Speech Communication 212: Fundamentals of Public Speaking
Fall 2012 Lab Syllabus - Murdock

Instructor: Rachel Murdock
Office: 323 Carver Hall
Speech Office: 294-7670
Office Hours: Tues. 1 – 2 p.m.
Wed. 10:30 – 11:30 a.m.
By appointment – email me for an appointment outside of office hours.

Sec. 7: 2143 Pearson 12:10 – 1:00 p.m.
Sec. 8: 2143 Pearson 1:10 – 2:00 p.m.
Sec. 13: 2143 Pearson 2:10 – 3:00 p.m.

Email (the most effective way to reach me): rmurdock@iastate.edu
(You can also email me through Blackboard if you can’t find/remember my email at some point)
Twitter: @SpCm212
(general Speech 212 account – not lab specific information)
Connect: To address technical issues with Connect through Blackboard, call 1-800-331-5094 Su 6-11, M-Th 8-11, F 8-6

Communication: We will use our Blackboard page extensively for communication as well as assignments. I’ll also communicate with you through email at your Iowa State email account (check it frequently!).

I do check email regularly and will respond promptly. However, if you email to ask me a question that you can answer for yourself by reading the syllabus, text or workbook, I will respond thusly: “Hi, Student – check your syllabus/text/workbook for the answer to that question.” Please save both of us time and find those answers yourself.

Attendance: Regular class attendance in this course is imperative for several reasons.

• You gain as much (if not more) by listening to and evaluating speeches as you do by delivering speeches.
• We are deprived of your input, your observations, your wit and scintillating ideas if you are not here to offer them, and you are deprived of the critical thinking involved in coming up with those ideas.
• You will be part of a learning group in our class, and you will depend upon each other for the greatest success possible in this course.

Please make it a priority to attend class and be an active member of our speech community – presenting ideas and giving feedback.

We employ both the carrot and stick methods of providing incentives to attend lab, applying bonus points for great attendance and penalizing those with poor attendance habits. Here’s the breakdown:

<table>
<thead>
<tr>
<th>Absences</th>
<th>Bonus Points</th>
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<tr>
<td>0</td>
<td>10</td>
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<tr>
<td>1</td>
<td>6</td>
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<td>2</td>
<td>3</td>
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<td>3 or more</td>
<td>No penalty</td>
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<tr>
<td>5</td>
<td>-10</td>
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<tr>
<td>6</td>
<td>-20</td>
</tr>
<tr>
<td>7</td>
<td>Failure of the course</td>
</tr>
</tbody>
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3 Tardies = 1 absences. I will take roll each day and make note of tardiness, even if you don’t see me do it. If you arrive while a classmate is speaking, please do not enter the room until they have finished their speech and you hear the applause. It is extremely distracting to have the door open and people milling about during a speech.
Lab Policies:

Assignments: Assignments must be completed and submitted on time – either in person or on Blackboard, as the syllabus requires. Any late assignment can receive no more than 50% of the points designated for that assignment. After 2 weeks, late assignments receive 0 points.

Preparation: Come to class prepared to participate each day. This means read assignments, bring your workbook each day, do your assignments, and participate in class and group activities.

Behavior Expectations: Please be respectful of your fellow students and of me in class. Do not text, sleep, do homework for other classes, update Facebook, or otherwise use technology inappropriately in lab. You will be given a tardy if I see this behavior, and I will ask you to stop.

We will disagree with one another; that’s part of the fun of this course! Nevertheless, we will stand as shining examples to the various political factions in the country, and will disagree civilly. Use respect when you comment, and confine criticisms to ideas, facts and opinions rather than individuals or personal characteristics. **Respectful and courteous behavior is both expected and required in this class.**

Speeches: You can do well in the class even if you have speaking anxiety. All of us do, to some extent! If your speech is well prepared but poorly delivered, you will still do fine, and you will be given opportunity to improve for the next speech. See Workbook, p. 12 for on-time delivery requirements.

Plagiarism: See Workbook, page 12

Food: You are welcome to eat in class, as long as you clean up after yourself. Don’t eat if you’re giving a speech, though.

Filming Speeches: Research shows that filming and reviewing your speech is one of the best ways to improve. I will award 2 bonus points to those who record (w/ classroom vhs camera, smart phone, digital camera, whatever) either or both of your persuasive and/or informational speech and fill out the video observation form for those speeches.

Accommodations: Arrangements for official accommodations should be made with the disabilities office right away. If you need any other accommodations such as for a religious holiday, please let me know right away.

Succeed! You can do this! It may actually be fun, and it will certainly give you skills that transfer to many other aspects in your life. I want you to be successful, and you can and will be if you follow some guidelines:

Be Present -- Attend class every day. Let me know if there is a problem preventing you from attending as early as you can. I accept early assignments. When you’re here, be present! Be focused, listen, participate.

Read – Buy the ebook, read the text before class, review before tests.

Use Blackboard – jump in and do the exercises on Connect, use the self-tests, finish the assignments – we’ve created these to help you and taking advantage of them puts you ahead.

Talk – Ask me questions, talk to your classmates and group members – get help and suggestions.

Complete the Work – Do your homework, prepare for speeches, give the speeches as assigned.

Relax—Everyone in the class is in the same boat as you are, and you can all be successful. It’s not as bad as you think!