COM 110 Fundamentals of Public Speaking

Jane Braaten-Overmoe

UNITED TRIBES TECHNICAL COLLEGE

COURSE INFORMATION

This course engages the student in the theory and practice of public speaking with emphasis on content, organization, language, delivery and critical evaluation of messages.

Credits: 3

CLASS INFORMATION

Section Number: B

Term: Fall   Year: 2024   Start Date: 8/26/2024   End Date: 12/16/2024
Meeting Times: T - R 1-220
Delivery Mode: Face to Face

INSTRUCTOR

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Office Location: ED 134
Office Hours:
M 9-1 T 12-1 W 10-1 R 12-1 F 12-1

TEXTBOOKS

Grice, G, & Skinner, J. (2018). *Mastering Public Speaking.* (10th ed.). Upper Saddle River, NJ: Pearson Education, Inc.

INSTITUTIONAL LEARNER OUTCOMES

Communication: Exhibit effective oral and written communication.
Critical Thinking: Employ critical thinking skills in the processes used to identify and solve problems.
Quantitative & Scientific Reasoning: Develop solutions to mathematical and scientific problems.
Social & Personal Responsibility: Demonstrate skills necessary for living and working in a global society.

COURSE OBJECTIVES

1. Describe the communication process.

2. Compose outlines for public speeches.

3. Demonstrate effective use of voice and body to deliver public speeches.

4. Utilize research skills to prepare speeches.

5. Identify public speaking terminology

6. Demonstrate effective oral communication skills in professional and personal settings.

A. GRADING SCALE

Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

B. COMMUNICATION

Email is the official means of communication at UTTC. Information Technology (IT) will assign all students an official UTTC email address. All correspondence from the College to the student will be sent to the student's UTTC email address. Students are expected to check their email regularly and are responsible for all information sent to them via their UTTC email address. Faculty expect students to use their official email address for all instructional purposes, including communicating with the faculty.

C. ATTENDANCE

Students at UTTC are expected to participate in all of their class sessions and are expected to communicate with their instructors regarding any emergencies that cause them to miss class. Regardless of the circumstances, the student is responsible for obtaining any information missed because of the absence and completing any outstanding assignments. The student may refer to the course assignments in My.UTTC.edu, contact another student enrolled in the course, or meet with the course instructor during office hours to get the missing information. Attendance is entered as "Present", "Absent-Unexcused", or "Excused" (college-sanctioned absences).

SUMMIT PARTICIPATION - FALL 2024

All UTTC students attend the United Tribes Technical College Tribal Leaders Summit on September 4 - 5, 2024 at the Bismarck Event Center. Students are expected to be at the Summit all day Wednesday and Thursday. Transportation to and from the campus will be provided. Students will check in at the registration tables at the Event Center upon arrival and check out again at departure. Your instructors will provide a conference session summary form that you will fill out with information from each one of the sessions you attend. You will make copies of this form and turn it into the instructors for each one of your courses. Breakfast, lunch and snacks will be provided at no cost for students on both days.

Online students who do not live in the Bismarck/Mandan area will not be expected to attend the Tribal Leaders Summit and will have class as scheduled.

D. LATE ASSIGNMENT SUBMISSIONS

UTTC supports and fosters the student's responsibility for completing and submitting assignments on or before scheduled due dates and times. If an assignment is due, the student should make every effort to submit the assignment on time. Occasionally, a student may experience an unexpected life event that results in the submission of late work. Communication is the key. Instructors are more than willing to work with students in the event of an emergency if the student communicates with them before the date and time the assignment is due to make other arrangements.

Late assignment deadlines will vary among departments but will not exceed more than five (5) business days after which the assignment was initially due. Assignment due dates, late assignment deadlines, and late assignment penalties are outlined in course syllabi. Assignments not submitted by the initial deadline date will be reflected in the course gradebook as a zero (0) until the assignment has been submitted. The amount of points deducted for late work is at the discretion of the instructor. Assignments submitted via E-mail will not be accepted under any circumstances and will receive a grade of zero.

E. MISSED TEST, EXAMS AND QUIZZES (FORMAL ASSESSMENTS)

Students may not make up a missed test, exam or quiz without a valid reason for their absence (illness, family emergency). It is the student's responsibility to contact their instructors before the absence, or within 24 hours after missing the formal assessment. The instructor will review the reason the student missed and determine if the circumstance justifies the student being allowed to take the formal assessment. Approved make-up assessments must be taken outside of the student's regular class schedule and during a time and location agreed upon between the student and instructor. Students are not to miss another class in order to make-up an assessment for another course. If the student fails to show on the date and time of the makeup assessment, the student will not be permitted to reschedule the makeup and the assessment and will earn a 0% grade.

F. EARLY ALERT SYSTEM

UTTC's Early Alert System (EAS) is a proactive, communication driven support system that provides timely identification and interventions to work with individual students to assist in generating plans to overcome challenges to college success. The system assists UTTC students by linking them to faculty and staff who can provide and connect students to available resources and strategies. The early alert serves as an opportunity for students to take ownership of their success and empower them to accomplish academic and personal goals. The system helps faculty and academic advisors connect and communicate with students as issues arise. The additional cross-wide partnerships create a culture of collaboration focused upon the best interest of UTTC students.

Academic related concerns such as attendance, missing assignments, or classroom behavior will result in an early alert being issued by faculty. When an early alert is issued, the student will receive an email requesting them to make arrangement to follow up with the instructor and/or their academic advisor. Students receiving an early alert should make the necessary arrangements to set up and meet with faculty as soon as possible to generate a plan of success.

G. ACADEMIC HONESTY

Students are expected to complete their own work. Academic dishonesty includes plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to dishonestly obtain grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing an academic record; or fabricating or falsifying data, research procedures, or data analysis. Refer to Academic Affairs policies and procedures handbook for further information.

H. STUDENTS WITH DISABILITIES

United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Disabilities Support Services coordinates reasonable accommodations, support services, and appropriate referrals for the purpose of removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disabilities Services (DS) office at (701) 221-1456 or email at [dss@uttc.edu.](mailto:dss@uttc.edu)

I. TITLE IX STATEMENT

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex, including sexual harassment, rape and sexual assault. United Tribes Technical College is committed to upholding the law and standards that promote respect and human dignity in a safe environment. Sexual misconduct and relationship violence in any form violates UTTC's mission, cultural values, Student Code of Conduct, and may also violate federal and state law. If you or someone you know has been impacted by sexual assault, dating and domestic violence, stalking, or sexual exploitation, UTTC has resources available on the [Title IX website](#). you can find the appropriate resources on the UTTC campus and in the community

J. DIVERSITY AND EQUITY STATEMENT

United Tribes Technical College values diversity because it enriches the community and wealth of experiences that characterize a post-secondary education. Our students, faculty, and staff come from Tribal lands throughout the United States and Canada. The majority of our students come from the northern plains region of the country, with 70% representing the North Dakota tribes.

UTTC recognizes that diversity is about much more than race, ethnicity or geography. Because students from many Tribal nations are represented at UTTC, from a wide range of cultural and ethnic backgrounds, students are encouraged to share their own cultural practices, traditions, and beliefs in the classroom in an effort to build an inclusive and welcoming community for all individuals and one from which we can learn from one another. We believe engagement with diverse perspectives and ideas is critical to the education and growth of all people, and we value the unique experiences and viewpoints of all of our community members.

EQUITY STATEMENT

United Tribes Technical College (UTTC) believes that access to a high-quality education in an inclusive environment is the right of all individuals and imperative for the continued advancement of a strong democracy and workforce. Equity is ensuring that all students receive what they need to be successful through the intentional design of the college experience.

K. TECHNOLOGY REQUIREMENTS

To ensure that you are using the recommended personal computer configurations, please refer to the [minimal technology requirements](#).

COURSE CALENDAR

Module/Week	TOPICS COVERED	Support Materials, Book chapters, etc.	Activities and Assessment

1 **Aug 27 - 30**	Beginnings and Radio Interview	Syllabus. Intros. Timeline.	Mock radio interviews
2 **Sept 2 - 6**	Labor Day Sept 2 (College Closed) Family Day at Powwow Sept. 6 (No Classes) Tribal Leaders Summit **Sept. 3 – 5** Organizing, Outlines & ODIN	UTTC Library info	Google form ODIN practice
3 **Sept 9 - 13**	Founders Day Sept. 9 (College Closed) Demonstration Speech	Read Chps 9 and 10 PPTS from Chps 9 and 10	Demonstration Speech
4 **Sept 16 - 20**	NA Children's Literature	Read Chp 6	Oral interp of literature
5 **Sept 23 - 27**	NA Sci Fi Readers' Theater	Script Analysis	Script Analysis
6 **Sept 30 – Oct. 4**	Research Informative Speeches	Read chps 8,9,10 and 11	
7 **Oct 7 - 11**	Speech to Inform Outlines w/ Visual		
8 **Oct 14 - 18**	Indigenous Day Oct. 14 (College Closed) Midterm Grades Due 10/18 Present Informative Speeches		
9 **Oct 21 - 25**	Persuasion	Chps 16, 17 Working with Print ADs Notes about Speech	
10 **Oct 28 – Nov 1**	Persuasion		
11 **Nov 4 - 8**	Persuasion		
12 **Nov 11 - 15**	Veterans Day Nov 11 (College Closed) Persuasive Speeches		Persuasive Speeches
13 **Nov 18 - 22**	Persuasive Speeches		Persuasive Speeches
14 **Nov 25 - 29**	Thanksgiving Break (Nov. 27 No afternoon classes) Nov. 28 – 29 No classes Special Occasion Speeches		

15 Dec 2 - 6	Special Occasion Speeches		
16 Dec 9 - 13	Special Occasion Speeches		Special Occasion Speeches
GRADES DUE	Grades DUE December 16, 2024		