Instructor information
Email: leslie.rodriguez@angelo.edu
Telephone: 325/486-6089
Office: Library B314

Office Hours
By appointment

Readings

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.

Blackboard
We will be using Blackboard to conduct this class. It is your responsibility to insure that you can access this site. Contact IT if you have any problems. Each week, I will post your assignments for you on Blackboard. You will then be required to complete these assignments through Blackboard. Exams will also be taken on Blackboard. In short, you need to insure that you have access to this site and that you know how to navigate around on this site.

Student Learning Outcomes
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.
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 communication.
TW1: Consider different viewpoints as a member of a team.
TW2: Work effectively with others to support and accomplish a shared goal.
PR1: Demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making.

Course requirements: (total = 1000 pts)
☐ Informative Speech (CS2, CS1) = 150 pts.
A 4-6 minute informative, unbiased speech about a topic of controversy at the local, state, national, or international level, where both sides of the issue are presented. Preparation outline will be required.

☐ Persuasive Speech (CT2) = 150 pts.
A 5-7 minute persuasive speech where the student chooses a side from their informative speech to advocate. Preparation outline will be required.

☐ Persuasive Speech (Monroe’s Motivated Sequence) (CS3) = 200 pts.
A 6-8 minute persuasive speech where the student attempts to persuade the audience to volunteer for a non-profit organization. Preparation outline will be required. Multimedia requirement for this speech.

☐ Special Occasion Speech = 50 pts
A 1-3 minute wedding toast, eulogy, or acceptance speech.
Quizzes = 100 pts
Discussion Board = 175 pts
Peer Critiques = 75 pts
Final Exam = 100 pts.

Grade Scale:
A = 1000-900 pts.
B = 899-800 pts.
C = 799-700 pts.
D = 699-600 pts.
F = 599 and lower

General Course Requirements
Every student is required to complete four graded public speaking assignments. All topics must be approved and cleared by your instructor for each speech. These speeches build on material and concepts presented in class and text. Speech types will include an informative (1) and persuasive (2) speeches. Failing to submit a speech on the assigned date by the assigned time will result in receiving an “F” in the course as according to department policy not delivering all four speeches will result in automatically failing the class regardless of your numerical average.
• Each student is required to take tests and quizzes over material covered in class and in the text. These may include multiple-choice, true-false, short answer, and essay questions.
• You are expected to keep up with your assignments and to be prepared to discuss the material in class, and take chapter quizzes on assigned material.

Course Policies
1. Guidelines for Recording and Uploading Speeches on YouTube
All four speeches will need to be uploaded to YouTube by the due date and time indicated in each week’s folder and assignments. You will also need to provide me a link to the video by the due date and time. I will instruct you as to where to copy the link as the due date approaches.
If you are unfamiliar with the process of uploading a video, I recommend giving it a trial run far before the actual due date so you will not run into uploading problems. I will NOT accept any excuses for late speeches, so make sure you get it done on time. Also, at times, the uploading speeds can be slow on YouTube; therefore, I recommend not waiting until the last minute to upload your video. When you upload your speeches on YouTube, you will have the option to make it private or public. You must make your speech PUBLIC in order for me to view and grade it. If you are concerned about someone getting to the video thru a simple search, give your speech title a name that would not be searchable, for example 87tyui403847. Nobody would be able to guess that nor would it come up in a simple search. Once the speech is uploaded, you will provide me a link. Before sending me this link, make sure that you or someone else tests that link to insure that it works. Now let us look at some video recording requirements:
Being that this is a Public Speaking class, it is essential that we keep the “PUBLIC” in it although the class is being offered online. As such, you will be required to secure 5 adults to be part of your audience. They will need to remain present through your entire speech. When you start recording, yet before you start speaking, I ask that the person controlling the video camera will pan the audience so I can see that you have five adults present. The five adults include the individual working the video recorder. After the panning of the audience, the video camera needs to zoom in on only the speaker providing a full frontal view (head to waist). I want the camera zoomed in as much as possible while keeping a full body view of the speaker. This step is necessary as I need to be able to see nonverbal actions of the speaker (eye contact, gestures, posture, facial expressions, etc.). The camera should not move during the speech. Also, once you start recording, you should not stop and restart the video at any spot. If you do so, you will need to start over from the panning of the audience. If you edit your video, this will result in an automatic F in the course as you will not receive credit for the speech. Once you finish recording your speech, and after uploading your speech, you need to insure that I can see and hear it. A speech that is turned in yet cannot be heard or seen will result in a zero and AN F IN THE COURSE. Allow for problems by doing things ahead of time. Also, you may use an outline or notecard during your speech but you may not use cue cards or read off anything that is located in the audience or in front of you.
I will provide an example before your first formal speech so you can see a speech that is recorded appropriately. So what can you record your speeches with? Thanks to technology, most smart phones provide the ability to record a video that can be seen without issue. If you do not have a smart phone, maybe a friend does...he/she can be an audience member. Or, you will have to find a video camera that can hook up to a computer for uploading. I'm not too concerned with what you record your speech, as long as I can see you well and hear you well. You may want to practice with some sample videos just to get the process of uploading down. If I cannot hear or see you, I will not grade it. So just some small stuff now. You may use notecards or a speaking outline (abbreviated outline of your full formal outline) when you speak. I will grade for eye contact. So, it is important that you use your outline only for keeping your place and providing you with small details. More to come on this during the course. Also, you MAY use a lectern or a podium.

2. Late Speeches
If you do not submit a speech by the due date and time, and do not have a legitimate reason for doing so (you’re your hospitalization, funeral of immediate family member), YOU WILL RECEIVE AN “F” IN THE COURSE. Technical difficulties, can’t find enough audience members, uploading problems, and nonworking youtube links, etc. are not legitimate reasons and will result in your receiving an F in the course. Only if an absence is excused through the school or the instructor will a student be allowed to make up a speech. If you have a legitimate reason (as noted above) for not submitting, YOU ARE REQUIRED TO CONTACT THE INSTRUCTOR TO LEARN OF YOUR NEW DUE DATE. Remember though, a missed speech that is not excused results in you receiving an F in the course regardless of your numerical average.

3. Late Tests
If you miss a test due to an excused absence (i.e., your hospitalization, funeral of immediate family member), you must make the test up within a reasonable length (no more than one week, desirably less.) All arrangements for making up work should be made prior to the absence, if possible, and is the student’s responsibility. A typed, signed and dated explanation must be given to the instructor upon returning to class.

4. Academic Misconduct
Plagiarism in your speech will result in an F in the course, and the instructor may pursue additional measures. Speeches are to be the original composition of each student. Outside sources are required for each assignment with proper citing during the speech and in a bibliography as required.

5. Class Etiquette
Please be a courteous student and peer.

6. Dress Requirement
Appropriate dress is required for each speech. Please wear casual clothing and shoes when you record your speeches. Wear what you would wear if you were coming to class.

7. 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

8. 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
9. Religious Holiday Observance
A. “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.
B. 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.
C. 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.

*Tentative Schedule – COMM 1315 Public Speaking Summer II 2018

**Week 1**

**July 10th:** Introduction to Course, Overview of Syllabus  
Chapter 1: Speaking in Public  
Chapter 2: Ethics and Public Speaking  
Work on Special Occasions Speech

**July 11th:** Chapter 18: Speaking on Special Occasions  
Work on Special Occasions Speech  
Chapter 5: Selecting a Topic and Purpose  
Chapter 6: Analyzing Your Audience

**July 12th:** Informative Speech Assigned  
Chapter 7: Gathering Materials  
Supporting Your Ideas  
Chapter 8  
Chapter 15: Speaking To Inform  
Work on Special Occasion Speech

**July 13th:** Special Occasions Speeches Due; All Week 1 Assignments are Due

**Week 2**

**July 16th:** Chapter 10: Beginning and Ending the Speech  
Chapter 12: Using Language  
Work on Informative Speech

**July 17th:** Chapter 13: Delivery  
Work on Informative Speech

**July 18th:** Work on Informative Speech
July 19th:  Work on Informative Speeches
July 20th:  Informative Speeches Due, Informative Speech Outline Due; All weekly Assignments Due

**Week 3**

July 23rd:  Chapter 16: Speaking to Persuade; Chapter 17: Methods of Persuasion
Read Persuasive Assignment and other contents in Persuasion Folder.
July 24th:  Chapter 16&17 Continued
Work on Persuasive Outline and Speech.
July 27th:  Persuasion Outline due, Speech Due, All Assignments due

**Week 4**

July 30th-Aug 1st:  Monroe’s Motivated Sequence Speech Assigned
Read Persuasive (MMS) Assignment
Choose Non-Profit Organization
Aug 2nd:  Work on Persuasive (MMS) Speech
Aug 3rd:  Persuasive (MMS) Outline and Powerpoint Due; All other weekly assignments due

**Week 5**

Aug 6th:  MMS Youtube Link due on Blackboard by 12 noon
Aug 7th:  Final Exam (Chapter 16&17) and Final Critique Due and other assignments due by 8:00 pm.
Aug 8th:  Course Wrap Up