COMM 1315: Online Public Speaking  
Instructor:  
Fall 2020

Instructor Information: Dr. June H. Smith  
Email: June.smith@angelo.edu  
Telephone: 325-486-6088 (office)  325-234-5014 (cell)  
Office: LIB 306C

Office Hours: 9:30 – 11:30 am Mondays through Fridays

Readings Required:

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):

**Informative Speech 1 = 150 points**
A 5-7 minute speech on a topic of controversy at the local, state, national, or international level, which in an unbiased manner informs the audience of the two sides of the debate. See assignment sheet for details.

**Informative Outline = 25 points**
A preparation outline and works cited page for the informative speech. See assignment sheet for details.

**Informative Outline Peer Grade = 20 points**
Students will evaluate a peer’s outline with provided rubric.

**Special Occasion Speech = 50 points**
A 1-3 minute (time dependent upon type selected) wedding toast, eulogy, or acceptance speech.
Persuasive Speech (MMS speech) = 200 points
A 6-8 minute speech persuading the audience to volunteer for a particular non-profit organization, which utilizes Monroe’s Motivated Sequence.

Persuasive (MMS) Outline & Visual Aid = 25 points
A preparation outline and visual aid for the Persuasive 2 (MMS) speech. See assignment sheet for details.

Quizzes = 200 points
Quizzes, which may consist of multiple-choice, true/false, and essay questions, will be given throughout the course of the semester.

Discussion Board & Assignments = 230 points
Students will be asked to complete a variety of discussion board items that include, but are not limited to, topic postings, self evaluations of speeches, peer critiques of speeches, outline assignments, etc.

Final Exam = 100 points
Students will take a final exam on course material at the end of the course. Final exam may consist of multiple-choice, true/false, and essay questions. Details regarding the final exam will be announced in class.

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

COURSE POLICIES

General Course Requirements
Every student is required to complete 3 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 the course and in the text. Speech types will include: informative (1), persuasive-MMS (1), and special occasion (1).

Failing to submit a speech by the assigned due date and time will result in an automatic F in the course 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.

*Weekly folders will open on Monday of each week. You will have until Saturday at 5 pm to complete each week’s assignments. Make it a habit to check your assignments on Monday in order to gauge how much time you will need to complete the assignments. Avoid waiting until the last minute to complete the assignments for the week.

Course Policies

1. Guidelines for Recording and Uploading Speeches on Video Capture in Connect

All three speeches will need to be uploaded to Video Capture in Connect by the due date and time indicated in each week’s folder and assignments. You may use a smartphone, laptop, tablet, desktop, or any other advice that has video recording capabilities.

When you start recording, ensure that your video is zoomed in where I have a direct frontal view (head to below waist). No not record from a side angle, please. These step are 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 point. If you do so, you will need to start a new recording. If you edit your video or stop and restart the recording, you will not receive credit for speech, which results in an automatic F in the course regardless of your numerical average. Once you finish recording your speech, and after uploading your speech, you need to insure that I can see and hear it.
that is turned in yet cannot be heard or seen will result in a zero. **Remember, you may NOT edit your speeches. If you do so, it will result in an F in the class regardless of your numerical average.**

Also, you may use an outline or notecard during your speech, but you may not use cue cards, the computer, 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.**

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.

I will provide an example before your first formal speech so you can see a speech that is recorded appropriately.

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, recently tested positive for COVID-19), **YOU WILL RECEIVE A ZERO for that presentation and YOU WILL RECEIVE AN “F” IN THE COURSE REGARDLESS OF YOUR NUMERICAL AVERAGE.** Technical difficulties, uploading problems, and nonworking uploads or broken 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 your speech video by the due date and time, **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 numerical average.

3. Late Tests
If you miss a test due to an excused absence (i.e., hospitalization, funeral of close family member, recently tested positive for COVID-19), 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. Once the instructor has verified the absence, your new due date will be given.

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/cstudent/documents/pdf/Student_Handbook.pdf](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.

10. Title IX at Angelo State University:
The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

11. Required Use of Masks/Facial Coverings by Students in Class At Angelo State University
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter Readings</th>
<th>Due Dates</th>
</tr>
</thead>
</table>
| 1    | Introduction to Course; Course Syllabus | Assignments Due Aug. 22nd by 5 pm:  
Review Course Syllabus & Schedule  
Record & Upload Introductory Speech using Connect’s Video Capture |
| 2    | Chapter 1: Speaking in Public  
Chapter 2: Ethics and Public Speaking | Assignments Due Aug. 29th by 5 pm:  
Chapter Readings: 1 & 2  
Watch Lectures  
Chapter Quizzes: 1 & 2 |
| 3    | Chapter 5: Selecting a Topic  
Chapter 6: Analyzing Your Audience  
Chapter 15: Speaking to Inform | Assignments Due Sept. 5th by 5 pm:  
Chapter Readings: 5, 6, & 15  
Watch Lectures  
Chapter Quizzes: 5, 6, & 15  
Review Informative Speech Folder & Assignment  
Submit Informative Topic in Assignment Provided |
| 4    | Chapter 7: Gathering Materials  
Chapter 8: Supporting Your Ideas  
Chapter 9: Organizing the Body of Your Speech | Assignments Due Sept. 12th by 5 pm:  
Chapter Readings: 7, 8, & 9  
Watch Lectures  
Chapter Quizzes: 7, 8, & 9  
SPS & 4 Main Points Assignment |
| 5    | Chapter 10: Beginning and Ending the Speech  
Chapter 12: Using Language | Assignments Due Sept. 19th by 5 pm:  
Chapter Readings: 10 & 12  
Watch Lectures  
Chapter Quizzes: 10  
Post Informative Outlines to Discussion Board |
| 6    | Chapter 13: Delivery  
Chapter 14: Using Visual Aids | Assignments Due Sept. 26 by 5 pm  
Chapter Readings: 13 & 14  
Watch Lectures  
Chapter Quizzes: 13  
Watch Sample Informative Speeches  
Do Peer Evaluation of Informative Outline in Discussion Board  
Turn-In FINAL Informative Outline to Assignment |
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments</th>
<th>Due Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Informative Speeches Due</td>
<td>Oct. 3rd by 5 pm</td>
<td>Turn-In Informative Speech using Connect</td>
</tr>
</tbody>
</table>
| 8 | Informative Peer and Self Evaluations | Oct. 10th by 5 pm: | Do Self Evaluation of Informative Speech
Do Peer Evaluation of Informative Speech |
| 9 | Chapter 16: Speaking to Persuade
Chapter 17: Methods of Persuasion | Oct. 17th by 5 pm: | Chapter Readings: Chapters 16 & 17
Persuasion Worksheets
Review MMS Speech Folder & Assignment
Post Non-Profit Organization in Assignment Provided |
| 10 | MMS Cont. | Oct. 24th by 5 pm: | MMS Preparation Outline & PowerPoint Due |
| 11 | MMS Speeches | Oct. 31st by 5 pm: | Turn-In MMS Speech using Connect |
| 12 | MMS Peer and Self Evaluations | Nov. 7th by 5 pm: | Do Self Evaluation of MMS Speech
Do Peer Critique of MMS Speech |
| 13 | Chapter 18: Speaking on Special Occasions
Special Occasion Speeches | Nov. 14th by 5 pm: | Read Special Occasion Assignment
Turn-In Special Occasion Speech using Connect
Course Evaluations
November 10th – Last Day to Drop Class |
| 7-15 | Final Exam
Final Critique | Nov. 23rd by 5 pm: | Take Final Exam
Complete Final Critique |