Public Speaking
COMM 1315.D10
Online Instructional Method
https://blackboard.angelo.edu/

Instructor: Professor Mangrum
Office: Library Building, Room B336
Virtual Office Hours: By Appointment M/W 11:30-1:00pm, T/TH 12:30–2:00pm (Blackboard Collaborate)
Phone: 325-486-6084 Email: leah.mangrum@angelo.edu
(allow 24-48 hours for thorough responses to your questions)

There will 3 required online synchronous meetings for this course:
(a poll will be provided to sign up for meeting times)

Required Textbook:
The Art of Public Speaking, 12th edition
Author: Stephen E. Lucas
Available for purchase and for rent at the ASU Bookstore
Access any device with a web browser (sharing limit 2, print and copy/paste limit 2% of total pages)
Publisher: McGraw-Hill Higher Education

Student Learning Outcomes:
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.

Upon completion of this course, students should be able to:
- Gather, analyze, evaluate, and synthesize information relevant to a question or issue. (CT1)
- Develop and demonstrate a logical position (i.e., perspective, thesis, hypothesis) that acknowledges ambiguities or contradictions. (CT2)
- Develop, interpret, and express ideas through effective written communication. (CS1)
- Develop, interpret, and express ideas through effective oral communication. (CS2)
- Develop, interpret, and express ideas through effective communication. (CS3)
- Consider different viewpoints as a member of a team. (TW1)
- Work effectively with others to support and accomplish a shared goal. (TW2)
- Demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making. (PR1)

Methods for Assessing Learning Outcomes:
Informative Speech: (15% of Final Grade)
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.
Special Occasion Speech: (10% of Final Grade)
A 2-4 minute wedding toast, eulogy, or acceptance speech.

Persuasive Speech: (15% of Final Grade)
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): (20% of Final Grade)
A 6-8 minute persuasive speech where the student groups attempt to persuade the audience to volunteer for a non-profit organization. Preparation outline will be required. There is also a multimedia requirement for this speech.

Discussion Topics (15% of Final Grade)
You will be graded on informed participation in online asynchronous discussions. You will be expected to contribute to class discussions based on speeches, assigned readings, outlines, evaluation, prompt delivery of materials and meaningful contribution to assignments.

<table>
<thead>
<tr>
<th>Weekly Assessment</th>
<th>Summative Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 Postings on time and responds to 2 other posts in a very insightful and reflective manner.</td>
<td>Your activity log in Blackboard shows you logged in regularly.</td>
</tr>
<tr>
<td>20 Postings on time, however with limited insight or analysis (that is posted for the sake of having to post).</td>
<td>Your activity log in Blackboard shows you logged in fairly regularly.</td>
</tr>
<tr>
<td>15 &amp; below Last minute postings. No reflection or critical thinking involved in contributions.</td>
<td>Your activity log in Blackboard shows you logged in at the last minute, that is, mostly on the specified due date.</td>
</tr>
<tr>
<td>0 No postings.</td>
<td></td>
</tr>
</tbody>
</table>

Quizzes: (10% of Final Grade)
The quizzes will draw from lectures, readings, online discussions and all other material and activities used in the course. There will be 11 quizzes in this course.

Final Exam: (15% of Final Grade)
There will be one multiple-choice final exam at the end of the semester based on material covered during the entire course. The final exam will be made available from December 10-13.

Grading Criteria:
You will be evaluated on the following:
1) the level of your engagement with the course materials (as evidenced in written work and discussion)
2) your capacity to explain your ideas and analysis in articulate and well-written forms
3) your ability to creatively explore theories and methodologies

How final grades will be calculated:
90-100%     A
80-89%      B
70-70%      C
60-69%      D
under 60%   F
Blackboard Course Navigation:
The Course Schedule in the Course Resources section on the left-hand gray blue panel in Blackboard, provides an illustration of all due dates in the course. All course activities are due by 11:59pm on date specified - No Exceptions

All written assignments will be saved as .pdf. Instructions to save webpage as .pdf, to save a word document as .pdf and to use print screen on a personal computer, will be located in the Course Resources section of Blackboard.

The Lessons section in Blackboard lists weekly module pages that identify each task to be completed for that week. The weekly folders include links to readings, assignments, discussions and related media.

<table>
<thead>
<tr>
<th>Week</th>
<th>Tentative Course Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course Overview and Communication</td>
</tr>
<tr>
<td>Week 2</td>
<td>Speaking &amp; Listening</td>
</tr>
<tr>
<td>Week 3</td>
<td>Speech Preparation</td>
</tr>
<tr>
<td>Week 4</td>
<td>Organizing &amp; Outlining</td>
</tr>
<tr>
<td>Week 5</td>
<td>Informative</td>
</tr>
<tr>
<td>Week 6</td>
<td>Evaluations</td>
</tr>
<tr>
<td>Week 7</td>
<td>Varieties of Public Speaking</td>
</tr>
<tr>
<td>Week 8</td>
<td>Special Occasion</td>
</tr>
<tr>
<td>Week 9</td>
<td>Persuasive</td>
</tr>
<tr>
<td>Week 10</td>
<td>Evaluations</td>
</tr>
<tr>
<td>Week 11</td>
<td>Persuasive (Monroe’s Motivated Sequence) – Online Meeting</td>
</tr>
<tr>
<td>Week 12</td>
<td>Persuasive (Monroe’s Motivated Sequence)</td>
</tr>
<tr>
<td>Week 13</td>
<td>Persuasive (Monroe’s Motivated Sequence)</td>
</tr>
<tr>
<td>Week 14</td>
<td>Persuasive (Monroe’s Motivated Sequence) – Group Presentations</td>
</tr>
<tr>
<td>Week 15</td>
<td>Persuasive (Monroe’s Motivated Sequence) – Group Presentations</td>
</tr>
<tr>
<td>Week 16</td>
<td>Complete Final Exam in Blackboard by 12/13/18 at 11:59pm</td>
</tr>
</tbody>
</table>

General Course Requirements:
Your competency in this course will be measured by preparation, delivery and evaluation of four formal speeches, eleven quizzes and one final exam (which may include multiple-choice, true-false, short answer and essay questions.

1. 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.

2. Guidelines for Recording and Uploading Speeches on YouTube
Speeches will need to be uploaded to YouTube by the due date and time indicated in each week’s folder. You will also need to provide a link to the video in Blackboard by the specified due date. Before submitting the link, have someone else test the link to insure that it works. If you are unfamiliar with the process of uploading a video, it is recommended that you give it a trial run far before the due date so you will not run into uploading problems. There will be No Exceptions! to excuses for late speeches. Please note: At times, the uploading speeds can be slow on YouTube; therefore, try to not wait 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 it to be viewed and graded. 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 87tyu4o3847. Nobody would be able to guess that nor would it come up in a simple search.

3. Video recording requirements:
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. Before you start speaking, the person controlling the video camera should pan the audience so it can be clearly seen that there are five adults present. The five adults include the individual operating the recording device. After panning the audience, the camera operator needs to zoom in on only the speaker providing a frontal view (head to waist). The camera should remained zoomed in this position and not move during the speech. This step is necessary, nonverbal actions of the speaker (eye contact, gestures, posture, facial expressions, etc.) will need to be assessed. In addition, once you recording has started, 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. Once you finish recording your speech, and after uploading your speech, you need to insure that it can be accessed, heard and seen. A speech that cannot be heard or seen will result in a zero. You may use notecards or a speaking outline (abbreviated outline of your full formal outline) when you speak. You will be graded on eye contact, so it is important that you use your outline only for keeping your place and providing you with small details. You may use a lectern or a podium. Most smart phones provide the ability to record a video that can be seen without issue. An external camera can also be used and connected to a computer for uploading.

4. 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 (i.e., hospitalization, funeral of close family member), YOU WILL RECEIVE A ZERO for that presentation. Technical difficulties, can’t find enough audience members, uploading problems, and nonworking YouTube links, etc. are not legitimate reasons. Only if an absence is excused through the school or by the instructor, will a student be allowed to make up a speech. If you have a legitimate reason for not submitting, YOU ARE REQUIRED TO CONTACT THE INSTRUCTOR TO LEARN OF YOUR NEW DUE DATE.

5. Late Quizzes
If you miss a quiz due to an excused absence (i.e., hospitalization, funeral of close family member), you must schedule a new quiz date 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 provided to the instructor upon returning.

Online Etiquette Expectations:
- What you write is public, be mindful of proper tone, mechanics and respect for others' opinions.
- Use humor, joking, or sarcasm with caution.
- Review your comments carefully for grammar and punctuation before you post. Well-formulated, grammatically correct.

Course Communication:
I am available to answer questions synchronously if needed. To schedule virtual office hours, you will email lmangrum@angelo.edu 24 hours in advance and prepare to use Blackboard Collaborate.
**Code of Student Conduct:**
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Plagiarism in your speech will result in a zero for the assignment, 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 in a bibliography as required. Students are responsible for understanding Academic Misconduct, which is contained in both the print and web versions of the Student Handbook. URL: http://www.angelo.edu/forms/pdf/Honor_Code.pdf

**Disability Services Policy Statement:**
Request for accommodations may be reviewed on a case-by-case basis, taking into account the essential elements of the academic course and/or the degree being sought. To the extent practical, the faculty and administration will make reasonable accommodations to assist qualified individuals with disabilities meet their degree requirements, consistent with the applicable provisions of Texas statues and the Regents’ RULES AND REGULATIONS. If you wish to have special accommodations made for your studies, please contact the Office of Student Affairs, Room 112, Houston Harte University Center, (325) 942-2047.
URL: http://www.angelo.edu/services/disability-services/disability-services-policy-statement.php

**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.

**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/content/files/14196-op-1003-grade-grievance.

**Student Handbook:**
The current student handbook is found at http://www.angelo.edu/student-handbook/