

MCCCD requirements indicated in red. See checklist.

COM 225

PUBLIC SPEAKING

SPRING 2007 • 1-2:15 MW (\$1762) & 5:45-7 PM (\$5568)

1 Glendale Community College • 6000 W. Olive Avenue • Glendale AZ 85302

Holly McKinzie Beene, PhD

Location: LA-101

7 things you should know about this class



What is it, anyway?

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This class is about the theory and practice of preparing and delivering different kinds of public presentations.

Big picture: it's about **learning leadership** (leaders lead with their words), **issues management** (what to say, when, and to whom), **time management** (effective preparation and presentation), **productivity** (you want listeners to get the message), and **effectiveness** (speakers want interest *and* results). Not a bad return on your \$214!

Official course description: Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101 or ENG107, or equivalent.



What will we do? How is it graded?

We'll plan, research, analyze, compose, interact, & speak:

- Engagement (100 attendance points – deduct 10 pts. per absence)
- Classroom activities (usually 10 pts./about 50 pts. total / no make-ups)
- Brief talks: Brown Bag Intro (10); Personal Speech Profile (10)
- Presentations: Topic Briefing I (25); Informative (100); Persuasive (150); Topic Briefing II w/PowerPoint (50)
- Prepared introductions (2@5) and Self-evaluations (2@5)
- Master Group work - conducting class for other speakers (2@20)
- Two exams– take home (2@50)
- Outside Speaker – written evaluation due April 20 (25)
- Limited prep final presentation – showcase your learning (25)

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Keep track:

Absences: ___ ___ ___

Misc. class activities:

- _____
- _____
- _____
- Brown Bag Intro* ___/10
- PSP* ___/10
- Topic Briefing I* ___/25
- Informative* ___/100
- Intro* ___/5 *s/e* ___/5
- Persuasive* ___/150
- Intro* ___/5 *s/e* ___/5
- Topic Briefing II* ___/50
- Master Group* ___/40
- Exams* ___/100
- Outside Speaker* ___/25
- Limited Prep final* ___/25

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Grading: A-90%; B-80%; C-70%, etc. **AND** 60% of attendance pts.

Be sure to double-check your own grade log against Blackboard! <http://www.gc.maricopa.edu/blackboard>



Contacts?

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e-mail hm.beene@gcmail.maricopa.edu

Phone: (623) 845-3729

Department Office: (623) 845-3745

I'll check email 9am & 9pm M-Thurs & Sun However, you need to ...

- ✓ Get a grown-up address: vampiremama@yahoo.com = GCC Spam
- ✓ Set up Blackboard: either validate *and* use your GCC student email or edit your Blackboard email to another address you really use. Otherwise, mail comes to me from none@maricopa.edu! No kidding.

OFFICE

O2-11 (NW corner)

MW 11-11:45 am

TR 9-9:45 am

FRI: appointment or email

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What will we need? 6

Beebe, Steven A. & Susan J. Beene. *A Concise Public Speaking Handbook*. Boston: Pearson Learning, 2006. [ISBN 0-205-44020-7]

Perhaps \$10-20 for stress management supplies during semester:
3-ring binder: all materials I give you will be pre-punched.
\$10 jump drive (flash drive) for electronic backup!

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What's the division of labor?

YOURS: The fact is: you'll be doing most of the work. To succeed in this class, you'll need a working knowledge of standard written and spoken English. You need to be here. You need to be prepared for class so you can fully participate in activities. Finally, you'll showcase your learning in assignments & talks – presented on the due dates. This class allows little flexibility for make-ups.

MINE: Basically, my job is to (a) cultivate your confidence; (b) guide your learning; (c) nurture an ethical and respectful classroom environment; & (d) model academic excellence.

If at any time during the semester you have concerns about my policies, teaching philosophy, or professionalism, please talk to me. I promise I will be courteous and receptive.

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Any fine print?

★ Last day to withdraw w/o my signature 3/2/07

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- **ZAP YOUR e-GIZMOS:** Mute or stow away your cell or pager!
- **MAKE IT TO CLASS:** Your attendance counts – both in learning and grades!
Official school absences require advance notice and arrangements for assignments.
- **MAKE DEADLINES:** late work deductions are 10% for the first week, 25% thereafter. You'll score 75% max if you simply don't show up for a speech date – make-up scheduling is difficult.
- **DO YOUR OWN WORK:** Do not put yourself in a position where your good karma could be permanently cancelled. You'll fail any assignment with plagiarized work. See Student Handbook.
- **STAY THE COURSE:** Withdrawals may affect your scholarship/financial aid & Incompletes have institutional fine print (contracts/deadlines).
- **TAPING:** Okay with me, but not especially helpful in this class.

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DISABILITY SERVICES: If you have a disability that may have some impact on your work in this class and for which you may require accommodations, you need to notify the Disability Services office, located in TDS-100. Telephone: (623) 845-3080.

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Any Surprises? 8

We are all bound by policies in the GCC Catalog & Student Handbook. There will be no major changes in course requirements or policies, which are listed in this syllabus, but I reserve the right to modify the assignment calendar as necessary. You'll receive a printed course calendar and know about any changes well in advance.

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