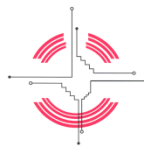


Syllabus Template for online (online course)



Navajo Technical University

<http://navajotech.edu>

P.O. Box 849, Crownpoint, NM
87313-0849

Tel: (505) 786-4100

FAX: (505) 786-
5644

Course

Title: ` COMM 1130-OL2

Credit Hours: Three (3)

Semester: Spring 2022

Faculty: Ms. C. Andrade

E-mail: candrade@navajotech.edu

Office: (928) 674-5764 (NTU #)

Office Phone: (480) 603-6083

Office Hours (online): Email

Preferred Communication: Email and/or text; will respond within 48 hours

Class Location: Classes will be held online

Class Meeting Times: Weekly Modules: Begin Sundays – End Friday at 11:59pm

Required Materials: Access to internet and a computer/laptop. You must have internet to read through the weekly modules and submit weekly assignments into blackboard

Textbooks: SPEAK: Public Speaking by Verderber, Sellnow, and Verderber

Tools: NA

Lab Fee (if applicable): NA

University Mission Statement: Navajo Technical University's mission is to provide University readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on learning environment based on the Diné cultural principles: *Nitsáhákees, Nahat'á, Iná, Sii Hasin.*

Course Description: This course introduces the theory and fundamental principles of public speaking, emphasizing audience analysis, reasoning, the use of evidence, and effective delivery. Students will study principles of communication theory and rhetoric and apply them in the analysis, preparation and presentation of speeches, including informative, persuasive, and impromptu speeches. Prerequisite: ENGL1210 or ENGL1110 or a comparable English course. Offered: Fall, Spring.

Course Outcomes

1. Demonstrate effective speech preparation.
2. Demonstrate effective speech delivery through use of language, nonverbal elements and the creation of presentation aids.

3. Analyze a potential audience and tailor a speech to that audience.
4. Evaluate presentations according to specific criteria.
5. Explain common propaganda techniques and logical fallacies, and identify them in the speeches of others.
6. Recognize diversity and ethical considerations in public speaking.

Course Assessments

Chapter quizzes, Mid-Term, and Final Exam

Connections to Program Assessment (course-embedded measures)

Program Assessments are quizzes taken from within each chapter from the text. Students must complete all quizzes by the designated **Friday by 11:59pm**. Students must read the chapter before class. There will be no deviations or exceptions for assignments. All assignments must be submitted as per the date stated on this syllabus. There are no make-up assignments. A written statement from the NTU academic advisor must be submitted if a student is having difficulty with internet connection and or a personal/family issues that do not permit him/her to attend class and submit assignments on a weekly basis by the due date/time. Students must purchase the text prior to the onset of class.

QUIZZES TAKEN PASSED THE DUE DATE/TIME WILL NOT BE ACCEPTED.

Course Activities

(Pages may vary depending on the book edition)

(You can use the templates the book has provided, or you can create your own. Use whatever works for you. Use the materials already available to you that you have in your home. In addition, you are welcome to utilize online tools to create projects, such as PowerPoint or other online tools. Be creative with the assignments)

Wk	Date	Reading for This Week	This Week's Homework (Work due Friday 11:59pm)	Assignments for Next Week
1	Jan 16 Module 1	REVIEW SYLLABUS PART1: Chapter 1: Foundations of Public Speaking – p. 2	Quiz: Chapter 1 Extra Credit (100 points) Create and submit a 1-2 minute presentation and submit to Blackboard. Discuss the following questions on the video: Your name, major, hobbies and interests, and what you wish to learn from this class. Project #1 - 6-Square Project (My Life). (Create your own template.) The subject matter in each box is as follows: 1) I am proud of..., 2) I miss..., 3) I remember..., 4) I am in school because..., 5) My life goal is to...,	__Read Chapter 2 ___Spiral 20 Items

			6) The degree I am striving for, is... Make sure to complete each of the boxes with 5 – 7 sentences. You may use a PowerPoint or you can create a paper project and upload the document.	
2.	01/23 Module 2	Chapter 2 – Managing Speech Anxiety – p. 18	Quiz: Chapter 2 Spiral – Earliest Memories - 20 items. (Write a ½ page, including three (3) key memories, explaining the Spiral-Earliest Memories, in detail.	___Read Chapter 3 ___Quiz 3 ___Family Tree
3.	01/30 Module 3	Chapter 3 – Listening & Responding – p. 36	Quiz: Chapter 3 Create a Family Tree. Write a ½ page explaining the Family Tree in detail.	___Read Chapter 4 ___Quiz: Ch 4 ___Venn Diagram
4.	02/06 Module 4	PART 2. SPEECH PLANNING ACTION STEPS Chapter 4: Determining An Appropriate Speech Goal – p. 52	Quiz: Chapter 4 Create a Venn Diagram – Compare/Contrast two places, people, or items. Write a ½ page explaining the Venn Diagram in detail.	___Read Chapter 5 ___Quiz: Ch 5 ___Scholarships
5.	02/13 Module 5	PART 2: SPEECH PLANNING ACTION STEPS Chapter 5: Adapting To Audiences – p. 70	Quiz: Chapter 5 Research 5 scholarships for school that are either local or nation-wide.	___Read Chapter 6 ___Quiz: Ch 6
6.	02/20 Module 6	Chapter 6: Topic Development – p. 84	Quiz: Chapter 6	___WORK ON MID-TERM EXAM: “In 5 years....”
7.	02/27 Module 7	BEGIN TO WORK ON MID-TERM EXAM:	MID-TERM EXAM: “In 5 years....” Create five (5) separate items you that you wish to accomplish or wish to have in 5 years. Use PowerPoint or other technology software available. If you do not have the software loaded onto your computer, then	___Read Chapter 7 ___Quiz Chapter 7

			write a one-page paper explaining the above. Be creative with this Mid-Term Project. SUBMIT: MID-TERM by Friday, March 04 @ 11:59pm.	
8.	03/06 Module 8	Chapter 7: Organizing The Speech Body – p. 106	Quiz: Chapter 7 (MID-TERM submitted to NTU office by 03/09)	___ Read Ch 8 ___ Quiz Ch 8
9.	03/13 Module 9	Chapter 8: The Introduction and Conclusion – P. 120.	Quiz: Chapter 8	___ Read Chapter 9 ___ Quiz: Ch 9 ___ Line Graph weather/ climate of a particular area for a 5-day period of time. (9.7)
10.	03/20 Module 10	Chapter 9: Presentational Aids – p. 140	Quiz: Chapter 9 Line Graph (9.7): Graph a weather/climate graph for any area/city in the world for 5 days. Create a graph using Diagram 9.7. Write a ½ page explaining, in detail the graph.	___ Review Ch 9 ___ Pie Chart (9.5)
11.	03/27 Module 11	Review: Chapter 9: Presentational Aids – p. 140	Pie Chart (9.5): Create a pie chart as demonstrated on diagram 9.5. Write a ½ page explaining, in detail the pie chart.	___ Read Ch: 10 ___ Quiz Ch 10
12.	04/03 Module 12	Chapter 10: Language and Oral Style	Quiz: Chapter 10 Organizational Chart (9.4): Create an organizational chart as demonstrated on diagram 9.4. Write a ½ page explaining, in detail, the pie chart.	___ Read Ch: 11 ___ Quiz Ch 11 ___ Review Chapter 9 for Map (9.2)
13.	04/10 Module 13	Chapter 11: Delivery	Quiz: Chapter 11 Create a map of a city/region or country. See Map (9.2). Write a ½ page explaining, in detail, the map.	___ Read Ch. 12-13 ___ Quiz Ch. 12 & 13 ___ Ideal Vacation

14.	04/17 Module 14	PART 3: PUBLIC SPEECH VARIATION Chapter 12: Informative Speaking Chapter 13: Persuasive Messages	Quiz: Chapter 12 Quiz: Chapter 13 Ideal Vacation – Create a map or drawing of your ideal vacation along with a map.	___ Read Ch 14 ___ Quiz: Ch 14
15.	04/24 Module 15	Chapter 14: Persuasive Speaking.	Quiz: Chapter 14	Final Exam due Friday, May 6, 2021, @ 11:59 pm.
16	05/01 Module 16	FINAL EXAM: DUE: Friday, May 6 @ 11:59 pm	Final Exam: STUDENT CHOICE OF PRESENTATION. CHOOSE FROM EXHIBITS 9.1 – 9.7. (Include drawing and ½ page ex- planation)	
17	05/08	Grades Due to NTUA May 11, 2021		

Grading Plan

Homework	A = 100-90%
Quizzes	B = 89-80%
Project(s)	C = 79-70%
Mid-term exam	D = 69-60%
Final exam	F = < 60%

(All assignments are due into Blackboard as per designated due dates. All quizzes must be uploaded as per module.)

Grading Policy

Each student must do his or her own homework and quizzes. Discussion among students on homework and cases is encouraged for clarification of assignments, technical details of using software, and structuring major steps of solutions - especially on the course's Web site. Students must do their own work on the homework and exam. Cheating and plagiarism are strictly forbidden. Cheating includes but is not limited to: plagiarism, submission of work that is not the student's own, submission or use of falsified data, unauthorized access to exam or assignment, use of unauthorized material during an exam, supplying or communicating unauthorized information for an assignment or exam.

Participation: Students are expected to attend and participate in all class activities as listed above, as it is **3% of the grade**. Points will be given to students who actively participate in class activities including field trips, laboratories, and ask questions of guest speakers and other presenters.

Cell Phone and Head Phone Use: (Instructions for in-class) Please turn cell phones off or place them on silence or vibrate mode **before** coming to class. Also, answer cell phones **outside of class** (not in the classroom). Exercising cell phone courtesy is appreciated by both the instructor and classmates. Head-phones are to be removed before coming to class.

Attendance Policy: Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses: For every credit hour spent in class, a student is expected to spend two hours outside of class studying the course materials.

Study Time for Hybrid or Blended Courses: For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying the course materials.

Study Time for Online Courses: For an online course of one credit hour, a student is expected to spend four hours per week studying the course materials.

Academic Integrity: Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education: The Diné Philosophy of Education is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahat'á, Iná and Sih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

Students with Disabilities: The Navajo Technical University and the **(insert the name of your department or school)** are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need an accommodation based on the impact of disability or needs special accommodations should inform NTU in accordance with the procedures of the subsection entitled "Students with Disabilities" under Section 7: Student Support Programs, NTU Student Handbook.