Policy and Syllabus for COMM 1315

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Instructor of Communication
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Phone: 325-486-6078

Office Hours
Mon & Wed: 10 am to 11 am; 2 pm to 4:30 pm
Tues & Thurs: 9:20 am to 10:50 am
And by appointment

OVERVIEW OF COURSE

Textbook
- Other materials: a tablet or laptop, thumb drive, access to ASU email and Blackboard and the Google Suite (Google Drive, Google Sheets, etc.) via your angelo.edu account

Course Description
COMM 1315 is a course designed to help students across academic majors to learn how to communicate effectively in public by understanding and analyzing the audience and situation then creating an appropriate message. Core public speaking skills are message clarity, organization, language, delivery, and the use of multimedia/presentation technology. Emphasis will be placed on presenting a variety of speeches throughout the semester.

Student Learning Outcomes
- Critical Thinking Skills (CT) - Gather, analyze, evaluate, and synthesize information relevant to a question or issue and construct a logical position (i.e. perspective, thesis, and/or hypothesis) that acknowledges ambiguities or contradictions.
- Communication Skills (CS) - Develop, interpret, and express ideas through effective written, oral, and visual communication.
- Teamwork Skills (TW) - Consider different viewpoints as a member of a team in order to work effectively with others to support and accomplish a shared goal.
- Attitudes and Behaviors Displaying Social Responsibility (SR) - Demonstrate intercultural competence, knowledge of civic responsibility, and engagement in the campus, regional, national or global communities.
- Attitudes and Behaviors Displaying Personal Responsibility (PR) - Demonstrate the ability to evaluate choices, actions and consequences as related to ethical decision making.

ASSIGNMENTS

Major Speech Assignments
Over this semester you will give 4 graded speeches: an informative speech, a persuasive speech, a group speech (using Monroe’s Motivated Sequence), and a special occasions speech. If you fail to show up on your speech day, you will receive a zero. The informative, persuasive, and group presentations will
require an outline that will be due in the days prior to the speech day. Detailed instructions for each speech will be given in an assignment sheet during class.

**Failure to present any of the four speeches will result in an automatic zero for the course, regardless of your overall grade. Missing a speech will result in an F for the course.**

**Other Assignments**

**Reading Quizzes:** The quizzes are open book and are on Blackboard. You have 3 attempts to take each quiz before the due-date posted on your syllabus. I will take the highest grade out of those 3 attempts. I will not accept late reading quizzes.

**Participation:** You must speak up in class and participate in classroom discussion in order to receive credit for participation. This is not a lecture-based class. You must participate in classroom discussion to get the full learning experience in this class. There will also be times when you break into groups. You must be active in all group work.

**Final Exam:** The final exam will be both cumulative and reflective on your experiences in the class. There will be a review period before the exam.

**GRADING**

**Grading System:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informative Speech</td>
<td>150</td>
</tr>
<tr>
<td>Informative Speech Outline</td>
<td>50</td>
</tr>
<tr>
<td>Persuasive Speech</td>
<td>150</td>
</tr>
<tr>
<td>Persuasive Speech Outline</td>
<td>50</td>
</tr>
<tr>
<td>Group Speech (MMS)</td>
<td>150</td>
</tr>
<tr>
<td>Group Speech (MMS) Outline</td>
<td>50</td>
</tr>
<tr>
<td>Peer Evaluation</td>
<td>50</td>
</tr>
<tr>
<td>Special Occasions Speech</td>
<td>100</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Participation</td>
<td>50</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
</tbody>
</table>

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1000-900</td>
</tr>
<tr>
<td>B</td>
<td>899-800</td>
</tr>
<tr>
<td>C</td>
<td>799-700</td>
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<tr>
<td>D</td>
<td>699-600</td>
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<tr>
<td>F</td>
<td>599 and below</td>
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</tbody>
</table>

Grades are determined on a straight percentage scale based on the number of points earned out of a maximum of 100. There will be no curving. If you wish to contest a grade, you must give me a typed rationale regarding the evaluation within one week of having received the evaluation. The rationale must be related to how the assignment in question compares to the expectations and criteria given for the assignment. The rationale should not mention how the evaluation compares to your peers, or how the evaluation hurts your GPA. Once I have received the rationale, we may meet face to face to discuss the evaluation further and to discuss preventative measures for the future.
COURSE POLICIES

Attendance: Regular attendance is required. You cannot do public speaking without a public. I will take attendance each day during the first 5 minutes of class. It is your responsibility to be on time to class. That means being seated and engaged by the time that class begins.

The student is allowed to miss 3 days (MWF), 2 days (T/R), and 1 day (if class meets once a week) without penalty to the final grade. However, a student’s absence will result in a zero for all work/assignments completed on that day. Once a student misses more than the allotted absences mentioned above, two (2) points will be deducted from the student’s FINAL average for each additional absence. This number includes both EXCUSED and UNEXCUSED absences. You will be counted absent if you are not present for the entire class. Three tardies (more than 10 minutes) will result in an absence.

To be considered excused for a class absence, the student must be excused through the school as they will be attending a school sponsored event. In these cases, it is the responsibility of the student to complete any assignments they will be missing prior to their departure. Please come talk to me if as soon as you know you will be missing a class.

Absences on Presentation Days: Please note that absences on presentation days are unexcused absences and will result in a zero (O). You must give your presentation on the day it is scheduled. No exceptions.

Religious Holiday Observance: University Policy/Procedure Re: Religious Holidays 1. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. 2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. 3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Academic Advising: The Department of Communication and Mass Media requires 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.

Honor Code Policy: Violations of academic integrity are very serious matters. 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. Specifics on this are classified under “Student Misconduct” in the Student Handbook. https://www.angelo.edu/student-handbook/
**Academic Disability Statement:** The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting:

Mrs. Dallas Swafford, Director of Student Development  
325-942-2047 office or 325-942-2211 Fax  
dallas.swafford@angelo.edu  
University Center, Suite 112B

**Plagiarism:** 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 online sources.

Putting your name on a piece of work in which any part is not your 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 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.

**Technology in the Classroom:** Cell phones, tablets, and laptops are permitted in the classroom when I grant permission for a specific assignment. There will be many times when I assign work that requires collaborating on a spreadsheet during class, doing reading quizzes at home, and other interactive, innovative teaching methods.

**Class Etiquette:** Please be a courteous student and peer. It is important that you learn to express ideas without resorting to name calling, labeling, and disrespecting others who have different views than your own.

Misuse of cellphones in class will result in you being counted absent for the day. Misuse of cellphones on a speech day will result in your speech grade being dropped by a letter grade. Students may not use Snapchat, Instagram, Facebook, or any other social media outlet to post pictures or videos of other students or their performance in the classroom. Failure to comply with this rule will result in you being reported to the Dean of Student Life.
<table>
<thead>
<tr>
<th>Week</th>
<th>Class</th>
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<tbody>
<tr>
<td>Week 1 Jan 17</td>
<td>Review Syllabus; Class Introductions</td>
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</table>
| Week 2 Jan 22-Jan 24 | Ch. 1 Speaking in Public  
Ch. 2 Ethics and Public Speaking  
Chapter 5: Selecting a Topic  
Quiz 1: Chapters 1 and 2  
Due Mon, Jan 22, at midnight  
Chapter 6: Analyzing Your Audience  
Chapter 15: Speaking to Inform  
*informative speech assignment handed out*  
Topic for Informative and Persuasive speeches  
Due at the beginning of class  
Quiz 2: Chapters 5, 6, and 15  
Due Wed, Jan 24, at midnight  |
| Week 3 Jan 29-Jan 31 | Chapter 7: Gathering Materials  
Chapter 8: Supporting Your Ideas  
Chapter 9: Organizing the Body of your Speech  
Chapter 11: Outlining the Speech  
Library Day  
Meet in the 1st floor of the library  
Quiz 3: Chapters 7, 8, and 9  
Due Mon, Jan 29, at midnight  |
| Week 4 Feb 5-Feb 7 | Chapter 10: Beginning and Ending the Speech  
Chapter 11: Outlining the Speech  
Class workshop on outlines  
Quiz 4: Chapters 10, 12, 13, and 14  
Due Mon, Feb 5, at midnight  
Chapter 12: Using Language  
Chapter 13: Delivery  
Chapter 14: Using Visual Aides  
Final Draft of Informative Preparation Outline  
Due at the Beginning of Class  |
| Week 5 Feb 12-Feb 14 | Speech Day -- Informative  
*speaking order on Blackboard  |
| Week 6 Feb 19-Feb 21 | Speech Day -- Informative  
Speech Day -- Informative  |
| Week 7 Feb 26-Feb 28 | Chapter 16: Speaking to Persuade  
*Persuasive Speech 1 assignment handed out*  
Quiz 5: Chapters 16 and 17  
Due Monday, Feb 26, at midnight  
Chapter 17: Methods of Persuasion  
Rough Draft of Persuasive Preparation Outline  
Due at the beginning of class  |
| Week 8 Mar 5-Mar 7 | Class workshop on outlines  
*Rcont Discussion*  
Final Draft of Persuasive Preparation Outline  
Due at the beginning of class  |
| Week 9 Mar 12-Mar 16 | Spring Break!!!!  |
| Week 10 | Speech Day -- Persuasive  
*speaking order on Blackboard  |
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<thead>
<tr>
<th>Date Range</th>
<th>Day</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Mar 19-Mar 21</td>
<td>W</td>
<td><strong>Speech Day -- Persuasive</strong></td>
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<tr>
<td><strong>Week 11</strong></td>
<td>M</td>
<td><strong>Speech Day -- Persuasive</strong></td>
</tr>
<tr>
<td>Mar 26-Mar 28</td>
<td>W</td>
<td><strong>Speech Day -- Persuasive</strong></td>
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<tr>
<td><strong>Week 12</strong></td>
<td>M</td>
<td>Chapters 16 and 17 revisited (Monroe’s Motivated Sequence)</td>
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<tr>
<td>April 2-April 4</td>
<td>M</td>
<td><em>Group Speech Assignment Sheet handed out</em></td>
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<tr>
<td></td>
<td>W</td>
<td>Ch 19 Speaking in Small Groups</td>
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<tr>
<td></td>
<td>W</td>
<td>*Cont Discussion of MMS Group Workshop</td>
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<tr>
<td><strong>Week 13</strong></td>
<td>M</td>
<td><strong>Group Workshop</strong></td>
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<tr>
<td>April 9-April 11</td>
<td>W</td>
<td><strong>Group Workshop</strong></td>
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<tr>
<td><strong>Week 14</strong></td>
<td>M</td>
<td><strong>Speech Day -- Group Speech MMS Persuasive</strong></td>
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<tr>
<td>April 16-April 18</td>
<td>W</td>
<td><strong>Speech Day -- Group Speech MMS Persuasive</strong></td>
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<tr>
<td><strong>Week 15</strong></td>
<td>M</td>
<td>Chapter 18: Speaking on Special Occasions</td>
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<tr>
<td>April 23-April 25</td>
<td>W</td>
<td><strong>Speech Day -- Special Occasions</strong></td>
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<tr>
<td><strong>Week 16</strong></td>
<td>M</td>
<td><strong>Speech Day -- Special Occasions</strong></td>
</tr>
<tr>
<td>April 30-May 2</td>
<td>W</td>
<td>Review for Final Exam</td>
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<tr>
<td><strong>Final Exam</strong></td>
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<td><strong>Monday, May 7, at 1 pm</strong></td>
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