

CJ 130.501 PUBLIC SPEAKING Spring 2018 SYLLABUS

UNM Valencia Campus CRN 34833

First Eight Weeks January 16 – March 9

Tuesdays & Thursdays (“TR”) 1:30-4:15 p.m. Classroom Location C101 aka Vo-Tech 101

Instructor: Jennifer R. Bartlit, Esq., Office Hours: T and R 12:45-1:15 and by appointment.

Academics Building, 925-8600; Course Messages in Blackboard Learn. If *Learn* is inaccessible:

jbartlit@unm.edu

REQUIRED Textbook:

"A Concise PUBLIC SPEAKING HANDBOOK," Fifth Edition, by Steven A. Beebe and Susan J. Beebe, (2015, Pearson) ISBN: 978-0-13-438090-2. and

Supplemental: "How to Deliver a TED Talk," by Jeremy Donovan, ISBN: 978-0-07-183159-8 (2014, McGraw Hill). Also:

* A 2GB flash drive (for recording and reviewing speeches, and mobile storage for printing)

* 4x6" or 3x5" notecards for your speech aides may come in handy

*UNM email address and access to UNM *Blackboard Learn*

*Access to Internet and Microsoft Office (available on UNM-VC computers)

COURSE DESCRIPTION: The basic public speaking course is designed to help students develop skills in presentational speaking appropriate to a variety of public communication contexts; to gain confidence and competence in doing so; and to develop the capacity to analyze and evaluate the presentations of others as well as their own.

COURSE COMPETENCIES:

- Demonstrate effective and ethical speech preparation, including planning, research, forms of elaboration, critical and creative thinking, organization, research, outlining, audience adaptation, and speech introductions and conclusions.
- Describe and interpret the theoretical framework behind public speaking.
- Demonstrate critical thinking skills when examining arguments, sources, processes, etc.
- Apply appropriate presentational skills across a variety of contexts, ranging from interpersonal, to the workplace, to formal encounters.
- Evaluate and critique a variety of presentations including classmates' and student's own presentations, in order to become a more effective speaker and audience member.
- Demonstrate effective speech delivery through use of language, nonverbal elements and consider presentation aids.
- Develop impromptu and extemporaneous delivery skills.
- Manage presentation anxiety.

STUDENT LEARNING OUTCOMES:

- Students will be able to demonstrate a clear purpose in their presentations
- Students will be able to express information with clarity
- Students will be able to synthesize information in a logical and organized structure
- Students will be able to utilize ample support for their arguments
- Students will be able to demonstrate extemporaneous speech delivery
- Students will be able to present good vocal quality

- Students will be able to demonstrate physical behaviors that support the verbal message **WE WILL perform four assessed speeches: an introduction; informative; persuasive, and ceremonial, applying our developing knowledge of effective public speaking. Much class time is dedicated to presentations and feedback. Attention is also given to audience conduct.** We will also provide constructive feedback to classmates' speeches and integrate our emerging knowledge and experience through reflective writing.

ASSESSED WORK TO BE ASSIGNED WILL INCLUDE:

Speeches of 4 different types
Timely submission of topic proposed for approval
Speech Outlines as assigned
Peer Review
Self review, evaluation, and reflection
Demonstrated audience ethics
Class participation
Quiz or Exam

Specific point values are under revision and will be distributed after the first week in an updated Syllabus.

Your final grade will reflect your earned points of total possible points, converted to a percentage, then converted to a letter grade. A "C" (74% or higher) is needed to pass this course. University Conversion:

100 to 99 = A+; 98 to 94 = A; 93 to 90 = A-; 89-88 B+; 87 to 84 = B; 83 to 80 = B-; 79 to 78 = C+; 77 to 74 = C; 73 to 70 = C-; 69 to 68 = D+; 67 to 64 = D; 63 to 60 = D-; 59 and below = F.

COURSE POLICIES:

INTEGRITY – *All work should reflect your individual effort; all speeches should be prepared by you from start to finish.* You should never give your work or speeches to another student. Never claim the words of another person or organization as your own. All sources must be cited orally within your speech and listed in your bibliography.

PRESENCE & PARTICIPATION – Your contribution is valuable to your peers' learning as well as your own. You are expected to participate respectfully and thoughtfully. *If you are distracting yourself electronically, you are not present. I grade participation on a "check +", "check", "check –" system.* You receive a "check" for attendance. You receive a "check +" if your engagement catches my positive attention. Any distracting/inappropriate behavior, whether with or without electronics, will earn you a "check –". At the end of the course, your attendance and participation points will be calculated based on this system.

Participation is important to the entire class; therefore, it is rewarded. Attentive audience is part of your participation grade. Missing class is not an excuse for being unprepared; if you are absent it is your responsibility to keep up with reading, get class notes from a classmate, and/or

confer with me at an appropriate time if you have questions. Excessive absences (more than 2 or 1 week's worth of our 8 week class, even "excused") can result in being dropped. Two instances of arriving late, leaving early, or persistent (non-class-subject) electronics use can be counted as an absence. Excused absences are illness or emergencies. Non-emergency appointments, child/family care, court hearings, and job scheduling conflicts do not count to excuse absences except in rare circumstances after informed consideration.

MISSED WORK – *I will not allow students to make up missed work. I hardly ever allow students to make up missed speeches.* Exceptions are limited to documented, serious, and inescapable emergencies, such as car accident or hospitalization. If you should miss a speech, you would do well to submit your outline to me in *Learn* ASAP (for partial credit only).

ENGAGEMENT – You can participate best when you are prepared, having done the reading and homework before class. Come ready to demonstrate what you've learned. I evaluate your level of engagement – *evidenced by active listening, quality contributions, and productive use of class time* – during and after each class.

RESPECT – Public speaking can be very nerve wracking. It is of utmost importance to demonstrate courtesy to your fellow classmates. Each of you will be working for a grade when you get up to present your speech. As such, distractions and inattentive audience can have a negative effect on the speaker. I have zero tolerance for rude or disruptive behavior. Students who persist in such behavior will forfeit points from their own presentation and those points will be awarded to the speaker who was disrupted.

Disruptions include: use of phones at all – call, text, surf; cell phone ringing during a classmate's speech; open laptops or other electronic devices; rummaging through backpacks, grooming, practicing your own speech, general behaviors associated with non-listening, or any other behavior that I deem controllable and inappropriate during a presentation.

OFFICE HOURS – *Use one-on-one meetings for speech-specific questions you can not answer on your own or with available help.* Check that the textbook does not answer your question. See me during office hours or make an appointment.

GRADES & RETURNED WORK – *It is your responsibility to keep track of your own grade throughout the term & to keep all of your returned assignments.* There will be periodic updates available on *Blackboard Learn*. Additionally, keep all returned work. It is your proof of your grades.

QUALITY – *I strongly advise you to dress up a bit on your speech days; this includes removing hats and hoods, outer jackets, sunglasses, and lanyards.* Doing so shows that you care about your message, your audience, your professionalism.

PROPER FORMAT of any WRITTEN ASSIGNMENTS:
Please proofread for spelling, grammar, and punctuation errors. During the semester, there may be assignments to be handed in or submitted online in *Blackboard Learn*. We will learn how to do that if doing so is new. Use the following format for work you submit: The text

should be in a Microsoft WORD document format. Unless otherwise specified, it should be single-spaced, typed in 12-point Times or Times New Roman font, with paragraphs indented a quarter of an inch. **Your name should be in the file name, and it should be first in the file name. Suggested file name: “Lastname.Firstname.CJ130.[Assignment name].doc[x]”** This is so that I can easily find your work if I must download it for review. File names like “MyPaper” can get mixed up with a lot of other people’s submissions.

Suggestions for the text itself. In the upper left corner:

Your name

CJ 130.501

Date

Assignment Name

Note: The grade assesses fulfillment of the assignment. The quality of writing (grammar, punctuation, spelling, sentence construction and clarity), will be a part, as well as measurements of the course content. **Assignment goals will be detailed (with rubrics) when the prompt is issued.**

MORE ABOUT STUDENT PROFESSIONALISM

COURSE CONDUCT

Students and instructor should strive to communicate and conduct themselves, in interactions and course performance, in a manner directed by personal integrity, honesty and respect for self and others. While I do not expect problems when working with adult learners, these policies ensure a safe and productive classroom environment. Note these policies listed in the UNM Student Handbook:

- 1) Students must treat one another and the instructor respectfully.
- 2) Students should not interrupt classroom lectures or discussion with unrelated comments.
- 3) Students may discuss complaints about the course with their instructor; however, the students must do so in the proper environment, such as the instructor’s office during office hours.
- 4) Class time is a professional learning environment. Obscene or profane language will not be tolerated.
- 5) Sexual harassment will not be tolerated.
- 6) Behavior that threatens the safety of any class member, including the instructor, will not be tolerated. Intoxication, physical assault and/or battery, violence, stalking, or threats fall into this category.
- 7) Students must not threaten the instructor concerning their grades. This type of behavior is considered harassment and/or verbal assault.
- 8) If you ever feel unsafe on campus, please call Campus Security at (505) 925-8570.
- 9) Food and beverages are not permitted in the classroom.

Students violating any of these rules will be asked to leave the class for the day.

PLAGIARISM

Students are expected to observe strict honesty in academic programs. The UNM VC Student Handbook describes Academic Dishonesty and disciplinary actions. When a student submits any assignment for a course, the student will submit entirely original work or will properly cite all sources used in the assignment. Without proper citation, the student is guilty of plagiarism, which is not tolerated. As a student, you are responsible for understanding what constitutes plagiarism. You should talk to your faculty to ensure that you can recognize and avoid all types of plagiarism. Plagiarism occurs in two primary ways:

1. Word-for-word copying, without acknowledgment, of the language or creative work of another person. Having another person complete all or part of your assignment is plagiarism. Any words that others' wrote should be formatted clearly as quotations; any ideas that come from others, whether paraphrased or mentioned, must be attributed to that source. Moreover, you must include the citation for the material in your assignment. This applies to even the briefest of phrases if they are truly distinctive.
2. Any distinctive, original idea taken from another should be credited to its creator/author. When in doubt, it is better to err on the side of attributing too much, because attributing too little is plagiarism.

Most style manuals provide information concerning how to paraphrase and cite the ideas and writings of others or other sources.

Severity of disciplinary action for plagiarism correlates to the severity of the offense. It could be requiring a substitute assignment, assessing a lower grade, a failing grade, for the assignment, a failing grade for the course, or expulsion from the university.

TUTORING and TECHNICAL DIFFICULTIES

For information about free tutoring at the Writing Center, email Dr. Patricia Gillikin at gillikin@unm.edu

Questions about **computer-related** problems can be addressed by Information Technology Services, on Valencia Campus 925-8551 or 925-8556 (perhaps also via UNM's main campus, 277-5757 Monday – Friday, 8-12, 1-5). Computer technicians are available and happy to help you solve technical problems.

Questions about **Blackboard Learn** can be addressed by a tutorial at <http://online.unm.edu/help/learn/students>, or a tutor at The Learning Center, face-to-face and online: 505-925-8907, <http://www.unm.edu/~tutor/>

PRIVACY & “LEARN” TRACKING NOTICE

LEARN or the course page within *LEARN* automatically records all students' activities, including your first and last access to the course, the pages you have accessed, the number of course mail messages you have read/sent and the number of discussion topics you have read/posted. This data is accessed by the instructor to evaluate class participation and to identify students having difficulty using *LEARN* features.

PRIVACY GENERALLY

Student privacy is strongly protected by professors at UNM-VC. The Federal Educational Records Privacy Act (FERPA) strictly prohibits the instructor or administrators from talking to anyone but the student about his or her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the only one who may speak to the instructor regarding his or her grades. All other outside requests for information release must be sent to and approved by the UNM-VC Registrar. 505.925-8580. <http://www.unm.edu/~unmvc/Admissions/admiss.htm>

OFFICE OF EQUAL OPPORTUNITY AND TITLE IX

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see pg 15 – <http://www2.ed.gov/about/offices/list/ocr/docs/ga-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

EQUAL ACCESS and ASSISTANCE

Accessibility Services located in Student Services provides academic support to students who have disabilities. If students think they need alternative formats for completing coursework, they should contact this service right away to ensure their needs are met in a timely manner. Students are responsible for getting all documented forms to me as soon as possible. I can not accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services. Pursuant to the Americans with Disabilities Act (ADA), I accommodate documented special needs and encourage students to discuss their concerns with me.

UNM Valencia Campus Accessibility Services are located in Advisement & Counseling Services Student Services Building, 280 La Entrada Rd., Los Lunas, NM 87031, 505-925-8560. <http://www.unm.edu/~vcadvise/equalaccess.htm>

NB: In order to best accommodate you, please submit the appropriate notice to me within the first two weeks of the semester.

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