INSTRUCTOR INFORMATION

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Email: sshaffer@nr.edu  
Office hours: Posted in Blackboard

IMPORTANT:

☑️ The recommended browser to use with the current version of Blackboard is Mozilla Firefox. Other browsers are inconsistent in their performance with Blackboard. When taking tests or quizzes, USE a wired connection.
☐ Check your VCCS email regularly and respond/keep in touch with your instructor.

COURSE DESCRIPTION

Description: Applies theory and principles of public address with emphasis on composition and delivery. (3 credits)

Prerequisite: None

Credits: 3
Submissions: 11
Online Activities: Required

COURSE MATERIALS

Textbook: The Art of Public Speaking by Stephen Lucas 12th edition (Required)  
Connect Lucas Plus Access Card for The Art of Public Speaking (Required)

Note: NRCC assumes no liability for virus, loss of data, or damage to software or computer when a student downloads software for classes.

The Student’s Guide to Distance Education is available at http://www.nr.edu/de/pdf/stuguide.pdf.
A.  INTRODUCTION

This is a Distance Education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

CST 100-35 is an online course with two required on campus meetings and two speeches submitted via video. In order to satisfy the course requirements and objectives each student must comply with the following technical requirements:

This is a Distance Education course designed specifically for those students whose learning styles are best served by providing instructional opportunities beyond the traditional classroom setting.

Public Speaking provides students with an understanding of the process of human communication in public situations through the application of theory and principles of public address. Students will gain an overview of the process of public speaking, then learn the basic principles of speech preparation, and finally apply and adapt those principles when delivering various types of speeches.

Each student MUST deliver her or his speech in front of an audience of at least five to ten adults. No speech given without an audience with the student speaking to the camera/camera operator will be accepted. Failure to adhere to this requirement will result in a grade of "0" for the speech. There will be no repeat submissions of any speech submitted by a student who fails to follow this requirement.

Accepted settings for speech delivery are academic settings, professional/corporate organizations, civic organizations, clubs, councils and religious organizations. Speeches may not be delivered in domestic settings (i.e. in the family home, family reunions, etc.) Failure to comply with the required setting will result in a grade of zero for the speech.

Each student is responsible for the necessary equipment to record presentations. It is equally the student’s responsibility to record, compress and upload all of the required speeches in a timely manner consistent with the due dates of the class. New River Community College, the office of Distance Education, the faculty and the staff will not be considered as responsible for providing equipment, services, software or technical consultation in order for students to complete assignments.

The video camera should be positioned behind the audience in order for the speaker and the audience to be clearly visible in the video. It is each speaker’s responsibility to ensure their camera operator includes the entire audience and all visuals used by the speaker in the video. The camera operator may zoom in for a close shot but it may not exceed two close ups for any presentation. No presentation may be edited, dubbed, looped or altered in any manner. Speeches that have been technically altered will receive a grade of zero.
No student should "teleprompter" their speech by displaying the speech behind the video camera and acting as though the delivery is extemporaneous. **This is cheating and speeches that are recorded in this fashion will earn a grade of "0."** (Teleprompter speeches are notoriously easy to detect based on simple eye movement patterns.) All speeches must be delivered in the extemporaneous form - the foundation of the speech is a planned complete outline but the actual presentation is delivered from note cards with key words and phrases only. **Any student who telepromters a speech or reads from a manuscript will receive a grade of zero for the presentation.**

Preview the taped speech before it is uploaded to the Connect Lucas site. Make sure the picture is clear and the sound is audible. Poor quality submissions will be graded accordingly. Please note: The Connect Lucas site is set to "time-out" at 11:30PM on the due date for all speeches. Students must ensure that the entire video has been uploaded well in advance of this cut off.

**Students who cannot provide the required audience, setting and/or equipment are directed to drop this course and add another section of CST 100 Public Speaking. NRCC offers CST 100 as a traditional lecture course, as a print based Distance Education course and as a hybrid online course.**

**Students who opt to remain in the course agree to abide by the policies regarding audience, setting and technical requirements.**

*No assignment will be considered as complete if it does not comply with the requirements of this course regarding audience, setting and technical requirements.*

**B. Student Learning Outcomes**

Upon the successful completion of this course, the student will be able to:

A. Identify and implement techniques to reduce self-consciousness and physical tension when speaking.

B. Analyze the communication process as it pertains to public speaking.

C. Develop good listening habits in a wide variety of speech situations.

D. Analyze and implement the techniques of effective speech preparation and presentation.

E. Analyze the complexities and expectations of diverse audiences.

F. Use critical thinking to analyze various audiences and speech occasions.

G. Recognize the ethical choices and responsibilities facing the public speaker.

H. Develop and demonstrate speech making skills using standard English for a variety of speech situations, using extemporaneous delivery (90% eye contact, note cards organized in advance).
I. Demonstrate proficiency in outlining, composing and research skills.

J. Demonstrate proficiency in verbal and nonverbal skills necessary for public speaking.

K. Apply the ethical use of language.

L. Use critical thinking to evaluate and integrate qualitative and/or quantitative evidence in a variety of speech applications.

C. **COURSE CONTENT**

Textbook chapters:
- Chapter 1 – Speaking in Public
- Chapter 2 – Ethics and Public Speaking
- Chapter 3 – Listening
- Chapter 4 – Giving Your First Speech
- Chapter 5 – Selecting a Topic and a Purpose
- Chapter 6 – Analyzing the Audience
- Chapter 7 – Gathering Materials
- Chapter 8 – Supporting Your Ideas
- Chapter 9 – Organizing the Body of the Speech
- Chapter 10 – Beginning and Ending the Speech
- Chapter 11 – Outlining the Speech
- Chapter 12 – Using Language
- Chapter 13 – Delivery
- Chapter 14 – Using Visual Aids
- Chapter 15 – Speaking to Inform
- Chapter 16 – Speaking to Persuade
- Chapter 17 – Methods of Persuasion
- Chapter 18 – Speaking on Special Occasions

D. **EVALUATION**

1. The final grade for the course will be determined as follows:

<table>
<thead>
<tr>
<th>Evaluation of homework</th>
<th>10%</th>
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<tbody>
<tr>
<td>Introduction Speech</td>
<td>10%</td>
</tr>
<tr>
<td>Informative Speech</td>
<td>20%</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>20%</td>
</tr>
<tr>
<td>Special Occasion Speech</td>
<td>15%</td>
</tr>
<tr>
<td>Examinations (Midterm &amp; Final Exam)</td>
<td>25%</td>
</tr>
</tbody>
</table>
2. Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
</tr>
<tr>
<td>79 - 89</td>
<td>B</td>
</tr>
<tr>
<td>68 - 78</td>
<td>C</td>
</tr>
<tr>
<td>57 - 67</td>
<td>D</td>
</tr>
<tr>
<td>0 - 56</td>
<td>F</td>
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</tbody>
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E. CLASS POLICY CONCERNING DUE DATES AND PENALTIES FOR ALL ASSIGNMENTS

All assignments are to be submitted by the posted due date. Extensions are granted only under the following situations: death or birth in the immediate family (“Immediate family” is defined as a spouse, child, parents, grandparents, brother or sister), illness or accident requiring medical attention (both are determined to require a visit to a physician). Documentation of the cause of the lateness must be presented within one week in order for the extension to be considered.

Any student who fails to follow the required technical, audience and location guidelines for any speech and who then proceeds to submit the video will receive a grade of zero with no opportunity to repeat the speech.

There are no repeat submissions of any video after a grade has been assigned.

Please note: Do not wait until the last hours of the due date to attempt to upload the video because if there is a technical problem you will not be able to complete the assignment. Procrastination is to be avoided. I will not grant extensions based on excuses such as “I tried to upload my video to the Connect site last night at 11:30PM but it wouldn't work.” Students are responsible for their own time management. It is crucial to plan ahead and manage the video submission to ensure it has been properly submitted.

F. WITHDRAWAL POLICY

Student Initiated Withdrawal Policy
A student may drop or withdraw from a class without academic penalty during the first sixty percent (60%) of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of sixty percent (60%) of a session, a student who withdraws or is withdrawn from a course will be assigned a grade of "W." A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.
c. After that time, if a student withdraws from a class, a grade of "F" will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of "W" may be awarded only if the student would have been eligible under the previously stated policy to receive a "W" on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Admissions and Records.

No-Show Policy
A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

Instructor Initiated Withdrawal
Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be withdrawn due to non-performance. A student should refer to his/her DE course plan for the instructor's policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

G. CHEATING

To plagiarize is “To use and pass off as one’s own the ideas or writings of another.” (Definition adapted from the American Heritage Dictionary.) Remember that plagiarism includes lifting words or ideas from Internet sites, as well as copying from print sources.

Any student found to be cheating on an assignment will receive a grade of zero for that assignment with no opportunity to make it up. Cheating includes: (1) giving or receiving information pertaining to tests and homework, (2) Plagiarism—which includes the copying of the language, structure, ideas and/or thoughts of another and passing off same as one’s own, original work, or attempts thereof.

All speeches and homework assignments are to be completed individually.
H. DIVERSITY STATEMENT

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Mark C. Rowh, Vice President for Workforce Development and External Relations, 217 Edwards Hall, 540-674-3600, ext. 4241.

I. DISABILITY STATEMENT

If you are a student with a documented disability who will require accommodations in this course, please register with the Center for Disabilities Services located in the Advising Center in Rooker Hall for assistance in developing a plan to address your academic needs.