

COMM 1315: Public Speaking, DS1 DE (Online)
Instructor: Dr. Herman Howard, Spring 2022, second eight weeks

Instructor Information:

Email: herman.howard@angelo.edu

Telephone: 325 486 6081

Office: Library, Communication Dept, 306 K

Office Hours: MWF 8am-9am, 10am-12pm, Other Hours by Appointment

Readings Required:

Lucas, S. E. The art of public speaking (13th 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 at (325) 942-2911. Each week, I will post your assignments for you and you will be required to complete these assignments. In short, you will need to ensure that you will have access to this site.

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 6-8 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 persuasive speech advocating one of the sides introduced in the informative speech. A preparation outline will be required. See assignment sheet for details.

Persuasive 2 (MMS) Outline = 100 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 2@50 points = 100 points

Students will be given 2 quizzes on chapter material throughout the course of the semester. Quizzes may consist of multiple-choice, true/false, and essay questions.

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. Guidelines for Recording and Uploading Speeches on YouTube

All four speeches will need to be uploaded to YouTube by the due date and time indicated for each week's project. You will need to provide me a link to the video by the due date and time.

If you are unfamiliar with the process of uploading a video, I strongly recommend giving it a trial run far before the actual due date so that you will not run into uploading problems. **The professor 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, there, I highly recommend not waiting until the last minute to upload your video.**

When you upload your speeches on 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 through a simple search, make sure that you make your speech UNLISTED. **Once the speech is uploaded, you must send to me the link.** If you are concerned about someone getting to the video through a simple search, give your speech title a name that would not be searchable, for example, 88tyuii5o3847. No one would be able to guess that nor would it come up in a simple search (you may delete the link once the semester is over). Before

sending me this link, make sure that you or someone else tests that link to ensure that it works. Here are some video requirements:

Do I have to have an audience?

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 to scan the audience and show that you do have 5 people in your audience.

How should the video be recorded?

The video camera needs to zoom in on the speaker providing a full-frontal view. **(head to waist)**. The video should get a front view (not from the side of angle) of the speaker. This step is needed as I have 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 make sure 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.

May I use notecards or an outline to speak from?

You may use notecards or a speaking outline (a short version of your full formal outline), when you speak. I will grade for eye contact. So, it is vital that you use your outline only for keeping your place and providing you with small details, but you may not use cue cards or read anything that is located in the audience or in front of you. Also, you may use a lectern or podium.

So, what can you record your speeches with?

Most smart phones provide the ability to record a video that can be seen without any major issues. If you do not have a smart phone, maybe a friend or family member 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. Its not a big issue with what you record your speeches, but as long as I can see and hear you. You may want to practice with some sample videos just to get the process of uploading it, **if I cannot hear or see you, unfortunately, I will not be able to grade your work.**

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 (hospitalization, funeral of immediate family member) **YOU WILL RECEIVE AN "F" IN THE COURSE.** Technical difficulties, uploading problems, and nonworking 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, a missed speech that is not excused results in you receiving an F in the course regardless of your overall numerical average. **All students will have until Friday 5pm CST to complete the weekly assignments. A 24 hour "No Questions Asked," extension is given to everyone from the Friday due date and time. As such, ASSIGNMENTS for the week will not be considered late if turned in by 5pm CST the Saturday of each week. Any work turned in after the 24-hour extension will not be accepted.**

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.

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.

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:

Dr. 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.

DETAILED STATEMENT:

Title IX at Angelo State University:

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. 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. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you 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. You may do so by contacting:

Michelle Boone, J.D.

Director of Title IX Compliance/Title IX Coordinator

Mayer Administration Building, Room 210

325-942-2022

michelle.boone@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 and Counseling Center* at 325-942-2173 or the *ASU Crisis Helpline* at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.

CLASS SCHEDULE- SUBJECT TO CHANGE BASED UPON THE NEEDS OF THE CLASS (revised 3/10/22)

Course Schedule: May Change depending upon the Needs of the Class

Week	Chapter Readings	Due Dates: NOTE-ALL projects are due by Friday at 5pm CST
1 March 21	Introduction to Course; Course Syllabus Read Chapters 1, 2, 3, 4, 5, 15	NOTE: Introductory Speeches Read Chapters 1, 2
2 March 28	Read Chapters: 6,7,8,9 **Informative Speech Assignment Handed Out**	Informative Speeches are due
3 April 4	Read Chapters; 10, 11, 12, 13, 14	Quiz One is due
4 April 11	Read: Chapter 16: Speaking to Persuade Chapter 17: Methods of Persuasion	Quiz Two is due
5 April 18	Research on Persuasive Speeches	Persuasive Speeches are due
6 April 25	Special Topics Discussion	Special Topics Speeches are due
7 May 2	Research on Final Speeches	Final Speeches are due, Quiz 3 is due
8 May 9	WEEK OF FINAL EXAMS	Final exam is due