

COMM 1315: Public Speaking
Instructor: Dr. Leslie Y. Rodriguez
Fall 2021

Instructor information:

Email: leslie.rodriguez@angelo.edu

Telephone: 325/486-6088

Office: Library 306C

Office Hours: MW: 12:00 pm-2:00 pm; TR: 11:00 am-12:30 pm, 2:00-3:30 pm; By appointment (email to schedule)

Instruction for Sending Emails:

The email must contain your name and class section number in the Subject Line of the Email. The email must contain a greeting. It can be as simple as "Dr. Rodriguez". The body of the email must be appropriately punctuated and free of spelling errors. The message must end with a closing, such as: "Thank, you, [your name]."

Readings Required:

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

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.

Student Learning Outcomes:

Critical Thinking Skills (CT) - Gather, analyze, evaluate, and synthesize information relevant to a question or issue and construct a logical position (i.e. perspective, thesis, and/or hypothesis) that acknowledges ambiguities or contradictions.

Communication Skills (CS) - Develop, interpret, and express ideas through effective written, oral, and visual communication.

Teamwork Skills (TW) - Consider different viewpoints as a member of a team in order to work effectively with others to support and accomplish a shared goal.

Attitudes and Behaviors Displaying Social Responsibility (SR) - Demonstrate intercultural competence, knowledge of civic responsibility, and engagement in the campus, regional, national or global communities.

Attitudes and Behaviors Displaying Personal Responsibility (PR) - Demonstrate the ability to evaluate choices, actions and consequences as related to ethical decision making.

Course Requirements (1000 points):

Informative Speech 1 = 150 points

A 5-7 minute speech on a topic of controversy at the local, state, national, or international level, which in an unbiased manner informs the audience of the two sides of the debate. See assignment sheet for details.

Informative Outline = 50 points

A preparation outline and works cited page for the informative speech. See assignment sheet for details.

Persuasive Speech 1 = 150 points

A 5-7 minute persuasive speech advocating one of the sides introduced in the informative speech. A preparation outline will be required. See assignment sheet for details.

Persuasive 1 Outline = 50 points

A preparation outline and works cited page for the informative speech. See assignment sheet for details

Special Occasion Speech = 100 points

A 1-3 minute (time dependent upon type selected) wedding toast, eulogy, or acceptance speech.

Persuasive Speech 2 (MMS speech) = 100 points

A 12-15 minute group speech persuading the audience to volunteer for a particular non-profit organization, which utilizes Monroe's Motivated Sequence.

Persuasive 2 (MMS) Outline = 50 points

A preparation outline and works cited page for the Persuasive 2 (MMS) speech. See assignment sheet for details.

Persuasive 2 (MMS) Group Peer Evaluation = 50 points

Students will evaluate their group members for the persuasive 2 (MMS) speech.

Quizzes 5@20 points = 100 points

Students will be given 5 quizzes on chapter material throughout the course of the semester. Quizzes may consist of multiple-choice, true/false, and essay questions.

Peer Evaluations 2@25 points = 50 points

Students will be graded on their evaluation of their peers' individual speeches (informative and persuasive 1).

Participation = 50 points

Students will be graded on their ability and willingness to discuss course material during class lecture. The following scale will be used to determine participation points:

50 points=Excellent 40 points=Good 30 points=average 20 points=fair 10 points=poor

Final Exam = 100 points

Students will take a final exam on course material at the end of the course. Final exam may consist of multiple-choice, true/false, and essay questions. Details regarding the final exam will be announced in class.

Course Grading

A=1000-900 points B=899-800 points C=799-700 points D=699-600 points F=599 points and below

Course Policies

1. Attendance

Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. The student is allowed to miss 3 days (MWF), 2 days (T/R), and 1 day (if class meets once a week) without penalty to the final grade. However, a student's absence will result in a zero for all work/assignments completed on that day. Once a student misses more than the allotted absences mentioned above, two (2) points will be deducted from the student's FINAL average for each additional absence. This number includes both EXCUSED and UNEXCUSED absences. You will be counted absent if you are not present for the entire class. Three tardies (more than 10 minutes) will result in an absence.

To be considered excused for a class absence, the student must be excused through the school as they will be attending a school sponsored event. In these cases, it is the responsibility of the student to complete any assignments they will be missing prior to their departure. Please come talk to me if as soon as you know you will be missing a class.

2. Late Speeches

If you are not present when scheduled to give your speech and do not have a legitimate reason for being absent (i.e., hospitalization, funeral of immediate family member), **department policy states that this will also result in the student automatically receiving an "F" in the course regardless of the student's numerical average.** 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 missing, YOU ARE REQUIRED TO MAKE UP YOUR SPEECH THE DAY THAT YOU RETURN. This means that you must have your documentation verifying the excuse for your absence and your speech materials ready. You will be FIRST to present on the day that you return.

Also, showing up late on your scheduled speech date will result in 15 points being deducted from your speech.

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. Missing a test for an unexcused reason results in a zero for the exam.

4. 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.

5. Class Etiquette

Please be a courteous student and peer. Use of cell phones in class will result in you being counted absent for the day, and will result in a 0 for any work completed on that day. Students may not use Snapchat, Instagram, Facebook, or any other social media outlet to post pictures or videos of other students or their performance in the classroom. Failure to comply with this rule will result in you being reported to the Dean of Student Life.

6. Dress Requirement

Appropriate dress is required for each speech. Specific requirements will be announced by the instructor prior to the speech.

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

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 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. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner: Online: www.angelo.edu/incident-form

Face to Face: Mayer Administration Building, Room 210 **Phone:** 325-942-2022 **E-Mail:** michelle.boone@angelo.edu

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.

Course Schedule

Week	Chapter Readings	Due Dates
1 Week of Aug. 23	<p style="text-align: center;">Introduction to Course; Course Syllabus Chapter 1: Speaking in Public Chapter 2: Ethics and Public Speaking</p>	<p style="text-align: center;">Introductory Speeches</p> <p style="text-align: center;">Quiz 1 (2 Parts): Chapters 1&2 (Each chapter divided into 2 scores at 10 pts each)</p>
2 Week of Aug. 30	<p style="text-align: center;">Chapter 5: Selecting a Topic Chapter 6: Analyzing Your Audience Chapter 15: Speaking to Inform</p> <p style="text-align: center;">**Informative Speech Assignment Handed Out**</p>	<p style="text-align: center;">Tuesday, Aug. 31: Quiz 2: Chapters 5, 6, & 15</p>
3 Week of Sept. 6	<p style="text-align: center;">Chapter 7: Gathering Materials Chapter 8: Supporting Your Ideas Chapter 9: Organizing the Body of Your Speech</p>	<p style="text-align: center;">Tuesday, Sept. 7: Quiz 3: Chapters 7, 8, & 9</p>
4 Week of Sept. 13	<p style="text-align: center;">Chapter 10: Beginning and Ending the Speech Chapter 12: Using Language Chapter 13: Delivery Chapter 14: Using Visual Aids</p>	<p style="text-align: center;">Tuesday, Sept. 14: Quiz 4: Chapters 10, 12, 13, & 14</p> <p style="text-align: center;">Thursday, Sept. 16: Informative Preparation Outline Due</p>
5 Week of Sept. 20	Informative Speeches	* See Speaking Order
6 Week of Sept. 27	Informative Speeches	*See Speaking Order
7 Week of Oct. 4	<p style="text-align: center;">Chapter 16: Speaking to Persuade Chapter 17: Methods of Persuasion</p> <p style="text-align: center;">**Persuasive Speech 1 Assignment Handed Out**</p>	<p style="text-align: center;">Tuesday, Oct. 5: Quiz 5: Chapters 16 & 17</p>
8 Week of Oct. 11	Chapter 16 & 17 Continued	<p style="text-align: center;">Thursday, Oct. 14: Persuasion Preparation Outline Due</p>
9 Week of Oct. 18	Persuasive 1 Speeches	*See Speaking Order
10 Week of Oct. 25	Persuasive 1 Speeches	*See Speaking Order

Week	Chapter Readings	Due Dates
<p align="center">11 Week of Nov. 1</p>	<p align="center">Chapters 16 & 17 Revisited Lecture on Monroe's Motivated Sequence (MMS) Group Workshops</p> <p align="center">**Persuasive Speech 2 (MMS)/Group Speech Assignment Handed Out**</p>	
<p align="center">12 Week of Nov. 8</p>	<p align="center">Group Workshops</p>	<p align="center">Tuesday, Nov. 9: Group Preparation Outline and PowerPoint Due</p> <p align="center">Thursday, Nov. 11: Group Rehearsals</p>
<p align="center">13 Week of Nov. 15</p>	<p align="center">Group Presentations</p> <p align="center">Chapter 18: Speaking on Special Occasions **Special Occasion Speech Assignment Handed Out**</p>	<p align="center">*See Speaking Order – SO Speech *Group Peer Evaluations Due</p>
<p align="center">14 Week of Nov. 22</p>	<p align="center">Group Presentations Cont. (if needed)</p> <p align="center">Review for Final Exam</p> <p align="center">(November 22– LAST DAY TO DROP CLASS OR WITHDRAW FROM UNIVERSITY) (November 24-26 Thanksgiving Holidays)</p>	
<p align="center">15 Week of Nov. 29</p>	<p align="center">Special Occasion Speeches</p>	<p align="center">*See Speaking Order</p>
<p align="center">FINAL EXAM Week of Dec. 6th</p>	<p align="center">TR 9:30 am class: Thur, Dec. 9th, 8-10 am TR: 3:30 pm class: Tuesday, Dec., 9th, 3:30-5:30 pm</p>	<p align="center">FINAL EXAM</p>

Email Example

To: Leslie Y. Rodriguez <leslie.rodriguez@angelo.edu>

From: Jane E. Doe <jdoe23@angelo.edu>

Subject: Jane E. Doe – CID 12312334 <----- Include your Name and CID in the subject line

Dr. Rodriguez, <-----Include a Greeting

Hello. My name is Jane E. Doe (CID 12312334) and I am in your T/R Public Speaking course at 3:30 pm. I wanted to let you know that I will not be attending class this afternoon because I have not been feeling well, and I have a doctor's appointment scheduled this afternoon. I will email you a copy of the doctor's excuse after I receive it. Could you please let me know what I missed in class today and if I need to prepare anything for our next class meeting? The syllabus states we have an assignment due in our next class meeting, and I wanted to make sure that I have that assignment prepared to turn in when we meet again. <-----Make sure you tell me specifically which class you are in. Also, make sure you have checked your syllabus first to see if it answers your question for you. Make sure the body is punctuated correctly and free of any spelling or grammatical errors.

Thank you, <-----Closing

Jane <-----Your Name