

**Syllabus**

**DIVISION OF ARTS AND SCIENCES**  
**COM 318: Power of Speaking and Listening**

5 Credits  
Effective: Fall 2011/2012

*Access to the Internet is required.*  
*All written assignments must be in Microsoft-Word-compatible formats.*  
*See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

## **FACULTY**

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

## **COURSE DESCRIPTION**

Public speaking is both an art form and specific skill. Inherent in public speaking is the power to foster and promote ideas through the formation and delivery of content-specific messages. Understanding cultural and gender-specific contexts is also key to effective public speaking. This course assists students in developing a critical understanding and awareness of message construction, listening, and delivery, with emphasis on situational, gender, and cultural implications and consequences. Students will learn public-speaking skills and strategies in order to effectively articulate both verbal and non-verbal messages to a particular audience for a particular purpose.

## **COURSE RESOURCES**

Required and recommended resources to complete coursework and assignments are available from the [Course Document Lookup](#).

## **CITYU LEARNING GOALS**

This course supports the following City University learning goals:

## **COURSE OUTCOMES**

In this course, learners:

- Adapt messages to specific audiences, situations, and contexts
- Find, evaluate, and apply information
- Demonstrate credibility
- Critically reflect on experiences and improve problem-solving, decision-making skills, and performance
- Use persuasion and argumentation concepts to construct communications
- Use technology skills to analyze and communicate
- Apply strong written and oral communication skills

## **CORE CONCEPTS, KNOWLEDGE, AND SKILLS**

- Accurate and effective use of statistics in presentations and decision-making
- Argumentation
- Audience analysis
- Communication ethics
- Communication models
- Critical thinking and reflection

- Information literacy
- Listening
- Nonverbal communication
- Rhetorical style
- Strong written and oral communication skills
- Verbal communication

## OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle’s decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Instructor-Determined Assignments	30%
Speech Assignments (Narrative, Informative and Persuasive Speeches)	10%
Speech Assignments (Narrative, Informative and Persuasive Speeches)	20%
Speech Assignments (Narrative, Informative and Persuasive Speeches)	25%
Speech Assignments (Narrative, Informative and Persuasive Speeches)	15%
<b>TOTAL</b>	<b>100%</b>

## SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

### Instructor-Determined Assignments

Students are expected to participate in weekly discussions and activities. Discussions and activities may include group projects, short papers, individual discussion assignments, research, case study analysis, peer critique, journals, and quizzes.

Class participation through discussion is an integral part of this online course, although it is typically less formal than other work submitted throughout the course. Participation is defined as active engagement in a discussion or other online activity.

To provide a structure for balanced participation and allow you to maximize the benefit of the discussion boards, it is recommended that you follow these guidelines:

- 1) Post your responses to discussion questions in the first three days of the school week (Monday through Wednesday).
- 2) Post three or more thoughtful and topic-relevant comments to responses made by classmates during the last four days of the school week (Thursday through Sunday).

3) Respond to any questions that your instructor or peers have regarding your original post by the end of the school week.

<i>Components</i>	<i>% of Grade</i>
Meets requirements of the activity in a timely manner	25%
Adds insightful or new ideas, comments, or questions relevant to the activity and/or to other students' posts	25%
Appropriately references readings, material in course sessions and other postings	25%
Writes clearly, concisely, and grammatically	25%
<b>TOTAL</b>	<b>100%</b>

Speech Assignments (Narrative, Informative and Persuasive Speeches)

Narrative Speech

Speakers will be required to tell a 4- to 6-minute story about an experience they have had which has taught them a lesson. The story should have a setting, a complication, suspense, resolution of the complication, and a closing that incorporates the lesson learned. The story must be a true story and one in which the speaker was present. Ideally, the speaker should be the story's "main character."

<i>Components</i>	<i>% of Grade</i>
Evidence and support	20%
Organization and coherence	50%
Style and mechanics	30%
<b>TOTAL</b>	<b>100%</b>

Speech Assignments (Narrative, Informative and Persuasive Speeches)

Informative Speech

Students will be required to teach the class some new information. The speech can take the form of a demonstration or a "lecture." This speech will be 5-7 minutes in length, and a presentational aid must be used in this speech.

A minimum of five sources must be used in researching this speech, two of which must be cited out loud in the body of the speech. A one-page outline and a separate "works cited" page must be turned in at the time of the speech.

<i>Components</i>	<i>% of Grade</i>
Organization and coherence	50%
Evidence and support	20%
Style and mechanics	30%
<b>TOTAL</b>	<b>100%</b>

Speech Assignments (Narrative, Informative and Persuasive Speeches)

Persuasive Speech

Students will be required to give a speech that attempts to motivate the audience to think about an issue or behave in a way desired by the speaker. This speech will be 6-8 minutes in length, and a presentational

aid must be used in this speech.

A minimum of six sources must be used in researching this speech, three of which must be cited out loud in the body of the speech. A one-page outline and a separate “works cited” page must be turned in at the time of the speech.

<i>Components</i>	<i>% of Grade</i>
Organization and coherence	50%
Evidence and support	20%
Style and mechanics	30%
<b>TOTAL</b>	<b>100%</b>

### Speech Assignments (Narrative, Informative and Persuasive Speeches)

#### Speech Critique

Students must watch someone else deliver a speech. There are a variety of situations that would work for this assignment, including watching a professional speaker, attending a training or sales presentation, and observing a religious leader delivering a sermon. It is strongly preferred that you attend a speech in person.

After seeing the speech, you must analyze and critique what you have observed in the form of a paper which addresses the following topics: the speaking context; introduction; speech body; conclusion; visual aids; delivery; effectiveness; criticism and praise for the speaker. This paper should be about four or five pages long in APA style.

<i>Components</i>	<i>% of Grade</i>
Organization and coherence	50%
Evidence and support	20%
Style and mechanics	30%
<b>TOTAL</b>	<b>100%</b>

## **COURSE POLICIES**

### **Late Assignments**

LATE ASSIGNMENT

### **Participation**

PARTICIPATION

### **Professional Writing**

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

## UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

### Scholastic Honesty

Scholastic honesty in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. You are responsible for understanding CityU's policy on scholastic honesty and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Scholastic Honesty* under *Student Rights & Responsibilities*.

### Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if s/he is present at any time during the class session. For online classes, a student has attended if s/he has posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Attendance Policy for Mixed Mode, Online and Correspondence Courses*.

## SUPPORT SERVICES

### Disability Resources

If you are a student with a disability and you require an accommodation, please contact the Disability Resource Office as soon as possible. For additional information, please see the section in the [University Catalog](#) titled *Students with Special Needs* under *Student Rights & Responsibilities*.

### Library Services

CityU librarians are available to help you find the resources and information you need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

### Smarthinking

As a CityU student, you have access to 10 free hours of online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at [help@cityu.edu](mailto:help@cityu.edu) to request your user name and password.