

Public Speaking (Spring 2018)

COMS 1361.14 3 credit hours (online)

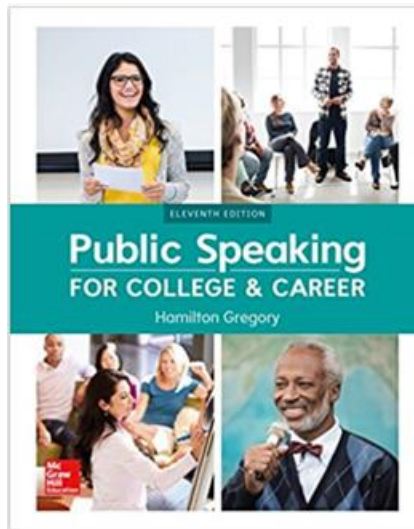
Instructor: Dena Horne

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Required Course Text:

Gregory, H. (2016). Public Speaking for College and Career. (11th ed). New York: McGraw-Hill.



Course Objectives:

The ability to communicate effectively is essential to success in contemporary society. This course is designed to develop students' abilities to construct and deliver responsible public speeches. Although some students have no prior public speaking experience, at the end of this course students should be able to minimally do the following;

1. Analyze an audience and adapt to it.
2. Select a topic.
3. Establish their credibility as speakers.
4. Research and organize relevant material (critical thinking).
5. Begin and end a speech appropriately.

Course Policies:

1. Attendance. This course is designed to enable you to access information and complete assignments at times that are convenient to your schedule. This does not mean you may pop in and out whenever you feel like it. Failure on your part to take on-line tests, respond to group discussions, or submit any assignment or speech by the deadline, will be recorded as absences. If you have trouble reading and following directions, this class is NOT FOR YOU! If you miss more than 2 weeks turning in work, you cannot receive full credit for the course. Please remember, your participation will be noted. I will monitor your progress weekly via assignments and the weekly check-in. Even though this is an on-line course, absenteeism still hinders the learning process and may result in your failing this course. I will post the assignments at the beginning of the semester. You may submit assignments early if you would like--just be sure assignments are in by the deadlines specified. You may not submit speeches early. After each speech, I return your evaluation forms with helpful comments--it benefits you to wait and review these before submitting your next speech--following suggestions for speechmaking will only improve your grade.

2. Late Examinations. If you miss an examination and have a legitimate reason for doing so, you must make it up within a reasonable time (normally 1 week or less). All arrangements for missing an examination must be made prior to the time the examination is scheduled. If such arrangements are not made, then no make-up examination will be given and you will receive a zero for that examination. All make-up exams will be strictly essay.

3. NO late assignments will be accepted. No late speeches will be allowed. However, if you are incapacitated (aka in the hospital) and provide an excuse you will be allowed to make up the speech with a 25-point penalty.

You are responsible for turning in assignments on time. Keep up with the course activities and due dates to ensure you do not miss a deadline.

4. Communication. Being that this is a fully online course all communication will take place via email. **I will always seek to respond to your questions/concerns within 24-48 hours.** Please be patient. Also, before emailing with questions be sure you have gone through the syllabus completely because many of the questions students typically have are answered with the information provided by the syllabus.

5. Plagiarism. 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). All work must be the original composition of each student. Although you must use outside sources, you must cite them appropriately. Plagiarism will result in a zero for the assignment. Assignments will be checked for plagiarism by *any and all means available*, including electronic checking services (i.e. Turnitin.com). The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

6. Americans with Disabilities Act. If you are a qualified student with a disability seeking accommodation under the Americans with Disabilities Act, you are required to self-identify with the Committee for Continuing Assistance for Disabled Students at 294-1720.

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

7. Religious Holidays. Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

8. IDEA System. Students are asked to complete an IDEA evaluation of the course and the instructor at the end of the semester. Participation is voluntary.

9. Speeches will be videotaped.

10. Classroom conduct. Free discussion, inquiry, and expression is encouraged in this class. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Please be civil to one another. Students are expected to read and abide by all rules and policies in the SHSU Student Handbook. The Code of Student Conduct and Discipline is found at the following link:

<http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf>

www.shsu.edu/syllabus

Assignments and Requirements

Item	Quantity	Percentage	Due Dates
Discussion Paper	1	5%	2/04
Discussion Boards	4	35%	Unit 1 - 2/04 Unit 2 - 3/04 Unit 3 - 3/25 Unit 4 - 4/22
Speeches + Outlines	Speech 1 Speech 2	20% 20%	Speech 1 – 4/01 Speech 2 – 4/29
Tests	4	20%	Test 1 - 2/04 Test 2 - 3/04 Test 3 - 3/25 Test 4 - 4/22
Total		100%	

Continuation of enrollment in this course indicates acceptance of the terms and requirements of this syllabus.

Basic Requirements for All Speeches

Speaking within the time limits is very important because speakers in the "real world" are expected to adhere to time limits.

A minimum of 4 people must be in camera view during your presentation (they are your audience) *at all times*. You must make eye contact with the audience and the camera. Be careful allowing children in the audience unless they can remain quiet and not disturb your performance (children and pets will not count as audience members). Please ask audience members to refrain from drinking, smoking, talking, leaving, etc. during your presentation. In addition, pets should not attend--period. If you are having trouble getting 4 people for your speech, consider contacting a local assisted living facility to see if you could give your speech to the residents.

You need to set the camera up behind the audience (so I can see all of them) and I must be able to see your entire body. Be sure I can see and hear you clearly--do not be too far away and eliminate environmental noise. I must be able to hear you clearly too. You should make an aisle down the middle of the audience (place the tripod at the end) enabling me to see your entire body. There will be a 10-point penalty for failing to do this.

The room should be well lit. It should mock the classroom setting (avoid sitting around a kitchen table or on pool tables). Just be sure you have room to move with your main points and display visual aids. In other words, you are in front of the audience.

Visual Aids must be able to be clearly seen and the sound must be clear.

NO LECTERN/PODIUM may be used for the informative or persuasive speeches--there will be a 10-point penalty for doing so. In addition, you should not be standing behind or leaning on any type of obstacle.

A complete bibliography (APA) should be submitted before or with each speech. Absence of a bibliography will result in a 15-point penalty on the outline/manuscript and speech. There is a sample of APA in your textbook.

If outlines/manuscripts are not submitted at the same time as the speech, speeches will NOT be graded.

The video you upload must play. The DELTA Center (1-877-759-2232 or 936-294-2780) can assist you if you have issues in uploading your video. If what you upload does not play you will receive a grade of zero.

Appropriate professional attire is required. Public speeches are to be given in appropriate attire. Students are required to dress professionally for all speeches—this is part of your speech grade. Ex., males-dress pants, shirt and tie or a suit and tie. Females-dress with hose and dress shoes or pantsuits. No "fad" or sleeveless clothing should be worn. (This means none of the pants that cover your feet and drag the floor, no pants that hang to your knees, no denim, no mid-tummy shirts or see through clothing, no mini skirts, etc.) In the "real world" you are expected to dress professionally. Therefore, it would be a disservice to you if this were not a requirement. You may wear the same thing for each speech-no one will care.

In all speeches and writing assignments, including answers to test questions, students are expected to use Standard English (not slang, jargon, etc.). Be sure you spell correctly, use appropriate punctuation and grammar, write in complete sentences and develop paragraphs that include details that show progression of thought. If you need help, use the Writing Center at your College, ask an English Instructor, or ask me. I am here to help you.

You must use NOTE CARDS (not paper) when delivering your speeches. Failure to use note cards appropriately will result in a point deduction.

Please be sure that you place your name on ALL emails, posts, assignments, etc. This is very important and is professional.

Speaking Assignments ~ General Comments

****PLEASE NOTE*** If you have problems uploading your speeches or outlines please contact the DELTA center at 1-877-759-2232 or 936-294-2780. Do not contact me, because I will not be able to help you with these forms of technical problems.*

The course instructor may add additional requirements if desired. Students are to speak in an extemporaneous mode. That is, one or two note cards which contain a key word outline of their speech. The typed formal outline is to be turned in to the instructor on the day of the speech.

****NOTHING WILL BE GRADED IF THE SPEECH AND OUTLINE ARE NOT TURNED IN TOGETHER****

You must cite your sources in the outline. If you use direct quotation in the speech, you must use quotation marks and provide the proper citation. A typed bibliography (APA format) is required. If you fail to submit a bibliography 10 points will be deducted from your grade. If the topic selected is not appropriate for the assignment even a well-prepared speech will receive a low grade.

The following topics are not allowed: abortion, death penalty, campus carry, prayer in schools, and video games.

****ALL Speech topics must be approved in advance. Failure to get topic approval can result in a failing grade.****

Speech I

Students are to present a 4-6 minute informative speech on a current, substantive topic related to an issue of state, regional, national or international importance. The topic should be one about which the class needs to be informed. The speech should present a balanced and unbiased presentation of both sides of the topic. You must use a variety of supporting material from a variety of sources. Appropriate (APA format) citation is required in the outline and in the bibliography. A visual aid is required for this speech.

Speech II

Students are to present a 5-7 minute persuasive speech on a current, substantive topic related to an issue of state, regional, national or international importance. The speech should contain main points designed to persuade the audience to accept your thesis. You must use a variety of supporting material from a variety of sources. Appropriate (APA format) citation is required in the outline and in the bibliography. A visual aid is required for this speech.

Communication Apprehension: This course is designed to help you become more comfortable with public speaking. If you suffer from extreme communication apprehension please talk to me. I will be happy to help you in any way I can, but first I have to know there is a problem.

Important Note about Sources: I realize we are in an Internet world however, that is not the only source of information. Many times the information on the Internet cannot be verified. It is also important that you can find a variety of information. You may use Internet sources in your presentations but they will not count as part of the required sources. The library has many electronic data bases that provide better information and they are easier to use. Students will be randomly selected and required to submit their research material to the instructor. This is to ensure

material is properly cited from acceptable outlets. If you cannot provide the research material you will receive a zero for the assignment.

Late speeches are not allowed. If you miss your assigned day and can provide a valid excuse (aka a hospitalization record) then you will be allowed to make up the speech with a severe point penalty regardless of excuse provided.

The professor reserves the right to make adjustments to syllabus if needed and any changes will be communicated to students as soon as possible if such a scenario presents itself.