



## Communication Studies CMST&220 Public Speaking Covid

**Fall Quarter 2021** (13 W 14 rev, SP 15 FA 17, WN 18, FA 19, SP 20)

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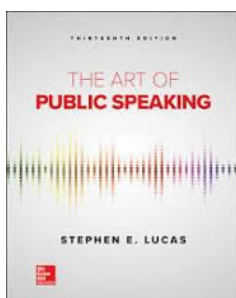
INSTRUCTOR: Hank Sitko

OFFICE: R Building RM 230

PHONE: 425-564-2130

e-MAIL ADDRESS: [hank.sitko@bellevuecollege.edu](mailto:hank.sitko@bellevuecollege.edu)  
(best way to contact via  
**Canvas**)

OFFICE HOURS: By Appointment



**Required Textbook:** Stephen Lucas, The Art of Public Speaking (McGraw Hill, 2020, 13<sup>th</sup> edition)

CREDITS: Five credit course

CLASSROOM LOCATION: Zoom Online

Class Times: MWTh Item 0855C122 Section A  
Canvas

**COURSE DESCRIPTION:** This course is designed to enhance your ability to construct and deliver speeches in a public forum. The method for improving your public speaking will be a combination of theory, critical analysis, and practice. By applying rhetorical theories to public speeches, you will develop the capacity to critically reflect upon rhetorical practices. This critical awareness will be put to use in the strategic planning of your own speeches. By examining the speeches of others, you will begin to see what does and does not work in a given speech situation, and by preparing and delivering your own speeches to the class, your ability to address an audience will improve. Consistent attendance and active participation are essential to be successful in this course. I highly recommend that you have a college level reading ability. Please contact me with any questions or concerns. This course will be a blend of synchronous and asynchronous instruction. Your attendance in the synchronous lectures is mandatory. Attendance will be taken.

**COURSE OUTCOMES:** Upon successful completion of this course, students will be able to:

1. Identify and analyze the four elements of the rhetorical situation (audience, occasion, speaker, speech).
2. Explain and apply an understanding of ethical considerations and responsibilities as a speaker.
3. Demonstrate critical thinking through critique and analysis of one's own speeches as well as others' speeches.
4. Evaluate credibility of evidence.
5. Identify and analyze lines of argument and fallacies.
6. Present speeches that apply recommendations for effective application of the canons of rhetoric (invention, arrangement, style, and delivery).

This class will be a combination of synchronous and asynchronous instruction. We will meet MTuWTh at 10:30 AM. Our major speeches we will present in 3-4 days. You are required to attend. You must have a reliable webcam, cellphone and reliable microphone. The speeches will be recorded.

**STUDENT BEHAVIOR ON ZOOM:** We understand and recognize that we are all adjusting to remote learning during COVID, and what our comfort levels are with our own privacy in the online classroom. We also recognize being online may pose some technical and personal challenges that may complicate turning on your camera and reliable internet connectivity during our class sessions. This is a class with required presentations, and you will need to have your camera on during your individual or group presentations. I also encourage you to turn on your camera, if you are comfortable doing so, when you are an audience member. I ask this because having an audience is helpful for the speaker's performance. As we will discuss in this class, audience members give valuable nonverbal feedback and affect a speaker's ability to engage with their audience. During lectures, class discussions, and small group breakout rooms, I will leave your privacy in your own hands. Please keep in mind that while you may choose to keep your camera off at times, you are still expected to engage and contribute to class discussions, breakout rooms, and activities. I may reach out to you if I have questions about your engagement in our class times.

There are steps you can take to control your privacy. For instance, Zoom has a setting to apply a virtual background and block out your surroundings. If you need to take a brief break (for instance, coughing, eating, using the restroom), please feel free to mute your camera and microphone while you take care of your needs.

Please reach out to me about any issues you may anticipate or if something comes up during the quarter so that we can find solutions together. I'm happy to work with you!

## EXAMS--SPEECHES POINT SPREAD

Quizzes	100
Participation Points	100 points
In-class projects (IC)	100
Self-Introduction Speech	25 points
Impromptu Speech	25 points
Informative Speech	100 points
Inform Workshop	20 points
Persuasive Speech	100 points
Persuade Workshop	20 points
Protest Speech	75
Speech Outlines (2) Inform 35, Persuade 45	115 points
Speech Reflections (3) 2@25, 1@35 points each=	85 points
	<b>865 total points</b> (approximately)

### GRADING:

Points earned as a percentage of points available will determine your grade:

Percent	Decimal	Letter Grade	Percent	Decimal	Letter Grade
95-100	4.0	A	77	2.2	C+
94	3.9	A	76	2.1	C
93	3.8	A-	75	2.0	C
92	3.7	A-	74	1.9	C
91	3.6	A-	73	1.8	C-
90	3.5	A-	72	1.7	C-
89	3.4	B+	71	1.6	C-
88	3.3	B+	70	1.5	C-
87	3.2	B+	69	1.4	D+
86	3.1	B	68	1.3	D+
85	3.0	B	67	1.2	D+
84	2.9	B	66	1.1	D
83	2.8	B-	65	1.0	D
82	2.7	B-	64	0.9	D
81	2.6	B-	63	0.8	D-
80	2.5	B-	62	0.8	D-
79	2.4	C+	60	0.6	D-
78	2.3	C+	59 & below	0.0	F

**NOTE:** Incomplete grades will not be given in this course, plan on dropping the course early or finishing the course as scheduled.

## SUPPLIES:

You have willingly registered for an Online or Zoom class. You must have equipment that is functioning. Should your equipment fail, you must find an alternative way to contact the instructor about your situation. ASAP. Pre-plan at least 2 back-ups should you have technology problems. You must have a reliable computer & Internet connection. Try not to upload your assignments, at the very last minute of the due date, in case your equipment has issues. It is not a valid excuse for missing a due date to say you had technology issues. Plan ahead for reliable back-ups. If your audio or camera does not work on the day of your presentation, there will be a penalty assessed.

- Course Text                      A reliable and functioning Webcam or cellphone and a reliable microphone and wifi connection
- Access to a computer              Access to a reliable internet connection
- Index cards.

## GRADING STANDARDS

4.0 (A) Exceptionally well prepared and executed completion of assigned work indicating effort personal initiative and demonstrating a thorough understanding of course materials. Course work is of exceptional quality and thoughtfulness.

3.0 (B) Creative well prepared work, demonstrating unusual effort, talent or grasp of the materials this is distinctively superior to an “average” effort. Course work is of good quality and with an above average attention to thoughtfulness.

2.0 (C) Satisfactory completion of assigned work at a level of effort and competency normally expected of the majority of students (basic completion, average performance, and reasonable effort). Coursework is of average quality and thoughtfulness.

1.0 (D) Unsatisfactory completion of work indicating misperceived objectives or failure to grasp concepts or terms Course work is incomplete or missing completely. Connections with course materials were lacking. Quality of work is substandard.

0.0 (F) Failure to complete assigned work through lack of reasonable effort or failure to attain a passing average or either exams or communication assignment. Coursework is of poor quality due to lack of attendance or preparation.

Check your progress regularly. If you are concerned about your grade at any time please come and discuss it with me.

## ASSIGNMENTS

### MAJOR SPEECHES:

There will be three major speeches: Informative (100 points), Persuasive (100 points) and Protest (75 points). Outlines will be required for these speeches. These speeches will vary in length from four to nine minutes in length.

There will be two reflection papers required for the Informative and Persuasive speeches. Consult the grading Exam—Speeches Point Spread above.

**MINOR SPEECHES:** Students will be required to deliver (two to three) minor speeches that vary in length from one to two minutes in length. There will be no make-ups of these speeches.

**Quizzes:** Video Quizzes where you will have to listen to videos, then take the test. There will be no make-ups for quizzes (technical difficulties are no excuses for missing a quiz)

## COLLEGE RESOURCES

**Academic Success Center:** The Academic Success Center provides math, writing, reading and tutorial assistance. It is located in Building D Room 204. Please view the [ASC web site](#) for hours and other information. Their phone number is 425-564-2200.

**Bellevue College and Media Center:** Our library houses various resources that will be beneficial to your writing and learning. Make yourself familiar with the [Library website](#). In particular, cruise the tutorials and take note of how to cite your research in MLA and APA formats.

**THE WRITING LAB** is a helpful service provided to students at Bellevue College. If you would like to have someone review your written work (i.e. comparison/contrast essays, argumentative essays, and persuasive essays to name only a few). They will check your writing as well as grammar and this will all be done with an online tutor. You only need to make an appointment. Click here to get started: BC's Writing lab.

## COLLEGE POLICIES:

### Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

### Department Equity Statement

"Communication Studies Department faculty at Bellevue College strive to facilitate classroom communities that foster equity and inclusion for all our students. We are committed to respect, empathy, and deep listening as we strive to understand and value difference."

### Religious Holidays

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students must fill out a [Request for Accommodations for Reasons of Faith or Conscience Form](#). Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

## COLLEGE ANTI-DISCRIMINATION STATEMENT (TITLE IX)

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

## ACADEMIC HONESTY

Students are expected to uphold the standards of Academic Honesty and Conduct set forth in the *Student Rights, Freedoms, and Responsibilities Handbook*. *Academic Honesty*, including but not limited to cheating, misrepresentation, or plagiarism is not tolerated at any level. *Plagiarism* means directly or indirectly using someone else's words or ideas as if they were your own--in other words, not explicitly identifying the outside source or not using quotation marks and/or parenthetical documentation to let your audience know that you are drawing on another source. In addition to using someone else's exact wording, plagiarism can also include summarizing or paraphrasing someone else's work without acknowledging the source.

When in doubt, document and ask your instructor.

Plagiarism amounts to stealing someone else's ideas and does a disservice to that person, your audience and yourself. *Plagiarism, collusion in the writing of papers, and cheating on examinations will result in your failure for the assignment and, in all probability the course, and referral to the Associate Dean of Students for disciplinary action.*

## CONFIDENTIALITY AND MANDATORY REPORTING

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that may impact someone on campus with the Title IX Coordinator. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found on the [Title IX web site](#).

## Student Code of Conduct and Academic Integrity

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#) (Links to an external site.)



**Civility Statement:** Bellevue College is required to provide a civil, productive atmosphere that fosters learning and growth. Please join me in creating this kind of environment by treating each other with courtesy, listening respectfully to each other, reflecting thoughtfully on each other's ideas (not just reacting to those ideas), expressing your views in a straightforward but diplomatic way (focusing on ideas, not personalities), and offering each other feedback.

### **Disability Resource Center (DRC)**

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

## **ACCESSIBILITY**

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

**Family Education Rights and Protection Act (FERPA):** FERPA laws preclude the instructor from discussing any aspect of your academic performance with anyone but you (this includes parents, spouses, siblings, and significant others).

**Running Start:** Running Start students are held to the same attendance, performance, and academic standards as all other students. This includes all FERPA protections and campus privacy concerns. ***High School events or activities are not acceptable excuses for missing a class or assignment.*** Running Start students should not feel the need to identify themselves to the instructor or class.

## PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in D 171 and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

### IF A MAJOR EMERGENCY OCCURS, PLEASE FOLLOW THESE THREE RULES:

- 1) Take directions from those in charge of the response - We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to) - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

**Emergency Closure:** In case of an emergency closure (in the case of weather, etc), please call 425-401-6680. If a closure is necessary, it is your responsibility to check your e-mail for course assignments or updates.

- **Your email, phone or mobile device!** Students and employees may sign up to receive emergency email or text message alerts directly from BC as soon as changes are made to the campus status during emergency situations. Go to the BC Alert System sign-up page to learn more or sign in to edit your profile.
- **Use Schoolreport.org**—BC also provides emergency information to this website during inclement weather-related closures. This resource also provides an email notification service you may sign up for if you are not eligible to use BC's Alert System. With Schoolreport.org you will receive emergency information for Bellevue College as well as 125 other Puget Sound-area schools and school districts.

If I am unable to make it to class, I will correspond to you via email on Canvas and on the Bellevue College email as well.

**College Calendars:** The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) - On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) - This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.
- [Final Exam Calendar](#)

## CLASS POLICIES

Please refer to [Bellevue College's Policies and Procedures website](#) for information on the following college policies: Alcohol and Drug Policy, Equal Opportunity/Non-Discrimination, Limitation of Liability, Minor Children on Campus, Sexual Harassment, Smoking on Campus, Sex Offender Notification, and Weapons Policy.

## ATTENDANCE

Attendance will be taken daily. Interaction and student response is an important part of this course. Absences will deprive you of important information and experiences. **If you are absent from a class 20% in any given quarter, you may receive a failing grade. Whatever written policy an instructor has in the syllabus will be upheld by the Arts and Humanities Division in any grievance process.** After 3 absences (for sickness, court dates, etc.), the participation portion will drop a grade per absence (for example: A- to B+).

**Participation Points:** There are several types of points associated with your participation in class. There will be points associated with in-class assignments and there will be points associated with homework.

In-class points include communication activities related to the class as well as reviewing speech presentations.

In order to receive in-class points you must be present for the entire class period. Coming in late or leaving class early will nullify your points. In-class points cannot be made up. If you do not hand-in the in-class work on the day it was issued you will not receive any credit.

Homework points are given for homework that is completed outside of class. It is due on the assigned day and cannot be submitted electronically or by another student.

**PARTICIPATION POINTS:** You will earn participation points for engaging in class discussion. What does participation in class entail?

1. Come to class prepared.
2. Respect others' rights to hold opinions and beliefs that differ from your own. Challenge or criticize the idea, not the person.
3. Listen carefully to what others are saying even when you disagree with what is being said. Comments that you make (asking for clarification, sharing critiques, expanding on a point, etc.) should reflect that you have paid attention to the speaker's comments.
4. be courteous. Don't interrupt or engage in private conversations while others are speaking.
5. Share your beliefs and attitudes and support your statements. Use evidence and provide a rationale for your points.
6. Allow everyone the chance to talk. If you have much to say, try to hold back a bit; if you are hesitant to speak, look for opportunities to contribute to the discussion.

### **Presentations & Speech(es)**

**All speech presentations will be on the platform ZOOM unless otherwise stated. You must have a webcam or a cellphone to deliver your speech as well as a workable microphone. Attendance will be required for all speech presentations.** If you miss your assigned date to deliver your speech (informative and persuasive) fifty percent will be taken off every aspect of your speech assignment and you will deliver your speech during the last week of the quarter. **No excuses will be permitted for missing your presentation. If you miss your presentation for the minor speeches no credit will be administered.**

If you are late for your assigned time to deliver your speech you will be assessed a late penalty. And finally, if the class is dismissed early and you arrive after the dismissal time you will have to make up your speech at another date and you will be assessed the fifty percent penalty as specified above.

Your Informative speech will require Power Point as a visual aid. If your power point presentation does not work or if you do not have a power point for an assignment that requires one you will not be given any credit. The amount of credit will be specified on the assignment and its corresponding rubric.

Also, you must come prepared to deliver your speech—so do not forget your glasses or note cards etc. These will be no excuses for not delivering your speech and a 50% penalty will be assessed.

This is an institution of higher learning and requires a certain discourse. When you construct and present your speeches it is expected of you to adhere to the academic discourse of this institution. Therefore, any speeches that deviate from this discourse will not be accepted. Any speech that does not adhere to the elements of critical thinking, or logical argumentation and focuses on promoting an individual's agenda or espousing his or her beliefs will not be accepted. There will be no make-up of the shorter speeches we deliver in class (great quote, guest introduction, eulogy, self-introduction, and oral interpretation)

Finally, out of respect to your fellow students (who are nervous enough performing their speeches) I request that you turn off all your electronic devices. If you are caught texting during a student's speech (disrespectful to him or her) or if your cell phone rings during a presentation 5 points will be deducted from your presentation.

## BEING ON TIME

Punctuality is important in this class especially during days when speeches are given. Consistently arriving late to class signals disrespect to the class and the instructor. It is expected that all students will make an effort to be punctual to class. **If you arrive late for class you will not receive any participation points.**

## EARLY DEPARTURE FROM CLASS

You are expected to stay for the entire class. **If you choose to leave early attendance points will not be assigned.** Also, if you have to leave the class while someone is doing a speech, please wait until there is a break between speakers before leaving.

## ASSIGNMENTS

**Late Papers:** I will not accept any papers after the quarter has ended. There will be no “make-ups” of missed exams (technical difficulties qualify as a missed exam), quizzes or in-class activity. I will accept late assignment (not related to discussion boards) and assess a 20% penalty each day late including Saturday’s and Sunday’s. No points will be given for late outline submissions, speech topics or small assignments that are marked no late submission will be granted credit. There will be assignments that must be submitted on time if not there will be no credit. These are small assignment and will be identified.

**Assignment Submissions:** There may be a time when papers need to be submitted in class. These assignments must be handed in during class on the day they are due and not dropped off in my mailbox. Finally, another student may not hand in a paper for you.

### Format:

- All assignments must be typewritten
- 12 pt, double spaced with one inch margins (top, bottom, left and right).

### Electronic and Paper Dictionaries

The use of electronic and/or paper dictionaries will not be allowed while taking quizzes or exams.

**FAULTY TECHNOLOGY** (broken computers, printers, or cars, for example) or breakdowns in group process are not legitimate excuses for turning in work late. Successful students need to anticipate potential panic scenarios and develop contingency plan.

### CANVAS COMMUNICATION

Because of the plethora of emails I receive, I want you to correspond to me in the Canvas site. I will attempt to get back to you within 36 hour. I do not respond to emails over the weekend.

### MAKE SURE TO LOGON TO CANVAS AND TAKE THE STUDENT ORIENTATION.

- Since canvas is not responsive to Internet Explorer, I suggest you use Firefox or Google Chrome.
- Also, Canvas has difficulty recognizing mobile devices—DO NOT try to submit via your cell, ipad, ipod etc.
- **If you are having problems with the Canvas site make sure to click on help at the lower left hand corner of the screen and submit a help ticket--do this before you contact me.**

- If you are still having a problem uploading an assignment you must send it to me as an attachment in the Canvas email.
- Since the majority of the assignments are open a 7-10 days when they are due, I will not accept any excuses the day before the due date of the assignment. Try to avoid the tendency to complete your assignments at the last minute. You are under enough stress already and this may complicate technical issues you cannot solve.
- **I HIGHLY RECOMMEND YOU CHECK THE CANVAS DAILY.**
- If you submit a document and I cannot open it 20% will be deducted from that assignment. Upon notification from me you will have 48 hrs. to resubmit. This will only apply to one submission.
- Make sure to check the canvas calendar and the upcoming assignments also.
- Check Canvas daily.

## VARIOUS AND SUNDRY ITEMS

- The instructor reserves the right to modify the course schedule, grading structure and syllabus.
- Disagreements over grades should be resolved on the day the grade is assigned or shortly afterwards. Do not wait late in the quarter to question an assignment you thought you might have submitted it will be too late to receive any credit.
- Out of respect to your fellow no type of recording or picture taking is permitted in the class.
- Keep all your work till the end of the quarter
- The use of tobacco products or e-cigarettes is not permitted in class.
- For all written assignments you must have back- up copies.
- The classroom is not a cafeteria, so eating in class is not permitted.
- **During the class all electronic devices must be put away and stored in your packs, pockets etc. They must be turned off.**
- Finally, sometimes I will not have enough time to meet with you directly after class. I highly recommend you send me an email (in Canvas and request a meeting time with me).

### Important Dates, fall 2021

Quarter Starts	Monday, September 27, 2021
Last day to drop a class without a "W" grade on transcript	Sunday, December 12, 2021
NO CLASS: Professional Development	Tuesday, October 19, 2021
NO CLASSES: Veterans' Day	Thursday, November 11, 2021
NO CLASSES: Thanksgiving	TH & FR November 25-26, 2021
NO CLASSES: Student Success	Monday December 13, 2021
Final Exams	TU-TH December 14-16, 2021
Quarter Ends	Thursday, December 16, 2021