

Public Speaking

COMM 1315.DM1

Online Instructional Method

<https://blackboard.angelo.edu/>

Instructor: Professor Mangrum

Office: Library Building, Room B310

Virtual Office Hours: By Appointment M/W 11:30-1:00pm, T/TH 1:30-3:00pm (Blackboard Collaborate)

Phone: 325-486-6084 Email: leah.mangrum@angelo.edu

(allow **24-48 hours** for thorough responses to your questions)

There will be **3 required online synchronous meetings** for this course at 6:00pm CST on the following days:
(1/4/2021, 1/13/2021, 1/21/2021)

Speech delivery will be conducted during the second and third online meeting via Blackboard Collaborate, accessed in the Virtual Meeting section under Course Resources on the gray left-hand panel in the COMM 1315 Blackboard course

Required Textbook:

The Art of Public Speaking, 13th edition

Author: Stephen E. Lucas

Publisher: McGraw-Hill Higher Education

Print: ISBN-10: 1259924602, ISBN-13: 9781259924604 Available for purchase/rent at the ASU Bookstore

Digital ISBN: 9781260412970, Rent for 90-180 Days at Brytewave and VitalSource Bookshelf

Access any device with a web browser (sharing limit 2, print and copy/paste limit 2% of total pages)

Publisher: Sage Publications Incorporated

Student Learning Outcomes:

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.

Upon completion of this course, students should be able to:

- Gather, analyze, evaluate, and synthesize information relevant to a question or issue. (CT1)
- Develop and demonstrate a logical position (i.e., perspective, thesis, hypothesis) that acknowledges ambiguities or contradictions. (CT2)
- Develop, interpret, and express ideas through effective written communication. (CS1)
- Develop, interpret, and express ideas through effective oral communication. (CS2)
- Develop, interpret, and express ideas through effective communication. (CS3)
- Consider different viewpoints as a member of a team. (TW1)
- Work effectively with others to support and accomplish a shared goal. (TW2)
- Demonstrate the ability to evaluate choices, actions, and consequences as related to ethical decision making. (PR1)

Methods for Assessing Learning Outcomes:

Informative Speech: (15% of Final Grade)

A 5-7 minute informative, unbiased speech about a topic of controversy at the local, state, national, or international level, related to the student's professional field of interest, where both sides of the issue are presented. Speaking Outline and attached articles required.

Informative Speech Preparation Outline Peer Review: (5% of Final Grade)

Students are paired to review and critique their partner's Informative Speech Outline.

Informative Speech Preparation Outline (10% of Final Grade)

Students follow the standard Preparation Outline format illustrated on pages 202-205, *The Art of Public Speaking* 13th ed., Lucas (2019). Include complete sentences, transitions and provide a clear visual framework.

Informative Speech Self Evaluation (5% of Final Grade)

Students will review their recorded informative speech and reach a full, objective assessment of its major strengths and weaknesses. Students will write a thoughtful evaluation of the speech in full-sentence and paragraph form with an introduction and conclusion and note in particular the areas in which he/she believes they did especially well and those areas in which they want to make special improvement in the next speech. Students will explain why they had difficulty with certain aspects of this speech and indicate the specific steps they will take to improve the next presentation.

Special Occasion Speech: (15% of Final Grade)

A 3-5 minute wedding toast, eulogy, or acceptance speech. Speaking outline and Peer Evaluation required.

Group Persuasive Speech (Monroe's Motivated Sequence): (15% of Final Grade)

A 12 minute persuasive speech where student groups attempt to persuade the audience to volunteer for a non-profit organization. Speaking outline and a multimedia requirement.

Participation (10% of Final Grade)

Informed participation in course activities, including speech preparation materials (topic selection, specific purpose statement development). Students are expected to contribute to class discussions based on speeches, assigned readings/videos, outlines, evaluations and prompt delivery of materials.

Quizzes: (10% of Final Grade)

The quizzes will draw from lectures, readings, online discussions and all other material and activities used in the course. There will be 6 quizzes in this course.

Final Exam: (15% of Final Grade)

There will be one multiple-choice final exam at the end of the semester based on material covered during the entire course. The final exam will be made available from January 20-22.

Grading Criteria:

You will be evaluated on the following:

- 1) the level of your engagement with the course materials (as evidenced in speech delivery and written work)
- 2) your capacity to organize your ideas and explain in articulate and well-written forms.
- 3) your ability to use written and oral citations appropriately and effectively.

How final grades will be calculated:

90-100%	A
80-89%	B
70-70%	C
60-69%	D
under 60%	F

To be successful in this course, check **Announcements & Lessons** frequently.

Blackboard Course Navigation:

We will be using Blackboard to conduct the course, and it is the students' responsibility to ensure that you can access and navigate the site. Please visit <https://help.blackboard.com/> to view tutorials for using the learning management system.

The Course Schedule in the Course Resources section on the left-hand gray blue panel in Blackboard, provides an illustration of all due dates in the course. All course activities are due during scheduled online meetings or by 11:59pm CST on date specified - No Exceptions

All written assignments will be saved as .pdf. Failure to do so will result in a reduction in grade. Instructions to save webpage as.pdf, to save a word document as .pdf and to use print screen on a personal computer, will be located in the Course Resources section of Blackboard.

The Lessons section in Blackboard lists weekly module pages that identify each task to be completed for that week. The weekly folders become available each Monday at 8:00am (excluding holiday) and include links to readings, assignments, discussions and related media.

Tentative Course Outline	
Week 1	Online Meeting - Course Overview and Communication Speaking & Listening Speech Preparation & Delivery Organizing & Outlining Informative Speech Preparation Outline Peer Review Informative Speech
Week 2	Social Responsibility & Ethics Presenting Your Speech Online Speaking in Groups Using Visual Aids Monroe's Motivated Sequence Online Meeting – Special Occasion Speech
Week 3	Review for Final Exam Online Meeting –Group Persuasive Speech Complete Final Exam in Blackboard by 1/22/21 at 11:59pm

General Course Requirements:

Your competency in this course will be measured by preparation, delivery and evaluation of three formal speeches, six quizzes and one final exam (which may include multiple-choice, true-false, short answer and essay questions).

FAILING TO SUBMIT A SPEECH ON THE ASSIGNED DATE, BY THE ASSIGNED TIME WILL RESULT IN A ZERO AND RECEIVING AN AUTOMATIC "F" IN THE COURSE; REGARDLESS OF YOUR NUMERICAL AVERAGE, IN ACCORDANCE WITH DEPARTMENT POLICY.

1. 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.

2. Guidelines for Recording and Uploading Speeches on YouTube

The first speech will need to be uploaded to YouTube by the due date and time indicated in each week's folder. You will also need to provide a link to the video in Blackboard by the specified due date. Before submitting the link, have someone else test the link to insure that it works. If you are unfamiliar with the process of uploading a

video, It is recommended that you give it a trial run far before the due date so you will not run into uploading problems. There will be **No Exceptions!** to excuses for late speeches. Please note: **At times, the uploading speeds can be slow on YouTube; therefore, try to not wait 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 it to be viewed and graded. 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 87tyuii4o3847.

Subsequent speeches will be presented live to the entire course via Blackboard Collaborate. The Groups section in Blackboard provides a shared space to practice delivering your speech using Blackboard Collaborate. Attendance is required during speech delivery, failure to present your speech during the scheduled Collaborate session will result in a zero for that speech and an automatic “F” in the course.

3. Video recording requirements:

The camera should remain positioned (framed) in a full frontal view on the speaker from head to waist and not move during the speech. This step is necessary, nonverbal actions of the speaker (eye contact, gestures, posture, facial expressions, etc.) will need to be assessed, in addition, once your recording has started, you should not stop and restart the video at any spot. If you do so, you will need to start over from the beginning. Once you finish recording your speech, and after uploading your speech, you need to ensure that it can be accessed, heard and seen. A speech that cannot be heard or seen will result in a **zero**. You may use notecards or a speaking outline (abbreviated outline of your full formal outline) when you speak. You will be **graded on eye contact**, so it is important that you use your outline only for keeping your place and providing you with small details. You may use a lectern or a podium. Many laptops have an internal camera available for recording and most smart phones provide the ability to record a video that can be seen without issue. An external camera can also be used and connected to a computer for uploading. This is a Public Speaking course, it is essential that we keep the “PUBLIC” in it although the class is being offered online and we will conduct live speech deliveries with a full audience.

4. 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 an “F” IN THE COURSE. Technical difficulties, uploading problems, and nonworking YouTube links, etc. are not legitimate reasons. Only if an absence is excused through the school or by 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.

5. Late Quizzes

If you miss a quiz due to an excused absence (i.e., hospitalization, funeral of close family member), you must schedule a new quiz date 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 provided to the instructor upon returning.

Online Etiquette Expectations:

- What you write is public, be mindful of proper tone, mechanics and respect for others' opinions.
- Use humor, joking, or sarcasm with caution.
- Review your comments carefully for grammar and punctuation before you post. Well-formulated, grammatically correct.

Course Communication:

I am available to answer questions synchronously if needed. To schedule virtual office hours, you will email lmangrum@angelo.edu 24 hours in advance and prepare to use Blackboard Collaborate.

Student Handbook:

The current student handbook is found at <http://www.angelo.edu/student-handbook/>

Code of Student Conduct:

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. 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. Students are responsible for understanding Academic Misconduct, which is contained in both the print and web versions of the Student Handbook. URL: http://www.angelo.edu/forms/pdf/Honor_Code.pdf

Disability Services Policy Statement:

Request for accommodations may be reviewed on a case-by-case basis, considering the essential elements of the academic course and/or the degree being sought. To the extent practical, the faculty and administration will make reasonable accommodations to assist qualified individuals with disabilities meet their degree requirements, consistent with the applicable provisions of Texas statutes and the Regents' RULES AND REGULATIONS. If you wish to have special accommodations made for your studies, please contact the Office of Student Affairs, Room 112, Houston Harte University Center, (325) 942-2047.

URL: <http://www.angelo.edu/services/disability-services/disability-services-policy-statement.php>

Office of Title IX Compliance Statement

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 (including pregnancy, orientation, gender identity, gender-based harassment, sexual assault/exploitation, indecency, interpersonal violence, and stalking). Faculty members are responsible to report allegations to the Office of Title IX Compliance in order to connect students with resources and options in addressing allegations reported. You are encouraged to report incidents to the *Director of Title IX Compliance/Title IX Coordinator*, Mayer Administration Building, Room 210, 325-942-2022, michelle.boone@angelo.edu or file a report online 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.). For more information about Title IX visit www.angelo.edu/title-ix.

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. A student who is excused under Article 29.012, section 2 may not be penalized for the absence, however; the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Grade Appeal Process:

As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at <http://www.angelo.edu/content/files/14196-op-1003-grade-grievance>.

Course Content Support

These tools make content adjustable in a way that can be useful for all learners.

ReadSpeaker is a Web-based application, built into Blackboard, ability to read text. This tool reads content for you inside of your course, is used to process information in class, and makes it a little easier to read.

Common ways used: Reading a blurb of text that introduces lessons, provides instructions for assignments, Reading documents such as PDF handouts, use audio button to activate read speaker doc reader and listen, use layout text mode to move tools, highlight, save and print, Reading questions and answer choices in exams

To activate use Listen button, which reads from top of page and works its way down, can move button to a convenient place for user. Play, Stop, Skip Backward/Forward, Volume, Reading Speed, and Close.

Opening the menu which is indicated with three universal lines provides access to Settings, this option changes ways the tool assists the user (Highlight on/off, Automatic scrolling/text pop up).

Tool bar reading features include:

1. Settings - Play/stop/font size to a size comfortable for your vision/ the speaker icon adjust volume/the speedometer icon adjusts the rate at which text is read to user/ Font size, style, color, text setting
2. Change how you hear reader (American English Male/Female Voice, Spanish)
3. Read on Hover - click text and hover over
4. Enlarging text
5. Arrow Box (text mode) to highlight text – open up information in new window
6. Page mask (two bars) – highlight out a section of the page move mouse down – plus and minus sign widens, narrow view, focus on 1 area, call out to your attention
7. Download, download content to mp3 (take with on the go)
8. Help (question mark)

Ally is a tool that converts documents into alternative formats, indicated by **A**↓.

Documents are converted into different formats that are digestible to students

All videos in the course are also **closed captioned**

Technology Requirements

In addition to Blackboard students will access Internet web sites, use YouTube, Kaltura Capture, GoReact, Public Speaking videos, Google Sites and Microsoft Word in Public Speaking. Details about browser support are provided by [ASU e-Learning](#) and [Mobile Services](#) are available through ASU Information Technology. An introduction to Blackboard is available in the COMM 1315.D80 [Blackboard](#) course on the left-hand gray panel. Kaltura Guides are available in the Course Resources section of the course and through the [ASU Technology Knowledge Portal](#).

If you have trouble accessing the technology, please contact the IT Help Desk at 325-942-2911.

Online Learning Resources:

[Apps@ASU](#)

[Office 365](#)

[Student Guide to Learning Online](#)

[Guide to Library Services for Undergraduate Distance Learning Students](#)

[Online Learner Self-Assessment Survey](#)

Using the ASU Library <https://angelo.libguides.com/Library>

Basic Library Research & Writing <https://angelo.libguides.com/basicresearch>

Research Guides <https://angelo.libguides.com/?b=s>

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.

Shannon Medical “Telemedicine App” free to students: <https://www.shannonhealth.com/ondemand/>

Access on computer or through an app available for both iPhone and Android. Through this service, a licensed physician will view the patient from a computer or phone camera and after assessing the answers to several questions, make a determination if the patient needs further testing.

ASU Wellness Screening Tool: daily COVID-19 wellness reporting:

Access through Rampart or through the ASU Mobile app

Coronavirus updates regarding Angelo State University: www.angelo.edu/coronavirus