Instructor information: Dr. Herman Howard  
Email: herman.howard@angelo.edu  
Telephone: (325) 486- 6081  
Office: Library, Room 306 R2  

Office Hours: M-F BY Appt.

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 = 100 points  
A preparation outline and works cited page for the informative speech. See assignment sheet for details.

Informative Outline Peer Grade = 50 points  
Students will evaluate a peer’s outline with provided rubric.
Special Occasion Speech = 100 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 = 100 points
A preparation outline and works cited page for the Persuasive 2 (MMS) speech. See assignment sheet for details.

Quizzes 5@20 points = 100 points
Students will give be given 5 quizzes on chapter material throughout the course of the semester. Quizzes may consist of multiple-choice, true/false, and essay questions.

Peer Evaluations 2@25 points = 50 points
Students will be graded on their evaluation of their peers’ individuals speeches (informative and persuasive 1).

Participation = 50 points
Students will be graded on their ability and willingness to discuss course material during class lecture. The following scale will be used to determine participation points:

50 points=Excellent  40 points=Good  30 points=average  20 points=fair  10 points=poor

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

1. Attendance

Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. 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.

DIRECTIONS FOR STUDENTS TAKING THE CLASS ONLINE

All four speeches will need to be uploaded to YouTube by the due date and time indicated for each week’s project. You will need to provide me a link to the video by the due date and time.

If you are unfamiliar with the process of uploading a video, I strongly recommend giving it a trial run far before the actual due date so that you will not run into uploading problems. The professor 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, there, I highly 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 (unlisted) or public. You must make your speech PUBLIC OR UNLISTED in order for me to view and grade it. If you are concerned about someone getting to the video through a simple search, make sure that you make your speech UNLISTED. Once the speech is uploaded, you must send to me the link. If you are concerned about someone getting to the video through a simple search, give your speech title a name that would not be searchable, for example, 8tyuii5o3847. No one would be able to guess that nor would it come up in a simple search (you may delete the link once the semester is over). Before sending me this link, make sure that you or someone else tests that link to ensure that it works. Here are some video requirements:

Do I have to have an audience?

Due to the current COVID-19 pandemic, NO AUDIENCE FOR YOUR SPEECH IS REQUIRED

How should the video be recorded?

The video camera needs to zoom in on the speaker providing a full-frontal view. (head to waist). The video should get a front view (not from the side of angle) of the speaker. This step is needed as I have 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 beginning. If you edit your video, this will result in an automatic F in the course as you will not receive credit for the speech.

Once you finish recording your speech, and after uploading your speech, you need to make sure that I can see and hear it. A speech that is turned in yet cannot be heard or seen will result in a zero and an F.

May I use notecards or an outline to speak from?

You may use notecards or a speaking outline (a short version of your full formal outline), when you speak. I will grade for eye contact. So, it is vital that you use your outline only for keeping your place and providing you with small details, but you may not use cue cards or read anything that is located in the audience or in front of you. Also, you may use a lectern or podium.

So, what can you record your speeches with?

Most smart phones provide the ability to record a video that can be seen without any major issues. If you do not have a smart phone, maybe a friend or family member 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. Its not a big issue with what you record your speeches, but as long as I can see and hear you. You may want to practice with some sample videos just to get the process of uploading it, if I cannot hear or see you, unfortunately, I will not be able to grade your work.

2. Late Speeches

If you are not present when scheduled to give your speech and do not have a legitimate reason for being absent (i.e., hospitalization, funeral of close family member), YOU WILL RECEIVE A ZERO for that presentation. 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 missing, YOU ARE REQUIRED TO MAKE UP YOUR SPEECH THE DAY THAT YOU RETURN. This means that you must have your documentation legitimizing your absence and your speech materials ready. You will be FIRST to present on the day that you return. However, if you do not have a legitimate reason, remember course policy states: FAILING TO GIVE A SPEECH ON THE ASSIGNED DATE WILL RESULT IN A ZERO. NOT DELIVERING ALL THREE SPEECHES WILL RESULT IN AUTOMATICALLY FAILING THE CLASS REGARDLESS OF YOUR NUMERICAL AVERAGE.

Also, showing up late on your scheduled speech date will result in 15 points being deducted from your speech.

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. 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.

6. Dress Requirement

Appropriate dress is required for each speech. Specific requirements will be announced by the instructor prior to the speech.

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

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. COVID-19 Class Procedures- Due to this pandemic, students will present their speeches while wearing their masks, (We will spray down the area after each speech, Power Point will be an option this semester. If it is used, we will assign one person to touch the clicker or keyboard. If you use the podium, it will be wiped down after each speech.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter Readings</th>
<th>Due Dates</th>
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<td>1 M 10/12/20</td>
<td>Introduction to Course; Course Syllabus</td>
<td>Purchase Text/Introductory Speeches</td>
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| 1 W 10/14/20 | Chapter 1: Speaking in Public  
Chapter 2: Ethics and Public Speaking | Brainstorming Ideas for Informative Speeches |
| 2 M 10/19/20 | Chapter 5: Selecting a Topic  
Chapter 6: Analyzing Your Audience  
Chapter 15: Speaking to Inform | COURSE READINGS  
**Informative Speech Assignment Handed Out** |
| 2 W 10/21/20 | Chapter 7: Gathering Materials  
Chapter 8: Supporting Your Ideas  
Chapter 9: Organizing the Body of Your Speech | QUIZ ONE IS DUE |
| 3 M 10/26 | Chapter 10: Beginning and Ending the Speech  
Chapter 12: Using Language  
INFORMATIVE SPEECHES | Informative Outlines are due AND Begin Speeches |
| 3 W 10/28/20 | Chapter 13: Delivery  
Chapter 14: Using Visual Aids  
INFORMATIVE SPEECHES | SPEECHES /Read Chapters 18, 19, 20 |
| 4 M 11/2/20 | Persuasive Speeches Lecture | QUIZ TWO IS PASSED OUT |
| 4 W 11/4/20 | Outlines are due | OUTLINES |
| 5 M 11/9/20 | PERSAUSIVE SPEECHES IN CLASS | SPEAKING ORDER/QUIZ TWO IS DUE |
| 5 11/11/20 | PERSAUSIVE SPEECHES CONT | SPEECHES |
| 6 M 11/16/20 | SPECIAL TOPICS SPEECHES | *See Speaking Order |
| 6 W 11/18/20 | RESEARCH DAY | RESEARCH ON FINALS |
| 7 M 11/23/20 | FINAL EXAMS | FINALS |