



COMM-1315

Public Speaking

202230.1 2022

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.

Contact Information

Email: david.natividad@angelo.edu Telephone: 325-486-6243

Office: Library 306V

Email: david.natividad@angelo.edu

Office Hours: online by appointment

Course Delivery

This class is an asynchronous, 5-week online class. We will utilize Blackboard for all assignments.

Texts and Materials

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

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.

Objectives

✓ Grading Criteria

Informative Speech (CS2, CS1)	150 pts	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
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 (MMS) (CS3)	200 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	50 pts	A 1-3 minute wedding toast, eulogy, or acceptance speech.
Quizzes	100 pts	Quizzes over chapter readings.
Discussion Board	175 pts	Various DBs about chapter material that assist in building assigned speeches
Peer Critiques	75 pts	Critiques of peer speech performances
Final Exam	100 pts	Exam of announced chapters.

Grading Scale

Grade	Range	Notes
A	1000 - 900 Pts	
B	899 - 800 Pts	
C	799 - 700 Pts	
D	699 - 600 Pts	

Grade	Range	Notes
F	599 - and down	

Breakdown

Type	Weight	Topic	Notes
Discussion	10%		
Final	60%		
Midterm	30%		

* Course Expectations

☰ Program Information

🏛 Institutional Policies and Procedures

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found responsible of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Angelo State University Student Handbook provides a detailed list of behaviors that constitute academic misconduct and plagiarism. Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics or standards, and/or any act or attempted act designed to give unfair academic advantage to oneself or another student.

Students are expected to know and understand behaviors that can constitute academic misconduct. An academic integrity module is required of all students as part of their orientation to the program. Each course requires that the student complete an Academic Integrity Statement of Understanding acknowledging that the student has read and agrees to the Academic Integrity Standards, has passed the Academic Integrity Quiz with a score of 90% or higher, and understands the penalties associated with violations of the academic integrity standards.

Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, ideas, etc., and passing it off as one's own. Plagiarism is literary theft. In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Academic Penalties for Academic Misconduct

The consequences for academic misconduct include, but are not limited to,

- Reduced score for the original assignment
- Zero (0) or no credit for the original assignment
- Make-up assignment different than the original assignment
- Failing grade for the course resulting in (F) on transcript and transcript notation
- Removal from internships or practicums
- Permanent or time-limited dismissal from the academic program and/or department and transcript notation
- Loss of departmental/graduate eligibility for financial aid and other awards, endorsements.

- Notification of certification board
- Documentation of professional disposition concerns
- Referral to Student Affairs for violations of the Angelo State University Student Handbook

General Policies Related to This Course

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.**

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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 are required to have an audience of 5 adults (18 years or older). All audience members must be formally seated in front of you. Audience members must remain for the entirety of the speech. At the beginning of your video, you must show your audience. Please show them slow enough that I can count that you have 5 adults. At the end of your speech, you must show your audience again so that I can see that they have remained for the entirety of your speech.

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How should the video be recorded?

The video camera needs to zoom in on only 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 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 to 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), YOU WILL RECEIVE AN "F" IN THE COURSE REGARDLESS OF YOUR NUMERICAL AVERAGE. Technical difficulties, slow upload speeds, 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 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. 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.

5. Class Etiquette

Please be a courteous student and peer.

6. 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.

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook \(https://www.angelo.edu/current-students/student-handbook/\)](https://www.angelo.edu/current-students/student-handbook/)
- [Angelo State University Catalog \(https://www.angelo.edu/academics/catalog/\)](https://www.angelo.edu/academics/catalog/)

Student Absence for Observance of Religious Holy Day

Students can find information on the observance of religious holy days in the [ASU Operating Policy 10.19 \(https://angelo.policystat.com/policy/token_access/2d2f24d9-0983-4c91-9b43-82e8ccf913b1/\)](https://angelo.policystat.com/policy/token_access/2d2f24d9-0983-4c91-9b43-82e8ccf913b1/). Students should also review the information related to course attendance.

Students with Disabilities

Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and 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 an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at [ADA@angelo.edu \(mailto:ADA@angelo.edu\)](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the Student Disability Services website at [www.angelo.edu/ADA \(https://www.angelo.edu/ADA\)](https://www.angelo.edu/ADA).

The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dr. Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
(325) 942-2047
[dallas.swafford@angelo.edu \(mailto:dallas.swafford@angelo.edu\)](mailto:dallas.swafford@angelo.edu)

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. Sex discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU. As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU's Office of Title IX Compliance and the Title IX Coordinator. You may do so by contacting:

Michelle Miller J.D.

Special Assistant to the President and Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.miller@angelo.edu (<mailto:michelle.miller@angelo.edu>)

You may also file a report online 24/7 at www.angelo.edu/incident-form (<https://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/current-students/title-ix/ (<https://www.angelo.edu/current-students/title-ix/>).

Syllabus Changes

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

Additional Items

Course Outline

Week	Date	Assignment	Due Date
1	June 6	*Read & Review Course Syllabus *Take Syllabus Agreement Quiz *Read Chapters 1 & 2 *Watch Lectures *Read Special Occasion Speech Assignment	Saturday, June 11th, 5 pm
1	June 7	*Read Chapters 5 & 18 *Watch Lectures *Take Quiz on Chapter 5 *Work on Special Occasion Speech	Saturday, June 11th, 5 pm
1	June 8	*Read Chapters 6 & 7, *Watch Lectures *Take Quizzes on Chapters 6 & 7 *Work on Special Occasion Speech	Saturday, June 11th, 5 pm
1	June 9	*Read Chapters 8 & 15 *Watch Lectures *Take Quizzes on Chapters 8 & 15 *Work on Special Occasion Speech	Saturday, June 11th, 5 pm

1	June 10	<ul style="list-style-type: none"> *Record & Upload Special Occasion Speech to Youtube *Upload Youtube Link to Discussion Board *Begin Reviewing & Looking at Informative Speech Assignment 	Saturday, June 11th, 5 pm
2	June 13	<ul style="list-style-type: none"> *Read Chapters 10 & 12 * Watch Lectures * Take Quizzes on Chapters 10 & 12 *Revisit Informative Speech Assignment & Material (Located in Week 1 Folder) *Do Discussion Board – Select Topic *Begin Working on Informative Outline 	Saturday, June 18th by 5 pm
2	June 14	<ul style="list-style-type: none"> *Read Chapter 13 *Watch Lecture *Take Quiz on Chapter 13 *Perform Self & Peer Critique of Special Occasion Speech *Continue Working on Informative Outline 	Saturday, June 18th by 5 pm
2	June 15	<ul style="list-style-type: none"> *Continue Working on Informative Outline 	Saturday, June 18th by 5 pm
2	June 16	<ul style="list-style-type: none"> *Continue Working on Informative Outline 	Saturday, June 18th by 5 pm
2	June 17	<ul style="list-style-type: none"> *Upload Completed Outline *Record & Upload Informative Speech to Youtube *Submit Youtube Link to Discussion Board 	Saturday, June 18th by 5 pm
3	June 20	<ul style="list-style-type: none"> *Read Chapters 16 & 17 *Watch Lectures *Take Quizzes on Chapters 16 & 17 *Read Persuasive Assignment *Post Persuasive Topic & SPS on Discussion Board 	Saturday, June 25 th by 5 pm
3	June 21	<ul style="list-style-type: none"> *Work on Persuasive Outline *Complete Peer & Self Evaluation of Informative Speeches under Discussion Board 	Saturday, June 25 th by 5 pm

3	June 22	*Work On Persuasive Outline *Complete Fallacy/Fact,Value, Policy Worksheet	Saturday, June 25 th by 5 pm
3	June 23	*Continue Working on Persuasive Outline	Saturday, June 25 th by 5 pm
3	June 24	*Upload Completed Outline *Record & Upload Persuasive Speech to Youtube *Submit Youtube Link to Discussion Board	Saturday, June 25 th by 5 pm
4	June 27	*Read Monroe's Motivated Sequence (MMS) Assignment *Post Non-Profit Organization Under Discussion Board *Begin Working on MMS Outline *Last Day to Drop Class/Withdraw from University	Saturday, July 2 nd by 5 pm
4	June 28	*Continue Working on MMS Outline *Complete Peer & Self Evaluation of Persuasive Speech Under Discussion Board	Saturday, July 2 nd by 5 pm
4	June 29	*Continue Working on MMS Outline	Saturday, July 2 nd by 5 pm
4	June 30	*Continue Working on MMS Outline	Saturday, July 2 nd by 5 pm
4	July 1	*Upload Completed MMS Outline	Saturday, July 2 nd by 5 pm
5	July 4	*MMS Youtube Speech Due – Upload Youtube Link to Discussion Board	Monday, July 7 th by 12 noon
5	July 5	*Take Final Exam *Final Self Evaluation	Wednesday, July 8 th by 5 pm
5	July 6-July 8	Wrap-Up Course	