

**COMM 1315 Online Public**  
**Speaking Instructor: Dr. Leslie Y.**  
**Rodriguez Fall 2021 – 2nd 8 Week**

**Instructor information**

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Telephone: 325/486-

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Office Hours:: 12 pm-2:00 pm; Tues/Thur: 11 am- 12:15 pm, 2:00 -3:30 pm; by appointment (email to schedule)

**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. Exams 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. Outline also required
<b>Persuasive Speech (CT2)</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>Persuasive Speech (MMS) (CS3)</b>	<b>200 pts</b>	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.
<b>Quizzes</b>	<b>100 pts</b>	Quizzes over chapter readings.

<b>Discussion Board</b>	<b>30 pts</b>	Various DBs about chapter material that assist in building
		assigned speeches
<b>Outlines</b>	<b>75 pts</b>	
<b>Self &amp; Peer Critiques</b>	<b>110 pts</b>	Critiques of peer speech performances
<b>Final Exam</b>	<b>100pts</b>	Exam of announced chapters.

#### 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) and persuasive (2) speeches. **FAILING TO SUBMIT A SPEECH ON THE ASSIGNED DATE BY THE ASSIGNED DATE & 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

##### 24 Late Work Extension

**All weekly assignments are due by 5 pm Friday CST (except in Finals week). I have provided a daily schedule that I recommend that you complete daily to stay on track and to keep from being overwhelmed at the end of the week. Because things do happen, I have given everyone a 24 hour "no questions asked" extension for each week. As such, I will accept without penalty any late work for the week until Saturday at 5 pm CST. However, NO LATE WORK WILL BE ACCEPTED FOR THE WEEK after 5 pm on Saturday. So do NOT plan Saturday as a day to work. Remember, only use Saturday when necessary. Complete your work on Fridays by 5 pm as noted in your daily schedule.**

##### 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 to YouTube, 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. Please remember, failing to provide a working YouTube link of a speech video by the due date and time will result in an automatic F in the class regardless of your numerical average.**

When you upload your speeches to 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?

Yes, you must have an audience of at least 5 adults (18 years or older) when you record your speeches. Failure to have 5 adults in your audience will result in the speech not being graded, which leads to an automatic F in the

course regardless of your numerical average. When recording your speeches, you must show your 5 audience members before you begin speaking. You then have to show the 5 audience members again when you finish speaking to show that they remained throughout your speech.

Your audience must be seated in front of you. They also need to be an attentive audience. They should not be on their phones, speaking to each other while you are speaking, etc.

### **How should the video be recorded?**

The video camera needs to zoom in on only the speaker providing a full frontal view (**head to knees**). 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.**

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

You may use notecards or a speaking outline (abbreviated outline of your full preparation 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 a teleprompter, 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. You may also use a video camera on a laptop or PC. I'm not too concerned with what you record your speech with, 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.**

### **1. 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 REGARDLESS OF YOUR NUMERICAL AVERAGE. Technical difficulties, uploading problems, and nonworking YouTube links, wrong 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.

#### **1. 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.

#### **2. 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.

#### **3. Class Etiquette**

Please be a courteous student and peer.

#### 4. 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 to present your speech.

#### 5. 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)

#### 6. 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](mailto:dallas.swafford@angelo.edu) University Center, Suite 112B

#### 7. 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.

#### 9. 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 Director of Title IX Compliance/Title IX Coordinator at:

**Michelle Boone, J.D.**

**Director of Title IX Compliance/Title IX Coordinator**

**Mayer Administration Building, Room 210**

**325-942-2022**

**[michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu)**

You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://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.

For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

\*Tentative Schedule – COMM 1315 Public Speaking Fall 2021 – 2nd 8-Weeks

<b>Week</b>	<b>Daily Assignments</b>	<b>Assignment</b>	<b>Due Date</b>
1	October 18	Read Syllabus and Course Syllabus *Take Syllabus Agreement Quiz	Friday, October 22nd@5 pm CST
1	October 19	*Read Chapters: 1&2 *Take Quizzes: Chapters 1&2 *Watch Video Lectures: Ethics & Anxiety Reduction	Friday, October 22nd@5 pm CST
1	October 20	*Read Chapters: 5&6 *Take Quizzes: 5&6 *Watch Video Lectures: Purpose Statements & Audience Analysis	Friday, October 22nd@5 pm CST
1	October 21	*Read Chapter: 15 *Take Quiz: 15 *Watch Video Lecture: Informative Speaking	Friday, October 22nd@5 pm CST
1	October 22	*Read Speech 1 Folder *Post Topic & SPS (In Discussion Board)	Friday, October 22nd@5 pm CST
<b>Week</b>	<b>Date</b>	<b>Assignment</b>	<b>Due Date</b>
2	October 25	*Read Chapters: 7 &8 *Take Quizzes: 7&8 *Watch Video Lectures: Support Information; Citing Sources Orally; Evaluating Sources *Work on Informative Outline	Friday, October 29th@5 pm CST
2	October 26	*Read Chapters: 9&10 *Take Quizzes: 9&10 *Watch Video Lectures: Outlining; Preparation vs. Speaking Outline; Intros and Conclusions *Work on Informative Outline	Friday, October 29th@5 pm CST
2	October 27	*Read Chapter:12& 13 *Take Quiz: 13 *Watch Video Lecture: Presenting Online; The Speaker's Body *Work on Informative Outline	Friday, October 29th@5 pm CST
2	October 28	*Work on Informative Outline	Friday, October 29th @5 pm CST
2	October 29	*Turn in Completed Informative Outline	Friday, October 29th @5 pm CST
<b>Week</b>	<b>Date</b>	<b>Assignment</b>	<b>Due Date</b>
3	November 1	Watch Sample Informative Speech	Friday, November 5th@5 pm CST
3	November 2	Practice Informative Speech	Friday, November 5th@5 pm CST

3	November 3	Practice Informative Speech	Friday, November 5th@5 pm CST
3	November 4	Practice Informative Speech	Friday, November 5th@5 pm CST
3	November 5	Record & Upload your Speech to YouTube. Place your Informative Speech YouTube Link In	Friday, November 5th@5 pm CST

		Discussion Board.	
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Week	Date	Assignment	Due Date
4	November 8	*Self-Evaluation of Informative Speeches (In Discussion Board) *Peer-Evaluation of Informative Speeches (In Discussion Board)	Friday, November 12th@5 pm CST
4	November 9	*Read Chapters: 16&17 *Read Persuasive Folder *Post SPS on Discussion Board	Friday, November 12th@5 pm CST
4	November 10	*Complete Persuasion Worksheets Using Fallacies Handout (Will not turn in – practice for final exam. I'll give answers next week) *Work on Persuasive Outline	Friday, November 12th@5 pm CST
4	November 11	*Work on Persuasive Outline	Friday, November 12th@5 pm CST
4	November 12	*Work on Persuasive Outline	Friday, November 12th@5 pm CST

Week	Date	Assignment	Due Date
5	November 15	*Review Worksheet Answers *Turn in Persuasive Outline *Watch Sample Persuasive Speech	Friday, November 19th@5 pm CST
5	November 16	*Practice Persuasive Speech	Friday, November 19th@5 pm CST
5	November 17	*Practice Persuasive Speech	Friday, November 19th@5 pm CST
5	November 18	*Practice Persuasive Speech	Friday, November 19th@5 pm CST
5	November 19	*Record & Upload Your Persuasive Speech to YouTube AND post your YouTube Link to Discussion Board	Friday, November 19th@5 pm CST

Week	Date	Assignment	Due Date
6	November 22  *Last day to withdraw from 2nd 8-Week session	*Self-Evaluation of Persuasive Speeches *Peer-Evaluation of Persuasive Speeches	Friday, November 26th@5 pm CST
6	November 23	*Read Monroe's Motivated Sequence Folder Documents *Listen to MMS Powerpoint Lecture – view in Presentation mode to hear narration *Pick Organization & SPS (Discussion Board)	Friday, November 26th@5 pm CST
6	November 24	*Work on MMS Outline	Friday, November 26th@5 pm CST
6	November 25	*Work on MMS Outline	Friday, November 26th@5 pm CST
6	November 26	*Work on MMS Outline	Friday, November 26th@5 pm CST
Week	Date	Assignment	Due Date
7	November 29	*Turn in MMS Outline	Friday, December 3rd@5 pm CST

7	November 30	*Practice MMS Speech	Friday, December 3rd@5 pm CST
7	December 1	*Practice MMS Speech	Friday, December 3rd@5 pm CST
7	December 2	*Practice MMS Speech	Friday, December 3rd@5 pm CST
7	December 3	*Record & Upload your MMS Speech to YouTube AND post your YouTube Link to Discussion Board.	Friday, December 3rd@5 pm CST
<b>Week</b>	<b>Date</b>	<b>Assignment</b>	<b>Due Date</b>
8	December 6	*Take Final Exam	Wednesday, December 8th@5 pm CST
8	December 7	*Do Final Self-Evaluation	Wednesday, December 8th@5 pm CST
8	December 8	Course Wrap-Up	Wednesday, December 8th@5 pm CST