Policy and Syllabus for COMM 1315

Ms. Rachel E. Riggs, M. A.
Instructor of Communication
rachel.riggs@angelo.edu
Office: Library 3rd floor B303
Phone: 325-486-6078

Office Hours
Mon & Wed: 8:50 am to 9:50 am; 11 am to 1 pm
Tues & Thurs: 9:20 am to 10:50 am
Fri: 8:50 am to 9:50 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. The schedule for these quizzes are in red on the tentative weekly schedule on I will not accept late reading quizzes.

*Daily Grades:* Throughout this semester there will be activities that we do in or out of class that I will take for a grade, including peer-to-peer speech evaluations and rough drafts. These activities are in blue on the tentative weekly schedule. I will not accept missed daily grade assignments.

*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>100</td>
</tr>
<tr>
<td>Group Speech (MMS) Outline</td>
<td>50</td>
</tr>
<tr>
<td>Group Speech 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>Daily Grades/Participation</td>
<td>50</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50</td>
</tr>
</tbody>
</table>

**Grading Scale:**

- **A= 1000-900**
- **B= 899-800**
- **C= 799-700**
- **D= 699-600**
- **F= 599 and below**

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 because you cannot do public speaking without a public. You are 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, your absence will result in a zero for all work/assignments completed on that day. You will be counted absent if you are not present for the entire class. **Attendance is worth 100 points. Once you miss more than the allotted absences mentioned above, 20 points will be deducted for each additional absence. Please note: your grade could be dropped by a whole letter grade if you have poor attendance in this course.**

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

It is not necessary to provide me with a doctor’s note for absences as long as you are within the allowed absence limit. You are free to still email me and let me know about the appointment and see what you missed in class. If you go through a significant health or family crisis that will cause you to go over your allowed absence limit, I may ask you for documentation from a doctor, a hospital, an obituary from a newspaper, or something along these lines.

*Tardies:* I will have a sign-in attendance sheet available before class each day. It is your responsibility to be on time to class. That means being seated and engaged by the time that class begins. Three tardies will result in an absence.

*Absences on Presentation Days:* Please note that absences on presentation days are unexcused absences and will result in a zero (0). 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.