



## North Central State College

**MASTER SYLLABUS** | **2025-2026**

- 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:

<b>College-Wide Learning Outcomes</b>	<b>Assessments - - How it is met &amp; When it is met</b>
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:

<b>Outcomes</b>	<b>Assessments – How it is met &amp; When it is met</b>
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 and Sciences	Discipline:	Communication
Course Coordinator:	Laura Irmer		
Course Number:	COMM 1010-922	Course Title:	Public Speaking
Semester / Session:	Spring 2026 / Session A	Start / End Date:	01/12/2026 thru 03/06/2026

#### Instructor Information

Name:	Heather Pohllabel	Credentials:	MA Communications, BA English
Phone Number:	(419) 285-6135	E-Mail Address:	hpohllabel@mtc.edu
Office Location:	Zoom 430 400 7625	Office Hours:	Upon request

#### I. Topical Timeline / Course Calendar (Subject to Change):

Weeks	Topics	Assignment	Due Date
1	Foundations	Quiz, Discussion Board, Assignment 1	1/16/2026
2	Ethics	Quiz, Discussion Board, Assignment 2	1/25/2026
3	Development and Organization	Quiz, Discussion Board, Assignment 3	2/1/2026
4	Cultural Diversity	Quiz, Discussion Board, Speech with Live Audience	2/8/2026
5	Researching and Support	Quiz, Group work, Assignment 5, Assignment 6	2/15/2026
6	Delivery	Quiz, Assignment 7, Informative Speech with Live Audience, Group Work	2/22/2026
7	Persuasion and Logic	Quiz, Group Presentation	3/1/2026
8	Final	Final Exam, Group Evaluation	3/5/2026

#### II. Grading and Testing Guidelines:

Points are not weighted in this course.

**Assignments are due on Sundays at 11:59 pm with the exception of weeks 1 and 8.** Week 1 work is due on Friday by 11:59 pm and week 8 work is due on Wednesday by 11:59 pm. Please plan ahead accordingly.

**Late work policy:** Late work will receive a 20% deduction in points. There are cutoff dates prior to midterm and final when late work will no longer be accepted. This is usually the Sunday the week before Week 4 and Week 8. Announcements will be made in CANVAS for cutoff dates.

Final Grade Calculation

Activity	Qty	Points
Quizzes	7	70
Discussion Board	4	45
Attendance/Participation	8	100
Assignments	8	80
Speeches	3	245
Final Exam	1	25
<b>Total</b>		<b>565</b>

Course Number: COMM 1010  
Semester / Session: Spring 2026 A

Course Title: Public Speaking  
Start / End Date: 01/12/2026-03/06/2026

1. **Foundations**
  - a. Understanding what public speaking is and how it differs from other communication
  - b. Managing public speaking anxiety effectively
  - c. Mastering the communication process elements
  - d. Adapting public speaking techniques for online contexts
  - e. Practicing effectively and respecting time limits

2. **Ethics**
  - a. Understanding and applying ethical principles in public speaking
  - b. Avoiding plagiarism through proper source citation
  - c. Conducting thorough audience analysis using demographic and psychographic characteristics
  - d. Becoming an effective listener in public speaking situations
  - e. Succeeding as a college student and lifelong learner

3. **Development and Organization**
  - a. Mastering the organizational structure of speeches
  - b. Creating effective connective statements
  - c. Developing clear specific purpose and central idea statements
  - d. Constructing effective introductions with five essential elements
  - e. Crafting memorable conclusions with three key elements
  - f. Creating proper outlines for extemporaneous speaking
  - g. Distinguishing informative speech topics from persuasive ones
  - h. Applying audience-centered principles throughout speech development

4. **Cultural Diversity**
  - a. Understanding key cultural dimensions and their communication implications
  - b. Recognizing diverse communication modes across cultures
  - c. Being aware of nonverbal communication differences and their cultural meanings
  - d. Adapting language and content for diverse audiences
  - e. Applying practical strategies for culturally sensitive public speaking

5. **Research and Support**
  - a. Understanding and distinguishing between primary and secondary sources
  - b. Effectively using library resources for research
  - c. Evaluating online sources for credibility and reliability
  - d. Following guidelines for ethical and effective use of statistics
  - e. Incorporating attention factors to maintain audience engagement

6. **Delivery**
  - a. Design and Use Effective Presentation Aids
  - b. Apply Principles of Clear and Appropriate Language
  - c. Master Extemporaneous Delivery Techniques
  - d. Demonstrate Effective Nonverbal Communication
  - e. Develop Vocal Variety and Control
  - f. Practice Systematically for Performance Success

7. **Persuasion**
  - a. Understand and Apply Aristotle's Three Modes of Persuasion
  - b. Construct Well-Reasoned Propositions and Persuasive Arguments
  - c. Recognize and Apply Inductive and Deductive Reasoning
  - d. Identify and Avoid Common Logical Fallacies
  - e. Overcome Barriers to Persuasion Through Strategic Audience Analysis

### **III. Examination Policy:**

1. The reasons for which a student will be excused from taking an examination \_\_\_\_\_
  - 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).
  - d. Military duty.
2. A student who misses an examination for any reason is responsible for \_\_\_\_\_
  - a. Providing documentation for the absence.
  - b. Arranging a supervised make-up exam through the Student Success Center or with instructor.
3. No makeup opportunity will be given for absences of unscheduled quizzes for synchronous classes and discussion board posts for asynchronous classes.

Course Number: COMM 1010  
Semester / Session: Spring 2026 A

Course Title: Public Speaking  
Start / End Date: 01/12/2026-03/06/2026

**4. 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.

**IV. 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. A student must COMPLETE work each week by Sunday 11:59 pm with the exception of Weeks 1 and 8 to be present. The college requires us to take attendance.
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.

**V. 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.