

Comm 1315: Online Public Speaking – Dual Credit – Spring 2022

Instructor: Dr. Amanda Ratcliff

Email: Amanda.ratcliff@angelo.edu

Telephone: Phone Conferences Are Available. Email professor for contact number and to set appointment.

Virtual Office Hours: Monday – Thursday 9:00am – 2:00pm. Meetings by appointment. Students can set up a meeting via phone or Zoom with the professor.

Readings

Required: Lucas, S. E. (2018). 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 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)

Introductory Speech = 10 points

A 1-2 minute speech that introduces yourself to the course, and also insures that you are familiar with the recording and uploading process.

Informative Speech (CS2, CS1) = 150 pts

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.

Persuasive Speech (CT2) = 150 pts

A 5-7 minute persuasive speech where the student chooses a side from their informative speech to advocate. Preparation outline will be required.

Persuasive Speech (Monroe's Motivated Sequence (CS3)= 150 pts

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.

Special Occasion Speech = 100 Pts

A 1-4 minute wedding toast, eulogy, or acceptance speech.

Quizzes = 100 pts

Discussion Board = 50 pts

Outlines = 75 pts

Peer Evaluations and Self Critiques = 130 pts

Final Exam = 100 pts

Grade Scale:

A = 1000-900 pts.

B = 899-800 pts.

C = 799-700 pts.

D = 699-600 pts.

F = 599 and lower

General Course Requirements

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 1 special occasion speech. The introductory speech does not count as a major speech.

- 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.

Course Policies

1. Guidelines for Recording and Uploading Speeches on Capture

All speeches will need to be uploaded to YouTube and the link (working) to your speech must be posted to 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 for dual credit students) in your live audience when you record your speech, which includes the camera operator IF they are an adult. 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 doing things ahead of time. Also, you may use an outline or notecard 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 this 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 issue. You may also use a webcam, laptop video cam, or tablet. I'm not too concerned with what you 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

ALL speeches are due on Fridays at 5 pm CST. IF you miss the speech deadline (date & time), you have 24 hrs to get the speech link uploaded to Discussion Board without penalty – Saturday at 5 pm CST.

If you do not submit a speech by the extended 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. Technical difficulties, can't find enough audience members, uploading problems, and nonworking uploads and YouTube links, etc. are not valid excuses for turning in a late speech after the extended deadline (Saturday at 5 pm), 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. Assignments are due at the time indicated on Blackboard and in the syllabus. If you have extracurricular activities that you are a part of, you need to complete your work ahead of time if you anticipate being gone on the day that assignments are due. However, I understand that life sometimes happens; therefore, everyone is given a 24 hr extension no questions asked. However, if your weekly assignments are not uploaded by the extended due date (Saturdays at 5 pm CST), you will receive a 0 on that assignment. (Not turning in speeches by the extended deadline results in an automatic F in the course regardless of your numerical average).

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 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. 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

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 – Specifics of Assignments are located in Blackboard Weekly Folder

Week	Chapter Readings	Due Dates
1 Week of Jan. 17	*Read Course Syllabus, Policies, and Schedule *Take Quizzes: Syllabus Agreement *Record Introductory Speech, Upload to YouTube, Provide Link on Discussion Board	Friday., Jan. 21st by 5 pm CST
2 Week of Jan. 24	*Read Chapters 1-2 *Watch Chapter Lectures *Review Chapter Powerpoints *Take Quizzes: Chapters 1&2	Friday., Jan. 28th by 5 pm CST
3 Week of Jan. 31	*Read Chapters 5, 6, & 15 *Watch Chapter Lectures *Review Chapter Powerpoints *Take Quizzes: Chapters 5, 6, & 15 *Read Documents in Speech 1 Folder *Do Discussion Board Work	Friday., Feb. 4th by 5 pm CST
4 Week of Feb. 7	*Read Chapters 7, 8, & 9. *Watch Chapter Lectures *Review Chapter PowerPoints *Take Quizzes on Chapters 7, 8, and 9. *Do Discussion Board Work *Watch Sample Informative Speech *Continue Working on Informative Outline	Friday., Feb. 11th by 5 pm CST
5 Week of Feb. 14	*Read Chapters 10, 12, & 13. *Watch Chapter Lectures *Review Chapter PowerPoints *Take Quizzes 10 & 13. *Turn in Completed Informative Outline	Friday., Feb. 18th by 5 pm CST
6 Week of Feb. 21	*Informative Speeches Due	Friday, Feb. 25 th by 5 pm CST
7 Week of Feb. 28	*Complete Self & Peer Evaluations of Informative Speech *Read Special Occasion Speech Assignment	Friday, Mar. 4th by 5 pm CST
8 Week of Mar. 7	*Read Chapter 16 & 17 *Read Persuasive Speech 2 Folder contents *Persuasive SPS due *Special Occasion Speech Due	Friday, Mar. 11th by 5 pm CST
Spring Break (Mar. 14-18)		
9 Week of Mar. 21	*Do Chapter 16 & 17 Worksheets *Persuasive Completed Outline Due	Friday, Mar. 25th by 5 pm CST
10 Week of Mar. 28	*Persuasive Speech Due * Do Peer Evaluation of Special Occasion Speech	Friday, Apr. 1 st by 5 pm CST
11 Week of Apr. 4	*Do Self and Peer Evaluations of Persuasive Speech	Friday, Apr. 8th by 5 pm CST
12 Week of Apr. 11	*Read MMS Speech Folder Contents *Do Discussion Board Work	Friday, Apr. 15th by 5 pm CST

13 Week of Apr. 18	*Continue to work on last speech *Do Discussion Board Work	Friday, Apr. 22nd by 5 pm
14 Week of Apr. 25	*Turn in Your MMS Completed Outline & Visual Aid/Powerpoint Description *Do Course Evaluation	Friday, Apr. 29th by 5pm CST
15 Week of May 1	MMS Speeches Due	Friday, May 6th by 5 pm CST
Final Exam Week	*Do Final Self Evaluation *Do Peer Evaluation of MMS Speech *Final Exam Due	Wed., May 11th by 5 pm