COURSE DESCRIPTION
Planning, organizing, and delivering of general platform speeches and speeches for special occasions.

COURSE MATERIALS
• Flash/Jump Drive, Access to Blackboard, Angelo State E-mail

ASSIGNMENTS
Speeches: There are four graded speeches—some will require a preparation outline, a bibliography, and occasionally visual aids. If you fail to turn in these materials on the assigned day, you will receive a ZERO. Handouts will be provided in class detailing criteria for each speech.

Failure to turn in required outlines and present any of the four required speeches will result in an automatic zero for the course regardless of your overall grade. Please be clear about this, missing a speech will result in an “F” for the semester.

1. Informative Speech [200 points] (CS1, CS2): For this assignment you will learn to organize, clarify, refine, and deliver informative messages.
2. Persuasive Speech [200 points] (CS3): For this assignment you will learn to critically construct, evaluate, and deliver persuasive arguments through various appeals and reasoning.
3. Group Speech [200 points] (TW1, TW2): In this speech you will utilize public speaking principles we learned in class and apply them in a group speech setting. Additionally, this will allow you to effectively engage with the San Angelo community while exploring civic responsibility.
4. Special Occasion Speech [100 points]: For this assignment, you will use what you have learned about audience analysis, language use and organization to construct and deliver a special occasion speech.

Participation Points [100 points]: In class, you are expected to participate in discussion, oral/written critiques of speeches, practice/impromptu speeches, and other activities. I may also ask you to complete additional written work, video viewings, and other related exercises outside of class. No make-ups will be granted for participation activities.

I reserve the right to alter your participation points if I feel that you are not present in class. Being present in class means that you leave your cell phone OFF, your laptop is for note-taking ONLY, and you are not reading or working on assignments for other classes.

Quizzes: You will be given 2 quizzes throughout the course of the semester, each worth 50 points for a total of 100 points.

GRADING
Discussion of Graded Assignments: A student wishing to contest a grade must present me with a typed (either e-mail or paper), well thought out case regarding the evaluation within one week of having received the evaluation of the assignment in question. The argument must be related to the assignment as presented, and based on how it compares with the criteria for the assignment (not how it compares with someone else’s work or how it will affect a student’s GPA). Once the student has submitted his or her argument to me, I will respond in writing within 7 days. Then we may meet face-to-face to view the speech in question, and discuss ways to improve future papers/presentations.

Grades are determined on a straight percentage scale based on the number of points earned out of a maximum of 1,000 points. There will be no further rounding or curving of grades. Final grades are calculated as follows:
Informative Speech 200 points
Persuasive Speech 200 points
Special Occasion Speech 100 points
Group Speech 200 points
Quizzes (2 @ 50 each) 100 points
Final Test 100 points
Participation 100 points
TOTAL 1,000 points

COURSE POLICIES

Instructional Methods: A significant amount of the teaching in this course is done by you through the presentation, observation, and evaluation of in-class exercises and performances. You will learn communication skills by practicing them.

Academic Advising: The Department of Communication and Mass Media require that students meet with a Faculty Advisor as soon as they are ready to declare a major. Communication and Mass Media majors who have questions can call 325-942-2031. Undeclared majors are supported by ASU’s Center for Academic Excellence located in Library A312, and can be reached at 325-942-2710.

Attendance: Attendance is required. You cannot do public speaking without a public. A roll sheet will be passed around each day during the first ten minutes of class. It is your responsibility to sign in (being present but not signing the roll is the same as being absent). The following policy will be enforced in this class:

1. Your first TWO unexcused absences are without penalty. If you do miss a class, it is your responsibility to get the information that was covered from Blackboard, your textbook and from one of your classmates.
2. Your third absence will lower your final course average by 50 points or the equivalent of ½ of a letter grade. (ex: If you have 820 points, you will be reduced to 770 points).
3. Each subsequent unexcused absence will lower your final course average by 50 points (½ letter grade).
4. An unexcused tardy (ten minutes late or more) is considered an absence.

Absences on Exam and/or Presentation Days: Please note that an unexcused absence on exam or presentation days will result in a zero (0). You must give your presentation/take your exam on the day it is scheduled. NO EXCEPTIONS.

Excused Absences: You will be given an excused absence when acting as an official representative of the University, provided you give me written verification from the faculty/staff supervisor of the event. For all other absences to be considered excused, official documentation must be submitted to me verifying the reason for your absence.

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.

Cell Phones: Cell phone use, in any mode at any time, is not permitted in the classroom. If you are expecting an important call/text/email you must notify me BEFORE class begins. Students who ignore this policy will be asked to leave the classroom and counted absent for the day.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation. 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.

Assignments turned in after class on the due date are considered late. Late assignments are not accepted. In addition, the tentative course schedule does not allow flexibility in rescheduling presentations. Don’t miss class on a day you are scheduled to speak. Unexcused absences on presentation or exam days and will earn a grade of zero; no make-ups will be granted. If you miss an in-class activity for participation points, you will earn a zero for that assignment (unless you have a University excused absence).
Typed Work: (presentation preparation, essay assignments, etc.) must be typed. Failure to type any written portion of an assignment will result in a zero for that assignment. Since peer evaluations are due at the end of class they may be hand written. Any assignments completed in class as part of class participation may also be hand written.

Visual Aid Backups: You will often be required to design and deliver presentations using PowerPoint software and computer projection systems. While every effort is made to keep the equipment in working condition, on occasion the equipment may not work properly. Please be prepared: back up any visual aids (e-mail them to yourself, bring two flash drives, etc). Please also be prepared to present even if technology fails you.

Classroom Civility: Please remember to turn off all cell phones or other noisy devices before entering the classroom each day. Distracting behavior during speech days (i.e., working on laptops, or talking) may result in a reduction of points on your own speech. On presentation days, please arrive on time or early and, if you're late, please wait outside until the first presentation is completed.

Freedom of Expression: Each student is strongly encouraged to participate in class. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with me. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Academic Integrity: University standards regulating academic integrity (e.g., cheating, plagiarism, etc.) are strictly enforced. Infractions may result in a zero for the assignment or a failing grade in the course.

Plagiarism is a serious offense; you must cite the source of any material, quoted or paraphrased, used in your presentation. The absence of this documentation constitutes plagiarism - a serious academic and professional offense. Proper documentation requires a bibliography of any outside texts you have consulted including both traditional sources and on-line sources.

Putting your name on a piece of work in which any part is not yours, is plagiarism – unless the borrowed thought or wording is clearly marked and the work is fully identified. ALL presentations are to be your original work. Using speeches or presentations from previous semesters or other classes is still considered plagiarism. Unauthorized collaboration on presentations (with a student in your section or another student in a different section) is not allowed without prior approval from your instructor. If you are caught being dishonest, you will be given an “F” for the assignment and/or the course depending on the severity of the offense.

CORE CURRICULUM STUDENT LEARNING OBJECTIVES
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.

PROGRAM STUDENT LEARNING OBJECTIVES
1. Evaluate communication competence of self and others.
2. Recognize and understand key issues related to communication theory and media/speech ethics.
3. Create original communication products (speeches, campaigns, papers, videos, etc.) both individually and in collaboration with other students and/or community partners.

STUDENT LEARNING OUTCOMES
Critical Thinking
- CT1 – Gather, analyze, evaluate, and synthesize information relevant to a question or issue.
- CT2 – Develop and demonstrate a logical position (i.e. perspective, thesis, hypothesis) that acknowledges ambiguities
or contradictions.

Communication
- CS1 – Develop, interpret, and express ideas through effective written communication.
- CS2 – Develop, interpret, and express ideas through effective oral communication.
- CS3 – Develop, interpret, and express ideas through effective visual communication.

Teamwork
- TW1 – Consider different viewpoints as a member of a team.
- TW2 – Work effectively with others to support and accomplish a shared goal.

Personal Responsibility
- PR1 – Demonstrate the ability to evaluate choices, actions and consequences as related to ethical decision-making.

Social Responsibility
- Students will increase their knowledge of civic responsibility through class discussion and by reflecting on their volunteer experience during the course.
- Students will demonstrate effective community engagement by interacting with a community organization as they volunteer their time and skills.

**COMM 1315 is an ASU Designated Community Engaged Class**
This class focuses on social responsibility, and will include lectures and activities that will broaden your awareness of civic responsibility and of effective community engagement. As part of the CONNECT! Grant, you will have the opportunity to participate in a community-based activity that will expand your knowledge of the various community needs and meaningful ways to help. You will work in groups and individually on civic responsibility issues pertaining to your learning project and reflect on your experiences. There may be forms to fill out that you may not have in other courses.
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<tr>
<th>WEEK</th>
<th>CLASS</th>
<th>DEADLINES</th>
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<tr>
<td><strong>WEEK 1</strong>&lt;br&gt;Aug 28/30/1</td>
<td>Course Introduction&lt;br&gt;Ch. 1 – Becoming a Public Speaker&lt;br&gt;Ch. 3 – Managing Speech Anxiety</td>
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<td><strong>WEEK 2</strong>&lt;br&gt;Sep 6/8</td>
<td>Ch. 4 – Listeners &amp; Speaker&lt;br&gt;Listening Quiz&lt;br&gt;Ch. 5 – Ethical Public Speaking (Ethics Quiz)</td>
<td>No class September 4</td>
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<td><strong>WEEK 3</strong>&lt;br&gt;Sep 11/13/15</td>
<td>Ch. 6 – Analyzing The Audience&lt;br&gt;Informative Assignment&lt;br&gt;Ch. 23 – The Informative Speech&lt;br&gt;Ch. 7 – Selecting Topic &amp; Purpose (Workshop)</td>
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<td><strong>WEEK 4</strong>&lt;br&gt;Sep 18/20/22</td>
<td>Library/Research Orientation (Sept 18)&lt;br&gt;Ch. 8 – Developing Supporting Material&lt;br&gt;Ch. 9 – Finding Credible Print &amp; Online Materials</td>
<td>Informative Draft Due (Sept 20)&lt;br&gt;Hard copy IN CLASS</td>
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<td><strong>WEEK 5</strong>&lt;br&gt;Sep 25/27/29</td>
<td>Ch. 10 – Citing Sources In Your Speech&lt;br&gt;Ch. 17 – Methods of Delivery&lt;br&gt;Ch. 18 – The Voice In Delivery&lt;br&gt;Ch. 19 – The Body In Delivery&lt;br&gt;Ch. 20 – Speaking With Presentation Aids</td>
<td>Informative Speech Due&lt;br&gt;Hard copy IN CLASS (Sep 29)&lt;br&gt;“Turn It In” by 5 pm</td>
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<td><strong>WEEK 6</strong>&lt;br&gt;Oct 2/4/6</td>
<td>Informative Speech Presentations</td>
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<td><strong>WEEK 7</strong>&lt;br&gt;Oct 9/11/13</td>
<td>Informative Speech Presentations</td>
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<td><strong>WEEK 8</strong>&lt;br&gt;Oct 16/18/20</td>
<td>Ch. 24 – The Persuasive Speech&lt;br&gt;Ch. 25 – Developing Arguments For The Persuasive Speech&lt;br&gt;Workshop</td>
<td>Topics due October 18</td>
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<td><strong>WEEK 9</strong>&lt;br&gt;Oct 23/25/27</td>
<td>Ch. 26 – Organizing The Persuasive Speech&lt;br&gt;Fallacies</td>
<td>Informative Draft Due (Oct 27)&lt;br&gt;Hard copy IN CLASS</td>
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<td><strong>WEEK 10</strong>&lt;br&gt;Oct 30&lt;br&gt;Nov 1/3</td>
<td>Workshop&lt;br&gt;Sample Speeches</td>
<td>Persuasive Speech Due&lt;br&gt;Hard copy IN CLASS (Nov 1)&lt;br&gt;“Turn It In” by 5 pm</td>
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<td><strong>WEEK 11</strong>&lt;br&gt;Nov 6/8/10</td>
<td>Persuasive Speech Presentations</td>
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<td><strong>WEEK 12</strong>&lt;br&gt;Nov 13/15/17</td>
<td>Persuasive Speech Presentations</td>
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<td><strong>WEEK 13</strong>&lt;br&gt;Nov 20</td>
<td>Ch. 29 – Collaborating &amp; Presenting In Groups&lt;br&gt;Introducing Group Members</td>
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<td><strong>WEEK 14</strong>&lt;br&gt;Nov 27/29/1</td>
<td>Special Occasion Lecture / Workshop&lt;br&gt;Special Occasion Speech Presentations</td>
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<td><strong>WEEK 15</strong>&lt;br&gt;Dec 4/6/8</td>
<td>Group Speech Presentations</td>
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<td><strong>WEEK 16</strong>&lt;br&gt;Finals</td>
<td>Monday, Dec 11&lt;br&gt;10:30 – 12:30</td>
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