Email: Mbrisbon@bmcc.cuny.edu Speech dept. S628 for my mailbox and class schedule. Office S628Q phone (212) 220-8094 office hours by appointment M/W/F 10-11am.

**Course Description**

The aim of this course is to develop effective skills in speech communication. The student examines how to generate topics, organize ideas, master elements of audience psychology and practice techniques of speech presentation in the public forum. All elements of speech production and presentation are considered.

**Basic Skills/Prerequisites**

Fundamentals of Speech 100 or 102 for non-native speakers is a required course for all students except Allied Health majors. Before registering for SPE100, students must have completed or be exempt from English and Reading remedial.

**Evaluation & Requirements of Students**

**Assignments:** All assignments must be typed, double spaced, and in accord with MLA style guidelines. Handwritten assignments will not be accepted (except for in class work). Each assignment has specific guidelines that are previewed here and developed further later in the semester. Be sure to abide by these general guidelines as well as those you receive later in the semester.

**Readings:** This course requires extensive reading of difficult materials. You should be prepared to dedicate a significant amount of time outside of class to reading your materials (including both the lecture material and the text book) carefully and critically. Tutoring is available in the Learning Resource Center S-510. Those seeking Counseling S-343 and Student Affairs Office S-350.

**Required Text and Readings**
The Art of Public Speaking, 11th edition by Stephen E. Lucas choose from new, used, rented or electronic versions. The New York Times will be one of your three sources for information.
Test and Virtual class work
Test will cover information from the textbook, class lectures and discussion boards. When you are absent from face to face (F2F) session you are still responsible for the work missed. Refer to the class schedule or contact classmates.

<table>
<thead>
<tr>
<th>Course Student Learning Outcomes (students will be able to……..)</th>
<th>Measurements (means of assessment for student learning outcomes listed in first column)</th>
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</thead>
<tbody>
<tr>
<td>1. prepare presentations for the listeners</td>
<td>1. Major presentations</td>
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<td>2. Present presentations using effective delivery techniques including extemporaneous speaking, standard language, and eye contact with the audience</td>
<td>2. Major presentations</td>
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<td>3. Prepare presentations that locate, evaluate, select, and incorporate different forms of supporting materials, including visual aids</td>
<td>3. Presentations and outlines</td>
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<td>4. Demonstrate acceptable ethical standards in research and presentation of materials</td>
<td>4. Presentations, outlines, and mid-term</td>
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<td>5. Research and organize material to support a thesis</td>
<td>5. Presentations, outlines, and final exam</td>
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<td>6. Listen critically and respectfully to others’ speeches</td>
<td>6. Class feedback exercises</td>
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<tr>
<th>General Education Learning Outcomes</th>
<th>Measurements (means of assessment for student learning outcomes listed in first column)</th>
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<tr>
<td>1. Communication Skills- students will be able to write, read ,listen and speak critically and effectively</td>
<td>1. Presentation and outlines</td>
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<tr>
<td>2. Information &amp; Technology Literacy - students will be able to collect, evaluate and interpret information and effectively use information technologies</td>
<td>2. Informative and Persuasive presentations and outlines; mid-term exam; final exam</td>
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<td>3. Values- Students will be able to make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.</td>
<td>3. Ethical persuasive presentations</td>
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College attendance policy
At the Borough of Manhattan Community College, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For example, you may be enrolled in a three - hour class. In that class, you would be allowed 4 hour of absences (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or WU grade.

Academic adjustments for students with disabilities
Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Accessibility. BMCC is committed to providing equal access to all programs and curricula to all students.
**BMCC policy on plagiarism and academic integrity statement**

Plagiarism is the presentation of someone else’s ideas, words or artistic, scientific, or technical work as one’s own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism. Students who are unsure how and when to provide documentation is advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC’s web site [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu) For further information on integrity and behavior, please consult the college bulletin (also available online).

**Grading policy**

**Introduction speeches (3) minutes 10pts**
Typed answered questions, attached MLA bibliography, speak extemporaneously using index cards as a speaking outline

**Informative speeches (6) minutes 20pts**
Preparation and speaking outline, MLA bibliography mandatory 3 sources of information, one must be the New York Times.

**Persuasive speeches (6) minutes 20pts**
Preparation and speaking outline, bibliography mandatory 3 sources of information, one must be the New York Times.

**Special Occasions speeches (3) minutes 10pts**
Preparation and speaking outline, bibliography mandatory 3 sources of information, one must be the New York Times.

**Discussion Boards 10pts**

**Midterm exam 10pts**

**Final exam 10pts**

**Homework blackboard (5 assignments 2pts each) 10pts**

**Participation, attendance and lateness**

**Grade disputes:**
I will not discuss grades on the day that I return an assignment to you. Instead, I ask you to wait 48 hours before presenting your questions and concerns. In addition, you need to type out your reasons for questioning the grade (if that is the case). Email will not fulfill this requirement. These policies allow both of us to be objective while discussing the issue on hand. Appeals must be made within five working days after the assignment was returned to you. You may not dispute your grade after this time period. The grade will stand as is.
Student Obligations
- Arrive to class on time, prepared with readings done.
- Respect one another and the professor. (e.g., be mindful of others’ opinions, values beliefs; refrain from using potentially offensive language, etc.)
- Positively contribute to class discussions and activities.
- Turn cell phones off! (Your phone should not ring, sing, or vibrate in class. We all have phones, but we can and will live without them for the 50 minutes we have for class. Turn your phone off, and I will too!)
- Avoid distractions, such as talking, eating, doodling, reading the newspaper, doing homework, or sleeping!

Late Policy:
Attendance will be taken every class period. If you do not show up for class, be aware of the following consequences. I do not accept late homework. Late assignments will be penalized a full letter grade for each day the assignment is late. Late assignments must be turned in within one week after the initial due date (penalties apply). All assignments are due at the beginning of class. As a class we will engage in many activities and discussions for which participation points will be awarded. Students not present for these activities will not receive points.

Email Policy:
Students are required to follow these guidelines when emailing:
- You must use your assigned BMCC email account.
- I DO NOT accept assignments via email – NO EXCEPTIONS
- During the week expect at least 24 hours before I respond to your email.
- I DO NOT respond to emails from students during the weekend.
- If you send me an email after 5 on Friday, you will not hear from me until Monday.
- Please use correct grammar and spelling in your emails and address me with respect (i.e. Professor/or Ms. Brisbon). You will receive the same respect from me.
- Please close your email properly with a clear closing (i.e. Thank You, Sincerely, etc.) followed by your full name.
*Spring 2014 schedule: The following is the intended schedule for the semester. Please read the book’s chapters at a steady pace. The schedule may change as we move through the material. I will inform you of any changes and list them on blackboard. It is your responsibility to keep track of those changes.*

**Class Schedule**

**Use Blackboard for Assignments**

**Week 1**  
Course introduction, review syllabus and the text. Buy index cards and download blackboard, BMCC, and CUNY alert APPs. Remember all assignments must be typed and submitted on blackboard. First assignment is to complete “self introduction and career development” form. All answers must be submitted before your introduction speech. Speak extemporaneously using a set of notes on index cards as a speaking outline.

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<tr>
<th>Week</th>
<th>Assignment</th>
<th>Monday</th>
<th>Face 2 Face</th>
<th>Blackboard</th>
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<tbody>
<tr>
<td>1/27-1/31</td>
<td>Buy the book and Complete your Self-Introduction/Career development speech questionnaire.</td>
<td><strong>Monday 1/27/14</strong> Brief introductions Review the syllabus and Blackboard</td>
<td>Go to the discussion board and post your feelings about taking an online hybrid Speech course. Due 1/31/14</td>
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<td>2/3-2/7</td>
<td>Read chapter 1 Homework #1 page 26 review questions 1-7 due 2/5/14</td>
<td><strong>Monday 2/3/14</strong> Self-Introduction/Career development speech</td>
<td>Answer the questions about your presentation posted on the discussion board Due 2/7/14</td>
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<td>2/10-2/14</td>
<td>Read chapter 2 Find a speech on TED no longer than 30 minutes and breakdown the how they supported their ideas. <a href="http://www.ted.com/">http://www.ted.com/</a></td>
<td><strong>Monday 2/10/14</strong> Finish speeches Developing Confidence class exercises (dealing with stage fright)</td>
<td>Share the video link with your classmates Students must comment on 2 in the discussion boards. Due 2/14/14</td>
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<td>2/17-2/21 Mon 17th No classes Thursday 20th (Monday Schedule)</td>
<td>Read chapters 5 &amp; 8</td>
<td><strong>Thursday 20th F2F</strong> (Monday Schedule) F2F Selecting a topic</td>
<td>Post your speech topics. Develop the specific purpose and central idea. Each student must comment on 3 and respond to your own post due 2/26/14</td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Due Date</td>
<td>Notes</td>
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<td>2/24-2/28</td>
<td>Read chapters 9 &amp; 10, Homework #2 page 181, review questions 1-6 due 2/28/14</td>
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<td>Continue to work on your Informative speeches due 2/26/14</td>
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<td>3/3-3/7</td>
<td>Your preparation outline and speaking outline are due before your speech. Remember you must have 3 sources of information 1 from the NY Times the bibliography must be written in a MLA format, Read chapter 7 &amp; 11, HW # 3 page 218 review questions 1-3. Due 3/5/14</td>
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<td>Monday 3/3/14 Review preparation outline, Your preparation outline is due 3/10-3/19</td>
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<td>3/10-3/14</td>
<td>Your preparation outline and speaking outline are due before your speech. Remember you must have 3 sources of information 1 from the NY Times the bibliography must be written in a MLA format, Read chapter 12</td>
<td></td>
<td>Monday 3/10/14 Informative speech, You the (audience) must post your comments and questions for 3 speeches presented in our F2F. You the (speaker) must respond to all your questions and comments.</td>
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<td>3/17-3/21</td>
<td>Read Chapter 13, Watch Pres. Obama and Eric Thomas and answer the questions within the post by 3/21/14</td>
<td></td>
<td>Monday 3/17/14 Informative speech, You the (audience) must post your comments and questions for 3 speeches presented in our F2F. You the (speaker) must respond to all your questions and comments.</td>
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<td>Date Range</td>
<td>Tasks</td>
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| 3/24-3/28        | Midterm due 3/28/14  
Read chapter 18  
Homework #4 page 362 review questions 1-4 due 3/28/14  
Monday 3/24/14  
Continue Informative speeches  
Speech topics review special occasion  
Post your speech topics. Develop the specific purpose and central idea. Each student must post comments and suggestions on each others topic. Due 3/26/14 |
| 3/31-4/4         | Your preparation outline and speaking outline are due before your speech. Remember you must have 3 sources of information 1 from the NY Times the bibliography must be written in a MLA format  
Read chapter 14  
Monday 3/31/14  
Special Occasion speech  
You the (audience) must post your comments and questions for 3 speeches presented in our F2F. You the (speaker) must respond to all your questions and comments 3/31-4/7 |
| 4/7-4/11         | Your preparation outline and speaking outline are due before your speech. Remember you must have 3 sources of information 1 from the NY Times the bibliography must be written in a MLA format  
Read chapter 3  
Monday 4/7/13  
Special Occasion speech  
You the (audience) must post your comments and questions for 2 speeches presented in our F2F. You the (speaker) must respond to all your questions and comments 3/31-4/7 |
| 4/14-4/18        | Spring Break  
Read chapter 6  
Monday 4/14/14  
Spring Break  
Spring Break |
| 4/21-4/25        | Spring Break  
Read chapter 16  
Homework # 5 review questions 1-10 page 322.  
Monday 4/21/14  
Spring Break  
Spring Break |
<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Monday Date</th>
<th>Additional Notes</th>
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<tr>
<td>4/28-5/2</td>
<td>Read chapter 17, If need continue Special occasion speeches (if time permits any late speeches) Discuss and answer any questions about persuasive speeches Post your speech topics. Develop the specific purpose and central idea. Each student must post comments and suggestions on each other's topic.</td>
<td>Monday 4/28/14</td>
<td>Monday 4/28/14</td>
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<td>5/5-5/9</td>
<td>Study for your final exam Your preparation outline and speaking outline are due before your speech. Remember you must have 3 sources of information 1 from the NY Times the bibliography must be written in a MLA format</td>
<td>Monday 5/5/14</td>
<td>Monday 5/5/14 You the (audience) must post your comments and questions for 3 speeches presented in our F2F. You the (speaker) must respond to all your questions and comments 5/5-5/12</td>
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<td>5/12-5/16</td>
<td>Study for your final exam Your preparation outline and speaking outline are due before your speech. Remember you must have 3 sources of information 1 from the NY Times the bibliography must be written in a MLA format</td>
<td>Monday 5/12/14</td>
<td>Monday 5/12/14 You the (audience) must post your comments and questions for 3 speeches presented in our F2F. You the (speaker) must respond to all your questions and comments 5/5-5/12</td>
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<tr>
<td>5/19</td>
<td>Enjoy your summer!</td>
<td>Monday 5/19/14</td>
<td>Monday F2F Final Exam</td>
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