COMM 1315
Online Public Speaking
Instructor: Dr. Leslie Y. Rodriguez
Fall 2018

Instructor information
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Office Hours
Monday & Wednesday: 2:15 pm-4:00 pm, 5:15 pm-6:00 pm; Tuesday & Thursday: 1-3:30 pm; and 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 2-4 minute wedding toast, eulogy, or acceptance speech.
- Quizzes = 100 pts
- Discussion Board = 175 pts
- Peer Critiques = 3@25pts=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 a zero and receiving an “F” in the course as 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 87tuyii403847. 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. An audience member that is joining you virtually does NOT count as part of your 5 adults. 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. 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. You may NOT edit your speeches. If you do so, it will result in an F in the class regardless of your numerical average. 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. Doing this will result in a 0 for the speech AND an F in the course regardless of your numerical average.
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 (i.e., hospitalization, funeral of close family member), YOU WILL RECEIVE A ZERO for that presentation and YOU WILL RECEIVE AN “F” IN THE COURSE REGARDLESS OF YOUR NUMERICAL AVERAGE. 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 a zero and 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 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 also results in you receiving an F in the course regardless of your numeric average.

3. Late Tests
If you miss a test due to an excused absence (i.e., hospitalization, funeral of close 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 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.

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/estudent/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.
Week of August 27th

- Revisit the course syllabus and schedule posted under "Syllabus" on the left hand menu. Make sure you understand the requirements of the course. Pay particular attention to "Recording Speeches and Uploading to YouTube".
- Revisit the course syllabus and pay particular attention to the consequences of not submitting a speech on time regardless of technology problems, not having a working link, or not having 5 ADULT audience members.
- Read Chapter 1 & 2
- Perform & Record a 1-2 Minute Impromptu Introductory Speech. Tell us your name, where you are from, what your classification is (freshman, sophomore, junior, or senior), your major, and your attitude about public speaking (do you like it? why? do you not like it? Why?)
  - Make sure your speech meets audience member requirements (see syllabus)
  - Meets recording requirements (see syllabus) (how much of your body should I see?)
  - Upload your speech to YouTube. MAKE SURE YOU MARK YOUR SPEECH AS "PUBLIC"!
    - Post a link of your YouTube video under "Discussion Board" (located in left hand navigation menu). PLACE YOUR LINK IN THE SUBJECT LINE SO WE WILL NOT HAVE TO OPEN YOUR MESSAGE TO GET TO YOUR LINK.
    - Make sure you test your link by going to YouTube and inserting it in the search field. This will insure that others are able to see it.
    - Lastly, pick 3 videos to watch that were posted by other students. Comment on their videos. IF YOU CANNOT SEE THE VIDEO DUE TO AN UNPUBLISHED OR BROKEN LINK, LET THEM KNOW.
    - Make sure you read the comments left to you by other students.

Week of September 3rd

- Read Chapters 5, 6, and 15.
- Take quizzes on Chapters 1, 2, 5, 6, and 15.
- Read through Speech 1 Assignment folder. Pay particular attention to the Speech 1 Assignment.
- Under "Discussion Board", in the SUBJECT LINE of your thread, type your controversial topic you will present your first speech on.

Week of September 10

- Read Chapters 7, 8, 9
- Take Quizzes on Chapters 7, 8, and 9.
- Under "Discussion Board", give me what your SPS & four main points for your speech will be.
- Watch the sample videos to give you an idea on how to verbally cite sources in your speech, on the introduction and conclusion formats, transitions, etc. Also pay special attention to how the video is videotaped, etc.
Week of September 17

- Read Chapters 10, 12, & 13
- Take quizzes on Chapters 10 & 13
- Under "Discussion Board" -- attach in text or in a file format -- a COMPLETED outline of your speech.

Week of September 24

Your only assignment this week:
Upload your informative speech to YouTube, and post your link in "Discussion Board" in the appropriate forum.

Week of October 1st

- Complete "self evaluation of informative speech" under DISCUSSION BOARD.
- Complete "peer evaluation of informative speech" under DISCUSSION BOARD.

Week of October 8th

- Read Chapter 16, 17, & 18
- Read thru Speech 2 Assignment: Persuasive Speech (Persuasive Speeches will be due on Saturday, October 27th)
- Special Occasion Speech Assigned (Due on Saturday, October 20th) -- Read thru Assignment
- Persuasive Speech Specific Purpose Statement Due -- Under Discussion Board

Week of October 15th

- Special Occasion Speeches are due this week. Post your YouTube link under "Discussion Board".
- Do Chapter 16&17 Persuasion Worksheets for practice. I will give you the answers next week.
- Under "Discussion Board", provide me a COMPLETED outline of your persuasive speech. Remember, you can reuse information used in your informative speech. ***NOTE: Check your specific purpose statements you submitted to me to insure that I gave you the go ahead with your speech.

Week of October 22nd

* Persuasive speeches are due by 5:00 pm on Saturday, October 27th. Post your youtube link under "Discussion Board."
* Peer critique of Special Occasion Speech. Located under "Discussion Board."

Week of October 29th

* Complete self critique of your persuasive speech. Located under "Discussions Board"
*Complete peer critique of your persuasive speech. Located under "Discussion Board."

**Week of November 5th** - November 1st is the class day to drop the class.

*Read the contents of your Final Speech folder to understand the assignment. --A new outline is used.--
*Post the non-profit organization you will use for your final speech under "Discussion Board."

**Week of November 12th**

This week continue to work on your last speech assignment. In doing so, complete the following assignment:

*Post under "Discussion Board" the 3 main needs with their supporting information (the Need section of your outline) that you will be using for your organization.

**Week of November 19th**

There are no assignments due this week. Utilize this week to continue working on your final speeches. Speeches will be due on Saturday, December 1st by 5:00 pm, so prepare accordingly.

**Week of November 26th**

Upload your Non-profit Organization Speech Youtube link under Discussion Board. They are due by Saturday, December 1st by 5:00 pm. Please allow time to get them uploaded. Remember uploading, recording, and audience requirements.

Please attach a final copy of your outline to Discussion Board.

**Week of December 3rd**

The following assignments are due by 5:00 pm on Saturday, December 8th:

- Peer Evaluation of Non-Profit Speech. (Located under Discussion Board)
- Final Self Evaluation (located under Discussion Board)

**Week of Finals**

Your FINAL EXAM - located in the final folder is due by Wednesday, December 12th by 5:00 pm