

**\*ASU syllabus**

**COMM 1315: Public Speaking**  
**Instructor: Virginia Andrews "Ginny"**  
**Spring 2022**

**\*The information on this syllabus comes from Dr. Leslie Rodriguez's COMM 1315 course at ASU. My course will align with the information in this syllabus and follow the curriculum set forth by ASU for all COMM 1315 courses at ASU.**

**Instructor information:**

Email: Vandrews@frenship.us

Telephone: 806-866-4440

Conferences: 4<sup>th</sup>/8<sup>th</sup>

**Readings Required:**

*Communication: Making Connections*. Seiler and Beall (8<sup>th</sup> or 9<sup>th</sup> ed.) **Buy this on Amazon (used for \$5, or try the book sale list that will be given to you the first week of class)**

**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 6-8 minute 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 for 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 close family member), you will receive a 0 for that presentation. **Additionally, department policy states that in addition to the zero, if a student fails to deliver all four speeches on the assigned date, 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 legitimizing 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 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 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](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

## 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.

## Course Schedule

Week	Chapter Readings	Due Dates
1 Week of Aug	Introduction to Course; Course Syllabus Chapter 1: Speaking in Public Chapter 2: Ethics and Public Speaking	Introductory Speeches  Quiz 1: Chapters 1&2 (Each chapter divided into 2 scores at 10 pts each)
2 Week of Sept	Chapter 5: Selecting a Topic Chapter 6: Analyzing Your Audience Chapter 15: Speaking to Inform  **Informative Speech Assignment Handed Out**	Quiz 2: Chapters 5, 6, & 15
3 Week of Sept	Chapter 7: Gathering Materials Chapter 8: Supporting Your Ideas Chapter 9: Organizing the Body of Your Speech	Quiz 3: Chapters 7, 8, & 9
4 Week of Sept	Chapter 10: Beginning and Ending the Speech Chapter 12: Using Language Chapter 13: Delivery Chapter 14: Using Visual Aids	Informative Preparation Outline and PowerPoint Due  Quiz 4: Chapters 10, 12, 13, & 14
5 Week of Sept	Informative Speeches	* See Speaking Order
6 Week of Oct	Informative Speeches	*See Speaking Order
7 Week of Oct	Chapter 16: Speaking to Persuade Chapter 17: Methods of Persuasion  **Persuasive Speech 1 Assignment Handed Out**	Quiz 5: Chapters 16 & 17
8 Week of Oct	Chapter 16 & 17 Continued	Persuasion Preparation Outline and PowerPoint Due
9 Week of Oct	Persuasive 1 Speeches	*See Speaking Order
10 Week of Oct	Persuasive 1 Speeches  *Last Day to Drop Class – Fill in Date	*See Speaking Order
11 Week of Nov	Chapters 16 & 17 Revisited Lecture on Monroe's Motivated Sequence (MMS)  **Persuasive Speech 2 (MMS)/ Speech Assignment Handed Out**	
12 Week of Nov	MMS Workshop	*MMS Preparation Outline and PowerPoint Due

<b>13</b> <b>Week of Nov</b>	<b>MMS Speeches</b>  <b>Chapter 18: Speaking on Special Occasions</b> <b>**Special Occasion Speech Assignment Handed Out**</b>  <b>Thanksgiving Break:</b>	<b>*See Speaking Order</b>
<b>14</b> <b>Week of Nov</b>	<b>MMS Speeches</b>  <b>Review for Final Exam</b>	
<b>15</b> <b>Week of Dec</b>	<b>Special Occasion Speeches</b>	<b>*See Speaking Order</b>
<b>FINAL EXAM</b>	<b>See FINAL EXAM SCHEDULE</b>	<b>FINAL EXAM</b>