CMST 220 Public Speaking Syllabus

(Item 0856 Fall 2019)

Instructor: Amanda Jankus

Class Meeting: Daily 11:30am – 12:20pm in R211
E-mail: (please use Canvas message tool)
If Canvas is down you can use a.jankus@bellevuecollege.edu Phone: (425) 564.2120
Office location: R230P
Student Visit Hours:
MWF 9:30 – 10:20 am + 12:30pm -1:30pm
TTH 9:30 am – 11:20 am
OR you may set up an appointment with me

Course Information

- Course Outcomes

1. Identify and analyze the four elements of the rhetorical situation (audience, occasion, speaker, speech).

2. Explain and apply the 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,
How Outcomes Will be Met

Class experiences will include online lectures, group discussions, and responses. Student participation in the online classroom is essential to learning the course material. You will be spending time in on-line discussion boards multiple times weekly as well as completing some tests, quizzes, and assignments online. You must have a solid understanding of how to use Canvas in order to successfully complete the course. It is expected that you log into our course frequently as well as check for announcements.

Grading

You will be given an appropriate amount of time to complete all assignments. Deadlines for all assignments will be posted online. Assignments must follow assignment guidelines in order to be graded. Late Assignments will not be accepted.

Each assignment will be graded using a rubric and comments discussing how outcomes were met as well as what improvements may be made.

Classroom Learning Atmosphere

Instructor’s Expectation

Students are expected to come to class prepared and ready to participate. Any form of disruptive behavior will not be tolerated, including but not limited to: cell phone use/texting, talking, sleeping, etc. If you are doing something in class other than participating in the class you will be asked to leave, this will count as an absence.

If your behavior is in any way disrespectful to your classmates or myself you will be asked to leave class for the day, this will count as an absence.

You will be graded on your participation in the course, both online and in class. Successful participation points can be earned by: being on time each day, being PRESENT in class (using nonverbal communication to stay engaged during discussions and activities), taking notes, asking and answering questions, responding to classmates often. You will not earn full credit for participation by simply coming into the classroom each day.

Attendance

Attendance is mandatory for the successful completion of this course. You are responsible for wearing your name lanyard during each class – please get this from the basket in the front of the room when you come to class each day. Excessive tardiness is unacceptable and will not be tolerated; this includes arriving late and leaving early. If you are more than 15 minutes late it is considered an absence. In accordance with the Arts and Humanities attendance policy, missing more than 5 classes will result in failure of the course. If you are absent for a course period it is your responsibility to obtain the notes and assignments for the day.

Books and Materials Required

Required Text: Dan O'Hair, Rob Stewart, Hannah Rubenstein, A Speaker’s Guidebook, 7th edition (Bedford/St. Martin’s, 2012)

Required Readings: There will be many additional readings required including book excerpts, newspaper articles, and opinion columns. You will be responsible for obtaining these either in class (when available) or online.
Help with Canvas

- **Contact the Technology Help Desk**
  
  [BC Technology Help Desk](#) If you're having problems logging in to Canvas or with other technical issues such as problems accessing the site, or not seeing your course listed, contact the Technology Help Desk. You're actually on the Help Desk site right now. Find links on the right side of the screen to access our [Knowledge Base](#) and contact information. If you need more one-on-one assistance, [submit a ticket](#), call us or drop by N250.

- **View the Canvas Guides**
  
  Instructure, the company that makes Canvas, also offers an open, online help website with a searchable knowledge base. You will find online forums, helpful articles, videos, and guides you can access anytime. Visit the [Canvas Help Center](#) for in depth guides on Canvas.

- **Request a Canvas feature**
  
  Instructure, the company that makes Canvas, considers user feedback highly valuable. Their upcoming changes are based on user feedback, this feedback has already brought about significant changes in Canvas. As a student, you can also share your thoughts with Canvas by submitting ideas and voting on feature requests. Visit Canvas' [Request a Feature](#) page to see what suggestions have been recommended so far.

- **1. Check out the Canvas Student Guide:** [http://guides.instructure.com/m/4212](http://guides.instructure.com/m/4212) this should walk you through many common questions and hopefully give you some answers.

- **2. Bellevue College's IR Department created this resource about using Canvas for students:** [http://depts.bellevuecollege.edu/ir/students/studentguide/class-sites/](http://depts.bellevuecollege.edu/ir/students/studentguide/class-sites/)

- **3. Here's an orientation site that Bellevue College's Distance Education program created:** [https://bc.instructure.com/courses/411354](https://bc.instructure.com/courses/411354)

- **4. You can always check out the "Help" link in the upper right corner of the Canvas screen.**

- **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.

- **Religious Holidays**

- **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.
Religious Holidays
Students who expect to miss classes, examinations, or any other assignments because 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. The Request for Accommodations for Reasons of Faith or Conscience Form (Links to an external site.) provides more information about and the steps to request this accommodation.

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.

Policy 2950 Accommodations for Reasons of Faith or Conscience (Links to an external site.) (http://www.bellevuecollege.edu/policies/id-2950p-2/).

College Anti-Discrimination Statement

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.

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 with the Title IX Coordinator any and all 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 impacts someone on campus. 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 at www.bellevuecollege.edu/titleix/.

For further information and contacts, please consult College Anti-Discrimination Statements.

Division Statements

You should know that plagiarism is a serious violation of your contract as a student and will be treated severely. It is important for you to understand that plagiarism is any representation of another person’s words or ideas and in a manner that makes it seem as if they were your own, in either oral or written form. Obviously, this means that you may not copy another person’s papers. Students caught cheating on an exam or assignment will not receive any credit for that portion of the class and will be reported to the Dean of Student Programs.

This link provides a good, short summary of how to avoid plagiarism: Avoiding Plagiarism

This 22-minute video also provides a good overview of how to avoid trouble when using sources: From the college home page select SERVICES, then LIBRARY MEDIA CENTER, then DATABASES, then FILMS ON DEMAND. At their site, search by title for PLAGIARISM 2.0: ETHICS IN THE DIGITAL AGE.

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

Important Links

▪ Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: Create Email

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Technology Help Desk

▪ Disability Resource Center (DRC)

The Disability Resource Center serves students with disabilities. A disability includes any physical or mental impairment that substantially limits one or more major life activities. Common disabilities include physical, neurological (e.g. Autism, ADD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access to programs, activities, and services, please contact the DRC.

If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators (ASN). 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 building B Room 132. You can contact the DRC by stopping by B132, calling our desk at 425-564-2498, emailing drc@bellevuecollege.edu, and Deaf students can reach us by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our website at www.bellevuecollege.edu/drc.

Accessibility

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▪ Public Safety

Public Safety and Emergencies

Public Safety is located in the D building (D171) 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.

- Academic Calendar

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.

Course Calendar

Please use the MODULES tab as well as the CALENDAR function in our Canvas course to look up assignments and due dates/times.

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<thead>
<tr>
<th>Required Assignments</th>
<th>1000</th>
</tr>
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<tbody>
<tr>
<td>Informative Speech</td>
<td>200</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>200</td>
</tr>
<tr>
<td>Ted Talk Speech</td>
<td>100</td>
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<tr>
<td>Ceremony Speech</td>
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<tr>
<td>Oral Interpretation</td>
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<tr>
<td>I Am Speech</td>
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<tr>
<td>Class participation and attendance</td>
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<tr>
<td>Outlines</td>
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<tr>
<td>Self Critiques</td>
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<tr>
<td>Class Critiques</td>
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<tr>
<td>In The Media</td>
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<tr>
<td>Student Office Visit</td>
<td>20</td>
</tr>
<tr>
<td>In Class Work</td>
<td>75</td>
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An explanation of each assignment along with guidelines for completion will be available as assigned.

- Additional Information

All students should be aware of the many tutorial services provided by the Academic Success Center. If you need free tutorial help, please visit them in D204.

If you feel threatened or see something that may indicate trouble, please report it right away at Report Concerns. We all need to help keep our campus safe for everyone.