

# Public Speaking (Spring 2018)

COMS 1361.21 3 credit hours (online)

Professor: Dr. Candice Shivers

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## Required Course Texts (2):

Gregory, H. (2017). *Public Speaking for College and Career*. (11<sup>th</sup> 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. 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.

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.

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>

It defines classroom disturbances.

### Assignments and Requirements

Item	Quantity	Points per Item	Total Points
Discussion Boards (Student Lounge Intro + DB 1-4)	5	20	100
Speeches + Outlines	2	100	200
Tests	4	25	100
Total			400

Grade Range: 400-360 = A; 359-320 = B; 319-280 = C; 279-240 = D; 239-0 = 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.

**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.

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. (There will be an exception for the Commemorative Speech only--a lectern/podium is required for this speech only--10-penalty here for not having one.)

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**

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 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**

**Dr. Shivers**

\*Class "meets" online Daily. **All assignments are due by 11pm on the dates listed – always Wednesdays or Fridays.**

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**

Your first speech will be during Unit 3 & your second speech will be during Unit 4. Please plan ahead prepare for the speech deadlines, specifically because it is up to you to arrange/schedule 3 audience members to give your speech in front of.

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](http://www.shsu.edu/syllabus)

<b>UNIT #</b>	<b>DATE</b>	<b>TOPIC(S) &amp; YOUR TO-DO List for each Unit</b>	<b>READINGS</b>	<b>ASSIGNMENTS DUE (All deadlines except for Exam 4 fall on Wednesday or Friday evening deadlines of 11 p.m.)</b>	<b>POINTS</b>
1	Unit 1: 1/17 – 2/9				Student Lounge Intro Post: <b>20 points</b>

		<b>Unit 1: (Ch 1-4)</b> To-do List Unit 1: <b>1. Intro post in Student Lounge</b> <b>2. Discussion board post &amp; discussion board reply to peer post</b> <b>3. Unit 1 Exam</b>	Course Syllabus, Course Schedule, skim the textbook (all chapters) Read Gregory: Chapter 1 Chapter 2 Chapter 3 Chapter 4 Review Ch PPT: Chapter 1 Chapter 2 Chapter 3 Chapter 4	<b>1) Student Lounge Introduction Post by Friday 1/19</b>  <i>Optional Early Preparation for Speech 1 (Not until Unit 3) Audience Coordination Notice: Use the student lounge and email functions to meet your classmates, <b>IF</b> you want to help one another as audience members for speeches later on.</i>  <b>2) Unit 1 Discussion Board Post by Wednesday 1/31 and Respond to peer post by Friday 2/2</b>  <b>3) Unit 1 Exam Complete by Wednesday 2/9</b>	Unit 1 DB: <b>20 points</b>  Unit 1 Exam: <b>25 points</b>
2	Unit 2: <b>2/12 – 3/9</b>	<b>Unit 2: (Ch 5-9)</b> To-do List Unit 2: <b>1. Discussion board post and reply to peer post</b>  <b>2. Unit 2 Exam</b>	Read Gregory: Chapter 5 Chapter 6 Chapter 7 Chapter 8 Chapter 9  Review Ch PPT: Chapter 5 Chapter 6 Chapter 7 Chapter 8 Chapter 9	1) Unit 2 DB Post by Wednesday <b>2/28</b> Respond to peer post by Friday <b>3/2</b>  2) Unit 2 Exam by Friday <b>3/9</b>	Unit 2 DB: 20  Unit 2 Exam: 25
3	Unit 3: <b>3/10 – 4/6</b>  Spring Break 3/12-3/16	<b>Unit 3: (Ch 10-15)</b>  <b>Speech 1 &amp; Speech 1 Outline</b>	Read Gregory: Chapter 10 Chapter 11 Chapter 12 Chapter 13	*Email Speech 1 (INFORMATIVE SPEECH) topic to stdcms17@shsu.edu no later than Friday <b>3/21</b>	

	Good Friday 3/30	<b>To-do List Unit 3:</b> <b>1. Discussion board post and reply to peer post</b> <b>2. Speech 1 Video</b> <b>3. Speech 1 Outline</b> <b>4. Unit 3 Exam</b>	Chapter 14 Chapter 15  Review Ch PPT: Chapter 10 Chapter 11 Chapter 12 Chapter 13 Chapter 14 Chapter 15	1) Unit 3 DB Post by Wednesday <b>3/21</b> Respond to by Friday <b>3/23</b>  2) <b>Speech 1 &amp; Speech 1 Outline Due Friday 3/28</b>  3) Unit 3 Exam Complete by Friday <b>4/6</b>	Unit 3 DB: 20  Speech & Outline 1: <b>100</b>  Exam 3: 25
4	Unit 4: <b>4/7 – 5/4</b>	<b>Unit 4: (Ch 16-19)</b>  <b>Speech 2 &amp; Speech 2 Outline</b>  <b>To-do List Unit 4:</b>  <b>1. Discussion board post and reply to peer post</b>  <b>2. Speech 2 Video</b>  <b>3. Speech 2 Outline</b>  <b>4. Unit 4 Exam</b>	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 Wednesday <b>4/13</b>  1) Unit 4 DB Post by Wednesday <b>4/18</b> Respond to by Friday <b>4/20</b>  2) <b>Speech 2 &amp; Speech 2 Outline Due Wednesday 4/27</b>  3) Exam 4 (This is technically considered your final exam. It is NOT CUMULATIVE – IT ONLY COVERS CHAPTERS 16 - 19). <b>Complete by Friday May 4<sup>th</sup> 11:00 p.m.</b>	Unit 4 DB 4: <b>20</b>  Speech & Outline 2: <b>100</b> Unit 4  Exam: 25 <b>Total</b>  <b>Course Points: 400</b>

\*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 (4<sup>th</sup> unit test) is due]