



SYLLABUS

AU COMM 375 Professional Presentations

201741

AU COMM 375 Professional Presentations

Consortium of Adventist Colleges and Universities

Self-Paced Full Term Courses

This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

Instructor Contact

Please refer to course in Learning Hub for the teacher contact information.

Communication with the Instructor

It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within *2 business days* during the week and may not be available to respond on weekends.

Other Assistance

Username and password assistance	helpdesk@andrews.edu	(269) 471-6016
Enrollment and withdrawal questions	sderegister@andrews.edu	(269) 471-6323
Technical assistance with online courses	dlit@andrews.edu	(269) 471-3960
Exam requests and online proctoring	sdeexams@andrews.edu	(269) 471-6566
Distance Student Services - any other questions	sdestudents@andrews.edu	(269) 471-6566

Part 1: Course Information

Course Description

Grounded in rhetorical theory and research, students conduct advanced research on speech topics of various situations and modes towards a professional and engaging performance of public communication. Speeches must be solidly supported and logically reasoned. Principles of eloquence, presentation design and ethics characterize the articulate delivery. Focus is practical application of argumentation and debate skills to develop critical thinking for reasoned decision-making and problem-solving. Particularly useful for students in fields such as pre-law and business.

Course Prerequisites

None

Course Learning Outcomes

1. Demonstrate the differences between rhetorical situations and articulate appropriate strategies for different situations.
2. Demonstrate competence in oral, written interpersonal and mediated communication.
3. Engage in systematic inquiry, critical and creative thinking, and problem-solving skills based on sound research principles.
4. Construct arguments and discourse to influence beliefs, attitudes, values, and practices.
5. Articulate communication for community, diversity and commitment to service through organizing ideas for target audiences.
6. Practice writing and delivering presentations, to find your voice as a leader/public speaker.

Required Text/Material

1. Hostetler, M. and Kahl, M. *Advanced Public Speaking A Leader's Guide*, 1st Edition, 2012.
2. A medium for recording presentations.

NOTE: Purchase textbooks through any online bookstore, such as amazon.com, which can deliver within 2 days. If you need to use financial aid to purchase textbooks, order through bookstore.andrews.edu, then email sdestudents@andrews.edu to assist with the payment from your account and shipping from the campus Bookstore.

Credit Hour and Commitment

This course is three (3) credit hours. You are expected to spend at least 5-6 hours of study and speech writing time per week for this course. You will have seven (7) speeches, three (3) exams, discussion questions and course activities. Suggested schedule(s) to accomplish this work are included in this syllabus.

Part 2: Course Methods and Delivery

Methods of Instruction

Methods of instruction include assigned readings from the textbook and the course material, reflections on the reading, open book exams on the readings, and interactions with the instructor via blogs. Regular participation in the course is essential to good performance. –

Course/Technical Requirements

- Internet connection (DSL, LAN, or cable connection desirable).

LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here:

<https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or helpdesk@andrews.edu.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

Part 3: Course Requirements

Important Note: Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

Your Schedule

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.

- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

Assessment Descriptions

Blogs

For this class you will have three types of blogs as described below. You are to complete each blog according to the instructions provided.

Discussion Starters Blogs (25 pts each)

For this class there will be 4 discussion starter blogs. You are to complete the discussion starter activities on the identified pages in your textbook. Each answer should be about 75-100 words and be full sentences and paragraphs.

Activity Blogs (25 pts each)

In this class there will be three activity blogs. You are to complete each activities according to the instructions provided.

Activity Blog 1: Discussion of student motives and expectations – Why advanced public speaking? List two Biblical public speakers and why you believe they were powerful. What do you expect in this class? Write a 1-2 paragraph response per question. Upload your response to LH.

Activity Blog 2: Recognizing Oratorical Style – read Chapter 12 on Rhetorical Styles. Watch the video of Dr. Martin Luther King’s “I Have a Dream” speech. Identify as many figures of speech in the oration as possible in an infographic illustration (*see LH for infographic guidelines*). The identified terms should be listed and you should briefly explain why it represents this particular figure of speech. Upload your findings to LH.

Activity Blog 3: What’s Next – Choose a TED TALK, compare yourself to a professional speaker and evaluate how you can improve on your public speaking skills. Discuss your results in a 250-300-word paper. Upload your video and results to LH.

Videos Analysis Blogs (25 pts each)

In this class there will be five video analysis blogs. You are to analyze each video according to the instructions provided. Your response should be about 250-300-words.

Videos Analysis Blogs 1-3: Analyze the speech, give the characteristics that tells you the type of speech it is, and also give your opinion as to whether the speech/speaker is good/professional.

Video Analysis Blog 1:

https://embed.ted.com/talks/michele_l_sullivan_asking_for_help_is_a_strength_not_a_weakness

Video Analysis Blog 2:

https://embed.ted.com/talks/chimamanda_adichie_the_danger_of_a_single_story

Video Analysis Blog 3:

https://embed.ted.com/talks/scott_dinsmore_how_to_find_work_you_love

Video Analysis Blog 4: Find a technical speech, give the characteristics of a technical speech and explain if this was a good speech, in your opinion and why you chose this speech. Include the link to the speech in your response.

Video Analysis Blog 5: Find a ceremonial speech, give the characteristics of a ceremonial speech, and explain if this was a good speech in your opinion and why you chose this speech. Include the link to the speech in your response.

Course Activity (25 pts)

You are to complete this activity according to the instructions provided.

2x4 Donald Trump Speech – You will prepare and present an extemporaneous speech 2-4 minutes in length with 2-4 main points. You should brag on yourself (like President Donald Trump) discussing two to four things you do really well. Explain why you do these things well. Upload your video to LH.

Movie Analysis (50 pts)

View the movie, **The Great Debaters**. **According to the theory of argumentation**, analyze why the Wiley debaters were so successful. Be specific and detailed by giving support for your opinion. Your analysis should be 500-750 words, typed, double spaced, 12-point font.

Essay questions (25 pts each)

Respond to the essay prompt in full sentences and paragraphs. Your answers should be 2-3 pages in length, typed and double spaced. Upload to LH.

Essay 1 _ Chapter 3: In an infographic, list and discuss five of the six guidelines for constructing proposal presentations that are discussed in your textbook. Which one of these do you consider to be the most important? Why?

Essay 2 _ Chapter 7: List and discuss four of the five guidelines that Hostetler and Kahl offer for preparing technical briefings. Give an example of each.

Essay 3 _ Chapter 9: Provide a link with an example of least three standard characteristics of oral style. In a 2 page paper, explain your link with your examples.

Speech Assignments

In this class there will be seven (7) speeches assignments. You are to complete each activities according to the instructions provided.

1. **Speech of Introduction (75 pts)**
Interview and introduce someone (co-worker, pastor, friend, relative, etc) in a professional setting in front of a video and upload your video and outline to LH.
2. **Civic Persuasive Appeals Speech (100 pts)**
Read Acts 26 and present a 4-6 minute persuasive speech about your religious beliefs or religious freedom to the political figure of your choice. You need to have at least 3 cited sources in your speech and at least 5 reputable written sources two of which should be sourced from the James White Library catalog (<https://www.andrews.edu/library/index.cgi>) You will also need a presentation aid such as PowerPoint, Prezi, Google slide, Slide Share, etc. to go along with your presentation. Upload your video, presentation aid and outline here.
3. **Eulogy (75 pts)**
Present a 3-5 minute eulogy for someone you know or have read in the newspapers has died. Keep in mind that eulogies are usually time sensitive, which means you may have less than a week to prepare one. Please make sure you are dressed appropriately and have an appropriate setting. Once your video is complete, upload your video, a copy of the obituary, and your outline/manuscript to LH.
4. **Crisis Speech (150 pts)**
You are a dean of students at a college or university, and an outbreak of a serious illness (meningococcal meningitis, HIV, Strep, Ebola, Flu, TB, HPV, Measles, Chicken Pox, etc) breaks out at your school and it has infected a significant number of students. You are to construct a 6-7 minute speech to address students, faculty and staff members in which you try to calm their fears and articulate what steps are being taken to address the outbreak. You will need 3 cited sources and at least 3 sources on your reference page. You will record this speech in an appropriate setting, dressed professionally and upload the video and outline to LH.

For this speech, you will do a 2 page self-assessment of your speech in a brief synopsis.
5. **Lecture/Presentation (50 pts)**
Evaluate another professor, pastor, presenter, etc. and write a 2-page synopsis. You will need to provide footage or evidence that shows you were in attendance of the presentation. You will need a signed consent if you want to do a video as the evidence. The consent form is provided on LH. *Recording an individual is not required; however; if you choose to record, you must have the speaker sign a consent form to be recorded.
6. **Storytelling (100 pts)**
Tell a story from your own ethnic, family, or cultural traditions. The tradition you choose may originate outside of the United States or it may distinctly American. It's up to you. Record your speech and upload it to LH.
7. **On Camera Speaking (150 pts)**
Select a speech from one of the chapters from the textbook and present it on camera. Please let the instructor know which speech you will present (chapter and page numbers prior to beginning your video). Upload your video to LH.

Exams

In this class there will be three exams. Exam 1 is a video evaluation of a professional presentation. The exam is based on answering a number of question to evaluate the professional presentation. The other two exams will consist of multiple choice and t/f questions. The third exam is the final exam which will be a proctored exam. Each exam is worth 50 pts. You are allowed 120 minutes to complete each exam.

Rubrics

Rubrics are available on LH.

Exams

Exams must be completed in the presence of an approved proctor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam review and exam directions.

Please review the [current policy on approved proctors](#) before completing the exam request form, which is linked through your course space. It is your responsibility to make arrangements for an approved proctor (unless living near the main campus) and to complete the exam request form at least two weeks prior to each exam date. Bring an official photo ID to show the proctor at the start of the exam session.

If you cannot take your exam within the period noted in the email regarding exam arrangements, email sdeexams@andrews.edu with the reason you cannot meet this deadline, and a proposed alternate time within a week, and prior to the course end date.

Completed exams are never available to you or your proctor. Instructors provide feedback on exams other than the final exam. Exam grades can be viewed in the course space, and the final course grade is included in the University Academic Record accessible through your IVUE page.

Suggested schedule for completion in 8 weeks

Modules	Lessons	Readings	Assignments	Couse Objectives Met
Intro	Introduction & Orientation	Orientation Writing Expectations <i>Read Ch. 1</i> <i>Welcome Video</i>	Submit: Schedule Tell About Me Academic Honesty	
1	Chapter 1: Speech of Introduction	<i>Speech of Introduction Video</i> <i>Read Ch. 2</i>	Activity Blog 1 Discussion Starter 1 Speech of Introduction	CO 1, 2
	Chapter 2: Opinion Give and Take	<i>Read Ch. 3</i>	Discussion Starter 2 Movie Analysis	CO 1, 2, 3
2	Chapter 3: Proposals	<i>Read Ch. 4</i>	Essay 1 – Chapter 3 Discussion Starter 3	CO 3, 4, 5
	Chapter 4: Persuasive Speeches	<i>Prepare for Exam 1</i> <i>Civic Speech Video</i> <i>Read Ch. 5</i>	Course Activity: 2x4 Donald Trump Speech Civic Persuasive Appeals Speech	CO 1, 3, 4, 5
3	EXAM 1 <i>Video Analysis</i>			
	Chapter 5: Eulogy	<i>Eulogy Speech Video</i> <i>Read Ch. 6</i>	Video Analysis Blog 1 Eulogy	CO 4, 5
4	Chapter 6: Crisis Speeches	<i>Crisis Speech Video</i> <i>Read Ch. 7</i>	Video Analysis Blog 2 Crisis Speech	CO 3, 4, 5
	Chapter 7: Technical Briefings	<i>Read Ch. 8</i>	Video Analysis Blog 3 Essay 2 - Chapter 7	CO 3
5	Chapter 8: Lectures	<i>Prepare for Exam 2</i> <i>Read Ch. 9</i>	Video Analysis Blog 4 Lecture/Presentation assignment	CO 1, 2
	EXAM 2 <i>Chapters 1-6</i>			

Modules	Lessons	Readings	Assignments	Couse Objectives Met
6	Chapter 9: Speaking From a Manuscript	<i>Read Ch. 10</i>	Discussion Starter 4 Essay 3 -Chapter 9	CO 5
	Chapter 10: Storytelling	<i>Storytelling Speech Video Read Ch. 11</i>	Video Analysis Blog 5 Storytelling	CO 4, 5
7	Chapter 11: On Camera Speeches	<i>On Camera Speech Video Read Ch. 12</i>	On Camera Speaking	CO 1, 2, 3, 4, 5
	Chapter 12: Rhetorical Styles	<i>Prepare for Final Exam</i>	Activity Blog 2	CO 3, 4, 5
8	Wrap Up		Activity Blog 3	
	FINAL EXAM Chapters 7-12			

Suggested schedule for completion in 16 weeks

Modules	Lessons	Readings	Assignments	Couse Objectives Met
Intro	Introduction & Orientation	Orientation Writing Expectations <i>Read Ch. 1 Welcome Video</i>	Submit: Schedule Tell About Me Academic Honesty	
1	Chapter 1: Speech of Introduction	<i>Speech of Introduction Video Read Ch. 2</i>	Activity Blog 1 Discussion Starter 1 Speech of Introduction	CO 1, 2
2	Chapter 2: Opinion Give and Take	<i>Read Ch. 3</i>	Discussion Starter 2 Movie Analysis	CO 1, 2, 3
3	Chapter 3: Proposals	<i>Read Ch. 4</i>	Essay 1 – Chapter 3 Discussion Starter 3	CO 3, 4, 5
4	Chapter 4: Persuasive Speeches	<i>Prepare for Exam 1 Civic Speech Video Read Ch. 5</i>	Course Activity: 2x4 Donald Trump Speech Civic Persuasive Appeals Speech	CO 1, 3, 4, 5
5	EXAM 1 <i>Video Analysis</i>			
6	Chapter 5: Eulogy	<i>Eulogy Speech Video Read Ch. 6</i>	Video Analysis Blog 1 Eulogy	CO 4, 5
7	Chapter 6: Crisis Speeches	<i>Crisis Speech Video Read Ch. 7</i>	Video Analysis Blog 2 Crisis Speech	CO 3, 4, 5
8	Chapter 7: Technical Briefings	<i>Read Ch. 8</i>	Video Analysis Blog 3 Essay 2 - Chapter 7	CO 3
9	Chapter 8: Lectures	<i>Prepare for Exam 2 Read Ch. 9</i>	Video Analysis Blog 4 Lecture/Presentation assignment	CO 1, 2
10	EXAM 2 <i>Chapters 1-6</i>			
11	Chapter 9: Speaking From a Manuscript	<i>Read Ch. 10</i>	Discussion Starter 4 Essay 3 -Chapter 9	CO 5
12	Chapter 10: Storytelling	<i>Storytelling Speech Video Read Ch. 11</i>	Video Analysis Blog 5 Storytelling	CO 4, 5
13	Chapter 11: On Camera Speeches	<i>On Camera Speech Video Read Ch. 12</i>	On Camera Speaking	CO 1, 2, 3, 4, 5
14	Chapter 12: Rhetorical Styles	<i>Prepare for Final Exam</i>	Activity Blog 2	CO 3, 4, 5
15	Wrap Up		Activity Blog 3	
16	FINAL EXAM Chapters 7-12			

Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

Part 4: Grading Policy

Graded Course Activities

Points	Description
300	Discussion Starters Blogs – 100 pts Course Activity Blogs – 75 pts Video Analysis Blogs – 125 pts
25	Course Activity
50	Movie Analysis
75	Essays 3 @ 25 pts each
700	Speeches
150	Exams 3 @ 50 pts each
1300	Total Points Possible

Viewing Grades in Learning Hub

- Click into the course.
- Click on the **Grades** link in the Settings Box to the left of the main course page.

Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

Part 5: Course Policies

Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/weblmsc/moodle/public/incompletes.html>.

Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

Academic Accommodations

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf> . Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commitment to Integrity

As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

Commit to Excellence

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices or outside help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.