

## COMM 1315: Public Speaking/Fall 2019 | INSTRUCTOR: Freitag

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

### Instructor information:

Email: [tfreitag@angelo.edu](mailto:tfreitag@angelo.edu) | Off Ph: 325-486-6085  
Office: 3<sup>rd</sup> Floor Library/RM 306J

### Office/Virtual Hours:

MW Noon-2:30PM and TTH 11:00-12:30PM  
or by appointment

### Required Readings/Additional Materials:

Lucas, S. E. *The art of public speaking (13th ed.)*. Boston: McGraw Hill – **included in registration fee as an e-book.**

**NOTECARDS (3x5)** and **flash drive** will be required for presentations. Read chapter assignments in advance of class and be prepared to answer or ask any questions during Chapter review sessions as part of your participation grade.

### 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 and 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 and using appropriate research to support messages.

### 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 effort 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

### Departmental/Course Policies

**1. Attendance** - regular attendance is **required**; this includes electronic attendance as appropriate. Attendance will be taken at the beginning of class. A student may miss up to **3 days (MWF), or 2 days (M/W OR T/R)**, without penalty to their final grade. A student's absence will result in a zero for all work/assignments completed on that day.

When a student misses more than the allotted UNEXCUSED absences noted above, two (2) points will be deducted from the student's FINAL average for each additional absence.

**Ten-minute Rule:** if a student misses more than 10 minutes for whatever reason, they will be counted absent. Doctor appointments, etc. should be scheduled around class in advance.

**To be considered excused** for a class absence, the student must be excused through the school/instructor/coach with **written documentation** (hard or electronic copy) if they will be attending a school sponsored event. Other absences due to illness, family emergency, etc. must be documented with written evidence, and forwarded to instructor for review to be considered as excused. An e-mail or verbal explanation by student is not sufficient.

**2. Reading Assignments/Final Exam** – For quizzes posted on Blackboard, there are NO makeups except when technology issues are documented by the IT department.

**3. Academic Misconduct** - plagiarism 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/citation page as required.

**4. Class Etiquette** - be a courteous student and peer.

**Cell Phones:** unauthorized use of CELL PHONES and/or headphones during class will result in student being counted absent for the day and will result in a ZERO for any work completed on that day. If instructor must remind a student on a regular basis, participation points will be subtracted from the student's final grade.

**Social Media:** students may not use Snapchat, Instagram, Facebook, or any other social media outlet in class; Posting pictures or videos of other students or their performance in the classroom will result in student being reported to the Dean of Student Life.

**No food:** beverages are fine but please bring in cups with lids or other spill-proof containers (no glass containers).

**NO SLEEPING** – If you want to sleep, stay at home, and take the absence; or I will call you out once, then ask you to leave...and take the absence anyway!

**5. Dress Requirement** - appropriate dress is required for each speech. Formal presentation attire is not required; however, attire should be comfortable but more formal during student's speech. **No hats** allowed during speeches.

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**6. 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 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)

**7. 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 112B or 325-942-2047 office or 325-942-2211 or e-mail [dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)

### 8. 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.

It is the responsibility of the student to complete any assignments they will be missing prior to their departure. Instructor should be contacted as soon as student knows they will be missing a class they wish to be considered excused.

**9. Title IX Policy** - 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 at [www.angelo.edu/incident-form](http://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](http://www.angelo.edu/title-ix).

### Points possible as follows:

**Quizzes** | 15 short open note/open book @10 points = **150 points**

Students will have 15 quizzes available on chapter material throughout the semester. Quizzes may consist of multiple-choice, true/false, fill in the blank and essay questions and are posted on Blackboard to take outside of class on your own time.

### Final Exam = 50 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.

### Participation = 50 points

Students will be graded on their ability to discuss course material during class lectures as well as participation in exercises. Classroom participation roles will include Teacher's Aide for a day, speech timer and peer review collector. The following scale will be used to determine participation points, and will be determined by the instructor at the end of the semester: **50 points = Excellent 40 points = Good 30 points = average 20 points = fair 10 points = poor**

### Speeches

#### Informative Outline 1 = 50 points

Informative speech includes a preparation outline that uses the required outline template provided on Blackboard, along with a works cited page, accompanying copies of works cited, and a slide presentation.

#### Informative Speech 1 = 150 points

A 5 to 7-minute speech on a topic of controversy at the local, state, national, or international level, which is presented in an unbiased manner and informs the audience of the two sides of the debate. The speech must include a short visual aide. Speeches will be timed and there is a deduction if you are under or over. \*See assignment sheet for details on Blackboard.

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### **Persuasive Group 1 Outline (MMS) = 50 points**

Persuasive speech includes a preparation outline that uses the required outline template provided on Blackboard, along with a works cited page, accompanying copies of works cited, and a slide presentation. (MMS) speech.

### **Persuasive Group Speech 1 (MMS speech) = 100 points**

A 12 to 15 minute group speech persuading the audience to volunteer for a non-profit organization that utilizes Monroe's Motivated Sequence. The speech must also include a short visual aide. Speeches will be timed and there is a deduction if you are under or over. \*See assignment sheet for details on Blackboard.

### **Persuasive Group Peer Evaluation (MMS) = 50 points**

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

### **Persuasive Individual Outline 2 = 50 points**

Persuasive speech includes a preparation outline that uses the required outline template provided on Blackboard, along with a works cited page and an accompanying slide presentation.

### **Persuasive Individual Speech 2 = 150 points**

A 5 to 7-minute persuasive speech advocating one of the sides introduced in the informative speech. A preparation outline and visual aide presentation will be required. Speeches will be timed and there is a deduction if you are under or over. \* See assignment sheet on Blackboard for details.

### **Peer Evaluations | 2@25 points = 50 points**

Students will be graded on their evaluation of their peers' individual speeches (**Informative** and Individual **Persuasive**). Evaluations must demonstrate thoughtfulness, suggest opportunities for improvement, and not be the same for each speaker.

### **Special Occasion Speech = 100 points**

A 2 to 3-minute wedding toast, eulogy, or acceptance speech. Speeches will be timed and there is a deduction if you are under or over.

### **Additional Caveats**

Be connected –you are responsible for turning in any material assigned on time.

**Peer Reviews** for speeches will be scheduled accordingly based on speaking schedule. If a student misses their peer review date with or without an excused absence, they may not have the opportunity to make up their peer review points on another day.

**Late Speeches** - if student is not present when scheduled to give a speech and does not have a legitimate reason for being absent (i.e., hospitalization, funeral of close family member), student will receive a zero for that day. If you have a legitimate reason for missing, **YOU ARE REQUIRED TO MAKE UP YOUR SPEECH THE DAY THAT YOU RETURN.** This means that student must have documentation legitimizing the absence and have speech materials ready. You will be **FIRST** to present on the day that you return.

Showing up late on your scheduled speech date will result in 15 points being deducted from your speech. If you are late, **do not enter the classroom while a classmate is delivering her/his speech.**

If you do not have a legitimate reason, **departmental/course policy states:**

**FAILING TO GIVE A SPEECH ON THE ASSIGNED DATE WILL RESULT IN A ZERO. NOT DELIVERING ALL FOUR SPEECHES WILL RESULT IN AUTOMATICALLY FAILING THE CLASS REGARDLESS OF YOUR NUMERICAL AVERAGE.**