

Public Speaking (Spring 2018)

COMS 1361.17 (10:00-10:50 MWF)

3 credit hours (Room 312)

Professor: Dr. Candice Shivers

Office location: 322J/Virtual Email: stdcms17@shsu.edu

Required Course Texts (2):

Gregory, H. (2017). *Public Speaking for College and Career*. (11th ed). New York: McGraw-Hill.

ISBN-13: 978-0078036989

ISBN-10: 0078036984



Publication Manual of the American Psychological Association, Sixth Edition.



Both texts are available on Amazon.com and should also be in campus

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 minimally to do the following;

1. Analyze an audience and adapt to it.
2. Select a topic that fits the given parameters/requirements.
3. Establish their credibility as speakers.
4. Research and organize relevant material (critical thinking).
5. Analyze sources and understand APA standards for speeches/outlines.
6. Begin, build, and end a speech appropriately and effectively.

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. 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. 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.

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. 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. 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.

Since this is a communication class, all communication from you is fair game for teachable moments. I understand that many students approach emailing in a similar way to texting where the norms are brevity & informality.

Professional emails will be essential to your future success, so when emailing me, please adhere to the guidelines below. Emails that do not meet these guidelines may be returned for a second attempt.

- Use a clear subject line
- Use a greeting & signature
- Let me know what class you are in and what assignment you are referring to.
- Use standard proper punctuation, spelling & grammar
- Do your part in solving what you need to solve
- Remember expectations of respect

Please view the article linked below regarding student to professor email communication.

<https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>

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, if you are assigned to speak at home. I will discuss who will present in class and who will present at home when the time comes.

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.

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.

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>

It defines classroom disturbances.

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).

Assignments and Requirements

Item	Quantity	Points per Item	Total Points
Discussion Boards (Student Lounge Intro + DB 1-4)	5	20	100
Speeches + Outlines	4 Speeches 2 Outlines	100	600
Tests	4	25	100
Instructor-specific assignments (quizzes, activities, participation, homework, speeches, interviews, etc.)			200
Total			1000

Grade Range: 1000-900 = A; 899-800 = B; 799-700 = C; 699-600 = D; 599-0 = F

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.

- **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**.

If you are assigned to speak at home, at least 3 people must be in camera view during your presentation (they are your audience). 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.

You need to set the camera up behind the audience (so I can see all of the backs of their heads) and I must be able to see you (head to toe) facing the camera. Be sure I can see you clearly--do not be too far away. You should make an aisle down the middle of the audience (place the tripod or person holding phone/camera at the end of aisle) 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.

In addition, you should not be standing behind or leaning on any type of obstacle.

A complete bibliography (APA 6th edition) should be submitted before or with each speech. Absence of a bibliography will result in a 25-point penalty on the outline/manuscript and speech. This is the crucial part of the semester in which you should rely on your APA Manual.

If outlines of each speech are not submitted, speeches will NOT be graded.

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.

If you would like notes with you during a speech, you must use NOTE CARDS (not paper) when delivering your speech. 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

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. 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 for reasons of redundancy and appropriateness: abortion, death penalty, prayer in schools, working-out/healthy eating, and gun control.

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

Speech I

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.

Speech II

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 III

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.

Speech IV

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.

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 you 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.

I look forward to a wonderful semester with all of you and am excited to see each of you grow as a public speaker!

COMS 1361 Class Schedule

All assignments are due by 11pm on the dates listed – always Wednesdays or Fridays. **Except for Speeches**

The text book will be covered in *four* units:

Unit 1: Ch 1-4

Unit 2: Ch 5-9

Unit 3: Ch 10-15

Unit 4: Ch 16-19

Please plan ahead and prepare for the speech deadlines

To receive a grade for each assignment it is due by the deadlines listed.

*No Late Work Accepted. *Meet course deadlines.

www.shsu.edu/syllabus

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		2. Unit 2 Exam	Review Ch PPT: Chapter 5 Chapter 6 Chapter 7 Chapter 8 Chapter 9		
3	Unit 3: 3/10 – 4/6 Spring Break 3/12-3/16 Good Friday 3/30	Unit 3: (Ch 10-15) Speech 1 & Speech 1 Outline To-do List Unit 3: 1. Discussion board post and reply to peer post 2. Speech 1 Video 3. Speech 1 Outline 4. Unit 3 Exam	Read Gregory: Chapter 10 Chapter 11 Chapter 12 Chapter 13 Chapter 14 Chapter 15 Review Ch PPT: Chapter 10 Chapter 11 Chapter 12 Chapter 13 Chapter 14 Chapter 15	*Email Speech 1 (INFORMATIVE SPEECH) topic to stdcms17@shsu.edu no later than 3/21 1) Unit 3 DB Post by 3/21 Respond to by 3/23 2) Speech 1 & Speech 1 Outline Due 3/26 & 3/28 3) Unit 3 Exam Complete by 4/6	Unit 3 DB: 20 Speech & Outline 1: 100 Exam 3: 25
4	Unit 4: 4/7 – 5/4	Unit 4: (Ch 16-19) Speech 2 & Speech 2 Outline To-do List Unit 4: 1. Discussion board post and reply to peer post 2. Speech 2 Video 3. Speech 2 Outline 4. Unit 4 Exam	Read Gregory: Chapter 16 Chapter 17 Chapter 18 Chapter 19 Review Ch PPT: Chapter 16 Chapter 17 Chapter 18 Chapter 19	*Email Speech 2 topic to stdcms17@shsu.edu no later than 4/13 1) Unit 4 DB Post by 4/18 Respond to by 4/20 2) Speech 2 & Speech 2 Outline Due 4/23-4/25 3) Speech 4 Due 4/30 4) Exam 4 (This is technically considered your final exam. It is NOT CUMULATIVE – IT ONLY COVERS CHAPTERS 16 - 19). Complete by Friday May 4th 11:00 p.m.	Unit 4 DB 4: 20 Speech & Outline 2: 200 Speech 4: 100 Unit 4 Exam: 25 Total Course Points: 1000

*April 6th: Last day to drop with a “Q” grade for full term fall courses.

*May 4th: Last Class Day [day that our final exam (4th unit test) is due]