

**COMM 1315 Online Public Speaking**  
**Instructor: Dr. Leslie Y. Rodriguez**  
**Winter Term 2021**

**Instructor information**

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Office Hours: By Appointment – email at leslie.rodriguez@angelo.edu

**Readings**

Required: Lucas, S. E. (2020). The art of public speaking (13th ed.). Boston: McGraw Hill. NO CONNECT

**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 insure that you can access this site. Contact IT if you have any problems (325/942-2911). 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 insure 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)**

<b>Informative Speech (CS2, CS1)</b>	<b>150 pts</b>	5-7 min speech on a topic of controversy at the local, state, national, or international level where both sides are presented. Outline also required
<b>Persuasive Speech (CT2)</b>	<b>150 pts</b>	A 5-7 minute persuasive speech where the student chooses a side from their informative speech to advocate. Preparation outline will be required.
<b>Persuasive Speech (MMS) (CS3)</b>	<b>200 pts</b>	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.
<b>Special Occasion Speech</b>	<b>50 pts</b>	A 1-3 minute wedding toast, eulogy, or acceptance speech.
<b>Quizzes</b>	<b>100 pts</b>	Quizzes over chapter readings.
<b>Discussion Board</b>	<b>175 pts</b>	Various DBs about chapter material that assist in building assigned speeches
<b>Peer Critiques</b>	<b>75 pts</b>	Critiques of peer speech performances
<b>Final Exam</b>	<b>100 pts</b>	Exam of announced chapters.

### Grade Scale:

A= 1000-900 pts; B= 899-800 pts; C=799-700; D=699-600; F=599 and down

### 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 (1), persuasive (2), and special occasion (1) speeches. **FAILING TO SUBMIT A SPEECH ON THE ASSIGNED DATE BY THE ASSIGNED TIME WILL RESULT IN RECEIVING AN AUTOMATIC "F" IN THE COURSE IN ACCORDANCE WITH DEPARTMENT POLICY.**

Additionally, each student is required to submit several discussion board assignments, take quizzes over assigned material from the text, submit self and peer evaluations of speech performances, and take a final exam.

### 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 in each week's folder and assignments. You will also need to provide me a link to the video by the due date and time. I will instruct you as to where to copy the link as the due date approaches.

If you are unfamiliar with the process of uploading a video, I recommend giving it a trial run far before the actual due date so that you will not run into uploading problems. **I 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; therefore, I 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 thru a simple search, make sure that you make your speech UNLISTED. Once the speech is uploaded, you will provide me a link on Discussion Board. Before sending me this link, make sure that you or someone else tests that link to insure that it works. Now let us look at some video recording requirements:

#### Do I have to have an audience?

**Yes, you will need an audience of 5 adults (18 years or older) to serve as your audience on the days that you speak. The audience must be physically in the room with you. Also, your audience must be seated formally in front of you. Placing chairs in front of you for them to sit in or seated on couches or a table is fine. However, the audience may not be lying down or informally listening to you. It should be seen thru video that the audience is present to listen to you.**

#### How should the video be recorded?

When you start recording, before you begin your speech, you should pan your audience so that I can see that 5 adults are in the audience. Please pan the audience slow enough that I am able to count your adult

audience members. The easiest way to do this is for you to show me your audience, and then you can hand the phone to the person who will be operating your recording device (phone, tablet, etc.)

For the recording of your speech, the video camera needs to zoom in on only the speaker providing a full frontal view (**head to below waist**). The video should get a front view (not from the side of angle) of the speaker. 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. **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 YouTube, you need to insure 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 IN THE COURSE. Also, if you submit a non-working YouTube link, it results in an F in the course.**

### **May I use notecards or an outline to speak from?**

You may use notecards or a speaking outline (abbreviated outline of your full formal outline) when you speak. I will grade for eye contact. So, it is important 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 off anything that is located in the audience or in front of you. You will receive an F in the course if you read off of anything set in front of you. Notes must be held in your hand. More to come on this during the course. Also, you MAY use a lectern or a podium.

### **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, maybe a friend does...he/she can be an audience member. Also, many devices have recording capabilities, such as tablets, laptops, desktops, etc. I'm not too concerned with what you record your speech, as long as I can see and hear you well, and that the speech can be uploaded to Youtube from the device. You may want to practice with some sample videos just to get the process of uploading videos. **If I cannot hear or see you, I will not grade it.**

## **2. Late Speeches**

If you do not submit a working YouTube link to Discussion Board by the due date and time, and do not have a legitimate reason for doing so (you're hospitalization, funeral of immediate family member – both require verification), **YOU WILL RECEIVE AN "F" IN THE COURSE REGARDLESS OF YOUR NUMERICAL AVERAGE. Technical difficulties, can't find 5 audience members, slow upload speeds, uploading problems, and nonworking youtube links, etc. are not legitimate reasons for turning in a late speech 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 though, a missed speech that is not excused results in you receiving an F in the course regardless of your numerical average.

## **3. Late Tests**

If you miss a test due to an excused absence (i.e., your hospitalization, funeral of immediate 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.

#### 4. Due Dates and Times

In this class, your weekly folder will open at 12 noon CST on Sundays. You will have until Friday at 5 pm CST of that week to turn in your assignments. If you do not turn in your assignments by that Friday at 5 pm CST, I will give everyone a “No Questions Asked – 24 hr extension”. This means that I will not penalize you for late work as long as it is turned in by that Saturday at 5 pm CST. Passed this day and time, I will not accept ANY late work. Use this 24 hr extension ONLY if completely necessary to deal with issues that may arise on Friday. Do NOT use the extension as the original due date. Doing so has resulted in several individuals failing the course because they did not give themselves time to deal with technology issues. This is what the extension allows you to do and is why I offer it. Use it wisely.

#### 5. Academic Misconduct

**Plagiarism in your speech will result in 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 during the speech and in a bibliography as required.

#### 6. Class Etiquette

Please be a courteous student and peer.

#### 7. Dress and Room Requirements

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.

#### 8. 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)

#### 9. 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**

##### 4. 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.

\*Tentative Schedule – COMM 1315 Public Speaking Winter Term - 2021

Week	Date	Assignment	Due Date
1	Dec. 13	<ul style="list-style-type: none"> <li>*Read &amp; Review Course Syllabus</li> <li>*Take Syllabus Agreement Quiz</li> <li>*Read Chapters 1 &amp; 2</li> <li>*Watch Lectures</li> <li>*Read Special Occasion Speech Assignment</li> </ul>	Friday, Dec. 17th, 5 pm CST
1	Dec. 14	<ul style="list-style-type: none"> <li>*Read Chapters 5 &amp; 18</li> <li>*Watch Lectures</li> <li>*Take Quiz on Chapter 5</li> <li>*Work on Special Occasion Speech</li> </ul>	Friday, Dec. 17th, 5 pm CST
1	Dec. 15	<ul style="list-style-type: none"> <li>*Read Chapters 6 &amp; 7,</li> <li>*Watch Lectures</li> <li>*Take Quizzes on Chapters 6 &amp; 7</li> <li>*Work on Special Occasion Speech</li> </ul>	Friday, Dec. 17th, 5 pm CST
1	Dec. 16	<ul style="list-style-type: none"> <li>*Read Chapters 8 &amp; 15</li> <li>*Watch Lectures</li> <li>*Take Quizzes on Chapters 8 &amp; 15</li> <li>*Work on Special Occasion Speech</li> </ul>	Friday, Dec. 17th, 5 pm CST
1	Dec. 17	<ul style="list-style-type: none"> <li>*Record &amp; Upload Special Occasion Speech to Youtube</li> <li>*Upload Youtube Link to Discussion Board</li> <li>*Begin Reviewing &amp; Looking at Informative Speech Assignment</li> </ul>	Friday, Dec. 17th, 5 pm CST
2	Dec. 20	<ul style="list-style-type: none"> <li>*Read Chapters 10 &amp; 12</li> <li>* Watch Lectures</li> <li>* Take Quizzes on Chapters 10 &amp; 12</li> <li>*Revisit Informative Speech Assignment &amp; Material (Located in Week 1 Folder)</li> <li>*Do Discussion Board – Select Topic</li> <li>*Begin Working on Informative Outline</li> </ul>	Friday, Dec. 24th by 5 pm CST
2	Dec. 21	<ul style="list-style-type: none"> <li>*Read Chapter 13</li> <li>*Watch Lecture</li> <li>*Take Quiz on Chapter 13</li> <li>*Perform Self &amp; Peer Critique of Special Occasion Speech</li> <li>*Continue Working on Informative Outline</li> </ul>	Friday, Dec. 24th by 5 pm CST
2	Dec. 22	<ul style="list-style-type: none"> <li>*Continue Working on Informative Outline</li> </ul>	Friday, Dec. 24th by 5 pm CST
2	Dec. 23	<ul style="list-style-type: none"> <li>*Continue Working on Informative Outline</li> </ul>	Friday, Dec. 24th by 5 pm CST
2	Dec. 24	<ul style="list-style-type: none"> <li>*Upload Completed Outline</li> <li>*Record &amp; Upload Informative Speech to Youtube</li> <li>*Submit Youtube Link to Discussion Board</li> </ul>	Friday, Dec. 24th by 5 pm CST
3	Dec. 27	<ul style="list-style-type: none"> <li>*Read Chapters 16 &amp; 17</li> </ul>	Friday, Dec. 31st by 5 pm CST

		<ul style="list-style-type: none"> <li>*Watch Lectures</li> <li>*Take Quizzes on Chapters 16 &amp;17</li> <li>*Read Persuasive Assignment</li> <li>*Post Persuasive Topic &amp; SPS on Discussion Board</li> </ul>	
3	Dec. 28	<ul style="list-style-type: none"> <li>*Work on Persuasive Outline</li> <li>*Complete Peer &amp; Self Evaluation of Informative Speeches under Discussion Board</li> </ul>	Friday, Dec. 31st by 5 pm CST
3	Dec. 29	<ul style="list-style-type: none"> <li>*Work On Persuasive Outline</li> <li>*Complete Fallacy/Fact, Value, Policy Worksheet</li> </ul>	Friday, Dec. 31st by 5 pm CST
3	Dec. 30	<ul style="list-style-type: none"> <li>*Continue Working on Persuasive Outline</li> </ul>	Friday, Dec. 31st by 5 pm CST
3	Dec. 31	<ul style="list-style-type: none"> <li>*Upload Completed Outline</li> <li>*Record &amp; Upload Persuasive Speech to Youtube</li> <li>*Submit Youtube Link to Discussion Board</li> </ul>	Friday, Dec. 31st by 5 pm CST
4	Jan. 3	<ul style="list-style-type: none"> <li>*Read Monroe's Motivated Sequence (MMS) Assignment</li> <li>*Post Non-Profit Organization Under Discussion Board</li> <li>*Begin Working on MMS Outline</li> </ul>	Friday, Jan. 7th by 5 pm CST
4	Jan. 4	<ul style="list-style-type: none"> <li>*Continue Working on MMS Outline</li> <li>*Complete Peer &amp; Self Evaluation of Persuasive Speech Under Discussion Board</li> </ul> <p>*Last Day to Drop Class/Withdraw from University</p>	Friday, Jan.7th by 5 pm CST
4	Jan. 5	<ul style="list-style-type: none"> <li>*Continue Working on MMS Outline</li> </ul>	Friday, Jan. 7th by 5 pm CST
4	Jan. 6	<ul style="list-style-type: none"> <li>*Continue Working on MMS Outline</li> </ul>	Friday, Jan. 7th by 5 pm CST
4	Jan. 7	<ul style="list-style-type: none"> <li>*Upload Completed MMS Outline</li> </ul>	Friday, Jan. 7th by 5 pm CST
5	Jan. 10	<ul style="list-style-type: none"> <li>*MMS Youtube Speech Due – Upload Youtube Link to Discussion Board</li> </ul>	Monday, Jan. 10th by 12 noon CST
5	Jan. 11	<ul style="list-style-type: none"> <li>*Take Final Exam</li> <li>*Final Self Evaluation</li> </ul>	Wednesday, Jan. 12th by 5 pm CST
5	Jan. 13-14	Wrap-Up Course	