



COMM 110 ACP2
INTRODUCTION TO SPEECH
Late Fall 8-Week 2025/2026

10-20-2025 - 12-13-2025

Course Information

Location: Denver - CO

Address: 15500 East Centretch Parkway, Aurora, CO 80011

Section: ACP2

Semester Credit Hours: 3.00

Catalog Description: This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication. G.E.

Meeting Details:

In-Seat Mountain Time; Thursday 05:30PM - 08:30PM; 10-20-2025 to 12-13-2025

Required Materials

Art of Public Speaking

Authors: Lucas

Publisher: McGraw-Hill

Format: e-Text no POD (VS)

Edition: 13

Required (R) or Optional (O): R

Textbook Information

Columbia College provides required textbooks and supplies for undergraduate and graduate courses through [Columbia College's Textbook Program](#). Most textbooks are provided either as an eText linked in the course or as a physical text shipped directly to you. Other instructional materials may be provided in the course Content area.

eText Information: If a course uses an eText, it will be available directly in the course on or before the first day of class. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in the course.

Physical Course Materials: If your course requires a physical textbook or other course materials such as a lab kit, it will be shipped automatically to the address on file with the College. The delivery date will depend on your registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on the shipping status.

Returns: If you drop the course or the course is canceled, you are responsible for returning any physical course materials shipped to you. To initiate a return, visit [MBS Bookstore](#) to generate a free return label. You must return materials from dropped courses before 21 days of the package shipped date or 14 days after the class start date, whichever is later. All items must be received in original condition with shrink wrap intact. Bundled items must be returned with all components. Failure to return items from a dropped or cancelled course will result in a charge to your account for all unreturned items.

Note: If you opt out of having your books provided as part of Columbia College's Textbook Program, you are responsible for purchasing your own course materials. You are expected to have the required textbooks and supplies; failure to do so may impact your ability to successfully complete coursework.

Recommended eTexts are available for purchase directly from VitalSource.com.

Technology Requirements

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office
- Access to a webcam is required to complete any exams proctored virtually. Additionally, a current Chrome or Edge browser is required to complete any virtual proctored exams through Integrity Advocate.

You can find more details about standard [technical requirements](#) for our courses on our site.

Course Learning Outcomes

- Create an effective thesis appropriate to the speaker, situation, and audience.
- Demonstrate the ability to develop a logical organized informative message.
- Demonstrate the ability to develop a logical organized persuasive message.
- Employ effective vocal and physical delivery techniques as well as presentation aid usage.

- Demonstrate the ethical use of evidence and sources with proper oral and written citations.
- Employ a balanced judgement of message and interactions through information gathering, listening, ethics, and critical thinking.

Grading Scale

Grade	Points	Percent
A	900-1000	90 - 100%
B	800-899	80-89%
C	700-799	70-79%
D	600-699	60-69%
F	0-599	0-59%

Grading Weights

Assignment Category	Points	Percent
Online Discussions (4)	100	10%
Speech Observation Analysis (1)	50	5%
Exams (2)	250	25%
Outlines (4)	160	16%
Speeches (4)	380	38%
Speaking Activities (4)	60	6%
Total	1000	100%

Schedule of Due Dates

Assignment	Points	Due
Week 1		
Speaking Activity 1	15	To Be Announced (TBA)
Discussion 1: Informative Speech Purpose and Thesis Statement Workshop	25	Thursday/Saturday

Assignment	Points	Due
Week 2		
Speaking Activity 2	15	TBA
Informative Speech #1 Outline Worksheet	10	TBA
Discussion 2: Informative Speech Attention Getter Workshop	25	Thursday/Sunday
Week 3		
Informative Speech #1 Presentation	80	TBA
Informative Speech #1 Outline	30	TBA
Discussion 3: Research and Support	25	Thursday/Sunday
Week 4		
Speaking Activity 3	15	TBA
Informative Speech #2 Outline Worksheet	10	TBA
Discussion 4: Persuasion – Monroe's Motivated Sequence	25	Thursday/Saturday
Exam 1	125	TBA
Week 5		
Informative Speech 2 Outline	30	TBA
Informative Speech #2 Presentation	100	TBA
Persuasive Speech #1 Worksheet	10	TBA
Week 6		
Persuasive Speech #1 Outline	30	TBA
Persuasive Speech #1 Presentation	100	TBA
Week 7		
Speaking Activity 4	15	TBA
Persuasive Speech #2 Worksheet	10	TBA
Speech Observation Analysis	50	Sunday
Exam 2	125	TBA
Week 8		
Persuasive Speech #2 Outline	30	TBA
Informative Speech #2 Presentation	100	TBA

Assignment Overview

Online Discussions

There are four discussions for this class, each valued at 25 points. These discussion questions are designed to provide you with the opportunity to discuss/practice specified course content that will be applied to the process of outlining and speech delivery.

The intent of all postings is to move the class discussion on the topic forward as the week progresses. As a result, posts that simply repeat what has already been stated will not earn credit. Where necessary, you must provide correctly formatted APA citations in posts. Discussion posts are graded for quality of content, as well as participation (see rubrics in D2L). You are expected to participate in discussions a minimum of three separate days per week.

Initial posts to the discussion prompt should comprehensively answer the prompt, demonstrating the application of assigned readings and any other provided course content. For follow up posts, you must respond to a minimum of two different students each week. Follow up posts should address answers to the initial prompt provided by peers or a follow up post by the instructor and should build upon the initial post to add depth to the discussion. Initial posts must be completed before you are allowed to view and respond to your peers.

Initial Discussion Posts are due by 11:59 pm Thursday. Response posts are due by 11:59 pm Sunday.

Speech Observation Analysis

You will identify a live speech to attend and will write a reflection paper analyzing aspects of the speech, including objectives, audience, content, and delivery. The Speech Observation Analysis is due in Week 7 but the attended speech may be completed at any time after Week 2. This is submitted online.

Exams

There are 2 exams in the course worth 125 points each. Exams are assigned in Weeks 4 and 7. Each exam will consist of 35 multiple choice questions valued at 3 points each and 2 short essay questions value at 10 points each. Exams are closed book/notes, with a 90 minute time limit. One attempt is allowed per exam. Due dates for exams are To Be Determined (TBD) during the week they are assigned.

Speaking Activities

These activities may be assigned or impromptu, but at least one will be impromptu. Speaking Activities occur during Weeks 1, 2, 4, and 7. These are shorter than the major speeches, 2-3 minute presentations over various topics determined by the instructor. These activities are designed to get you comfortable speaking in front of the class, and allows for you to deliver presentations during the weeks that major speeches are not due.

Speeches

You will speak in front of the group all weeks. The only way to become a stronger public speaker is to consistently practice. There are four predetermined major speeches to be completed in the class, two of which are Informative and the other two Persuasive. For Major Speeches, you must submit each outline to the dropbox and must also submit a typed outline and reference page to the instructor just prior to speaking. Each major

speech must contain at least 3 outside resources of information. Criteria for each speech may be found in the Content area in the D2L course. Outline Worksheets serve as a brainstorming process that is the first step to any speech development. The worksheet should contain main focus of speech, thesis statement, main points, and supporting resources, and must be submitted to the appropriate dropbox by the due date (templates provided). Outlines serve as a fully detailed outline of the your speech, and should be submitted to the appropriate dropbox prior to the start of class on the scheduled speaking day. A hard copy of the outline is to be submitted to the instructor in class just prior to speaking.

The four major speeches will be presented during Weeks 3, 5, 6, and 8.

Columbia College Policies and Procedures

The policies set forth in the [Policy Library](#) are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see Student Policies. For more information on policies applicable to the entire Columbia College community, see College-Wide Policies.

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Academic Integrity and Plagiarism

Students are responsible for knowing and abiding by the [Academic Integrity Policy and Procedures](#) and may not plead ignorance of this policy as an excuse for academic misconduct. To ensure academic integrity, all papers submitted to this course are subject to review by Turnitin for textual similarity and detection of AI-generated writing. By taking this course, students agree that all submitted papers may be included in the [Turnitin.com](#) reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the [Turnitin.com](#) site.

Artificial Intelligence (AI) Usage

Students are allowed to use advanced automated tools on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the [Student Accessibility Resources](#) office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our [ADA and Section 504 Policy for Students](#).

Notice of Non-Discrimination and Equal Opportunity

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

Title IX and Sexual Harassment

The College is committed to addressing the issues of discrimination and sexual harassment in the educational and workplace landscape and will continue to modify

policies, procedures and prevention efforts as needed. For more information, see the [College's Title IX and Sexual Harassment Policy](#).

Attendance Policy

Students are required to attend courses in the course delivery modality for the section they registered and participate in instructional activities. Location staff and instructors are required to record attendance by modality. Students are responsible for assuring accuracy. It is the students' responsibility to contact their instructor or location staff should they find any discrepancy in their records. Non-attendance may negatively impact a student academically and financially.

Course due dates are based on Central Time Zone. Requirements for each modality are detailed below. Students can see the modality of the course section they are registered for under Approved Course Locations on their course plan in MyPortal.

For Virtual Education courses, attendance is defined as continuous virtual presence in the virtual class meeting including synchronous interaction between the instructor and other students.

For On-Site Virtual Education courses at a Columbia College nationwide location, attendance is defined as physical presence in the classroom at the location with continuous visual presence in the virtual class meeting including synchronous interaction between the instructor and other students.

For In-Seat courses at a Columbia College nationwide location, attendance is defined as physical presence in the classroom at the location with direct interaction between the instructor and other students.

Inclement Weather Course Policy

For CCG students, in the event severe weather makes it inadvisable for a location to hold regularly scheduled in-seat classes, courses may be conducted using the available video conferencing software (currently Zoom). A recording of the digital class session will be available after the class session. However, attendance to the course meeting is still expected and reviewing the recording after the scheduled course meeting will not count towards attendance for the digital class meeting.

For more information, please see [Student Attendance Policy](#).

Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

- No late assignments will be accepted without the prior approval of the instructor.
- Acceptance of a late assignment is at the discretion of the instructor.
- Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Student Conduct Policy

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's [Student Conduct Code](#) and [Acceptable Computing Use Policy](#). Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the [Student Behavioral Misconduct Policy and Procedures](#), and the Acceptable Computing Use Policy can be found in the Policy Library at ccis.edu/policies. The adjunct faculty member maintains the right to manage a positive learning environment all students must

adhere to the conventions of online etiquette when enrolled in a course with an online component.

Stafford Library

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: help.ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Tutoring Services

Free academic help in a variety of subjects is available to all Columbia College students on campus and online.

The Academic Achievement Center, including the Seabrook Writing Center, Bruce Math Center, and Tutoring Services, is available for academic help, both remotely for students from all locations and in person for students on the Columbia campus. Students can meet one on one with AAC staff virtually over Zoom for writing help in any subject, and for help with specific course content in math, chemistry, accounting, computer science, biology, physics, finance, ASL, and more. Students can also submit writing content for review and comments by Writing Center staff.

Columbia College also provides real-time online tutoring and homework help for many course subjects, including Math, English and Writing. You are encouraged to take advantage of these free services provided by the College as needed. You can access these resources through the Resources menu in the navigation bar of your D2L Brightspace course.