: Except when a student is given specific permission by the Instructor, use of cell phones is not permitted in this classroom. Cell phones should be silenced and no texting is permitted.

A student with an emergency need to answer or make a cell phone call or text should leave the classroom.

Use of computers for work other than assigned class work is not permitted.

No food is permitted in this classroom or in other classrooms. Students should not wear hats or head gear when making assigned speeches unless the headgear is relevant to the speech topic, or unless student has obtained specific permission from instructor.

Student learning objectives/outcomes:

Objective: Demonstrate the various components of effective public speaking by giving a presentation. Criterion: The student will give four-to-six minute presentation that should include an attention-getting introduction, three to four main points, at least two citations to validate the facts/arguments, use of one of the appropriate formats in the body of the speech, and a strong conclusion that summarizes or uses another appropriate concluding techniques.

Objective: Demonstrate good techniques in speaking to an audience through giving a presentation. Criterion: The student will give four-to-six minute presentation employing good eye contact for 50% of the presentation, will speak conversationally with a good volume, and have appropriate gestures and posture that are not distracting to the audience.

Objective: Identify parts of a speech. Criterion: When given a written or oral speech, the student will identify the parts of the speech to include supporting material, attention grabber, transitions, thesis statement, main ideas, and type of organization.

Objective: Perform research on major speech topics and create the bibliographic citations.

Criterion: The student will submit a minimum of two valid references for each major speech in writing to the professor at the time of the presentation.

C & J 130: Public Speaking Student Learning Outcomes:

Students are able to demonstrate a clear interactional goal.

(Relates to UNM/HED Competencies I-1,2,3,5,6)

Students are able to express information with clarity

(Relates to UNM/HED Competencies I-2,3,4,6)

Students are able to synthesize information in a logical and organized structure.

(Relates to UNM/HED Competencies I – 2,3,4)

Students are able to utilize ample support for their arguments.

(Relates to UNM/HED Competencies I – 3,4,5,6)

Students are able to demonstrate extemporaneous speech delivery.

(Relates to UNM/HED Competencies I – 2,3,4)

Students are able to demonstrate speaking fluency.

(Relates to UNM/HED Competencies I – 1,2,3,4,6)

Students are able to present using good vocal qualities.

(Relates to UNM/HED Competencies I – 1,2,3,4)

Students are able to demonstrate physical behaviors that support the verbal message.

(Relates to UNM/HED Competencies I – 1,2,3,4,6)

Student Learning Objectives

1. Students will learn how to construct (research, outline, and organize) public speeches for delivery to audiences.

2. Students will be able to deliver ceremonial, informative, and persuasive speeches.

3. Students will develop analytical and critical listening skills.

4. Students will learn how to successfully manage their apprehension about communicating in public contexts.

Attendance: You are expected to attend all classes. Do not be late for class. Coming to class late or leaving early will be counted as an absence for the entire class period.

FOUR absences may result in a student being DROPPED from this class without warning.

Inform your instructor if an emergency prevents you from giving a speech on an assigned date.

If you are absent during your scheduled speaking time, a grade of 0 will be assigned unless you present a physician's note within twenty-four hours. If you are absent or tardy for any reason, you are responsible for finding out what material was covered and whether any announcements were made.

Preparation: Speeches and Written Assignments

You will be required to deliver three graded speeches as well as several ungraded practice speeches. You will be evaluated on your skill in selecting and researching a topic, organizing and delivering your speeches, and following instructor requirements.

You will be evaluated on the criteria on the grading sheet(s), on your ability to adapt while presenting the information orally, and on your adherence to time limits.

If you do not deliver your speech within the specified time frame, your grade will suffer.

Note: On each day that you are scheduled to perform a speech, you must turn in a typed copy of your outline. The outline will be graded as part of your speech grade. If you fail to turn in the required outline, you will receive a 0 for the entire assignment. In addition, failure to

complete all speaking assignments will result in a final course grade of F.

In short, no outline ,no speech. No speech, and you will fail the course regardless of your overall average.

You must prepare a typed outline for each speech.

All written assignments are to be neatly typed, double-spaced on 8 1/2-by-11-inch white paper with 1-inch margins. Follow MLA (Modern Language Association) guidelines regarding fonts, headings, and pagination. Incomplete sentences and mistakes in grammar,punctuation, and spelling will adversely affect your grade.

Outside-ClassSpeech Critique

You will attend and critique one speech besides our student speeches outside our classroom setting (e.g., speakers on campus, in the city council, at church or other public events,etc). You must bring proof of your attendance (e.g.,pamphlet,handout, note, ticket stub).One evaluation must be turned in by the end of the 6th week of class

NOTE: Attending any on campus speaking presentations, such as STEM speakers or other guest speakers, will fulfill this requirement.

Special Notes

Academic Misconduct: The guidelines in the UNM Student Handbook will be upheld in this course.

Academic misconduct includes (a) cheating (using unauthorized materials, information, or study aids in any academic exercise, plagiarism, falsification of records, unauthorized possession of examinations, intimidation,any and all other actions that may improperly affect

the evaluation of a student's academic performance or achievement); (b) assisting others in any such act; or (c) attempts to engage in such acts. Academic misconduct will not be tolerated and will be severely penalized, resulting in a failing grade for the class. The appropriate dean will be notified of academic misconduct and complaints handled according to university policy.

Reasonable Accommodation: Students who have a disability that may prevent them from fully demonstrating their abilities should contact the instructor or the CHES director as soon as possible so that accommodations can be made to ensure their full participation and to facilitate their educational opportunities.

My expectations of you:

You must complete all assignments on time.

You must come to class on time-this means, be sitting in your seat with notebook and pen ready at the time when class is scheduled to start.

You must come to every class prepared -this means, having done all assignments and readings, with all supplies (like pen and paper), and ready to participate.

You must ask questions as needed at appropriate times.

If I say, "Any questions?", that's a good time for a question. If your question is unrelated to that day's class, wait until the end of class. You must be considerate of other classmates. You can disagree, but don't insult.

Grading: Your grade will be composed of the following:

Speech 1 20%

Speech 2 20%

Speech 3 (Final Speech) 40%

Class participation which includes group preparation work,

practice and intro speeches and participating as audience for other student speeches: 20%

The Final Speech serves the role of Final Exam for this course.

There is no written final exam.

Two things are important here.

If you do not participate in class, the highest grade you can get is a B, and you can only get this if you get a perfect score on every speech (which is unlikely).

The grade for each speech is composed of two parts: your outline/notes and your presentation. If you don't hand in any outlines, but give all the speeches and participate in class, the highest grade you can get is a D, and only if you get a perfect score on class participation and every presentation (which is unlikely).

Speeches: Each speech will be graded according to content (20 percent), organization (40 percent), and delivery(40 percent).

You will turn in an OUTLINE of every speech before you give the speech in class.

If you don't turn in an outline, you will not give a speech.

Class activities:

Before class, you will have assigned readings. You should come to class ready to

discuss these readings, take a quiz on them, and with notes on these readings.

During class, I will lecture and we will have discussions. What I say and what I write on the board is important-you should take notes.

You should raise your hand and be recognized by instructor to speak.

Do not speak out without being recognized and invited to speak by instructor.

We will do class activities. The purpose of these activities is for you to apply and practice concepts that we read about and that I lecture about. You should learn something. You will not be graded

on how well you do the activities (so, it's OK to make mistakes). However, if you refuse to participate, your grade in the class will go down

You will give speeches regularly. You should practice these in advance-you will be graded on them. Class readings: There are textbooks for this class. You should take notes on readings. Also, I will distribute articles for you to read and refer you to online sources, films, etc. We will discuss them in class. YOU MUST read the articles! Occasionally, I will give you handouts-treat these as you would a textbook. Put them in your notebook, don't lose them, refer to them when doing homework.

How to contact me: wnevins@unm.edu

This is my e-mail address. E-mail is the best and most efficient way you can contact me, so I suggest you learn to do this ASAP. You should let me know 24 hours in advance if you will be late to class, absent from class, late with an assignment, whatever.

ATTENDANCE REQUIREMENTS: IF YOU MISS TWO CLASSES YOU MAY BE DROPPED FROM THIS COURSE.

Schedule of Assignments will be provided separately.