

**Nashville State Community College  
English, Humanities, and Creative Technologies  
Communications**

**Master Course Syllabus**

**2023 Spring Term – Full 15-Week Term**

**COMM 2045 – Public Speaking**

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

**Course information:**

Course Title: Public Speaking

Credits: 3

Class Hours: 3

**Course Description:**

An introduction to the fundamentals of public speaking. Emphasis is on preparing and delivering informative and persuasive speeches.

\*This course is part of the general education core.

**Prerequisites:** ENGL 1010 and Level 2 placement in Reading or concurrent enrollment in READ 0815

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Instructor Zoom Room link:**

## **Course Delivery Method**

**Face to Face in person:** Course meets in person for scheduled on-campus meeting requirements.

## **Required Textbook(s) & Other Materials:**

**Textbook(s): Textbook:** *Public Speaking: The Evolving Art*, 4<sup>th</sup> Edition, by Coopman and Lull  
ISBN-13: 978-1-337-10756-3

**Reference Materials: (Recommended)** Hacker, Diana. *A Writer's Reference*. 10<sup>th</sup> ed. Boston: Bedford/St. Martin's, 2021, ISBN: 9781319332938 (or another **current** English Grammar Handbook with current MLA Documentation included). It is expected that all submitted work will follow current MLA guidelines.

**Supplies:** computer with Internet access, paper, pen, flash drive, and access to a printer.  
Computer for creating written documents.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website ( <https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials> ) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu)

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the semester, this is what you should know and/or be able to do:

- Present materials in a clear, logical sequence with well-organized introduction, body, and conclusion.
- Organize speech outlines using acceptable format for each speech.
- Understand elements of the communication process.
- Increase confidence level in public speaking settings.

## **Course Competencies:**

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

After completing COMM 2045, students should be able to

- Students will describe the linear and transactional models of communication.
- Students will describe the listening process and how to overcome barriers to listening.
- Students will analyze how culture and cultural context influences communication.
- Students will be able to describe principles of verbal communication and demonstrate how to use verbal messages effectively.
- Students will examine and decode nonverbal communication and the use of communication channels in nonverbal communication.
- Students will create informative and persuasive speeches using research as appropriate and deliver the speeches.

The following are general education competencies intended to support the course outcomes:

- Write clear, well-organized documents.
- Know how to locate, evaluate, and use information sources.
- Prepare and deliver well-organized oral presentations.
- Use critical thinking skills.

## **Course Assessments:**

We will use the following assessments to demonstrate your understanding, knowledge, and skills.

Students are expected to complete all assigned homework, course work, speeches, and other assignments. Oral presentations are a component of the course.

Percentage allotments:

First Demonstration Speech 10%

Second Informative Speech 15%

Monroe's Motivated Sequence Speech 15%

Problem-Solution Speech 20%

Quizzes 10%

Speech Reflections 15%

Classroom Activities and Discussion Posts 15%

## **Grading Policy:**

### **Grading Scale:**

Letter Grade	Percentage Range
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	0 – 59%

### **FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date, you will receive an F.

For Spring 2023, the last day to earn FA for attendance is March 24, 2023.

### **FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

### **Honors Option:**

Honors credit is available in this class. If you are interested in participating in the [Honors College](#), please complete the [Honors College application](#). When you are registered as part of the

Honors College, contact your instructor within the first four weeks of class to complete the Honors option paperwork for COMM 2045.

## **Graded Work:**

Written assignments, discussions, quizzes, and speech grades are posted on the web site under "Grades." If you have not received a grade from me, I have not received work from you. Please allow at least 2-3 working business days for grading. High stakes graded work (speeches) will include feedback from instructor. The maximum time frame for grades to be returned is one week after submission.

## **Speeches:**

In order to receive a speech grade, the preparation outline and delivery outline must be submitted through the appropriate assignment dropbox in D2L (NS Online.) Through the dropbox, TurnItIn will evaluate your submission for plagiarism.

The order for speech delivery will be determined as we approach the due dates for delivery. In general, students are assigned random numbers, and the class follows that order.

## **Discussion Postings:**

Students will complete various discussions during the semester. The discussion postings will allow you apply the course material to enhance your communication skills. It is helpful to apply the concepts directly to your speeches and your life experiences to make the course concepts applicable to you. It is only necessary to self-disclose to the extent you are comfortable, but it is necessary to show you understand the concepts in every discussion posting. To earn full credit on discussions, students must answer the discussion prompt and respond to at least two classmates' discussion postings.

The discussion link also has a Course Questions Board that will be open for the semester. This is a forum for students to post and respond to general class questions. Anyone can post and answer.

## **Assignments:**

Students will complete various assignments during the semester. As with the discussion postings, assignments will allow you to directly apply the course material. As necessary, submit your assignments in .doc, .docx, .pdf, or .rtf files.

## **Quizzes:**

Students will complete various quizzes during the semester. The quizzes are primarily based on the chapter objectives found at the beginning of each chapter lesson, and will account for 10% of your grade.

## **Class Participation and Activities**

Class participation and activities are graded activities that are not included on the course schedule, may be spontaneous, and are graded. Class attendance is required to receive class participation and activity points. These activities cannot be made up.

## **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

We learn to communicate by communicating, engaging with others, and observing others. Therefore, completing weekly assignments, quizzes, and discussions during the required time period is absolutely essential. Barring extenuating circumstances, missed course work cannot be made up.

**Speeches:** In order to maintain an equitable and organized experience for all students, speeches must be delivered on the scheduled day and time. Barring extenuating, documented, circumstances, failure to present your speech at the scheduled time will result in a grade of zero for the speech.

Students are expected to attend all scheduled classes. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

## **Attendance Policy**

### **General Policy**

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*

- *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

## **Instructor's Policy**

The attendance policy for this course is: if you miss work that occurs during a particular class session (lab session, quiz, speech, etc.), that work cannot be made up.

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

## **Technology Statement**

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.

- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

## Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

## D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

## ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

## Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student](#)

[Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

## **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

- Students will receive a grade of zero (no points) for any assignment containing plagiarized material. If a student commits two or more acts of plagiarism, that student will receive an “F” for the course even if that student continues to attend class and submit other work. The “F” will remain as the final grade.
- All student work will be checked for plagiarism by submitting it to Turnitin.com

## **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

## **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nsc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

## **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: <https://www.nsc.edu/current-students/student-online-resources>
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

## **Equity Statement**

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

## **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nsc.edu](http://www.nsc.edu).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

## **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.

