

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

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 "Mr. Natividad". 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 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 7-12 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 and works cited page for the Persuasive 2 (MMS) speech. See assignment sheet for details.

Persuasive 2 (MMS) Outline 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.

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.

General Course Requirements

Every student is required to complete FOUR 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, persuasive, and 1 special occasion speech. **FAILING TO SUBMIT A SPEECH ON THE ASSIGNED DATE BY THE ASSIGNED TIME WILL RESULT IN A ZERO AND RECEIVING AN "F" IN THE COURSE AS NOT RECEIVING CREDIT FOR ALL FOUR SPEECHES WILL RESULT IN AUTOMATICALLY FAILING THE CLASS REGARDLESS OF YOUR NUMERICAL AVERAGE.**

- Each student is required to take tests and quizzes over material covered in class and in the text. These are multiple choice quizzes found in Blackboard.
- You are expected to keep up with your assignments and to be prepared to take chapter quizzes on assigned material.

Course Policies**1. Guidelines for Recording and Uploading Speeches on Capture**

All four speeches will need to be uploaded to YouTube/Blackboard by the due date and time indicated in each week's folder and assignments.

You are required to have an audience for your speech. **It is your responsibility to recruit 5 people to sit and listen to your presentation.**

To begin, the video camera needs scan the audience and show that you do have 5 people in your audience. Next, zoom in on the speaker providing a direct frontal view (head to waist). 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. 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 a zero. You may NOT edit your speeches. If you do so, it will result in an F for the speech.

Allow for problems by doing things 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 in the audience or in front of you. Doing this will result in a 0 for the speech AND 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. If you do not have a smart phone, you can use a video camera that can hook up to a computer for uploading. You can also use a laptop or tablet. I'm not too concerned with what you record your speech, as long as I can see you well and hear you well. If I cannot hear or see you, I will not grade it.

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 (i.e., hospitalization, funeral of close family member), YOU WILL RECEIVE A ZERO for that presentation and YOU WILL RECEIVE AN "F" IN THE COURSE REGARDLESS OF YOUR NUMERICAL AVERAGE. Technical difficulties, uploading problems, and nonworking uploads, etc. are not legitimate reasons and will result in your receiving a zero and 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 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 also results in you receiving an F in the course regardless of your numeric average.

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, University Center, Suite 112
325-942-2047 office or 325-942-2211 Fax dallas.swafford@angelo.edu

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 Jan. 18	Introduction to Course; Course Syllabus	Introductory Speeches Syllabus Agreement Quiz
2 Week of Jan. 24	Chapter 1: Speaking in Public Chapter 2: Ethics and Public	Quiz 1: Chapters 1&2
3 Week of Jan. 31	Speaking Chapter 5: Selecting a	Submit Speech topic Quiz 2: Chapters 5, 6, & 15

	Topic Chapter 6: Analyzing Your Audience Chapter 15: Speaking to Inform **Informative Speech Assignment Handed Out**	
4 Week of Feb. 7	Chapter 7: Gathering Materials Chapter 8: Supporting Your Ideas Chapter 9: Organizing the Body of Your Speech	Quiz 3: Chapters 7, 8 & 9 Submit SPS and Main Points
5 Week of Feb. 14	Chapter 10: Beginning and Ending the Speech Chapter 12: Using Language Chapter 13: Delivery	Quiz 4: Chapters 10 & 13 Informative Outline Due

6
Week of Feb. 21 Informative Speeches *See instructions in Blackboard

7 Week of Feb. 28	Chapter 18: Speaking on Special Occasions	Self-Evaluation Peer Evaluation
8 Week of March. 7	Special Occasion Speeches Chapter 16: Speaking to Persuade Chapter 17: Methods of Persuasion **Persuasive Speech 1 Assignment Handed Out**	*See instructions in Blackboard Persuasive SPS Due

March 14 Spring Break

9 Week of March. 21	Chapter 16 & 17 Continued	Persuasive Speech Outline Due
10 Week of March 28	Persuasive Speeches	*See instructions in Blackboard Peer Critique of Special Occasion Speeches
11 Week of April 4	Persuasive Critiques	Self-Critique Peer Critique
12 Week of April 11	MMS Speech Assignment Handed Out	Topic Due
13 Week of April 18	MMS Speech Assignment Continued	Needs Section and Subpoints Due

14
Week of April 25 MMS Outline Due MMS Outline Due

15
Week of May 2 MMS Speeches

*See instruction in Blackboard

Finals Week of May 9	Final Self Evaluation Final Exam
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