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ENGL 110: Oral Communications
Spring 2022, Section 9, course syllabus and schedule

Credit Hours: 3   Total Contact Hours: 45
Instructor: Christopher Hoffmann, MS, MA Instructor: E-mail: choffmann@smccme.edu
Office: Harborview 301   Contact: by email or phone (741-5774)
Prerequisite: ENG 050/075

Mailing address: SMCC English Department, 2 Fort Road, S. Portland ME 04106

Course Description: This introductory course is designed to provide students with a foundation in basic oral communication. Topics covered include speech organization, active listening techniques, preparation of visual aids, collaborative projects, and preparing and presenting speeches to live audiences employing a variety of rhetorical techniques.

Course Objectives:

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

- Prepare and deliver speeches to a live audience using at least five of the following **rhetorical modes**: personal introduction, demonstration, information, argument, persuasion, panel discussion, debate, team presentation, or special occasion using visual aids when appropriate.

- Analyze an **audience** and adjust communication style and delivery accordingly.

- Recognize how **body language** and non-verbal cues communicate unconscious messages and identify the effects of non-verbal communication on a speaker's credibility.

- Use verbal and non-verbal behavior demonstrating **active listening.**

- Recognize common **presentation aids** including digital slide presentations with strengths and weaknesses of each and the incorporation of them into speeches when appropriate and necessary.

- Use language free of **bias** that is appropriate to topic, audience, purpose, context, and speaker.

- Use **physical behaviors and vocal variety** at a volume audible to audience to maintain interest.

- Demonstrate ability to find, evaluate, use, and cite **credible sources**.

Texts, Tools and/or Supplies:

Required Text: *Public Speaking: The Virtual Text.* The Public Speaking Project. (2011).
 Available at: https://socialsci.libretexts.org/Bookshelves/Communication/Public_Speaking/
Public_Speaking_(The_Public_Speaking_Project) (free, online text which can be downloaded)

Recommended Texts   *A Writer's Reference* by Diana Hacker and a good dictionary

Topical Outline of Instruction:

1. Building Confidence
2. Ethics
3. Listening
4. Audience Analysis
5. Selecting Topic and Purpose
6. Finding and Evaluating Evidence
7. Outlines
8. Introductions, Conclusions, Transitions
9. Presentation Aids
10. Informative Speeches
11. Non-Verbal Communication
12. Workplace Communication

Course Requirements (<u>typical requirements underlined</u>**; Spring 2022 comments in bold)**

1. <u>Participation in the classroom environment, including attendance, a constructive attitude, attentiveness, following instructions, getting to class on time, self-discipline, and courtesy to both instructor and students.</u> **As Zoom meetings may at times be our "classroom", your prompt attendance online, attention to instructions, and participation in some form of discussion is still expected.**

2. <u>Demonstration of familiarity with college resources, and completion of ongoing critical self-assessments.</u> **We will spend more time than usual getting familiar with online library resources as research will be an important component of this course.**

3. <u>Development and delivery of speeches using at least five of the following rhetorical modes: personal introduction, demonstration, information, argument, persuasion, panel discussion, debate, team presentation, or special occasion.</u> **Most of these have been "tested" in previous Covid semesters and they all worked quite well in Zoom also.**

4. <u>Demonstration of the ability to choose and narrow topics relevant to the speaker's purpose and knowledge level to fit time limits and audience. Students will select organizational patterns appropriate for the topic, occasion, and purpose and create outlines which include topic, purpose, and central idea.</u> **Again, switching to online should not have an impact on this.**

5. <u>Participation in peer feedback and self-evaluation.</u> **This will be only slightly modified from typical pre-pandemic semesters.**

Student Evaluation and Grading:

Attendance & Participation: 200
Research log: 100
Speeches (50 each x 8): 400
Reflections (and intro assignment): (10 each) 100
Information Speech & Materials: 100
Final Class Reflection: 100
TOTAL: 1000

Speeches:
Each student will be required to give and/or record ten "speeches" during the semester: Introduction; Narrative; Persuasion; Recitation; Improvisation; **Information**; Process Analysis; Interview; Panel Presentation; and one TBD. Each speech is 50 points of the final 1000 points, except for the SMCC Common Assignment Information

Speech, which is worth 100 points (50 points for the speech and 50 points for the supporting material). Letter grades will be assigned to the speeches which determines the points earned per speech. Each student will also write a one- to two-page critical reflection for each of his or her own speeches and presentations. This reflection will be due within one week after the speech is given or due. Each reflection is worth 10 points and point grades rather than letter grades will be given. Attendance/participation will be based on contributions to class discussions, participation in group assignments, and occasional Discussion Board assignments.

Common Assignment: Information Speech

The purpose of this speech is to provide information or share knowledge with the audience. The speech is designed to explain, teach, clarify or define a topic. Students are required to use a minimum of two scholarly sources (no online encyclopedias or .com sites) and must craft a detailed outline based on the models provided in the class text, including an MLA formatted list of works cited. Students will be evaluated with the accompanying common rubric using the following classifications:

None/Minimal: Student was unprepared, displayed little effort, and/or performed below instructor's expectations.

Attempted: Student showed evidence of progress and some effort but was inconsistent and/or performed below instructor's expectations.

Satisfactory: Student met the minimum requirements of the assignment.

Excellent: Student's performance exceeded instructor's expectations.

Attendance:
Class attendance is extremely important. You are allowed one unexcused absence for the semester. Any additional unexcused absences will result in ten points taken off your attendance grade for each absence. More than three consecutive unexcused absences will result in automatic dismissal from the course and an AF (administrative failure) grade. More than seven total unexcused absences will result in the same. In certain extreme cases, excused absences may be granted at the instructor's discretion; normally these are arranged prior to an absence. Students are responsible for following the Brightspace schedule when they are absent. If you are absent, it is your responsibility to contact another student from class, via Brightspace, to find out what happened in class, and to be fully prepared for the next class. If you are absent on the day of a speech, you will be required to deliver it during the following class. Late speeches are subject to a grade reduction of 5% for each class period they are late. **Late Attendance:** If a student is not present when attendance is taken, that student will be marked absent. If a student enters the class late, it is his or her responsibility to communicate with the instructor regarding the lateness. In this case the absence will be changed to "Late." (*See also "Snow Day" below*)

Communication:
Students are required to use Brightspace to check for assignments and announcements. (If you miss a class, please do not email me and ask what the assignment is - it will be on Brightspace). Students are likewise expected to use their school email account for communication with me and classmates, especially regarding absences or tardiness (i.e., send me a note if you know you will be late or absent). Brightspace Instant Message can also be used, but if you have an important, time-sensitive message, use BOTH Message and SM email.

Class Protocol- *We all have the right and responsibility to:*
- Arrive on time prepared for class and stay for the whole class barring emergencies.
- Not bring anything to class that makes noise, is/was alive, or smells.
- Minimize or refrain from the use of colognes, perfumes or *Cannabis* out of respect for allergies and sensitivities.
- Not schedule non-emergency appointments during class time.
- Share concerns about class as they occur.
- Give this class our full attention.
- Be actively involved in creating a positive class experience that includes treating each other with respect, avoiding stereotypes and humor that demeans others, listening to others respectfully, not speaking while others are talking, and intervening politely if others are disrespectful or unfair.

We will discuss and possibly modify these rights and responsibilities and establish some other ground rules specific to our course during the first week or two.

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the status of the pandemic, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

SMCC Policies and Services:

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2021 semester. Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.
To access services:
• 	Visit My Learning in My Maine Guide or
• 	 Select the "tutoring needed or need help?" button if it appears inside your Brightspace course.
Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

SMCC Pay-for-Print Policy

Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy
Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy
A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses,
usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement
If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

Snow day/cancellation policy (Spring 2022)
When the college campuses are closed (for weather conditions, power outages, or any other reason), all classes (face-to-face and synchronous online, aka zoom) are canceled.

Grading Scale:

A	93+	B+	87-89	C+	77-79	D	60-69
A-	90-92	B	83-86	C	72-76	F	0 - 59
		B-	80-82	C-	70-72		

Tentative Schedule: Assignment details will be posted on Brightspace.
Week #1
Introduction/Exercises
Introductory **Summaries** assignment/ Survey
Week #2
Interviews/Introduction prep
Introduction Speech
Week #3
Narrative prep & Chapter 11: Speaking with Confidence
Narrative Speech
Week #4
Persuasion prep; begin research log; Chapter 3: Ethics, and Ch. 4: Listening Effectively
Persuasion Speech
Week #5
Anecdote Work & Chapter 5: Selecting Topic, Purpose and Central Idea
Mixer/Recitation prep
Week #6
Recitation Speech
Process Analysis/Demonstration prep
Week #7
Process Analysis/Demonstration Speech
Public Reading
Week #8
Improvisation Exercises
Improvisation Prep & Chapter 6: Critical Thinking and Reasoning
Week #9
I**mprovisation Speech**
Improvisation Speech; Chapter 7: Supporting your Ideas
Week #10
Information prep & Chapter 8: Organizing and Outlining
Information Research prep & Ch. 15: Informative Speaking
Week #11
Information Speech
Make up/TBA
Week #12
Interview Prep
Interviews
Week #13
Panel Prep
Week #14
Panel Presentations
Week #15
TBD Prep/****FINAL REFLECTION DUE****
Week #16
TBD / Make up/**Toast/Special Occasion Speech**