



## North Central State College

<b>MASTER SYLLABUS</b>	<b>2025-2026</b>
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- A. Academic Division: Liberal Arts
- B. Discipline: Communication
- C. Course Number and Title: COMM1010 Speech
- D. Assistant Dean: Laura Irmer
- E. Credit Hours: 3
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2023      Origin date: 01/24/2011
- H. Textbook(s) Title:

Open Education Resources (available for download or view)

*Stand up, Speak out: The Practice and Ethics of Public Speaking*

- Authors: (editors University of Minnesota Libraries Publishing)
- Copyright Year: 2016
- Edition:
- ISBN: 13:9781946135254
- OER Link: <https://open.umn.edu/opentextbooks/textbooks/77>

Open Education Resources (available for download or view)

*Exploring Public Speaking*

- Authors: · Copyright Year:
- Edition: 3rd
- ISBN:
- OER Link:
  - <https://open.umn.edu/opentextbooks/textbooks/77>
  - <https://open.umn.edu/opentextbooks/textbooks/exploring-public-speaking-2nd-revision>

- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course involves instruction and experience in giving a presentation. Students are taught the principles of speech content and delivery so that they can effectively participate in a variety of practical speaking situations. Presentations will include the informative speech, persuasive speech, visual aid/demonstration speech, impromptu speech, and group presentation. (OTM for Oral Communication TMCOM and TAG # OCM013)

### Honors Credit

This course is available for honors credit. If you are an Honors Student with a cumulative grade point average of 3.5 or higher and you want to earn honors credit for this course, you must contact me at the beginning of class to arrange a special honors project. If you have a grade point average below 3.5 but would like to be considered for admission to the Honors College and earn honors credit for this course, you must also contact me at the beginning of class to discuss the admission process.

K. College-Wide Learning Outcomes:

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	Communication – Speech VALUE Rubric
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. The student will understand and demonstrate the structure of an extemporaneous presentation.	Oral presentations, collection of presentation outlines, quizzes, final examination—Throughout the term.
2. The student will understand and utilize a variety of verbal and nonverbal delivery techniques.	Oral presentations, quizzes, final examination—Throughout the term.
3. The student will understand and demonstrate the use of credible sources/documentation to support their presentations.	Oral presentations—Last half of the term.
4. The student will understand and implement the basic guidelines of audience analysis using speeches to embrace difference, demonstrate diversity and inclusion, and understand relationships between cultures.	Oral presentations, quizzes, final examination—Throughout the term.
5. The student will understand and create visual aids that enhance his/her presentation.	Oral presentations—Throughout the term.
6. The student will understand the model of communication.	Quizzes, final examination—Throughout the term.
7. The student will understand and employ listening styles appropriate to the message.	Oral presentations, quizzes, final examination—Throughout the term.
8. The student will understand and demonstrate how to formulate an argument.	Oral presentations, quizzes, final examination—at the end of the term.
9. The student will demonstrate the ability to critically and constructively evaluate his or her own speeches as well as the speeches of classmates and professionals.	Peer reviews of oral presentation drafts.

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Poor
00–59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at:**

**<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDF/14-081b.pdf>**





North Central State College  
SYLLABUS ADDENDUM

Academic Division:	Arts & Sciences	Discipline:	Communication
Course Coordinator:	Heather Pohlabel		
Course Number:	COMM1010-CN2	Course Title:	Public Speaking
Semester / Session:	Fall 2025 A & B	Start / End Date:	8/11/25-10/3/25 & 10/13/25-12/12/25

Heather Pohlabel

Office Location:	ZOOM 430 400 7625	E-Mail Address:	hpohlabel@ncstatecollege.edu
		Office Hours:	By appointment

**I. Topical Timeline 8 week course – double time for 16 week course (Subject to Change):**

Weeks	Topics
1	Intro to Public Speaking/Get to Know You/Communication Model
2	Ethical Speaking/ Speeches of Introduction
3	Communication Apprehension/ Demonstration
4	Audience Analysis/Delivery
5	Informative Speaking/ Outlining/ Live Audience Requirement
6	Research
7	Persuasion/Group Project
8	Review/Final Exam/Persuasive Speech/Live Audience Requirement

**II. Course Assignments:**

1. Quizzes
2. Outlines
3. Speeches
4. Peer Reviews
5. Homework
6. Final Exam

**III. Grading and Testing Guidelines:**

1. **Point Value**
  - a. Course grades are not weighted, rather assigned larger point values for more important/difficult assignments. As you build on skills, point values will grow.
  - b. A point is a point.
  - c. I follow North Central State College's grading scale (found on main syllabus).
2. **Late Work**
  - a. Late homework will be deducted 10% per day late, up to 10 days. After 10 days, an assignment cannot be accepted and will receive a grade of a 0.
  - b. Late speeches will receive a deduction of 30% per day late, up to three days late.
3. **Plagiarism**
  - a. The first instance of plagiarism, whether deemed unintentional or intentional, will receive a 0 on the assignment if it is not a speech.
  - b. Plagiarism in a speech can come in two forms: intentional or unintentional.
    - Intentional plagiarism will result in a 0 on the first instance for the assignment. The second instance will result in a 0 for the course and possible disciplinary action from the college. This includes submitting work previously done for other classes.
    - Unintentional plagiarism will result in a 0 in the grading rubric for sources on the first instance (or development if sources were not required for the speech). The second instance will result in a 0 for the assignment and possible disciplinary action from the college and/or failure of course.

Course Number: \_\_\_\_\_  
Semester / Session: \_\_\_\_\_

Course Title: \_\_\_\_\_  
Start / End Date: \_\_\_\_\_

**IV. Speech/Examination Policy:**

1. The reasons for which a student will be excused from taking an examination/giving a speech \_\_\_\_\_
  - a. Hospitalization (with documented verification)
  - b. Death in the immediate family (with documented verification)
  - c. Personal illness or illness in immediate family - (doctor's excuse required).
2. A student who misses an examination/speech for any reason is responsible for \_\_\_\_\_
  - a. Arranging a supervised make-up exam through the Student Success Center.
  - b. Providing documentation for the absence.
3. No make-up opportunity will be given for absences of unscheduled quizzes or discussion board posts or any assignment awarded participation/attendance points.
4. A group assignment requiring a virtual meeting with all students is required and one live presentation in front of an audience of three or more adults is required for this course.

**V. Class Attendance and Homework Make-Up Policy:**

1. Asynchronous courses will have an attendance/participation grade based on attended Zoom sessions (when applicable), discussion board posts, and various homework assignments.
2. Students are responsible for informing the instructor when they cannot meet deadlines or make Zoom sessions (when applicable).
  - a. Students are assigned to peer groups and should rely on them for help when instructor is not available.
  - b. Students are responsible for participating in their peer groups not only for a group grade, but for an individual grade as well.
3. Synchronous courses are awarded daily points for participation and attendance. You are granted three excused absences. Coursework should still be turned in on time and is subject to course policy on late assignments.

**VI. Classroom Expectations:**

1. Mutual respect of all.
  - a. No hate talk, bullying, or cyberbullying will be tolerated. Be kind! If you have issues with someone, please let me know as soon as possible.
  - b. Respect others' views. You don't have to agree with them, but you do need to recognize that not everyone will hold the same views as yours, and we must still work together as a class to accomplish our goals.
  - c. Respect instructor's time and availability. I respond very quickly when messaged through CANVAS messenger. I will let you know if I will be unavailable. Please be cognizant of my time as well as yours. Time estimates and due dates are laid out very plainly for you to see.
    - Always work a little ahead so you can anticipate issues and get them resolved quickly.
  - d. Respect classmates' time and availability as well. Set boundaries in your groups as to when is an appropriate time to text or reach out via social media when working on projects or asking questions about class.
2. No photographing/ recording sessions without consent.
  - a. No photographs or recordings will be taken of Zoom sessions, videos posted, or live sessions without consent from all. Instructor has the right to film Zoom sessions
  - b. Cyberbullying will not be tolerated.
3. Camera and microphone on when in sessions.
  - a. You must have your camera and microphone on in a live session.
  - b. Do not be distracted in a live session. Do not hold side conversations via text or chat when in a live session. Respect everyone's time and attention.
4. No phones allowed in synchronous courses. Laptops remain closed unless asked to open to do work.

**VII. Required Technology:**

- Laptop or computer with microphone and camera – available through college on loan if needed
  - YouTube channel – free to set up
  - Microsoft Word – provided by college in MYNC
- \*Phones and tablets are not adequate technology for this course. Please contact me or see the college regarding a loaner laptop if needed.
- \*You must create a YouTube channel to upload your videos. Media files will not be accepted.
- \*You must use Microsoft Word for your assignments. The college offers this for free in your MYNC account.

Course Number: \_\_\_\_\_  
Semester / Session: \_\_\_\_\_

Course Title: \_\_\_\_\_  
Start / End Date: \_\_\_\_\_

## COMM 1010

INSTRUCTOR: Heather Pohlabel

## FA '25 schedule online class

hpohlabel@ncstatecollege.edu

\*Schedule is subject to change

Week	Assignments Due
1) Aug. 11 – 17	<b>ASSIGNMENTS DUE BY SUNDAY, 8/17 11:59 PM</b> <ul style="list-style-type: none"><li>• Syllabi Questions</li><li>• 411</li><li>• Impromptu #1</li><li>• Notes</li></ul>
2) Aug. 18 – 24	<b>ASSIGNMENTS DUE BY SUNDAY, 8/24 11:59 PM</b> <ul style="list-style-type: none"><li>• Self-Introduction Speech</li><li>• Notes</li></ul>
3) Aug. 25 – 31	<b>ASSIGNMENTS DUE BY SUNDAY, 8/31 11:59 PM</b> <ul style="list-style-type: none"><li>• Peer Reviews for Introduction Speech</li><li>• Demonstrative Speech Case Study</li><li>• Communication Apprehension Quiz</li><li>• Informative Speech Topic Proposal</li><li>• Notes</li></ul>
4) Sept. 1 – 7	<b>ASSIGNMENTS DUE BY SUNDAY, 9/7 11:59 PM</b> <ul style="list-style-type: none"><li>• Extra Credit Midterm survey</li><li>• Informative Speech Research Report</li><li>• Informative Speech Outline – Rough Draft</li><li>• Notes</li></ul>
5) Sept. 9 – 14	<b>ASSIGNMENTS DUE BY SUNDAY, 9/14 11:59 PM</b> <ul style="list-style-type: none"><li>• Support in Speaking Quiz</li><li>• Informative Speech Visual Aid</li><li>• Checklist for Informative Speech</li><li>• Informative Speech Formal Outline and Bibliography</li></ul>
6) Sept. 16 – 21	<b>ASSIGNMENTS DUE BY SUNDAY, 9/21 11:59 PM</b> <ul style="list-style-type: none"><li>• Persuasive Speech Proposal</li><li>• Informative Speech Speaking Outline and Updated Bibliography</li><li>• Informative Speech</li><li>• Live Audience Requirement (Option 1)</li><li>• Notes</li></ul>

Course Number: \_\_\_\_\_  
Semester / Session: \_\_\_\_\_

Course Title: \_\_\_\_\_  
Start / End Date: \_\_\_\_\_

**7) Sept. 22 – 28 ASSIGNMENTS DUE BY WEDNESDAY, 9/24 11:59 PM**

- Individual Assessment of Group Project (In group discussion board)

**ASSIGNMENTS DUE BY SATURDAY, 9/27 11:59 PM**

- Group Discussion of Group Project

**ASSIGNMENTS DUE BY SUNDAY, 9/28 11:59 PM**

- Group Leader submission for Group Project
- Research Report for Persuasive Speech
- Persuasive Speech Outline and Bibliography
- Extra Credit

**8) Sept. 29 – Oct.3 ASSIGNMENTS DUE BY WEDNESDAY, 9/24 11:59 PM**

- Final Exam
- Persuasive Speech
- Live Audience Requirement Option 2



Date	In-Class
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(1) M 8/11 Syllabus/Get to Know You

HOMEWORK:

- Review all first day materials.
- **411 in CANVAS** due 8/17

W 8/13 Communication Theory/Impromptu Speaking/Ethics

HOMEWORK:

- Watch Run, Hide, Fight in CANVAS
- Read Ch. 1 and Appendix in CANVAS
- **Syllabi Questions** due 8/17
- **Extra Credit** due 8/17
- **Terms/Notes Chapter 1 in CANVAS** due 8/17

(2) M 8/18 Impromptu Speaking

HOMEWORK:

- Look over impromptu topics
- W 8/20 Impromptu Speeches/Ethics

HOMEWORK:

- Read Chapter 3 in CANVAS
- **Take Chapter 3 Quiz in CANVAS** due 8/24
- **Week 2 Extra Credit in CANVAS** due 8/24
- **Submit Walk-Music** due 8/24
- **Submit prefs for speech partners** due 8/24

(3) M 8/25 Communication Apprehension/Speaking Clearly

HOMEWORK:

- Communicate with your speech partner
- W 8/27 Speaking Confidently/Listening/Speeches of Introduction

HOMEWORK:

- CANVAS readings
- Communicate with your speech partner
- **Submit Week 3 Terms/Notes** due 8/31
- **Submit Reflective Journal** due 8/31

(4) M 9/1 NO CLASS – LABOR DAY

HOMEWORK:

- Begin outline for Speech of Introduction
  - Read Chapters 9 and 12
- W 9/3 Work on Attention-Getters/Thesis Statements/Outlining

HOMEWORK:

- **Outline for Introduction Speech** due 9/3 IN CLASS
- **Take Quiz 4 in CANVAS** due 9/7
- CANVAS readings

(5) M 9/8 INTRODUCTION SPEECHES

HOMEWORK:

- Watch your Introduction Speech

**W 9/10 Guest Speaker/Listening**

HOMEWORK:

- **Self-Reflection of listening skills** **due 9/14**
- **Self-Analysis of Introduction Speech** **due 9/14**
- **Demonstration Speech topic** **due 9/14**
- CANVAS readings

**(6) M 9/15 Demonstration**

Speech topic and intro due in class

HOMEWORK:

- Work on Demonstration Speech Outline

**W 9/17 Audience Analysis/Speeches of Demonstration**

HOMEWORK:

- **Take Quiz 6 in CANVAS** **due 9/21**
- **Demonstrative Speech Outline** **due 9/21**
- Prepare for demonstration speech

**(7) M 9/22 DEMONSTRATION SPEECHES**

HOMEWORK:

- Reflect on speech and feedback

**W 9/24 DEMONSTRATION SPEECHES**

HOMEWORK:

- Reflect on speech and feedback
- Read Chapters 6, 7, & 16 for discussion next week
- Choose topic for Informative Speech
- **WEEK 7 EXTRA CREDIT** **due 9/28**

**(8) M 9/29 DEMONSTRATION SPEECH/ Finding a Purpose/Selecting a Topic**

- Peer reviews of demonstrative speeches in class

**W 10/1 Informative Speaking**

HOMEWORK:

- **Take Quiz 7 in CANVAS** **due 10/5**
- Work on informative topic selection/brainstorming/mapping
- Read Chapters 8 & 15 for discussion after break

**M 10/6 FALL BREAK – NO CLASS W 10/8 FALL BREAK – NO CLASS**

**(9) M 10/13 Supporting Ideas/Presentational Aids/Library**

Library tutorial

HOMEWORK:

- Read Chapter 16
- **Library assignment** **due 10/19**

**W 10/15 Working Outline**

HOMEWORK:

- **Take Quiz 8 in CANVAS** **due 10/19**

- **Working Outline and Works Cited** **due 10/19**

**(10) M 10/20 Oral Citations/Full-Sentence Outline**

HOMEWORK:

- Work on full sentence-outline

**W 10/22 Speaking Outline**

HOMEWORK:

- Find/create Visual aids
- **Full Sentence Outline/Works Cited page** **due 10/26**

**(11) M 10/27 Prepare for Informative Speech**

HOMEWORK:

- Work on informative speech

**W 10/29 Prepare for Informative Speech**

HOMEWORK:

- Read Chapter 17 for discussion next week
- Work on informative speech

**(12) M 11/3 INFORMATIVE SPEECH/Persuasion**

HOMEWORK:

- Come up with a tentative Persuasive Speech topic

**W 11/5 INFORMATIVE SPEECHES Persuasive Topics/Approaches/Research**

HOMEWORK:

- Begin preliminary research/Outline for Persuasive Speech
- **Take Quiz 9 quiz** **due 11/9**

**(13) M 11/10 Outlines due in class/peer review outlines**

HOMEWORK

- Continue research/review work on persuasive outline

**W 11/12 Prepare for Persuasive Speeches**

HOMEWORK:

- **Persuasive Speech Outline and Works Cited** **due 11/16**

**(14) M 11/17 IMPROMPTU SPEECHES**

HOMEWORK:

- Work on persuasive speech

**W 11/19 PERSUASIVE SPEECHES**

HOMEWORK:

- Revise outline/ work on speech

**(15) M 11/24 PERSUASIVE SPEECHES**

HOMEWORK:

- Review for final

**W 11/26 NO CLASS – THANKSGIVING BREAK**

HOMEWORK:

- Review for final

(16) M 12/1 MAKE UP/CLASS PARTY

W 12/3 FINAL EXAM REVIEW

(17) M 12/8 FINAL EXAM

W 12/10 MAKE UP SPEECHES