Syllabus - COMM 1315: Public Speaking - Fall 2018
Instructor: Ms. Meghan J. Pace, M.Ed. & M.A.
Director, Center for International Studies & Adjunct Faculty, Department of Communication

Instructor information:
Email: meghan.pace@angelo.edu
Telephone: 325-942-2083
Office: Center for International Studies Building, Room 101
2419 W. Ave N

Office Hours:
Tuesday - Friday: 10:00am – 12:00pm; 3:00pm – 5:00pm
**Feel free to make an appointment anytime!**

Textbook - REQUIRED:
-Other resources & materials: a tablet or laptop, thumb drive, access to ASU email and Blackboard and the Google Suite

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.

Course Requirements (1000 points total):

Major Speech Assignments:
Over the 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 speech 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. They are due before the due-date posted on your syllabus. Late quizzes are not accepted.

Daily Grades: Throughout the semester there will be in-class and out-of-class activities that will be graded. You will also receive grades for peer evaluations to be performed in-class. If you miss a peer evaluation assignment or other assignment – you will receive a grade of zero. Late work is not accepted.

Participation: You must participate in classroom discussions in order to receive credit for participation. This is not just a lecture based class. You must also participate in group work when required.

Final Exam: The final exam will be a cumulative exam with a review prior to our final exam date.

Grading:

Grading System:
- Informative Speech: 150
- Informative Speech Outline: 50
- Persuasive Speech: 150
- Persuasive Speech Outline: 50
- Monroe’s Motivated Sequence - Group Speech: 100
- MMS Group Speech Outline: 50
- Group Speech Peer Evaluation: 50
- Special Occasions Speech: 100
- Reading Quizzes: 100
- Daily Grades: 50
- Participation: 50
- Final Exam: 100

TOTAL POINTS: 1000

Grading Scale:
- A = 1000-900
- B = 899-800
- C = 799-700
- D = 699-600
- F = 599 & Below

*Excessive absences WILL negatively affect your final grade!

Course Policies:

1. Attendance

Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. It is your responsibility to ensure you are counted present in class each day. 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 Speech Presentation Days: Absences are unexcused and will result in a zero. You MUST give your presentation on the day it is scheduled. Absolutely NO exceptions!!

Showing up late to class on your scheduled speech day will result in a 15 point deduction from your grade.
2. Academic Misconduct

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.

3. Class Etiquette

Please be a courteous student and peer. Use of cell phones in class will result in you being counted absent for the day, and will result in a 0 for any work completed on that day. 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.

4. 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

5. 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

6. 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.
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<thead>
<tr>
<th>Week</th>
<th>Chapter Readings</th>
<th>Due Dates</th>
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| 1 Week of August 27 | Introduction to Course; Course Syllabus  
Chapter 1: Speaking in Public  
Chapter 2: Ethics and Public Speaking | Introductory Speeches  
Quiz 1: Chapters 1&2 (Each chapter divided into 2 quizzes at 10 pts each) |
| 2 Week of Sept. 3 | Monday – Sept. 3rd: Holiday  
Chapter 5: Selecting a Topic  
Chapter 6: Analyzing Your Audience  
Chapter 15: Speaking to Inform  
**Informative Speech Assignment Handed Out** | MONDAY – SEPT. 3rd: HOLIDAY  
Quiz 2: Chapters 5, 6, & 15 |
| 3 Week of Sept. 10 | Chapter 7: Gathering Materials  
Chapter 8: Supporting Your Ideas  
Chapter 9: Organizing the Body of Your Speech | Quiz 3: Chapters 7, 8, & 9 |
| 4 Week of Sept. 17 | Chapter 10: Beginning and Ending the Speech  
Chapter 12: Using Language  
Chapter 13: Delivery  
Chapter 14: Using Visual Aids | Informative Preparation Outline and PowerPoint Due  
Quiz 4: Chapters 10, 12, 13, & 14 |
| 5 Week of Sept. 24 | Informative Speeches | * See Speaking Order |
| 6 Week of Oct. 1 | Informative Speeches | *See Speaking Order |
| 7 Week of Oct. 8 | Chapter 16: Speaking to Persuade  
Chapter 17: Methods of Persuasion  
**Persuasive Speech 1 Assignment Handed Out** | Quiz 5: Chapters 16 & 17 |
| 8 Week of Oct. 15 | Chapter 16 & 17 Continued | Persuasion Preparation Outline and PowerPoint Due |
| 9 Week of Oct. 22 | Persuasive 1 Speeches | *See Speaking Order |
| 10 Week of Oct. 29 | Persuasive 1 Speeches | *See Speaking Order  
NOVEMBER 1ST: LAST DAY TO DROP A CLASS OR WITHDRAW |
| 11 Week of Nov. 5 | Chapters 16 & 17 Revisited  
Lecture on Monroe’s Motivated Sequence (MMS)  
Group Workshops  
**Persuasive Speech 2 (MMS)/Group Speech Assignment Handed Out** | *See Speaking Order |
| 12 Week of Nov. 12 | MMS-Group Workshops | *Group Preparation Outline and PowerPoint Due |
| 13 Week of Nov. 19 | Thanksgiving Holiday Break: Nov. 21 – 23  
Group Presentations – MMS Speeches | WED. NOV. 21 – 23: HOLIDAY  
*See Speaking Order |
| 14 Week of Nov. 26 | Group Presentations Cont. – MMS Speeches (if needed)  
Chapter 18: Speaking on Special Occasions  
Review for Final Exam  
**Special Occasion Speech Assignment Handed Out** | |
| 15 Week of Dec. 3 | Special Occasion Workshops | |
| 16 Week of Dec. 10 | FINAL EXAM WEEK  
MONDAY, DECEMBER 10TH | SEE FINAL EXAM SCHEDULE FOR TIMES: ASU WEBPAGE |