COMM 110 (Hybrid)
Introduction to Speech

Early Fall Session 15/11
August 17 – October 10, 2015

Course Description

This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, the students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.

Prerequisite: None

Class Day and Time: Mondays, 5:30 – 8:30 pm

This is a hybrid course, which is defined as an online course supported by a weekly in-seat class. Our class will consist of both in-seat and online instruction through various resources, discussion, and assignments. Please note that we will meet every week unless otherwise noted.

You are expected to attend every class. If you know prior to the beginning of the session that you will miss more than one in-seat class, it is strongly recommended that you wait to take this course at another time.

The online portion of our course is located on D2L. You will access the course through CougarTrack.

Please note: We do not have class on Monday 9/7 in observance of Labor Day. Our make-up class will be Tuesday 9/8 from 5:30-8:30pm. Please make the necessary arrangements.

Textbooks


Textbooks for the course may be ordered from MBS Direct:

- online at http://direct.mbsbooks.com/columbia.htm
- by phone at 800-325-3252

For additional information about the bookstore, visit http://www.mbsbooks.com.

Course Overview

This course focuses on the study and application of skills needed to function effectively in public communication situations, including informative and persuasive speaking. This course provides specific strategies and skills to develop an effective extemporaneous speaking style to enhance the
student’s ability to communicate in a sure and confident manner in a variety of situations. The course also introduces students to basic communication concepts and strategies to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.

**Technology Requirements**

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

You can find more details about standard technical requirements for our courses on our site.

**Course Objectives**

- To function effectively in public communication situations.
- To better understand the public speech communication process.

**Measurable Learning Outcomes**

- Learn methods for overcoming speech anxiety.
- Learn to speak effectively in a public setting.
- Construct/deliver informative speeches and outlines.
- Construct/deliver persuasive speeches and outlines.
- Learn how to use support material/equipment to enhance speech effectiveness.
- Learn how to use new language strategies to strengthen personal speaking styles.
- Examine how to analyze and identify the audience for a specific speech.
- Explore how to be critical consumers of public communication.
# Grading

## Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>900 – 1000</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>800 – 899</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
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<tr>
<td>D</td>
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<td>60-69%</td>
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## Grade Weights

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<tr>
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<td>Online Discussions</td>
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<tr>
<td>In Class Discussions</td>
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<tr>
<td>Quizzes (Online)</td>
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<td>Self-Critiques (Online)</td>
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<td>Peer Critiques (Online)</td>
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<td>Preparation Outlines (Online)</td>
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<td>Speeches (In Class)</td>
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<tr>
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## Schedule of Graded Assignments

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<th>Assignment</th>
<th>Points</th>
<th>Due Online</th>
<th>Due In-Seat</th>
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<tr>
<td>1</td>
<td>In Class Discussion 1</td>
<td>5</td>
<td>Thursday/Sunday</td>
<td>In Class</td>
</tr>
<tr>
<td></td>
<td>Online Discussion 1</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peer Critique 1</td>
<td>5</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Quiz 1</td>
<td>50</td>
<td>Sunday</td>
<td></td>
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<tr>
<td></td>
<td>Introductions</td>
<td>--</td>
<td>Sunday</td>
<td></td>
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<tr>
<td></td>
<td>Preparation Outline 1</td>
<td>20</td>
<td>Thursday before speech</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>In Class Discussion 2</td>
<td>5</td>
<td>In Class</td>
<td></td>
</tr>
<tr>
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<td>5</td>
<td>Speech Day</td>
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<tr>
<td></td>
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<td></td>
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<td>In Class</td>
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<tr>
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<td>Self-Critique 2</td>
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<td>Speech Day</td>
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<tr>
<td></td>
<td>Speech 2</td>
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<td>In Class</td>
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<td></td>
<td>Peer Critique 4</td>
<td>5</td>
<td>Sunday</td>
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## Assignment Overview

### Readings (Before Class)

All readings and lecture review should be completed prior to coming to the in-seat portion of class. You should utilize the information from the readings and incorporate it into all assignments within the course.

### Discussions

Discussions are an integral part of this course and represent a significant portion of the final grade. The discussions for this course are broken into In Class and Online Discussions. You must complete both portions to receive full points. Discussion activities are designed to help extend your learning into the real world and bridge the gap between theory and practice.

Discussion topics will be based on the chapter material defined in the weekly course schedule. You are encouraged to interact with your classmates in all discussions. Additional online discussion topics may be introduced as needed.
In Class Discussions Weeks 1-8

We will also have Discussions as part of our in-seat portion of the hybrid. In order to earn these points, you must attend the in-seat class. These in-seat discussions will cover topics from the readings and the previous week’s work. You should come prepared to the in-seat session ready to actively participate in all classroom discussions. If you are tardy to class (see Attendance Policy), you will lose points on the week's in class discussion.

Online Discussions Week 1 Thursday/Sunday 11:59pm. Week 8 Thursday/Saturday 11:59pm.

Since this is a hybrid course, a portion of your discussion points will be awarded for your online discussion work. You should read the requirements and do any required Internet research necessary. Then prepare a well worded and thoughtful response to each question asked, relating your answer directly to the results of your research and the classroom discussion.

You must post your own discussion response before you are given access to read and reply to other messages posted by classmates. This encourages original thought without influence from other existing messages. Students will be able to see the number of unread messages in the updates widget and on the main discussion page, but when you access the topic, the following message appears: You must compose a message before you can view or reply to other messages in this topic. Any boxes opened and not completed (to get around the system) will receive an automatic deduction in the grade for that discussion. If you do have a system error, contact me ASAP. Additionally, some threads do not use this feature as it is helpful for students to view other’s posts.

Conventions of “netiquette” (online etiquette), which include courtesy to all users, will be observed online and the equivalent will be observed in the classroom setting (See Student Conduct). Your initial online discussion post is due by Thursday at 11:59 pm Central Time (CT). You must respond to at least two other students by Sunday at 11:59 pm CT. Your post and responses should be detailed, well-thought out, and add substance to the conversation.

Preparation Outlines (Online) Weeks 1, 3, 4, 5, 6 (Before speech day)

You must submit an outline for each speech during the week before you present the speech. You will not be able to deliver your speech at all, which will result in failing the class unless you turn in your preparation outline on time. No late work will be accepted. (See Late Assignment Policy). Files should be submitted as Microsoft Word (.doc or .docx) or Rich Text Format (.rtf) files in the appropriate Dropbox. Preparation outlines cannot be revised to improve your grade. For speeches that require research, sources, and a Works Cited (Speeches 2-5), you must include three sources, and can only use one Internet source from a credible website. Do not use Wikipedia as a source of information. You can find more information regarding Preparation Outlines in the Content area.

Submit your outline to the appropriate Dropbox folder by Thursday (Friday for Week 4 only) at 11:59 pm CT of the assigned week.

Speeches (In Class) Weeks 2, 4, 5, 6, 7

The heart of this course is speech. You must complete five short speeches (3-9 minutes) during the course. You will present them in front of the class during the in-seat portion of the course. YOU MUST DELIVER ALL SPEECHES IN FRONT OF YOUR CLASSMATES TO PASS THE COURSE. (See Late Assignment Policy). You may use notes for your speech. You can find a more detailed description of each speech in the Content area.

Peer Critiques (Online) Weeks 1-7 Sunday 11:59pm/Week 8 Saturday 11:59pm

You will write a critique of 8 of the speeches available on the Connect site. The specific speeches to view will be described in the Content area. Using one or two sentences per criterion, state what you
believe to be one strength in the student’s performance, one weakness, and one suggestion for improvement.

Your peer critique must be submitted to the appropriate Dropbox folder **by Sunday at 11:59 pm CT** of the appropriate week.

**Self-Critiques (Online) Weeks 2 & 3, Speeches 1 & 2**

You will critique your first two speeches. State what you believe to be one strength in your own performance, one weakness, and one suggestion for improvement. Immediately after delivering Speeches 1 and 2, write your first impression of one strength in your own performance, one weakness, and one suggestion for improvement.

All Self-Critiques must be submitted to the appropriate Dropbox folder **by 11:59 pm CT of your speech day.**

**Written Critique (Online) Week 6 Sunday 11:59pm**

You will observe and critique a live (face-to-face) public speech outside of class delivered by a trained, prominent public speaker during the current session. If you are unable to do this, you may observe a recorded public speech delivered by a trained, prominent public speaker. You must establish that the speaker has a national reputation as a public speaker. You can find more information regarding the format of this critique in the Content area.

Your paper must be submitted to the appropriate Dropbox folder **by Sunday at 11:59 pm CT** of the appropriate week.

**Quizzes (Online) Weeks 1, 2, 3, 5 Sunday 11:59pm, Week 8 Saturday 11:59pm**

There will be five quizzes during this course. There will be 20 items on Quizzes 1-3, and 25 items on Quizzes 4-5. You will have 30 minutes to take each quiz. Check the FAQ about how to avoid having your browser kick you off a quiz before completing it.

Your quizzes must be submitted **by Sunday at 11:59 pm CT (Saturday for Week 8 only) of the appropriate week.**

**Course Schedule**

**Week 1: Speaking, Listening, and Speech Preparation 8/17**

**Readings (Before Class)**

- Chapter 1 – Speaking in Public
- Chapter 3 – Listening
- Chapter 4 – Giving your First Speech

**In Class Discussion 1**

During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

**Introductions (Optional Discussion)**

Introduce yourself in the "Introductions" topic of our Week 1 Discussion forum. Include your profession, hobbies, interest in speech communication, your major or program of study, and any other information that can help us get to know you. Discuss what benefits you expect to gain from your study of public speaking.
Online Discussion 1
Being an effective public speaker requires you to know yourself. Knowing what your strengths and weaknesses are, both as a speaker and listener, will make you a more effective communicator.

- Discuss the element in the speech communication process which gives you, personally, the most difficulty in public speaking.
- Identify obstacles to effective listening that challenge you the most, and explain what can be done to overcome these obstacles.

Your initial post is due by Thursday 8/20 at 11:59 pm CT. Your two responses are due by Sunday 8/23 at 11:59 pm CT.

Peer Critique 1 (Online)
Submit your peer critique to the appropriate Dropbox folder by Sunday 8/23 at 11:59 pm CT.

Quiz 1 (Online)
Complete Quiz 1 over Chapters 1, 3, and 4 by Sunday 8/23 at 11:59 pm CT.

Preparation Outline 1 (Online)
Submit your outline for Speech 1 (Self-Analysis) to the appropriate Dropbox folder by Thursday 8/20 at 11:59 pm CT. This is the Thursday before your speech.

Week 2: Outlining and Organization 8/24
Readings (Before Class)
- Chapter 5 – Selecting a Topic and Purpose
- Chapter 9 – Organizing the Body of the Speech
- Chapter 10 – Beginning and Ending the Speech
- Chapter 11 – Outlining the Speech

In Class Discussion 2
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week's information. You must be in attendance to receive credit for this portion of the discussion.

Speech 1 - Self-Analysis (In Class)
You will present your first speech during the in-seat portion of class this week. You can find more information regarding this speech in the Content area.

Self-Critique 1 (Online)
Submit a self-critique of your first speech to the appropriate Dropbox folder by 11:59 pm CT of your first speech day 8/24.

Peer Critique 2 (Online)
Submit your peer critique to the appropriate Dropbox folder by Sunday 8/30 at 11:59 pm CT.

Quiz 2 (Online)
Complete Quiz 2 over Chapters 5, 9, 10, and 11 by Sunday 8/30 at 11:59 pm CT.

Week 3: Speaking to Inform 8/31
Readings (Before Class)
- Chapter 2 – Ethics and Public Speaking
- Chapter 6 – Analyzing the Audience
Week 4: Visual Aids – Tuesday 9/8 – Make-up Class

Readings (Before Class)

- Chapter 14 – Using Visual Aids

In Class Discussion 4

During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week's information. You must be in attendance to receive credit for this portion of the discussion.

Speech 2 - Informative (In Class)

You will present your second speech during the in-seat portion of class this week. You can find more information regarding this speech in the Content area.

Self-Critique 2 (Online)

Submit a self-critique of your second speech to the appropriate Dropbox folder by 11:59 pm CT of your second speech day 9/8.

Peer Critique 4 (Online)

Submit your peer critique to the appropriate Dropbox folder by Sunday 9/13 at 11:59 pm CT.

Preparation Outline 3 (Online)

Submit your outline for Speech 3 (Visual Aid) to the appropriate Dropbox folder by Friday 9/11 at 11:59 pm CT. This is the Friday before your speech.

Week 5: Persuasion 9/14

Readings (Before Class)

- Chapter 16 – Speaking to Persuade
- Chapter 17 – Methods of Persuasion

In Class Discussion 5

During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week's information. You must be in attendance to receive credit for this portion of the discussion.
Speech 3 Visual Aid (In Class)
You will present your third speech during the in-seat portion of class this week. You can find more information regarding this speech in the Content area.

Peer Critique 5 (Online)
Submit your peer critique to the appropriate Dropbox folder by Sunday 9/20 at 11:59 pm CT.

Quiz 4 (Online)
Complete Quiz 4 over Chapters 14, 16, and 17 by Sunday 9/20 at 11:59 pm CT.

Preparation Outline 4 (Online)
Submit your outline for Speech 4 (Persuasive-Belief) to the appropriate Dropbox folder by Thursday 9/17 at 11:59 pm CT. This is the Thursday before your speech.

Week 6: Language 9/21
Readings (Before Class)
- Chapter 12 – Using Language

In Class Discussion 6
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week's information. You must be in attendance to receive credit for this portion of the discussion.

Speech 4 Persuasive Belief (In Class)
You will present your fourth speech during the in-seat portion of class this week. You can find more information regarding this speech in the Content area.

Peer Critique 6 (Online)
Submit your peer critique to the appropriate Dropbox folder by Sunday 9/27 at 11:59 pm CT.

Written Critique (Online)
Submit your Written Critique of a public speech delivered by a prominent public speaker, which is observed outside of class, to the appropriate Dropbox folder by Sunday 9/27 at 11:59 pm CT.

Preparation Outline 5 (Online)
Submit your outline for Speech 5 (Persuasive-Action) to the appropriate Dropbox folder by Thursday 9/24 at 11:59 pm CT. This is the Thursday before your speech.

Week 7: Language and Delivery 9/28
Readings (Before Class)
- Chapter 13 – Delivery

In Class Discussion 7
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

Speech 5 Persuasive Action (In Class)
You will present your fifth speech during the in-seat portion of class this week. You can find more information regarding this speech in the Content area.
Peer Critique 7 (Online)
Submit your peer critique to the appropriate Dropbox folder by Sunday 10/4 at 11:59 pm CT.

Week 8: Special Occasion Speeches 10/5

Readings (Before Class)
- Chapter 18 – Speaking on Special Occasions

In Class Discussion 8
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

Online Discussion 2
What is the most significant insight you have gained in becoming a more effective public speaker? Why? What areas do you still need to improve? What areas have you improved?

Your initial post is due by Thursday 10/8 at 11:59 pm CT. Your two responses are due by Saturday 10/10 at 11:59 pm CT.

Peer Critique 8 (Online)
Submit your peer critique to the appropriate Dropbox folder by Saturday 10/10 at 11:59 pm CT.

Quiz 5 (Online)
Complete Quiz 5 over Chapters 12, 13, and 18 by Saturday 10/10 at 11:59 pm CT.

Course Policies

Student Conduct
All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College’s Student Conduct Code and Acceptable Use Policy. Students violating these policies will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct and the Computer Use Policy for students can be found in the Columbia College Student Handbook. The Handbook is available online; you can also obtain a copy by calling the Student Affairs office (Campus Life) at (573) 875-7400. The instructor maintains the right to manage a positive learning environment, and all students must adhere to the conventions of online etiquette.

Rude behavior will not be tolerated in this course. This includes, but is not limited to: cell phone usage, mp3 player usage, improper laptop usage, sleeping, and talking/being disruptive/disrespectful while someone is speaking. Do NOT enter or leave the classroom while someone is speaking. Do NOT enter or leave the classroom while someone is speaking. Do NOT enter or leave the classroom while someone is speaking. Do NOT enter or leave the classroom while someone is speaking. Please be especially respectful while your classmates are giving their speeches and during lectures. If I see you using your cell phone during class, you will be asked to leave, will be marked absent for the day, and not eligible to give your speech on that day, which will result in losing half of the possible points on the speech. If I see you violating any of these policies, you will be asked to leave. This will count as 1/2 of an absence.

Plagiarism
Your grade will be based in large part on the originality of your ideas and your written presentation of these ideas. Presenting the words, ideas, or expression of another in any form as your own is plagiarism. Students who fail to properly give credit for information contained in their written work
(papers, journals, exams, etc.) are violating the intellectual property rights of the original author. For proper citation of the original authors, you should reference the appropriate publication manual for your degree program or course (APA, MLA, etc.). Violations are taken seriously in higher education and may result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College.

Collaboration conducted between students without prior permission from the instructor is considered plagiarism and will be treated as such. Spouses and roommates taking the same course should be particularly careful.

All required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

A plagiarism tutorial is located in the content area of the D2L website. Additionally, work that was completed in a prior course and submitted in the current course will not be accepted and constitutes plagiarism.

Non-Discrimination

There will be no discrimination on the basis of sex/gender, race, color, national origin, sexual orientation, religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status.

Disability Services

Students with documented disabilities who may need academic services for this course are required to register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been cleared through the Disability Services Office, accommodations will not be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus before enrolling in the course. The structure or the content of the course may make an accommodation not feasible.

Attendance Policy

Attendance for a week will be counted as having submitted a course assignment for which points have been earned during that week of the session. A class week is defined as the period of time between Monday and Sunday (except for Week 8, when the week and the course will end on Saturday at 11:59pm). The course and system deadlines are all based on the Central Time Zone.

Attendance is required and taken at all sessions. In this course, you are permitted 1 absence. Beyond this, your grade will be lowered by one letter grade or 100 points per subsequent absence. In this course, you are allowed to be tardy twice. After that, all subsequent tardies will count as 1/2 of an absence (50 points) and will result in the reduction of your final grade. Tardiness includes being late for class, being late from break, leaving for long periods during class, leaving at break, or leaving early. If you leave after your speech or early on a speech day, you will be marked absent for the day. If you are late for class on speech day, you will lose points on your speech. If you are late for class, you will lose points on the week's in-class discussion.

Email

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor. You may forward your Cougar email account to another account; however, the College cannot be held responsible for breaches in security or service interruptions with other email providers. Due to FERPA laws, I cannot and will not respond to emails from non-CougarMail accounts.
You must include your first and last name and course in your email. Please treat emails as a formal written form of communication.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

A hybrid class requires regular participation and a commitment to your instructor and your classmates to regularly engage in reading, discussion, and writing assignments. Although most of the communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

All assignments are due on the dates/times assigned with NO EXCEPTIONS. No late work will be accepted. It is your responsibility to check the syllabus and D2L to see what you missed during your absence. Missing class or computer/printer technical difficulties are not valid excuses for turning in late work.

YOU MUST DELIVER ALL SPEECHES IN FRONT OF YOUR CLASSMATES TO PASS THE COURSE. The schedule of speaking dates is included in the syllabus. If you know in advance that you are unable to attend class on your assigned speech date, please notify me immediately so that other arrangements can be made. Any student who does not deliver his/her speech on the scheduled day will lose half of the possible points for the speech, and must be prepared to deliver the speech when time permits at my discretion. If you need help with your speech topic or preparation, please see me well before your assigned speech date as this is not a valid excuse for turning in late work.

Overall, if you do not turn in your prep outline, you will NOT be able to give your speech, and you will not be able to make it up. This means: NO OUTLINE, NO SPEECH, FAIL THE CLASS, NO EXCEPTIONS!

You must have all speech materials at the beginning of class on speech days. You will not be permitted to leave class during your classmates’ speeches to finish, print materials, or practice your speech. If you do not have all of the required materials, you will not be permitted to speak, and you will lose half of the possible points on your speech.

Course Evaluation

You will have an opportunity to evaluate the course near the end of the session. A link will be sent to your CougarMail that will allow you to access the evaluation. Be assured that the evaluations are anonymous and that your instructor will not be able to see them until after final grades are submitted.

Additional Resources

Orientation for New Students

This course is offered online, using course management software provided by Desire2Learn and Columbia College. The Student Manual provides details about taking an online course at Columbia College. You may also want to visit the course demonstration to view a sample course before this one opens.
Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Helpdesk, or the D2L Helpdesk for assistance. Contact information is also available within the online course environment.

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<th>Email</th>
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<td><a href="mailto:CCHelpDesk@ccis.edu">CCHelpDesk@ccis.edu</a></td>
<td>800-231-2391 ex. 4357</td>
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<td><a href="mailto:helpdesk@desire2learn.com">helpdesk@desire2learn.com</a></td>
<td>877-325-7778</td>
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Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing.

Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack under Students->Academics->Academic Resources.