

**Loyola University Chicago**  
**COMM 101 – 205 (5962) / Public Speaking and Critical Thinking**

Autumn 2017

Tuesdays/Thursdays

1 – 2:15 p.m.

Corboy Law Center/Room 323

Professor Dorothy (Dodie) B. Hofstetter

School of Communication

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### **Course description**

This course is designed to teach you how to research, organize, write and deliver speeches. You also will learn to be an intelligent, thoughtful and critical listener.

### **Learning Outcomes**

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 the 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.

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 so in a constructive, supportive manner.

### **Textbook**

*“A Speaker’s Guidebook, Fifth Edition,” by Dan O’Hair, Rob Stewart, Hannah Rubenstein*

### **Instructor Office Hours (By appointment)**

### **Grading**

Students will be expected to know material covered in lectures and the textbook. This will be measured through four speech presentations, a written report evaluating a public speaker and classroom participation.

The ability to deliver an effective speech varies from student to student. What is important is to give each speech your strongest effort and to show improvement through the semester. The lessons from this class will be extremely valuable in all stages of your life, from giving a great wedding toast, to eulogizing a beloved relative, to making a sales presentation, to participating in political and social movements.

**Grades will be determined in the following manner:**

Informative Speech: 100 points  
Cultural Artifact Speech: 100 points  
Introduction Speech: 100 points  
Textual Analysis Speech: 200 points  
Civic Issues Speech: 200 points  
Written Report: 200 points  
Typed outline and bibliography: 10 points for each speech x 5 = 50  
Professionalism: 50 points

**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  
629-600: D-  
599-0: F

**Professionalism**

You are expected to act in a professional manner in class. That means approaching your schoolwork as if it were your job. Showing up, and showing up on time, are critical. Letting the instructor know ahead of time of an absence is crucial. Participation and listening attentively to your fellow students' speeches is important. Unexcused absences will affect your final grade. If you have an unexcused absence on the scheduled day of your presentation, you will receive an F for your presentation. There will be no make up opportunities for unexcused absences. All students are expected to be present for all speeches given by classmates.

**Additional Classroom Policies**

- Students are expected to be actively engaged in class discussions and to study all assigned readings by the due date.

- Students are responsible for all readings whether or not they are discussed in lectures.
- No late assignments will be accepted.
- All written assignments must be typed, double-spaced and proofread. Errors in grammar, spelling and organization will result in a lower grade.

### **Academic Dishonesty Policy:**

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source>. In addition, a student may not submit the same paper or other work for credit in two or more classes. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more

classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard. Plagiarism or any other **act of academic dishonesty** will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication. A complete description of the School of Communication Academic Integrity Policy can be found at: <http://www.luc.edu/soc/Policy.shtml> Students with Disabilities: Students who need special accommodations for exams or class meetings because of a learning disability will provide instructor with a letter documenting the type of accommodations needed. If they claim to have a physical or psychological condition that hinders their ability to perform in class, medical documentation must be provided to the Office for Students with Disabilities and that office will assess whether or not your collaboration is required. These matters are confidential.

## **Schedule**

### **Week One**

**Aug. 29 and Aug. 31**

Class Introductions; Overview of Public Speaking

Readings: Chapters 1-7, 23-28

### **Week Two**

**Sept. 5 and Sept. 7**

Topic selection; Reference and Research; Organizing and Outlining; Speech Introductions and Conclusions

Readings: Chapters 6-10

### **Week Three**

**Sept. 12 and Sept. 14**

Continued discussion; the Art of Delivery; watch movie

Readings: Chapters 11-16

### **Week Four**

**Sept. 19 and Sept. 21**

**INFORMATIVE SPEECH**

Readings: Chapters 17-19

### **Week Five**

**Sept. 26 and Sept. 28**

Guest speaker; continued discussion

### **Week Six**

**Oct. 3 and Oct. 5**

**INTRODUCTION SPEECH**

### **Week Seven**

**Oct. 10 and Oct. 12**

Break and attend symposium

**Week Eight**

**Oct. 17 and Oct. 19**

Discussion of Cultural Artifact Speech

**Week Nine**

**Oct. 24 and Oct. 24**

**CULTURAL ARTIFACT SPEECH**

**Week Ten**

**Oct. 31 and Nov. 2**

**CULTURAL ARTIFACT SPEECH**

Discussion of Textual Analysis Speech

**Week Eleven**

**Nov. 7 and Nov. 9**

Discussion of Civic Issues Speech

**Week Twelve**

**Nov. 14 and Nov. 16**

**TEXTUAL ANALYSIS SPEECH**

**Week Thirteen**

**Nov. 21 and Nov. 23**

**TEXTUAL ANALYSIS SPEECH**

No class on Thanksgiving

**Week Fourteen**

**Nov. 28 and Nov. 30**

**CIVIC ISSUES SPEECH**

**Week Fifteen**

**Dec. 5 and Dec. 7**

**CIVIC ISSUES SPEECH**

**WRITTEN REPORTS DUE**