C100 Spoken Communication

For quick access to your syllabus online, click here—C100 Spoken Communications

***Throughout this syllabus, content written in underlined blue are websites or emails that have been linked here for the student's quick access.

***Content written in underlined red are websites or resource documents that cannot be linked in this document and must be accessed by the student in its respective section of the syllabus on the course home page in Canvas.

***Content written in bolded blue designate Student Handbook section markers that delineate where in the Student Handbook the preceding information can be found or explained further. In the near future, these will be linked in the PDF syllabi for the student's online reference.
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Overview

Meet Your Professor

Professor Bob Dickson (facilitator & lecturer)

Bob Dickson has been a professional writer since 1997 and an Associate Professor at the Center for Professional Studies since 2001. Since 2006, he has also served as adjunct professor in The Master’s College Communication, English, and Biblical Studies departments. Classes he has taught include: Organizational Communication, English Composition, Advanced Composition, Speech, Linguistics, Language Acquisition, Introduction to Literature, British Literature, Short Story, Advertising Copywriting, and Advanced Writing Development. For six years, Bob was the senior writer in the Development Department at Grace to You. He also spent five years as a sports writer for The Santa Clarita Signal, where he won Associated Press Awards in 2003 and 2006. He now runs a freelance copywriting company, Bob’s Word Factory. In 1993, Bob was saved by the glorious grace of God. A year later, he married Debbie, the wonderful and godly woman who shared the gospel with him in the first place. God has given the Dicksons two beautiful daughters, Darragh (born in 1996) and Melissa (2000).

Contact Information

Email: bdickson@masters.edu

Degrees

B.A., English, University of California, Santa Barbara, 1990
M.S., College Teaching of Language Arts, Northeastern Oklahoma State University, 1996

Course Description & Objectives

Course Description

Study and practice of the organization and delivery of prepared material in the conversational style of extemporaneous speaking.

Course Objectives

Upon completing the course, the student will be able to:

- Prepare and present a range of speeches that:
  - Present information, ideas, positions, or opinions in a manner that reflects the virtues of clarity, concision, accuracy, and persuasion.
  - Adapt words and rhetorical strategies according to varying situations and audiences.
  - Make assumptions clear.
- Use relevant logical arguments and appropriate examples.
- Incorporate various aspects of nonverbal communication, including intonation, pause, gesture, and body language.
- Present creative and original thoughts and ideas, extending beyond summarization and repetition of readily available published information.

- Engage effectively in discussion as both speaker and listener through interpreting, analyzing, and summarizing.

**Textbooks**

It is the student’s responsibility to ensure that all course materials, including textbooks are obtained by the first week of the course. Students are responsible for completing assigned reading and submitting assignments according to the syllabus. Extensions are not granted for reasons which include not having access to course textbooks. Texts may be purchased through online retailers such as Amazon, Barnes and Noble, etc.

The Master’s College students trust The Master’s College Book Store for new and used textbooks. At The Master’s College Book Store you’ll get the exact textbooks selected by your instructors at the most competitive prices guaranteed. Visit The Master’s College Online Bookstore to buy or rent your textbooks online.

*For more information, see Student Handbook § 3.03*

**Required Textbooks**

- Book Title: *Principles of Public Speaking* (18th edition)
  - Authors: Kathleen M. German, Bruce E. Gronbeck, Douglas Ehninger, Alan H. Monroe
  - Publisher: Pearson; 18th edition

Note: Please ensure you have the required textbooks at the beginning of the course. Students are responsible for completing assigned reading and submitting assignments according to the syllabus. Extensions are not granted for reasons which include not having access to course textbooks.

**Other Required Features**

A means of recording and uploading video files of speeches. These videos must be of sufficient quality that they can be viewed and evaluated by the professor and other students in the course.

- For local students, videos can be recorded by TMC production staff with an appointment. Contact Josh Thompson, TMC Online Production Coordinator, at jthompson@masters.edu, or 661.362.2679.
- Instructions for uploading your video are included on the Tech Check page in the Orientation and Resources section above Module 1.
Grading

Grade Breakdown

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Point Value</th>
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<tr>
<td>Speech Evaluation (3 @ 15)</td>
<td>45</td>
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<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>Demonstration Speech</td>
<td>100</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>200</td>
</tr>
<tr>
<td>Argumentative Speech</td>
<td>200</td>
</tr>
<tr>
<td>Argument Outline</td>
<td>50</td>
</tr>
<tr>
<td>Student Introductions</td>
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<td><strong>Total</strong></td>
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Grade Scale

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<tbody>
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<tr>
<td>A-</td>
<td>90-93%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>84-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-83%</td>
</tr>
<tr>
<td>C+</td>
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</tr>
</tbody>
</table>
## Course Work

### Module Schedule

Module = Week (e.g. Module 1 = Week 1; Module 2 = Week 2, etc.)

| MODULE 1: Introduction and Purpose for the Course | Overview       | Syllabus                  |
|                                                |                | Canvas Orientation        |
|                                                |                | Student Introduction      |
| Reading                                      | Principles of Public Speaking (18th ed.) chapters 2, 5 |
| Lectures                                    | Lectures 1-2   |
| Discussions                                 | Discussion: “Questions? Comments?” |
| Assignments                                 |                |
| Exams                                        | Optional 10 question quiz review |

### MODULE 2: What’s a Good Speech?

| Reading                                      | Principles of Public Speaking (18th ed.) chapters 7, 9 |
| Lectures                                    | Lectures 3-4 |
| Discussions                                 | Discussion: “That’s Bad!” |
| Assignments                                 | Demonstration Speech Assigned |
| Exams                                        |                |

### MODULE 3: Speeches to Inform

| Reading                                      | Principles of Public Speaking (18th ed.) chapters 10, 12 |
| Lectures                                    | Lecture 5 |
| Discussions                                 | Demonstration Speech Due |
| Assignments                                 |                |
| Exams                                        |                |

### MODULE 4: Speeches to Persuade

| Reading                                      | Principles of Public Speaking (18th ed.) chapters 6, 8, 13 |
| Lectures                                    | Lectures 6-7 |
| Discussions                                 | Demonstration Speech Critique Due |
| Assignments                                 | Persuasive Speech Assigned |
| Exams                                        |                |

### MODULE 5:

| Reading                                      |                |
| Lectures                                    |                |
| Discussions                                 |                |
| Assignments                                 | Persuasive Speech Due |
| Exams                                        |                |

### MODULE 6: Using Visual Media/Speeches to Argue

| Reading                                      | Principles of Public Speaking (18th ed.) chapters 11, 14 |
| Lectures                                    | Lectures 8-9 |
| Discussions                                 | Persuasive Speech Critique Due |
| Assignments                                 | Argumentative Speech Assigned |
| Exams                                        |                |
Speeches Schedule – A Visual Look

Assignments

Presentations
The three presentations are: Demonstration, Persuasion, and Argument.

**Demonstration (100 points)**
This is a speech where you teach your audience how to do something. In it, you should take full advantage of any visual aids to make this happen. Think of it like an episode from the Food Network. By the end of the speech your audience members should know how to do what you have taught them. An important thing to remember with this speech is beginning with an introduction that really sells the thing you are going to teach – make your audience want to pay attention.

**Persuasion (200 points)**
For this speech, you are trying to convince your audience to do something. It could be as simple as donating blood or as complex as starting your own business. The structure for this speech MUST follow Monroe’s Motivated Sequence that is described at length in the text book. For a persuasive speech, it is
critical that you consider who your audience is. If you would like to attempt to persuade a specific audience (other than your general classmates), you can do that. Just make it clear upfront the audience you are attempting to persuade.

**Argument (200 points)**

An argument speech must argue an issue that has more than one side. Please do not “preach to the choir.” Argue something that people do not agree on. The key to a good argument is structure. Make sure your points are clear and that they are supported by evidence. Use the methods of pathos and ethos described in the book. Consider your audience and what their objections might be.

Topics are posted as PDF's in the Speech Topics folder above Module 1.

**Presentation Evaluations**

Students will evaluate other students’ presentations. Evaluation forms are embedded in the assignment page for each presentation, and also in PDF form in the Orientation and Resources section above Module 1.

**Discussions**

Discussion forums are an important part of online learning. Though you may feel apprehensive about participating (this is completely normal), you will soon find it to be an engaging and interesting part of the course! You’ll find that not only does your knowledge and understanding of the course content deepen, but you will develop and grow in your faith at the same time.

There are NO discussion forums in this course that are required for your grade. A few exist to help you dialogue about your speech presentations, so please utilize them when the time comes.

**Guidelines for posting to Discussions**

- **Use a subject line** that relates to your post; this will help create interest and focus for the discussion.
- **Write clearly and with expression.** Communicating online requires careful and concise writing, but also allows your personality to come through! Though humor is effective and at times relevant in discussion, be sure to avoid sarcasm, which does not translate well in the online environment. **REMEMBER:** other students cannot see your expression when you post, so they do not always have a context for it and may misunderstand your meaning.
- **Be supportive, considerate and constructive** when replying to your classmates. Do not use jargon, slang or inappropriate language. No “U” for you; keep your “LOL” to yourself!
- If you disagree with a classmate please respond in a respectful and tactful manner. Any posts deemed inappropriate by the professor will be removed from the discussion board.
• *Keep your post focused* on the topic, relating any class readings and materials from the current module in your post (as applicable).

• *Proofread and review* your response before hitting the submit button! You have one hour to edit your response before it is posted, then, it cannot be modified or removed except by the instructor.

• *Participate regularly.* Improve your learning by being an active and engaged student. Successful students follow and participate in the assigned discussion throughout the module, logging on consistently each week while reading and participating in forums as assigned in the module.

For more information, read the [article](https://example.com) that is linked online from this section of the Course Home page syllabus on Netiquette.

## Exams

### Final Exam

- [Open Note](https://example.com)
- 1 hour and 15 minute time limit
- 200 points
- 55 questions
- 1 attempt allowed
- Material from your reading throughout the course
- Due by the last day of module 8
Resources & Policies

Research Resources

MLA Formatting

- [Definition of MLA](#)
- [MLA Formatting](#)
- You may also consider purchasing or borrowing the standard book for providing information about writing using MLA guidelines. New editions are released frequently. A copy is available at [Amazon.com](https://www.amazon.com).

Writing Resources

- [University of Purdue's Writing Lab, OWL](#): For help with writing of papers, assignments and academic papers please visit this comprehensive site.
- [Book Review Explanation](#): For further information about writing a book review from OWL, Purdue’s Online Writing Lab.

Powell Library at The Master’s College

- Search the library’s [Online Catalog](#) to find materials supporting all areas of study offered at The Master’s College.
- More information about Powell Library’s hours and online learning services can be found at the [TMC Library page](#).
- The library provides many tools for locating resources and information you may need for your course work. Here is a listing of our [LibGuides](#).
- We have found two tutorials to be particularly helpful:
  - Boolean Logic Applied to Online Searching: [Boolean.ppt](#).
  - Citation Searching: [Citation_Searching.ppt](#).
- If you want to check out a book through TMC Powell Library that is not currently available in the system, please see the [Interlibrary Loan](#) page for more information.
- Library to Student Lending Service (L2S): Online Program Students who need books or articles but cannot get them through a local library may request the item through the Robert L. Powell Library under the following conditions:
  - The student resides within the contiguous United States. All others please contact Janet Tillman (Miss T.) directly, [jtillman@masters.edu](mailto:jtillman@masters.edu).
  - If and only if, the needed book(s) or article(s) cannot be obtained through the student’s own local library.
  - If and only if, the Powell Library has the book(s) or article(s) within its own collection.
  - The Powell Library will pay to send L2S books to the student (delivery address only; no PO Boxes)
  - The student will pay to send the L2S books back to the Powell Library (use USPS Media Mail)
  - Loan period is six weeks. This includes estimated time for delivery there and back again.
  - Articles will be emailed and may be kept by the student.
• You may also contact our research librarian, Janet Tillman, if you have any questions about research and/or resources for coursework and assignments at jtilman@masters.edu.

For more information, see Student Handbook § 6.02

TMC Online Policies

Open Note Academic Dishonesty Policy

• You may access only your course notes during the exam. You are not allowed to use any electronic devices during the exam, which includes the use of cell phones and e-tablets, except in the case where you are using your electronic device to access your course notes or books.

• While taking the exam you are not permitted to access outside resources, including but not limited to: friends and family, other students/individuals, websites, chat rooms, social network sites, or other printed materials. Upon completion, you are not permitted to discuss or record the exam questions or exam content with any individual(s).

• If these guidelines are not followed, you will be in violation of Masters College ‘Academic Dishonesty Policy’ which will result in the exam graded as a 0%. Any subsequent documented offense of academic dishonesty (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion from the College for a minimum of one academic year.

For more information, see Student Handbook § 4.02

Grade Policy

• Professors keep record of all student grades for course assignments, participation, quizzes, exams and extra credit as assigned. Check the Gradebook in Canvas for your grades. Note the following:
  o Quiz and exam grades scored by Canvas in some instances need to be adjusted by the professor to account for essay and/or short answer responses or in some rare instances discrepancies within the test itself.
  o This also applies to Extra credit or additional assignments [as assigned].
  o The instructor might also adjust grades within the Canvas grade book calculated inaccurately.

• The official grade is recorded with the course instructor throughout the course. As a result, students will find their final and official grade for the course in Self-Service which is the same grade students will see on their transcript at course completion. This grade may be different from the grade which appears in Canvas for the reasons outlined above. If you have any questions, please do not hesitate to contact your professor.

Student Handbook § 3.06

Late Policy

• Late assignments (essays, papers, power point assignments etc.) will be subject to a 20% deduction on the first day an assignment is late and 10% each day thereafter unless prior
arrangements are made with the instructor. If you know you will be offline the day an assignment is due, please make sure to post it early. Anytime you feel that you might be falling behind in the course, it is best to contact the instructor before you fall behind to discuss your situation. If you have an assignment completed by the deadline but are unable upload it through Canvas for technical reasons, send the assignment file to the instructor as an attachment via email to demonstrate that it was completed on time.

- **Exams** (both proctored and non-proctored) that are not completed by the due date are closed and not available for students to complete. Students will thus receive a ‘0’ on the exam. If you are unable to take the exam by the due date, please contact the instructor prior to the close date to discuss options.

- **Assignments, exam, quiz and test due dates** are outlined in the *Course Schedule* section of the syllabus. Due dates are usually Sunday evenings at 11:59 PM Pacific Standard Time (PST).

- **Discussion due dates** for postings vary; the specific days are outlined in the *Discussion Grading Rubric* located within the syllabus section of the course. There are no extensions granted for late discussion postings regardless of circumstances. In some instances there may be extensions granted for late recording of completed reading required for a given week, but this does not apply to the discussion/reflection aspect of the posting.

**Student Handbook § 3.04.c**

**Course Add/Drop Policy**

- **Credit Enrollments:** Online Courses dropped before the first week of the class has ended (before the second Monday) will receive a 100% refund. Courses dropped during the second week (before the third Monday) will receive a 75% refund. Courses dropped during the third week (before the fourth Monday) will receive a 50% refund. Courses dropped after the third week are not eligible to receive a refund. Students can withdraw from a course without a grade being recorded until the end of the sixth week, after which a grade will be awarded based on work submitted up to that point.

- **Students can add and drop courses within the open Registration Period before courses begin. After the first day of class, students must submit a Petition to Add or Drop a Class form. If you are considering adjusting your schedule by adding or dropping, you must contact your Academic Counselor. For a list of academic counselors, see Student Handbook § 2.02.c.**

- **Audit Enrollments:** Audit students who withdraw from classes before course materials have been received are eligible for a full tuition refund. There are no tuition refunds for Audit Enrollments after they have received either access to their course home page or a DVD lecture set. You will need to contact your academic counselor to enroll you in the course at a later date. You will be charged full tuition to retake the GES/DS course(s).

**Student Handbook § 2.02.c**

**End of Term: Course Availability & Late Assignment Submissions**

- This course will be continuously available for your reference so that you can return to download any course documents, assignments or lectures that you were unable to save during the duration of the term in which the course was live. However, with the exception of students in an ongoing cohort, please note that any assignments submitted after the term concludes will not be accepted unless preapproved by the course facilitator (i.e. professor).

**Student Handbook § 3.05**
Student Audit Policy

- The Master's College Online department extends enrollment of online courses to students not wishing to pursue course credit, but rather are interested in personal enrichment. Such applicants are classified as 'audit' students.
- Audit students enrolled in a course are able to access the course home page through the Learning Management platform, Canvas, for the duration of the course session. The course home page provides access to all course learning materials including video lectures, lecture notes, related handouts, the course syllabus and other course resources.
- Participation and Grading: Audit students can, and are encouraged to, participate in discussion forums, but are under no obligation to do so. Given that audit students do not receive grades, students are not required nor permitted to submit assignments or course work to the instructor for review or grading.
- Copyright policy as it applies to Audit Students: Audit students are also required to adhere to The Master's College Copyright policy which states that course materials and resources are for personal educational use only. Reproduction and/or distribution of course materials are restricted. Please refer to the copyright information section of the course e-book for further details.

Student Handbook § 3.08

Copyright Policy

- Please note that the copyrights for the course materials provided in this course, including the course videos, are owned by their creators. You are licensed to use these materials for your education, and for taking this course. All other rights are restricted—if you wish to reproduce any of these materials, please contact us.

Student Handbook § 4.07

TMC Policies

Academic Dishonesty Policy

It is the responsibility of the faculty member to pursue suspected incidents of academic dishonesty occurring within his/her courses. If a student is found to be guilty of cheating, plagiarism or another form of academic dishonesty, the faculty member is required to document the incident in writing and submit the report to the Vice President for Academic Affairs.

The first documented incident of academic dishonesty will result in the student failing the assignment or the course at the instructor's discretion depending on the severity of the incident. Any subsequent documented offense of academic dishonesty by that student (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion of the student from the College for a minimum of one academic year.
Academic honor and Christian virtue in your studies is the result of placing your vocational and academic pursuits under the Lordship of Christ (2 Cor 10.5). It is the result of respecting and honoring the faculty and the institution as “one with authority” (1 Pet 2.13). It is the result of modeling academic excellence in one’s academic pursuits before a watching world (Matt 5.16).

For more information, see Student Handbook § 4.02.a

Disability Policy

The Master’s College is committed to practicing principles of equal opportunity and to provide educational programs and/or activities for all students based upon sovereign biblical principles. We are also committed to comply with provisions of various state and federal regulations, among them the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, regarding discrimination against individuals with disabilities.

To comply with these regulations we provide a variety of services to individuals with disabilities through the Office of Disability Services. Persons having questions about obtaining available services at TMC should contact Diana Castanzo at (661) 362-2269, or email her at dcastanzo@masters.edu.

Because regulations do not permit the College to inquire about existing or perceived disabilities, we invite individuals to identify a qualified disability and specifically request reasonable accommodations to assist them in meeting the requirements and expectations of one or more of their courses.

Student Handbook § 6.03

Help & Support

Should you have any course content related questions, please communicate directly with your professors via Canvas, TMC email, and phone. General information concerning OLP (Online Learning Program) matters not related to enrollment or academic counseling should be directed to the Administrative Assistant, Lindsay Mullin, at lmullin@masters.edu or 661-362-2671.

Should you need to get a hold of our offices on campus, office hours at the OLP office are Monday through Friday from 8:00 a.m. to 6:00 p.m. (PST).

For more information, see Student Handbook § 1.02

Academic Help

- For questions about the course content, assignments, or grades please contact the course professor, Bob Dickson, at bdickson@masters.edu.

Course Home Page Help

- For questions or help about the technical aspects of the course home page (e.g., the video lessons aren’t working, links are missing or not working, etc.), please email onlinecoursehelp@masters.edu. You should receive a response within 24 hours.
- If you require immediate assistance, please contact one of the following TMC Online department team members:
Jay Street, TMC Online Course Technician: jdstreet@masters.edu (661-362-2683)
James McLaughlin, TMC Online Director: jmclaughlin@masters.edu (661-362-2672)

Technical Support

- For technical support regarding your computer or access to your account on Self-Service, please contact The Master’s College IT department:
  
  IT Service Desk
  Monday through Friday 8:00 am – 5:00 pm – 661.362.2876 – servicesdesk@masters.com or helpdesk@masters.edu

For more information, see Student Handbook § 6.03

Canvas Help/Tutorials

- If you are new to Canvas, view the Canvas Student Quickstart Guide:
- You can get help with Canvas by clicking "Help" in the upper-right corner and "Search the Canvas Guides."

Canvas Log-in Help

- If you are unable to log onto Canvas, please contact onlinecoursehelp@masters.edu.

Administrative Questions

- For any administrative questions related to the course, such as adding or dropping online courses, proctoring administration, etc., please contact your Academic Counselor.

For more information, see Student Handbook § 2.02.c