

Comm 1315: Online Public Speaking – Dual Credit – Fall 2021

Instructor Information

Name: Dr. Ratcliff

Email: amanda.ratcliff@angelo.edu

Office Hours: Virtual Office Hours Monday – Thursday 9:00am- 11:00am or by appointment. Students should email the professor if a phone conference is needed. General questions about the course should be sent to the professor's email.

Required Readings: Lucas, S. E. (2020). The art of public speaking (12th ed.). Boston: McGraw Hill

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 and know how to navigate 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.

General Course Requirements:

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.

Every student is required to complete *four* major 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 in the text. Speech types will include an

informative (1), persuasive (2) and special occasion (1). The introductory speech *does not* count as a major speech.

**** FAILING TO SUBMIT A MAJOR SPEECH ON THE ASSIGNED DATE BY THE ASSIGNED TIME WILL RESULT IN RECEIVING AN AUTOMATIC “F” IN THE COURSE REGARDLESS OF YOUR NUMERICAL AVERAGE. THIS IS DEPARTMENT POLICY. ****

Course requirements: (Total = 1000 pts)

Task	Description	Points
Introductory Speech	A 1–2-minute speech that introduces yourself to the course and ensures that you are familiar with the recording and uploading process.	10
Informative Speech (CS2, CS1)	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.	150
Persuasive Speech (CT2)	A 5–7-minute persuasive speech where the student chooses a side from their informative speech to advocate. Preparation outline will be required.	150
Persuasive Speech (Monroe’s Motivated Sequence (CS3)	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.	150
Special Occasion Speech	A 1–4-minute wedding toast, eulogy, or acceptance speech.	100
Outlines	Students will complete a preparation outline for the Informative Speech and both Persuasive Speeches.	75
Quizzes	Quizzes, which may consist of multiple-choice, true/false, and essay questions, will be given throughout the course of the semester.	100
Peer Evaluations and Self-Critiques	Students will complete peer evaluates, as well as self-critiques of their own speeches.	130
Discussion Board	Students will make various post in the Discussion Board according to assignment requirements.	50
Final Exam	Students will take a final exam on course material at the end of the course.	100
Total		1,000

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Grade Scale:

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

Course Policies:

1. Guidelines for Recording and Uploading Speeches on YouTube

All speeches will need to be uploaded to YouTube and the (working) link to your speech **must** be posted to the Discussion Board by the due date and time indicated in each week's folder and assignments. Speeches uploaded to YouTube must be marked as PUBLIC or UNLISTED so that when a link is submitted, it may be accessed by the instructor and other students.

You are required to have 5 adults (or peers in the instance of Dual Credit students) in your audience when you record your speech, which includes the camera operator IF they are an adult (or peer). Before you start delivering your speech, you need to scan your audience slowly enough that 5 audience members can be accurately counted. At the end of your presentation, you will need to scan your audience again to show that all remained during your speech. **Failure to meet the audience requirement results in not receiving credit for the speech. Not receiving credit for the speech results in an automatic F in the course, regardless of your numerical average.**

The camera should be set up where I can see the presenter from head to knees. 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 panning of the audience. An edited speech will result in an automatic F in the course. 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 an F in the course. 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.**

Allow for problems by completing assignments ahead of time. Also, you may use an outline or notecards 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 so will result in an 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 issues. You may also use a webcam, laptop

video cam, or tablet. I'm not too concerned with what you use to record your speech, as long as you have the capability to upload the video to YouTube.

Remember, you may use notecards or a speaking outline (abbreviated outline of your full formal outline) when you speak. I will grade for eye contact and conversational style, 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 (your hospitalization, funeral of close family member), **YOU WILL RECEIVE AN "F" IN THE COURSE, REGARDLESS OF YOUR NUMERICAL AVERAGE. THIS IS A DEPARTMENT POLICY.** Experiencing technical difficulties, being unable to find enough audience members, uploading problems, and nonworking uploads/YouTube links, etc. are not valid excuses for a late or missed speech and will result in your receiving an F in the course. If you have a legitimate reason for not submitting, **YOU ARE REQUIRED TO CONTACT THE INSTRUCTOR TO SUBMIT DOCUMENTATION TO VERIFY YOUR ABSENCE. ONCE THE DOCUMENTATION HAS BEEN VERIFIED, YOU WILL BE NOTIFIED OF YOUR NEW DUE DATE.**

3. Late Work:

I do NOT accept late work of any kind. Assignments are due at the time indicated on Blackboard and in the syllabus. If you have extracurricular activities that you are a part of and you anticipate being gone on the day that assignments are due, you need to complete your work ahead of time. If you have a technology issue uploading your speech videos, I will allow a 24-hour grace period in which you can fix that issue. This means speeches with tech issues must be submitted properly (at the latest) by Saturday 5:00pm after the Friday assignment due date. This extension is only for tech issues and should not be used as an excuse for recording and submitting your speeches on Saturday.

4. Academic Misconduct:

Plagiarizing your speech will result in receiving an F in the course, regardless of your numerical average, 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/work cited page 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, no pajamas, or bare feet, etc. 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 the full Honor Code Policy at: <https://www.angelo.edu/forms/pdf/honorcode5.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 Title IX Coordinator at:

Michelle Miller, J.D. Title IX Coordinator
 Mayer Administration Building, Room 210
 325-942-2022, michelle.miller@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 at 325-942-2171, Counseling Services at 325-942-2371 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.

Tentative Course Schedule- Assignment Specifics Located in Blackboard Weekly Folders		
Week	Chapter Readings & Assignments	Due Dates
1 Aug. 23	<input type="checkbox"/> Read Course Syllabus, Policies, and Schedule <input type="checkbox"/> Take Quizzes: Syllabus Agreement <input type="checkbox"/> Record Introductory Speech, <input type="checkbox"/> Upload to YouTube, <input type="checkbox"/> Provide Link on Discussion Board	Fri., Aug. 27th by 5 pm CST
2 Aug. 30	<input type="checkbox"/> Read Chapters 1 & 2 <input type="checkbox"/> Watch Chapter Lectures <input type="checkbox"/> Review Chapter PowerPoints <input type="checkbox"/> Take Quizzes: Chapters 1 & 2	Fri., Sept. 3rd by 5 pm CST
3 Sept. 6	<input type="checkbox"/> Read Chapters 5, 6, & 15 <input type="checkbox"/> Watch Chapter Lectures <input type="checkbox"/> Review Chapter PowerPoints <input type="checkbox"/> Take Quizzes: Chapters 5, 6, & 15 <input type="checkbox"/> Read Documents in Speech 1 Folder <input type="checkbox"/> Do Discussion Board Work	Fri., Sept. 10th by 5 pm CST
4 Sept. 13	<input type="checkbox"/> Read Chapters 7, 8, & 9 <input type="checkbox"/> Watch Chapter Lectures <input type="checkbox"/> Review Chapter PowerPoints <input type="checkbox"/> Take Quizzes on Chapters 7, 8, and 9 <input type="checkbox"/> Do Discussion Board Work <input type="checkbox"/> Watch Sample Informative Speech <input type="checkbox"/> Continue Working on Informative Outline	Fri., Sept. 17th by 5 pm CST
5 Sept. 20	<input type="checkbox"/> Read Chapters 10, 12, & 13 <input type="checkbox"/> Watch Chapter Lectures <input type="checkbox"/> Review Chapter PowerPoints <input type="checkbox"/> Take Quizzes 10 & 13 <input type="checkbox"/> Turn in Completed Informative Outline	Fri., Sept. 24th by 5 pm CST
6 Sept. 27	<input type="checkbox"/> Informative Speeches Due	Fri., Oct. 1st by 5 pm CST
7 Oct. 4	<input type="checkbox"/> Complete <i>Self</i> Evaluation of Informative Speech <input type="checkbox"/> Complete <i>Peer</i> Evaluations of Informative Speech <input type="checkbox"/> Read Special Occasion Speech Assignment	Fri., Oct. 8th by 5 pm CST

8 Oct. 11	<input type="checkbox"/> Read Chapters 16 & 17 <input type="checkbox"/> Read Persuasive Speech 2 Folder contents <input type="checkbox"/> Persuasive SPS Due <input type="checkbox"/> Special Occasion Speech Due	Fri., Oct. 15th by 5 pm CST
9 Oct. 18	<input type="checkbox"/> Do Chapter 16 & 17 Worksheets <input type="checkbox"/> Persuasive Completed Outline Due	Fri., Oct. 22nd by 5 pm CST
10 Oct. 25	<input type="checkbox"/> Persuasive Speech Due <input type="checkbox"/> Do Peer Evaluation of Special Occasion Speech	Fri., Oct. 29th by 5 pm CST
11 Nov. 1	<input type="checkbox"/> Do <i>Self</i> Evaluation of Persuasive Speech <input type="checkbox"/> Do <i>Peer</i> Evaluations of Persuasive Speech	Fri., Nov. 5th by 5 pm CST
12 Nov. 8	<input type="checkbox"/> Read MMS Speech Folder Contents <input type="checkbox"/> Do Discussion Board Work	Fri., Nov. 12th by 5 pm CST
13 Nov. 15	<input type="checkbox"/> Continue to Work on Last Speech <input type="checkbox"/> Do Discussion Board Work	Fri., Nov. 19th by 5 pm
14 Nov. 22 (Nov. 24-26 Holiday)	<input type="checkbox"/> Turn in Your MMS Completed Outline & Visual Aid/PowerPoint Description <input type="checkbox"/> Do Course Evaluation	Fri., Nov. 26th by 5pm CST
15 Nov. 29	<input type="checkbox"/> MMS Speeches Due	Fri., Dec. 3rd by 5 pm CST
Final Exam Week	<input type="checkbox"/> Do Final Self Evaluation <input type="checkbox"/> Do Peer Evaluation of MMS Speech <input type="checkbox"/> Final Exam Due	Wed., Dec. 8th by 5 pm CST