

Course Title: Public Speaking					
Course Prefix:	COMS	Course No.:	1361	Section No.: 01	
Instructor Name:	Dr. Candice Shivers				
Office Location:	Dan Rather Building 322J				
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Course Location:	Dan Rather Room 320				
Class Meeting Days & Times:	MWF 9-9:50				
Website:	http://www.shsu.edu/syllabus/				
Required Text:	Gregory, H. (2010). Public Speaking for College and Career. (10 th ed). New York: McGraw Hill.				
Course Objectives					
1. Students will be able to construct and deliver responsible public speeches.					
2. Students will be able to read and analyze critically materials appearing in the print media.					
3. Students will be able to think critically and listen effectively.					
4. Students will be able to use computers more effectively to find presentation materials in databases and the internet.					
5. Students will be able to organize materials for presentation effectively in outline and bibliography form.					
Skills Objectives					
1. Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information through audience analysis, topic selection, evaluation of research material, and the use of appropriate arguments in speech making.					
2. Communication Skills: to include effective development, interpretation, and expression of ideas through written, oral, and visual communication through the preparation and delivery of in-class speech assignments and outlines.					
3. Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions through the use of numerical data as forms of support for speech claims.					
4. Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal through in-class brainstorming of potential speech topics and class discussion of possible speech topic choices.					
5. Personal Responsibility: to include the ability to connect choices, actions, and consequences to ethical decision-making through emphasizing the speaker's responsibility to the audience's well-being with respect to claims made and courses of action sought.					
6. Social Responsibility: to include intercultural competence, knowledge of civic communities through requiring students to choose speech topics of social significance.					

Course Requirements & Evaluation Methods: This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.			
Group Presentations - Students will create their own artifacts, which demonstrate their <i>communication</i> and <i>teamwork</i> skills and <i>social responsibility</i> . Exams – Students will use <i>communication</i> skills to demonstrate knowledge of course material Projects – Students will submit artifacts demonstrating <i>communication</i> , <i>critical thinking</i> , and <i>social responsibility</i> . Class Participation – Students’ daily attendance and participation in class discussions will demonstrate <i>communication</i> and <i>teamwork</i> .			
Your grade will be determined by the following:	Instrument	Max Points	Percent
Introductory Speech & Outline	Oral Presentations/Project	100	10%
Special Occasion Speech	Oral Presentations/Project	100	10%
Informative Speech & Outline	Oral Presentations/Project	200	20%
Persuasive Speech	Oral Presentations	200	20%
Tests and Exams: Midterm = 100 points, Final = 100 points	Exam	200	20%
Instructor-specific assignments (quizzes, activities, participation, homework, speeches, interviews, etc.)	Class Participation/ Exercises/Projects	200	20%
Total Points:	Total:	1000	100%

Introductory Speech: This speech is an informative 2-3 minute speech that will either introduce yourself, or a classmate that you have interviewed. The goal of this speech is to begin establishing your “comfort zone” for speaking in front of groups. This assignment is worth 50 points.

Informative Speech: This 4-6 minute speech provides information new to most of your audience. It may be useful to think of this speech as a teaching opportunity, a short lecture about an important topic. This speech also could be a demonstration (“how-to”) speech. You are required to use at least one presentation aid. This assignment is worth 200 points.

Persuasive Speech: This 5-7 minute speech will persuade your audience to perform an action. Through carefully crafted and well-supported arguments, and based upon the information you have given them and the emotional response you have elicited, you must persuade your audience to act on an issue. You are required to use at least one presentation aid (to depict the severity of the social problem, the amount of people it affects, and how your solution will mitigate the problem if implemented, etc.). This assignment is worth 200 points.

Special Occasion Speech: This 3-4 minute speech will allow you to bring people together to celebrate, thank, introduce, praise someone, or mourn someone. You will be able to choose from one of 9 types of special occasion speeches: introductions, toasts, award presentations, nominations, acceptances, key-note addresses, commencement addresses, commemorative addresses and tributes, or eulogies. This assignment is worth 100 points.

CLASSROOM POLICIES AND COURSE PROCEDURES

By remaining in this class, you signal your agreement with the policies and procedures governing this course to the professor and the university. If at any time you decide not to continue in this course, you are responsible to drop this course with the registrar.

Class involvement and participation is an essential aspect of the course. A percentage of the final grade is based on your participation. The remainder of your grade is determined based on your performance on exams, written, and oral assignments. Students are expected to come to class on time for every class meeting. You're expected to have all needed documents, **books, writing instruments, notebooks, a productive attitude**, and having completed all reading and other materials assigned in the syllabus **prior** to the date indicated on the course calendar.

Attendance: Regular attendance is crucial to your success in this class. You are expected to come to class having completed all assignments, prepared for all readings, discussions and presentations with a writing utensil and a notebook, etc. You must be on time and prepared on all class days. If you decide not to come to class, you will be held responsible for all information and/or in-class activities whether you are there or not. **You will not be permitted to make up any assignments completed in a class for which you are absent or tardy.**

If you are absent or tardy, please don't ask me if we did anything important, or if you missed anything. Have one of your classmates bring you up to speed **before returning to class**.

It is the student's responsibility to ensure that s/he is marked as present, absent or tardy. These stringent policies are necessary for a variety of reasons:

- (1) To prevent unnecessary interruptions
- (2) To be courteous to the professor and fellow students
- (3) To foster a fair and friendly learning environment for everyone
- (4) To ensure that students have ample time to learn material

A class meeting twice a week:

You are allowed to miss class 3 times.

4 absences=final grade lowered by one letter.

5 absences=final grade lowered by two letters.

6 absences=final grade lowered by three letters.

Submission of Assignments: ALL ASSIGNMENTS must be typed and submitted in class. No late work is accepted. Make sure that you are attentive to the **due date AND time** for assignments. You will not be allowed to submit late work. **I do not accept work via email.**

Make-up and Late Work: NO MAKE-UP OPTIONS ARE PROVIDED. NO LATE ASSIGNMENTS, SPEECHES, DISCUSSIONS, OR EXAMS WILL BE ACCEPTED. If you are absent due to a school-sponsored organization or team activity, your assignment **MUST** be turned in **BEFORE** you leave. I will not accept late assignments, presentations, exams, or discussions unless you have documentation that you were in the hospital or emergency room. You are expected to come to each and every class on time and prepared. This is a dynamic participation based course. There is no way to recreate the atmosphere of an assignment, performance, or exam. I do not accept any assignments via email.

YOU MUST BE PUNCTUAL ON YOUR SPEECH DAYS! This rule will be strictly enforced. Attending partial class on the day you are assigned to speak will not be tolerated.

You must be here to respect your fellow classmates and serve as an attentive audience member. They will do the same for you. You should wait until you hear applause before entering the classroom. You will receive a letter grade deduction on your speech if you are late on *your* speech day. This is only (4) days out of the entire semester. Make prior preparations to ensure you can be on time these (4) days.

Reading: It is mandatory that you have the required textbook(s) for this course. I expect every student to own a copy of the required text(s) for this course no later than the end of the first week of instruction. There will be days when you must bring your book to class with you. I expect every student to have read the assigned material from the text(s) *before* coming to class. You will be held responsible for the material in the textbook(s) as well as for information discussed in class on exams, assignments, and during presentations. Your final grade will reflect, in part, your commitment to reading and understanding the material.

Writing and Research: Unless otherwise noted, any written assignment must be typed, double-spaced, 12 point font, standard 1 inch margins, in APA format. There are many ways to access this information. The library has a copy on reserve also the internet has several links guiding you through APA format. Do not lose points needlessly because you don't know what the manual requires. You will be held accountable for the rules of citation, reference, title and page format, spelling and grammar whether you know them or not.

Citation: All sources used to complete assignments, exams, speeches, presentations or other work completed for this course should follow *APA Format* unless otherwise noted in writing by me. ALL SOURCES MUST BE ACKNOWLEDGED!!! The penalty for plagiarism is not only failing the course, but may result in expulsion from the university. **Plagiarism** is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (Dictionary.com).

Submission of Assignments: All assignments are due at the assigned date and time. NO MAKE-UP OPTIONS ARE PROVIDED. NO LATE ASSIGNMENTS, PRESENTATIONS, QUIZZES, or PAPERS will be accepted. **I do not accept late WORK under any circumstance.** No late work will be accepted and there will be no make-up for any speeches, exercises, or examinations including quizzes.

Formatting Documents: Microsoft Word is the standard word processing tool used. If you're using other word processors, be sure to use the "save as" tool and save the document in the Microsoft Word format. Assignments saved in other formats will not be graded and will receive a zero (0). Ensure that you make the proper preparations at the beginning of the semester, so that this does not become an emergency for you when assignments are due.

Exam Policy Exams should be taken as scheduled. No makeup examinations will be allowed unless you can provide documentation that you were in the emergency room.

Communication Expectations and Standards: All emails or discussion postings will receive a response from the instructor within 48 hours. You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business

(5:00 pm) on the day following **my receipt** of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

Classroom Etiquette: In order to make each class session as productive as possible it is important that we follow classroom protocols.

- If you anticipate being late for class for any reason, you should let me know the second week of class or email me 24 hours before class. Otherwise, you will be marked absent and will get a zero (0) for participation.
- Please refrain from whispering or carrying on conversations with other class members when lectures, presentations, or discussions are in progress. This behavior is very disruptive and interferes with your classmates' ability to learn. If you decide to engage in this behavior you will be asked to leave and get a zero (0) for participation.
- Class discussions can be lively; however, students are required to practice civility towards the professor and their classmates. If a student decides to speak in a disrespectful tone to one of his or her classmates or the professor, that student will be asked to leave and earn a zero (0) for participation.
- Please refrain from reading materials or doing homework unrelated to class during our sessions. If you decide to engage in this behavior you will be asked to leave and get a zero (0) for participation.
- Turn **OFF** and **PUT AWAY** cell phones, mp3 players, and headphones when in class. If you are looking at your cell phone, you will be asked to leave and get a zero (0) for participation.
- Refrain from sending and receiving e-mail, text messages, instant messages or other forms computer mediated communication during class. This is unacceptable, highly disruptive, and disrespectful. If you decide to engage in this behavior you will be asked to leave and get a zero (0) for participation.

Other Instructor Policies:

Grade Concerns: Keep in mind that I will protect your privacy in discussing your work. This means I do not discuss your grade in the presence of other students, faculty or staff before, during or after class sessions and or office hours. If others are present at the time that you attempt to engage in a conversation about your grades, I will ask them to leave or instruct you to wait until such time as your privacy can be maintained.

You may submit any grade concerns in writing. Make sure that in your email you include:

- (a) Your name, the title of the course and meeting time
- (b) The name of the assignment
- (c) A clear discussion of your issues or concerns.
- (d) Your suggestion(s) for resolving the issue(s).

Presentation and Speech Days

- **YOU MUST BE PUNCTUAL ON YOUR SPEECH DAYS!** This rule will be strictly enforced. Attending partial class on the day you are assigned to speak will not be tolerated. You must be here to respect your fellow classmates and serve as an attentive audience member. They will do the same for you. You should wait until you hear applause before entering the classroom. You will receive a letter grade deduction on your speech if you are late on *your* speech day. This is only (4) days

out of the entire semester. Make prior preparations to ensure you can be on time these (4) days.

- On speech days you are required to wear business casual dress. This demonstrates a level of preparedness and professionalism. The penalty for not wearing business casual dress is a 10 point grade deduction.
- Be prepared. As a speaker, this means having all of your required elements including but not limited grading rubric, speech outline, visual aid(s) and professional attitude and attire. As a listener, this means contributing to a supportive environment, being prepared to demonstrate through written or oral methods constructive feedback and critical listening.
- We will have a signup day for the Informative Speech and Persuasive Speech on the last lecture day before the speeches are given. You will choose which day you would like to speak (based on availability.) If you are not present on the day you are scheduled to speak, you will get a **zero** on your speech unless you can provide documentation stating that you were in the emergency room. If you are not present for speech sign up day, you will speak on the first day of speeches (which is indicated on the syllabus) or you will get a **zero**.

Tentative Schedule

Week 1 Aug. 23– 25	Welcome and Introduction to Course and Syllabus Icebreaker: Get to know your classmates
Week 2 Aug. 28 – Sept. 1	Chapter 1: Introduction to Public Speaking Chapter 2: Managing Nervousness Wednesday, September 2nd: Introductory Speeches Due
Week 3 Sept. 4 (Labor Day) - Sept 8	Monday, September 4th: No Class Chapter 3: Listening Chapter 4: Reaching the Audience Chapter 19: Speaking in Groups
Week 4 Sept. 11 – 15	Chapter 5: Selecting Topic, Purpose, and Central Idea Chapter 6: Finding Information Chapter 7: Evaluating Information and Avoiding Plagiarism Appendix: Tips for Finding Materials Chapter 12: Outlining the Speech
Week 5 Sept. 18 – 22	Chapter 8: Supporting your ideas Chapter 9: Presentation Aids Appendix: How to Avoid “Death by Powerpoint” Wednesday: Group Presentation: Rubric & Outline Due
Week 6 Sept. 25 – Sept. 29	Chapter 10: The Body of the Speech Chapter 11: Introductions and Conclusions Chapter 13: Wordings the Speech Chapter 14: Delivering the Speech
Week 7 Oct. 2 – 6	Chapter 15: Speaking to Inform Midterm
Week 8 Oct. 9 - 13	Monday: Informative Speeches: Rubric & Outline Due Wednesday: Informative Speeches: Rubric & Outline Due
Week 9 Oct. 16 – 20	Chapter 16: Speaking to Persuade Chapter 17: Persuasive Strategies
Week 10 Oct. 23 – 27	Persuasive Speeches: Rubric & Outline Due Persuasive Speeches: Rubric & Outline Due

Week 11 Oct. 30 – Nov. 3	Chapter 18: Special Types of Speeches
Week 12 Nov. 6 – 10	Special Occasion Speech Due
Week 13 Nov. 13 – 17	Analyzing Speeches
Week 14 Nov. 20 – 24	Nov. 22 - 24: Thanksgiving Holiday - (University Closed)
Week 15 Nov. 27 – Dec 1	Dec 1: Last Class Day for Semester
Week 16 Dec. 4- Dec. 7	Final