

**COMM 1315 Online Public Speaking**  
**Instructor: Dr. Leslie Y. Rodriguez**  
**Winter Term 2020**

**Instructor information**

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Office Hours: By Appointment – email at leslie.rodriguez@angelo.edu

**Readings**

Required: Lucas, S. E. (2020). The art of public speaking (13th ed.). Boston: McGraw Hill. NO CONNECT

**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 (325/942-2911). Each week, I will post your assignments for you on Blackboard. You will then be required to complete these assignments through Blackboard. Quizzes 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)**

<b>Informative Speech (CS2, CS1)</b>	<b>200 pts</b>	5-7 min speech on a topic of controversy at the local, state, national, or international level where both sides are presented. Preparation outline will be required
<b>Persuasive Speech (CT2, CT3)</b>	<b>200 pts</b>	A 5-7 minute persuasive speech where the student chooses a side from their informative speech to advocate. Preparation outline will be required.
<b>Special Occasion Speech</b>	<b>100 pts</b>	A 1-3 minute wedding toast, eulogy, or acceptance speech.
<b>Quizzes</b>	<b>100 pts</b>	Quizzes over chapter readings.
<b>Discussion Board</b>	<b>250 pts</b>	Various assignments such as speech preparation outlines as other assignments to assist in preparing for weekly speeches
<b>Peer/Self Critiques (TW1,2)</b>	<b>150 pts</b>	Self evaluations and peer critiques of performances

## Grade Scale:

A= 1000-900 pts; B= 899-800 pts; C=799-700; D=699-600; F=599 and down

## General Course Requirements

Every student is required to complete three 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), persuasive (1), and special occasion (1) speeches. **FAILING TO SUBMIT A SPEECH ON THE ASSIGNED DATE BY THE ASSIGNED TIME WILL RESULT IN RECEIVING AN AUTOMATIC "F" IN THE COURSE IN ACCORDANCE WITH DEPARTMENT POLICY.**

Additionally, each student is required to submit several discussion board assignments, take quizzes over assigned material from the text, submit self and peer evaluations of speech performances, and take a final exam.

## Course Policies

### 1. Guidelines for Recording and Uploading Speeches on YouTube

All three 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 that 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 (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 thru a simple search, make sure that you make your speech UNLISTED. 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:

### 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 only 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 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 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 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 and AN F IN THE COURSE as you will not receive credit for this speech.**

### May I use notecards or an outline to speak from?

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, but you may not use cue cards or read off anything that is located in the audience or in front of you.. More to come on this during the course. Also, you MAY use a lectern or a podium.

### **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 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.**

### **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 (you're hospitalization, funeral of immediate family member), **YOU WILL RECEIVE AN "F" IN THE COURSE. Technical difficulties, uploading problems, and nonworking youtube links, etc. are not legitimate reasons and will result in you receiving 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 (as noted above) 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 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., your hospitalization, funeral of immediate 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.

### **4. Academic Misconduct**

**Plagiarism in your speech will result in an F in the course,** 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 during the speech and in a bibliography as required.

### **5. Class Etiquette**

Please be a courteous student and peer.

### **6. Dress and Room Requirements**

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.

\*Tentative Schedule – COMM 1315 Public Speaking Winter 2020

Week	Date	Assignment	Due Date
1	Jan 4	*Read & Review Course Syllabus *Read Chapters 1 & 2 *Watch Lectures *Read Special Occasion Speech Assignment	Saturday, Jan 9 pm by 5 pm
1	Jan 5	*Read Chapters 5 & 18 *Watch Lectures *Take Quiz on Chapter 5 *Work on Special Occasion Speech	Saturday, Jan 9 pm by 5 pm
1	Jan 6	*Read Chapters 6 & 7, *Watch Lectures *Take Quizzes on Chapters 6 & 7 *Work on Special Occasion Speech	Saturday, Jan 9 pm by 5 pm
1	Jan 7	*Read Chapters 8 & 15 *Watch Lectures *Take Quizzes on Chapters 8 & 15 *Work on Special Occasion Speech	Saturday, Jan 9 pm by 5 pm
1	Jan 8	*Record & Upload Special Occasion Speech to Youtube *Upload Youtube Link to Discussion Board *Begin Reviewing & Looking at Informative Speech Assignment & Post Informative Topic on Discussion Board	Saturday, Jan 9 pm by 5 pm
2	Jan 11	*Read Chapters 10 & 12 * Watch Lectures * Take Quizzes on Chapters 10 & 12 *Revisit Informative Speech Assignment & Material (Located in Week 1 Folder) *Begin Working on Informative Outline	Saturday, Jan 16 by 5 pm
2	Jan 12	*Read Chapter 13 *Watch Lecture *Take Quiz on Chapter 13 *Perform Self & Peer Critique of Special Occasion Speech *Continue Working on Informative Outline	Saturday, Jan 16 by 5 pm
2	Jan 13	*Continue Working on Informative Outline	Saturday, Jan 16 by 5 pm
2	Jan 14	*Complete & Upload Informative Outline	Saturday, Jan 16 by 5 pm
2	Jan 15	*Record & Upload Informative Speech to Youtube *Submit Youtube Link to Discussion Board	Saturday, Jan 16 by 5 pm
3	Jan 18	*Read Chapters 16 & 17 *Watch Lectures	Friday, Jan 22 by 5 pm

		<ul style="list-style-type: none"> <li>*Take Quizzes on Chapters 16 &amp;17</li> <li>*Read Persuasive Assignment</li> <li>*Post Persuasive Topic &amp; SPS on Discussion Board</li> </ul>	
3	Jan 19	<ul style="list-style-type: none"> <li>*Work on Persuasive Outline</li> <li>*Complete Peer &amp; Self Evaluation of Informative Speeches under Discussion Board</li> </ul>	Friday, Jan 22 by 5 pm
3	Jan 20	<ul style="list-style-type: none"> <li>*Work On Persuasive Outline</li> </ul>	Friday, Jan 22 by 5 pm
3	Jan 21	<ul style="list-style-type: none"> <li>*Upload Completed Outline</li> </ul>	Friday, Jan 22 by 5 pm
3	Jan 22	<ul style="list-style-type: none"> <li>*Record &amp; Upload Persuasive Speech to Youtube</li> <li>*Submit Youtube Link to Discussion Board</li> </ul>	Friday, Jan 22 by 5 pm