Syllabus - COMM 1315: Public Speaking – SPRING SEMESTER 2021
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:
Please email me to set up an appointment.

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.

Blackboard:
We will be using Blackboard to conduct this class. It is your responsibility to ensure 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 ensure 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 (1000 points total):

Major Speech Assignments:

Informative Speech (CS2, CS1) = 100 pts
A 5-7 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) = 100 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) = 100 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 1-4 minute wedding toast, eulogy, or acceptance speech.

Discussion Board Assignments = 200 pts
Discussion board items consist of various weekly assignments, worksheets, outlines, peer & self critiques.

Readings = 130 pts
Quizzes = 220 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 less

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 the speech. These speeches build on material and concepts presented in class and text. Speech types will include: 1 - Informative Speech, 2 - Persuasive Speeches, and 1 - Special Occasions Speech. 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 RECEIVING CREDIT FOR 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 & Uploading Speeches

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 upload your video by the due date and time. A link to the speech upload page is included in each weekly folder where a speech is assigned.

When you start recording, the video camera needs to zoom in on only the speaker providing a direct frontal view (head to waist). 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. Once you finish recording your speech, and after uploading your speech, you need to ensure 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.

Due to COVID, you will not be required to have an audience for your speeches at this time.
Allow for problems by doing things ahead of time. Also, you may use a speaking 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 grade of ZERO for the speech AND a grade of 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 that you can ask to borrow. 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 use to record your speech, as long as I can see you well and hear you well. 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, uploading problems, and nonworking uploads, 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.

3. 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.

4. Class Etiquette

Please be a courteous student and peer.

5. 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.

6. 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

7. 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

8. Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. 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. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you 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. You may do so by contacting:

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.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

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

*Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).*

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.
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. Required Use of Masks/Facial Coverings by Students in Class

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.
## Tentative Course Schedule – Spring 2021

**Specifics of Assignments are located in Blackboard Weekly Folders**

*All Dates and Assignments ARE Subject to Change*

*All coursework must be submitted by the due date and time based on Central Standard Time (CST)*

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter Readings &amp; Assignments</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>Read Course Syllabus, Policies, &amp; Schedule&lt;br&gt;Read Chapters 1 &amp; 2&lt;br&gt;Record &amp; Upload Introductory Speech - YouTube</td>
<td>January 30, by 5pm CST</td>
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<tr>
<td>2</td>
<td>Read Chapters 5, 6, &amp; 15&lt;br&gt;Take Quizzes: Chapters 1, 2, 5, 6, &amp; 15&lt;br&gt;Read Documents in Speech 1 Folder&lt;br&gt;Do Discussion Board Work</td>
<td>February 6, by 5pm CST</td>
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<td>3</td>
<td>Read Chapters 7, 8 &amp; 9&lt;br&gt;Take Quizzes on Chapters 7, 8 &amp; 9&lt;br&gt;Do Discussion Board Work&lt;br&gt;Watch Sample Speeches</td>
<td>February 13, by 5pm CST</td>
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<tr>
<td>4</td>
<td>Read Chapters 10, 12, &amp; 13&lt;br&gt;Take Quizzes 10 &amp; 13&lt;br&gt;Turin in completed Informative Outline</td>
<td>February 20, by 5pm CST</td>
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<tr>
<td>5</td>
<td><strong>Informative Speeches Due</strong></td>
<td>February 27, by 5pm CST</td>
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<td>6</td>
<td>Complete Self &amp; Peer Evaluations of Informative Speech</td>
<td>March 6, by 5pm CST</td>
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<tr>
<td>7</td>
<td>Read Chapters 16 &amp; 17&lt;br&gt;Read Persuasive Speech 2 Folder Contents&lt;br&gt;Read Special Occasion Speech Assignment&lt;br&gt;Persuasive SPS Due</td>
<td>March 13, by 5pm CST</td>
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<td>8</td>
<td><strong>Special Occasion Speeches Due</strong>&lt;br&gt;Do Chapter 16 &amp; 17 Worksheets&lt;br&gt;Persuasive Completed Outline Due</td>
<td>March 20, by 5pm CST</td>
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<td>9</td>
<td><strong>Persuasive Speeches Due</strong>&lt;br&gt;Do Peer Evaluation of Special Occasion Speech</td>
<td>March 27, by 5pm CST</td>
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<td>10</td>
<td>Do Self &amp; Peer Evaluations of Persuasive Speech</td>
<td>April 3, by 5pm CST</td>
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<td>11</td>
<td>Read MMS Speech Folder Contents&lt;br&gt;Do Discussion Board Work</td>
<td>April 10, by 5pm CST</td>
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<td>12</td>
<td>Continue to work on Last Speech&lt;br&gt;Do Discussion Board Work</td>
<td>April 17, by 5pm CST</td>
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<td>13</td>
<td>Continue to work on Last Speech</td>
<td>April 24, by 5pm CST</td>
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<td>14</td>
<td>Turn in your Completed MMS Outline &amp; Visual Aid/PPT&lt;br&gt;Do Discussion Board Work</td>
<td>May 1, by 5pm CST</td>
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<tr>
<td>15</td>
<td><strong>MMS Speeches Due</strong>&lt;br&gt;Do Course Evaluation</td>
<td>May 8, by 5pm CST</td>
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<tr>
<td>16</td>
<td><strong>Final Exam Due</strong>&lt;br&gt;Do Final Self Evaluation</td>
<td><strong>Wednesday, May 12 by 5pm CST</strong></td>
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