Harford Community College
Speech Fundamentals /CMST101/Online/ /Interactive Course Syllabus

Note: You, the student, are responsible for everything on this syllabus.

INSTRUCTOR: Linda Heil
OFFICE: 401 Thomas Run Road, B224, Bel Air, MD 21015-1698
E-MAIL ADDRESS: Use Blackboard E-Mail For All Course Correspondence
TELEPHONE NUMBERS: Technical & Blackboard Learning 443-412-2256
System Assistance
Office Please use Blackboard email for all course matters—443-412-2106
OFFICE HOURS: Current Office Hours Link
STUDENT SERVICES The link for Student Services is in Owlnet under the My Academic Life tab, quick links, student services.

COURSE DESCRIPTION:
Students develop skills in this performance-based course of public communication concepts and techniques, including audience analysis, topic selection and research, organization of speech materials, delivery skills, and critical evaluation of speeches.

STUDENT LEARNING OBJECTIVES
Upon satisfactory completion of this course, students will be able to:
1. Present the principles of effective public speaking communication (Academic Outcome: communication).
2. Demonstrate the principles of effective speech preparation and delivery (Academic Outcomes: communication, information literacy).
3. Demonstrate awareness of the communication revolution and information explosion and beyond (Academic Outcomes: communication, critical thinking, and information literacy).
4. Present three extemporaneous speeches and one impromptu speech meeting the criteria specified in class lecture/discussions, handouts and activities (Academic Outcomes: communication, information literacy).
5. Demonstrate ethical speaking and listening practices (Academic Outcomes: communication, critical thinking).
6. Provide constructive written and oral feedback to fellow students (Academic Outcomes: communication, critical thinking).

NOTE: See the current Harford Community College Catalog for a complete description of the Academic Outcomes.

INSTRUCTIONAL METHODS:
Methods will include lecture notes, online asynchronous class discussions, reading/writing assignments, online chapter tests, multimedia resources and examples, collaborative group interaction, and feedback.

REQUIRED TEXT(S)

MATERIALS and EQUIPMENT and PEOPLE
- 3x5 or 4x6 white index cards for speaker’s outlines.
- Recording Equipment and VCR tapes or high quality CD/DVDs for speeches with mailing envelopes if you want the VCR tape or DVD returned. I cannot accept 8mm tapes. You are responsible for providing working media; so, send the tapes and disks in protective sleeves. Send separate disks for each speech. On tapes, you must provide information as to the order of taped speeches.
- An audience of Eight Adults

SOFTWARE REQUIREMENTS
All coursework must be submitted as a Microsoft Word document or as a Rich Text File document. I cannot open any Corel documents, .wps files, nor any documents produced from a Macintosh system. If I cannot open your work, it will be considered as not submitted and you will receive a “0” for the assignment. Be sure that you are using the appropriate word processing program.

COURSE GUIDELINES
An online course will require more time management and organization skills for the student than the traditional classroom courses. You should plan for at least nine to ten hours of course work per week. Create and follow a schedule.

Online learners should
- Take advantage of all the resources available,
- Be self motivated and self directed,
- Manage time efficiently,
- Follow the course schedule,
- Keep up with assignments and course requirements,
- Pursue the information you need, and
• Help others.
To make sure you know what is involved in online learning check out http://www.onlinelearning.net/OLE/index.html?s=528.0909h752o.0178109970 “How Online Learning Works” from OnlineLearning.net.

ATTENDANCE ONLINE:
Just as attendance is important in an on-campus course, it is important that the student access the Internet course site at least 3 times per week, to keep up with the assignments and to communicate with me and your classmates. Students who have not accessed the course site within the first 2 (two) weeks of the semester will be denied access and should consider withdrawing from the course. (A computer problem is not an excuse for not checking the course or not keeping-up with the course work and assignments.) A student will be denied access to the course if he or she fails to check in on the course for two consecutive weeks and/or does not submit or present the end of Module speech without contacting me. Students who are auditing the course must comply with these policies as well. Students may appeal to me, via e-mail at lheil@harford.edu. If circumstances justify, the student may be admitted back into the online class. Late assignments and presentations cannot be made-up, see Due Dates.

GENERAL COURSE POLICIES/REQUIREMENTS:
HCC students are bound by the academic policies outlined in the most current HCC Catalog: http://www.harford.edu/Catalog/default.asp?FA=Welcome. It is the student’s responsibility to review these policies prior to the start of each semester.

COURSE COMMUNICATION:
All email communication must take place within The Blackboard Learning System. Log in to Owlnet and click on the course, then go to MAIL in Blackboard to send an email to me. Blackboard Learning System email communication will be processed at least once a day, Monday through Friday. When communicating online, please include a salutation and close with your full name. Any email sent to my faculty account (lheil@harford.edu via Owlnet) will not be processed.

SPEECHES
You are responsible to record all of your speeches and to have the video and all associated documents to me by the due date and time. Failure to have readable/viewable documents and videos to me by the due date and time will result in a “0” for the assignment/speech. You will need to hand deliver or U.S. Postal mail your Tapes/CD/DVDs, outlines (preparation and speaker’s outlines), and any other requirements.

VIDEO TAPE/CD/DVD PRESENTATIONS REQUIREMENTS
ALL of the following requirements MUST be followed:

AUDIENCE:
• Give your presentation to an audience of at least 8 adults (age 18 or over). No excuses will be accepted for not meeting the minimum number of audience members.
• Before you begin taping, instruct your audience that you will present the speech and that they may clap when you are finished. Since you are not to ask for questions at the end of your speech, advise your audience that if they have any questions to hold them until after the camera recording has stopped.

PREPARATION
• Before your speech, before the camera records, turn off anything that makes noise. That includes the air conditioning / furnace, phone, kids, animals. Speak up! The microphone on most camcorders is very limited. You have to really project to be clearly heard. If I can’t hear you, I can’t grade your speech.
• Clear your speaking area so that the audience and camera have an unobstructed view. If I can’t see what you are doing, I must assume you are reading your speech and therefore, assign a failing grade.
• Tape in a room that has lots of light (daytime is best). But, don’t have any bright light in the background.

RECORDING
• Pan the camera at the beginning and ending of your presentation to show all members of your audience.
• Have someone hold the camera steady. It is best to use a tripod. Place this person with the audience (I should feel like an audience member when I watch your recording).
• Have the video camera focus on you for the entire speech. Do not have the camera on zoom at any point.
• If you have a visual, make sure the camera will capture the visual and you together. Do not have the camera zoom in on you or your visuals. I want to see you and the visual(s) as a member of the audience. This means the camera must be physically positioned with your audience. Pretend the camera is an audience member!
• Do not start and stop the recording process. I must be able to see one continuous taping from the audience members immediately before you begin speaking, your speech presentation, and your audience members immediately after your finish speaking.

COMPLETION
• View your tape/CD/DVD before sending it to me for grading. Verify the quality of the tape/DVD, check to make sure the instructions to show your audience are followed and rewind the tape to start at the beginning of your speech.
• Record your speaking time (deduct the time for showing the audience) on the speech rubric.
• You are responsible for providing working media. Send the tapes and disks in protective sleeves. Send separate disks for each speech. If you record more than one speech on one tape, you must provide information as to the order of taped speeches. Rewind to the beginning of the first speech.
• Submit all required documents with your videotape including the preparation outline and the speaker’s outline (note cards) that you actually used to present your speech and the summary survey from your audience analysis for the informative and persuasive speeches. See ASSIGNMENTS – Audience Analysis. Submitting any other documents, (other than the actual speaker’s outline (note cards) that you used to present your speech will result in a failing grade. PLEASE DO NOT send any note cards that you did not use. Remember you must have completed the research assignment Annotated List of Works
Cited to get a passing grade for the informative and persuasive speeches.

- Keep a copy of your speech presentation and all associated documents.
- If you want the Videotape/CD/DVD returned you must provide a self addressed VCR tape/DVD envelope when submitting the speech tape/DVD. If you just want the graded paper documents returned, please provide a self-addressed envelope.

A failing grade or zero points will be assigned to speech presentations when the previous guidelines are not followed, if the tape/CD/DVD quality is not clear enough for me to grade all of the required speech elements, and/or if I am unable to play the tape.

Taped/CD/DVD/electronic video files are due in my office or in Blackboard Assignments on the date and time noted in the Course Schedule of the current syllabus. It is your responsibility to see that the tape, CD, or DVD along with any other required documents are in my office or uploaded to Blackboard Assignments by that date and time. Tapes/CD/DVDS, and electronic submissions will not be accepted if they arrive later than the date and time noted on the Course Schedule. See DUE DATES below for more information.

DUE DATES
Each student is responsible to have the video and associated documents submitted to me by the scheduled date and time; see VIDEOTAPED PRESENTATIONS; failure to do so will result in "0" points for the assignment. Assignments and speeches will always be accepted early.

Make-up speeches will not be permitted. If you do not submit your speech and other required materials by the due date (regardless of the reason) you will receive “0” points for that speech.

All assignments are due by midnight of the due date. Questions about assignments and speeches must be asked/posted online in the Blackboard Discussion "Learning Center" at least 48 hours before the due date to allow time for me and/or your classmates to provide an answer. Having a problem with the home computer is not an acceptable excuse for late assignments, missing tests or presentations. Students are advised to have access to a backup computer or to be prepared to use the on-campus computers or public library computers. Submitting an assignment in a format other than Microsoft Word or as a Rich Text File document is not a reason to submit another document after the due date. Never wait until the evening of the due date to submit assignments in case you have trouble. Submitting an assignment in a format other than Microsoft Word or as a Rich Text File document is not a reason to submit another document after the due date. If you send a file that I cannot open, you will receive a zero for the assignment.

SPEECH REQUIREMENTS See Blackboard Learning System ASSIGNMENTS - Speech Procedures for each assigned speech.

DELIVERY/PODIUM USE
You may use a speaking podium or any other table type structure for one speech only. The other speeches must be given without the use of any barrier between you and your audience. Podium use is charged when you stand behind any structure/barrier for the majority of the speech presentation.

SPEECH PREPARATION
All speeches are to be prepared and delivered in an extemporaneous manner. Speeches may not be scripted and/or memorized. You may not read your speech to the audience; if you do memorize OR read your speech you will receive a failing grade. Only key idea note cards will be permitted during presentation; see Speaking Outlines and your textbook for proper note card preparation. Preparation outlines are not to be used for the delivery. Be sure to prepare and practice well in advance of the speech presentation date. You MUST submit the original note cards you used for your presentation.

TOPIC APPROVAL
I must approve all speech topics. Students must present topic ideas by the dates listed on the following Course Schedule. Topics should be of an educational value for your audience. Topics should be intellectually worthwhile, timely, substantive, and pertinent. If you have not received topic approval by the listed date, see the Course Schedule, your speech presentation grade will be reduced by 10%, you may not be allowed to present your speech on campus, or if you are videotaping your speech, your speech may not be accepted for grading.

RECORDED SPEECHES
Once you begin your speech, you may not stop and start again. All course related videos will be accessible to only those students in the course and their instructor. The videos are to be used for instructional purposes only. All rights are reserved. Any unauthorized broadcasting, public performance, copying or re-recording will constitute an infringement of copyright and violation of HCC's Student Code.

DEMONSTRATION SPEECH (7 MINUTES) MODULE I
Explain and illustrate a process, show how to do something, how it works. You must do more than present verbal information to the audience and/or point to a visual. You must, actively by doing something in front of the audience, present a live demonstration of the process (at least a part of the process) that you are explaining. See The Blackboard Learning System Module I, Speech Procedures, Guidelines, and Examples for additional information.

Requirements: Preparation and Speaking Outline.

INFORMATIVE SPEECH (6 MINUTES) MODULE II
Research the speech; state it/back it up. See The Blackboard Learning System Module II, Speech Procedures, Guidelines, and Examples for additional information.
CRITERIA FOR GRADING SPEECHES

Requirements: Preparation and Speaking Outline, Audience Analysis Summary, Annotated List of Works Cited, Visual (students are responsible for providing all materials needed for the visual), a minimum of four (4) oral citations.

IMPORTANT NOTE: Remember, plagiarism is presenting, orally or written, another person's language or ideas as one's own. If what you are presenting is not your own language or idea(s), then you must tell the audience who is responsible for the information as you present each piece of information. It should be clear to your audience where every piece of information is coming from. Provide the author or sponsor, their credentials, the source, the specific publication date and year.

PERSUASIVE SPEECH (7 MINUTES) MODULE III

Research the speech; I believe you should agree. See The Blackboard Learning System Module III, Speech Procedures, Guidelines, and Examples for additional information.

Requirements: Preparation and Speaking Outline, Audience Analysis Summary, Annotated List of Works Cited. (Visual aids are optional but extremely helpful; oral citations are required if you are presenting material that is from another source). See IMPORTANT NOTE above

OUTLINES

PREPARATION OUTLINES
All preparation outlines must be typed. Their format must be grammatically correct. Outlines must list speech title, specific purpose, thesis, organizational pattern, identify parts of the speech, transitions, and underlined oral citations when necessary. Your preparation outline must be submitted with your tape/DVD presentation. Preparation outlines are considered in the final grade for the speech presentation. If you do not present the preparation outline with your presentation, the highest grade you can earn is a "D." See appropriate The Blackboard Learning System Module III, Speech Procedures, Guidelines, and Examples for additional information.

SPEAKING OUTLINES - NOTE CARD(S)
Note cards must be white and no larger than 4x6. Only key ideas should be noted (refer to text – The Speaking Outline: Chapter 10). Scripted note cards will result in a failing grade for the speech. Note cards should be limited in number (as few as possible). Number and initial all note cards. Write only on one side. Your speaker’s outline (the exact same note cards you used to deliver your videotaped speech) must be submitted with your tape/CD/DVD presentation via snail mail or delivered to my office by the speech due date and time. See appropriate The Blackboard Learning System Module III, Speech Procedures, Guidelines, and Examples for additional information. REMINDER—You MUST submit the original note cards you used for your presentation. Sending note cards that you did not use to deliver your speech will result in an F for the Speech Assignment.

IMPORTANT NOTE FOR OUTLINES:
An assignment will be presented in Module I for your Demonstration Preparation and Speaker’s Outline. Please take advantage of this assignment, not only for the points, but for the valuable experience and information you will receive that will prepare you up for your actual Demonstration Speech Presentation. This will be the only time I will complete a full review of your outlines before your presentation. You certainly may ask any questions about the remaining outline assignments, but since I need to grade your work, the demonstration outlines will be the only outlines I will review before your actual presentation.

CRITERIA FOR GRADING SPEECHES

An average C speech meets the following standards:
1. Develops a sound and intellectually worthwhile topic appropriate to the assignment and amenable to academic research.
2. Speeches must be original and presented extemporaneously.
3. Conforms reasonably to the time limits, (within 90 seconds of the required time).
4. Exhibits sound organization - clear purpose supported by easily identifiable and adequately supported main ideas.
5. Must have clearly identifiable design, complete with the introduction’s four functions, transitions, and the conclusion’s three functions.
6. Uses language that is accurate, familiar, concrete, vivid, appropriate, and devoid of clutter.
7. Is correct in grammar, pronunciation, and articulation.
8. Exhibits reasonable directness and conversationality in delivery.
9. Demonstrates appropriate volume, projection, resonance, vocal variety, and overall vocal quality.
10. Reflects appropriate dress, appropriate appearance, and an overall appealing appearance on the part of the speaker.
11. Is presented on the assigned date.
12. Conforms to speaking assignment and meets all requirements.

An above average B speech meets the preceding requirements and meets the following standards:
1. Selects a challenging topic and adapts it appropriately to the audience.
2. Conforms to the time limits, (within 60 seconds of the required time).
3. Exhibits well developed and clearly communicated organizational substructure as well as transitions, signposts, internal previews and summaries.
4. Presents with poise.
5. Uses good oral style.
6. Establishes genuine rapport and interaction with listeners through content and delivery, creating and sustaining attention throughout the speech.
7. Demonstrates skills in gaining understanding of unusually difficult concepts or processes; or in winning agreement from listeners initially inclined to disagree with the speaker’s purpose.
8. Reflects a greater depth of research and clearly identifies sources of information and ideas which are considered exceptional relevant and authoritative on the topic (e.g., two additional references and two additional oral citation) as required for the average “C” speech.

A superior A speech meets all of the previous requirements and the following standards:
1. Selects a topic that is **substantive, timely, and pertinent to audience needs and interests.**
2. Conforms to the time limits, (**within 30 seconds of the required time**).
3. Contributes exceptional individual thinking, imagination, creativity and research on the speech topic.
4. Develops and sustains strong bonds of identification among speaker, audience, and topic.
5. Achieves the variety and flexibility of mood and manner demanded by the subject matter and by the speaker-audience interaction.
6. Achieves a demonstrable progression from the initial attitudes held by the audience toward a final resolution of ideas.
7. Include a variety of specific and adequately documented supporting materials; such as, facts, figures, quotations, examples, illustrations, personal experiences, audio-visual supplements, etc.
8. Consistently adapts information and supporting material to the experiential world of the audience.
9. Demonstrates artful use of language and stylistic techniques.
10. Makes a polished presentation that artfully integrates verbal and nonverbal communication skills and projects competence, confidence, credibility, charisma, and a professional approach to the speaking situation.
11. Reflects an even greater depth of research (e.g., three additional references and three additional oral citations) as required for the average “C” speech.

Below average speeches D or F are deficient in some or several of the factors required for the average “C” speech. The following factors will also merit a below average or failing speech grade:
1. Is obviously unprepared.
2. Is based entirely on biased information and unsupported opinions.
5. Is plagiarized.
6. Presents incorrect information.
7. Presents unapproved speech.
8. Read from notes/script by using a scripted speaking outline.
9. Does not meet assignment requirements.
10. Does not conform to time requirements (shorter or longer >90 seconds).
11. Does not follow the **VIDEO_TAPE/CD/DVD PRESENTATIONS Requirements**

**CHAPTER QUIZZES AND FINAL EXAM:**

Chapter tests are assigned for each Module. All tests must be completed within the time span specified for each test. Tests may be taken any time during the dates in which they are scheduled. Please see the **Course Schedule** and the appropriate Module, Chapter Tests in The Blackboard Learning System for the dates and times the tests will be available. Because the testing periods span several weeks, make-up tests will not be permitted. All The Blackboard Learning System chapter tests are timed for ten minutes.

The final exam will be a comprehensive exam to be taken in the HCC Test Center.

**NOTE:** The Blackboard Learning System software randomly selects chapter test questions. You may see the same question repeated more than once on the same test.

**ASSIGNMENTS**

**MODULES II AND III—RESEARCH ASSIGNMENTS/ANNOTATED BIBLIOGRAPHIES** See Modules II and III, Assignments on The Blackboard Learning System for additional information.

Research/annotated bibliographies are required for the informative and persuasive speeches. An annotated bibliography includes only those sources you have researched and will use to construct your speech. You must include **a minimum of four (4) sources/references.** The annotated bibliography should be submitted under the appropriate Module (either Module II or Module III), Assignments in The Blackboard Learning System by the due date as noted on the **Course Schedule** and on The Blackboard Learning System Assignments.

**IMPORTANT NOTES FOR SUBMITTING ASSIGNMENTS:**
1. **Before clicking SUBMIT on your assignments, make sure you have**
   - Typed your name on the assignment document(s),
   - Save your file
   - Ensure the file format is acceptable,
   - Uploaded files before clicking on SUBMIT.
2. If the research assignment/annotated bibliography is not completed by the due date, the highest grade you can earn for your informative or persuasive speech is a “D.”

3. This assignment will not be accepted late.

MODULES II AND III — AUDIENCE ANALYSIS  See Modules II and III, Assignments on The Blackboard Learning System for additional information.

An audience analysis (a survey) is required for the informative (includes Commemorative speech) and persuasive speeches. See the Course Schedule and either Module II or Module III, Assignments in The Blackboard Learning System for due dates. Surveys must include your name and the speech topic. Surveys should be delivered to your audience prior to your speech so that you may use the information to develop your speech. Your audience will want to know why they should listen to your speech so you will need to use the audience responses in the speech introduction to relate the topic directly/personally to your audience.

You must submit the survey to me in The Blackboard Learning System under the appropriate Module (either Module II or Module III), Assignments by the due date as noted on the Course Schedule and on The Blackboard Learning System Assignments. This step is very important, as I will not be able to provide a grade for the assignment if the document is only posted to the Discussion area.

You must also submit a summary of your audience responses with your speeches.

IMPORTANT NOTE:

IMPORTANT NOTES FOR SUBMITTING ASSIGNMENTS:

4. Before clicking SUBMIT on your assignments, make sure you have
   • Typed your name on the assignment document(s),
   • Save your file
   • Ensure the file format is acceptable,
   • Uploaded files before clicking on SUBMIT.

5. This assignment will not be accepted late.

INFORMATION LITERACY TRAINING/QUIZZES

Complete the HCC information Literacy Tutorial and associated module quizzes by the date indicated in this course schedule. Your total from the quizzes will be added as extra credit. All quizzes must be taken in Blackboard; click ASSESSMENTS to take the quizzes. Any quizzes taken outside of the Blackboard environment will not be credited. Pay attention to the due dates for this extra credit.

GRADING

Grades are earned according to how well you perform the required skills; not how well you do compared to others in the class. Each individual’s work is evaluated according to the course/speech/assignment requirements and performance standards. All grades will be posted within five business days of the assignment/speech due date or sooner.

Your final grade will include your grades from four speeches, five assignments (individual and group work on demonstration and preparation outlines, research in the form of two annotated bibliographies, two audience analyses (surveys)), participation and discussions, and textbook chapter tests.

Maximum points to be earned are 1,000. The Blackboard Learning System will keep track of points under GRADES.

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<thead>
<tr>
<th>POINTS</th>
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<tbody>
<tr>
<td>Demonstrative Speech</td>
<td>70</td>
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<tr>
<td>Informatve Speech</td>
<td>200</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>200</td>
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<tr>
<td>Final Exam</td>
<td>100</td>
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<tr>
<td>Total for Speeches and Associated Requirements</td>
<td>570</td>
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A   | B   | C   | D   | F
---|-----|-----|-----|-----|
900-810 | 809.9-720 | 719.9-630 | 629.9-540 | ≤539.9
You may receive extra credit through the information literacy quizzes in Blackboard. Check the course schedule for the due dates and in Blackboard for the link to the online tutorials and for the extra credit quizzes.

HARFORD COMMUNITY COLLEGE POLICIES
Harford Community College is committed to serving students who have documented physical, learning, psychological, or other disabilities. Students who have a disability are responsible for contacting Learning Support Services at 410-836-4402 to discuss their needs for accommodations. All information shared with Learning Support Services will be held in confidence.

PLAGIARISM STATEMENT
The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated if they copy the work of another during an examination, present a speech, turn in a paper or an assignment written/presented, in whole or part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources or if they paraphrase ideas from such sources without acknowledging them.

Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the program or College.

IMPORTANT NOTE: Remember, plagiarism is presenting, ORALLY OR WRITTEN, another person’s language or ideas as one’s own. If what you are presenting is not your own language or idea(s), then you must tell the audience who is responsible for the information as you present each piece of information. It should be clear to your audience where every piece of information is coming from. Provide the author or sponsor, their credentials, the source, the specific publication date and year.
Use this schedule to mark off your completed assignments. You may submit any assignment or speech earlier than the due date. Late assignments and speeches are not accepted.

<table>
<thead>
<tr>
<th>MODULE</th>
<th>DATES</th>
<th>ACTIVITY</th>
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| I      | Chapter Tests 1, 4, 8, 9, 10, 11, 12, 2 | ☐ Graded Online Blackboard Learning System Discussions – Topics and Due Dates TBA in The Blackboard Learning System  
☐ Request Demonstration Speech Topic Approval on the Online Blackboard Learning System Discussion  
☐ Post your demonstration preparation and speaker’s outline in your Group Discussion.  
☐ Review all group members’ outlines and post your comments in your Group discussion.  
☐ Review comments from your group; revise your outlines as needed.  
☐ Submit your completed demonstration preparation and speaker’s outlines to me under The Blackboard Learning System Assignments for grading. A paper copy of the preparation outline and speaker’s outline (note cards only) are still required on the presentation day.  
☐ Demonstration Speech — Videotapes/CD/DVD Due by midnight, along with your revised preparation and speaker’s outline, (remember to snail mail your materials to me to reach me by the due date and time). |
| II     | Chapter Tests 14, 5, 6, 7, 13, 3 | ☐ Graded Online Blackboard Learning System Discussions – Topics and Due Dates TBA in The Blackboard Learning System  
☐ Request Informative Speech Topic Approval on the Online Blackboard Learning System Discussion  
☐ Audience Analysis Assignment - Survey your intended audience  
☐ Submit the survey under Assignments for your grade.  
☐ Submit your Research Report/Annotated List of Works Cited under Assignments for your grade.  
☐ Complete the Information Literacy Tutorial Modules and Quizzes for extra credit  
SPRING BREAK  
LAST DAY TO WITHDRAW  
☐ Presentations must include a Visual Aid and a minimum of four Oral Citations.  
☐ Informative Speech — Videotapes/CD/DVD Due by midnight, along with your preparation and speaker’s outline and audience analysis summary (remember to snail mail your materials to me to reach me by the due date and time). |
| III    | Online Blackboard Learning System  
Chapter Tests 15, 16, 17, 18 | ☐ Graded Online Blackboard Learning System Discussions – Topics and Due Dates TBA in The Blackboard Learning System  
☐ Request Persuasive Speech Topic Approval on the Online Blackboard Learning System Discussion  
☐ Request Commemorative Speech Topic Approval on the Online Blackboard Learning System Discussion  
☐ Audience Analysis Assignment - Survey your intended audience  
☐ Submit the survey under Assignments for your grade.  
☐ Submit your Research Report/Annotated Bibliography under Assignments for your grade.  
☐ Presentations may include a Visual Aid and must include Oral Citations when appropriate.  
☐ Persuasive speech — Videotapes/CD/DVD Due by midnight, along with your preparation and speaker’s outline and audience analysis summary (remember to snail mail your materials to me to reach me by the due date and time). |
| Final  | | ☐ Final Exam – to be taken in the HCC Test Center |

**TOPICS - TEXTBOOK READINGS and THE BLACKBOARD LEARNING SYSTEM COURSE CONTENT**

- **I**: Lucas Text: Chapters 1, 4, 8, 9, 10, 11, 12, 2, appendix Giving Your First Speech  
See The Blackboard Learning System Course Content for Instructional Notes on each Chapter.
- **II**: Lucas Text: Chapters 14, 5, 6, 7, 13, 3, Appendix Using PowerPoint  
See The Blackboard Learning System Course Content for Instructional Notes on each Chapter.
- **III**: Lucas Text: Chapters 15, 16, 17, 18  
See The Blackboard Learning System Course Content for Instructional Notes on each Chapter.