Comm. 1315 Public Speaking  
Spring 2017  
Communication and Mass Media

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Why Do I Have To Take Public Speaking?
Open communication is the basis of a free society. In addition, your ability to gain employment and progress in your career depend upon your communication skills. Finally, you need to be heard.

Course Objectives
∞ Develop skills in expressing yourself through public speeches
∞ Learn how to find and use resources to support your points
∞ Learn to analyze and critically evaluate ideas, arguments and points of view that you might fully understand your topic or the issue at hand

Required Materials
∞ LUCAS’S THE ART OF PUBLIC SPEAKING (12th edition)  

∞ You will need to purchase a folder in which you will place all of your documentation for each speech including your Outline, Bibliography, and Printed Resource Material.  
∞ Note cards 3x5 or 4x6  
(Scranton and pencils will be provided for your quizzes and exams.)
Student Learning Outcomes

I. COMMUNICATION The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience.

Exemplary Educational Objectives
1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

4. SOCIAL RESPONSIBILITY
Students will understand their responsibility as citizens in a complex, changing society.
Students will
• employ professional and personal judgments based on ethical considerations and societal values;
• understand civic responsibility and leadership;
• demonstrate an understanding of the purpose and value of community service in advancing society.

5. CULTURAL IDENTITY
Students will gain insight into the ways cultural identities and experiences shape individual perspectives of the world.
Students will
• demonstrate respect for differences among cultures;
• practice the knowledge, skills, and attitudes essential for communicating and cooperating effectively with people of diverse backgrounds;

Course Requirements
You will be required to complete the following assignments. More information will be given about these assignments on separate handouts.

1. **Informative Speech #1**: (Individual Speech) Speak about your chosen career field or a career field in which you have an interest in pursuing in 4-6 minutes. (Speech 50% / Typed Outline/Bibliography and Printed Articles 40% / Peer Critiques 10%). Total=100 Points

2. **Informative Group Speech #2**: You will select a topic which is appropriate for the classroom audience and deliver a 15-20 minute speech with your panel. Each group member is responsible for individual outline, sources, and bibliography. (Speech 50% / Typed Outline/Bibliography and Printed Articles Page 40% / Peer Critiques 10%). Total=100 Points

3. **Persuasive Speech Multimedia Speech #3**: (Individual Speech) For this assignment, you are to persuade your audience to accept a proposition that you present to the class. This topic should be one which you feel strongly about, and deliver a 6-8 minute speech with a PowerPoint presentation. (Speech 50% / Typed Outline, Bibliography, and Printed Articles w/ cited information highlighted 40% / Peer Critiques 10%). Total=100 Points

4. **Special Occasion #4**: (Individual Speech) You will be required to complete a commemorative speech commemorating a person, group of people, institution, or idea, and deliver a 3-4 minute speech. (Speech 50% / Typed Outline/Bibliography 25%/Peer Critiques 25%). Total=100 Points

5. **Exams**: There will be a midterm and final examinations during the semester. The final will not be comprehensive. They are each worth 100 points. Total = 200 Points

6. **Quizzes**: There will be quizzes given throughout the semester. Each quiz will cover class lectures and material, and assigned textbook readings. Total=200 Points

7. **Class Work and Participation**: You will be required to be an active listener and participant during peer speeches and my lectures. Class participation also includes timing speeches and purposefully completing peer critiques. Turning in Specific Purpose Statements and rough draft outlines, along with handouts for your speeches will count toward your participation grade. Total=100 Points

*Notice to Students with Disabilities*: Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 942-2191. If you need disability accommodations in this class, please see me as soon as possible.

**Academic Advising**: The College of Liberal Arts and Department of Communication, and Mass Media require that students meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student, faculty advisor, and the department chair. Communication, Drama, or Journalism majors who have questions about advising or declaring a major in the department, can call 942-2031. Undeclared majors are supported by ASU’s Center for Academic Excellence located in Library A312, and can be reached at 942-2710.

**Grade Appeal Process**: As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable
evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc.

Honor Code Policy: Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student’s own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one’s own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf

Attendance/Participation
There will be an attendance roll call at the beginning of class, and it is your responsibility to make sure that you answer when your name is called each day; if you fail to attend the beginning class you will be counted absent. Regardless of attendance, you are responsible for class notes, handouts, and deadlines.

Attendance is required in this course. The Communication, Mass Media Department requires all students to attend no less than 75% or the class to pass the course. If you have 11 absences of any kind in a MWF section, 8 absences in a MW or TTH, or 7 absences in a summer class section you will automatically fail this course, regardless of your numerical average. [See http://www.angelo.edu/dept/cdj/faculty/csy12301.htm, the departmental COMM 2301 Policy Statement]. In addition to that policy, you are allowed two absences without penalty on lecture days only in TTH sections. From that point on, 2 points will be deducted from your final grade for arriving late, leaving early, or missing class. Regardless of attendance, you are responsible for class notes, handouts and deadlines. You will be assigned a critique to complete for at least one speaker each speech day you are not to perform. There are no makeup’s. If you are absent when assigned to speak, critique, or take a test, you will receive zero for that grade.

Please note that if you do not complete all four required speeches in this course you will automatically fail the course, regardless of your numerical average in the remaining course requirements.

If you maintain perfect attendance, (zero absences) you will receive a 2 point bonus, added to you final grade. If you miss only one class, you will receive a 1 point bonus.

A student wishing to observe a religious holy day must notify me in writing at least 14 days prior to the classes scheduled on dates the student will be absent. For religious holy days that fall within the first two weeks of the semester, notice should be given on the first day of the semester.
**PLEASE NOTE THE FOLLOWING:**

Regardless of attendance, you are responsible for class notes, handouts and deadlines. There are no make-ups. If you are absent when assigned to speak you must have a documented excuse or **YOU WILL FAIL** the course. If you are absent when assigned to critique or take a test, you will receive a zero for that grade. If you are late on the day you are assigned to speak, 15 points will be deducted from the speech grade. You must speak from note cards, not sheets of paper. You may not deliver a speech from sheets of paper.

**Grading**

Your grade will be dependent upon how many points you have earned throughout the semester. The following is the point/grade breakdown:

- 800 - 900 points = A
- 700 - 800 = B
- 600 - 700 = C
- 500 - 600 = D
- 500 - below = F

**General Class Policies**

1) **Be respectful of others and no cell phone usage during class.** If you need to use your mobile device you will go into the hall to take care of your personal matter and then return to class. If a classmate is speaking you will need to remain seated until they have finished their presentation.

2) If you are speaking while a classmate is giving a speech, I will stop the speech and ask you to leave. You will be counted absent that day, and 3 points will be deducted from your final course grade.

3) If you are text messaging, working on homework from another class, listening to head phones, sleeping or creating any other disruption during class lecture or while a student is speaking, I will stop the class lecture or speech and ask you to leave. You will be counted absent that day, and 3 points will be deducted from your final course grade.

4) If your cell phone goes off during a class lecture or while a student is speaking, 3 points will be deducted from the overall course grade.

5) Yes, the above apply to YOU. Repetitive offenses of the above general class policies will result in being expelled from the course. Take responsibility for your behavior and for your education. Be respectful of those who are here to learn and participate.

1. The ASU Student Handbook contains important information about campus services, programs, policies, and procedures, including such areas as the campus disciplinary rules and the Academic Honor Code. All students are expected to be familiar with this publication and to comply with the policies contained therein. The ASU Student Handbook is available via the ASU website at [www.angelo.edu](http://www.angelo.edu) (Current Students University Publications). Large print versions are available in the Student Life Office, Room 112 University Center.
2. Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

**Spring Semester 2017 Course Outline:**

**Week #1**
- Introduction to course and public speaking, reading assignment: Chapters 1-2

**Week #2**
- Speaking in Public, Ethics in Public Speaking,
  - Reading Assignment: Chapter 3 Listening

**Week #3**
- Listening lecture, Reading Assignment: Ch. 4 Giving Your First Speech,
  - Ch 5 Selecting a Topic, Ch 6 Analyzing your Audience, and Ch 7 Gathering Materials

**Week #4**
- **Begin Informative Speech**, Giving Your First Speech, Selecting a Topic and Purpose, Analyzing the Audience, Building outlines, Bibliographies Reading Assignment Ch. 9
  - Organizing the Body of the Speech, Ch. 10 Beginning and ending the Speech, Ch. 11 Outlining the Speech, and Ch. 15 Speaking to Inform,

**Week #5**
- Reading assignments Ch. 14 Using Visual Aids, Ch. 19 Speaking in Small Groups

**Week #6**
- Complete Informative Career Speeches #1,

**Week #7**
- Lecture: Introduction to PowerPoint, Visual Aids, Read Ch. 8 Supporting your ideas
  - Review for midterm, MIDTERM EXAM

**Week #8**
- Spring Break

**Week #9**
- Multi-media speech review

**Week #10**
- **Begin Multi-Media Speech #2,**

**Week #11**
- Complete Multi-Media Speech #2 Read Ch. 16

**Week #12**
- Speaking to Persuade, Ch 17 Methods of Persuasion

**Week #13**
- **Begin Persuasive Speeches #3**Complete Persuasive Speech #3 Speaking on Special Occasions, Reading Assignment: Chapter 18 Special Occasion

**Week #14**
- Special Occasion lecture and Microphone Usage

**Week #15**
- **Begin/Complete Special Occasion Speech #4** Review for final exam

**Week #16**
- FINAL EXAMS

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<td><strong>Tuesday, May 9, 2017</strong></td>
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<td><strong>Thursday, May 11, 2017</strong></td>
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