COMM 1315.007  PUBLIC SPEAKING  Fall, 2011

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Office hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>3:45 – 4:15 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>1:00 p.m. to 2 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>3:00 p.m. to 4:30 p.m.</td>
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<tr>
<td>Thursday</td>
<td>1:00 – 2:00 p.m., 6-7 p.m.</td>
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Or by appointment

COURSE DESCRIPTION:  Research, composition, organization, and delivery of speeches for various purposes and occasions with emphasis on listener analysis and on informative and persuasive techniques. Satisfies the University core curriculum requirement in oral communication

COURSE MATERIALS:
Note cards (3x5 or 4x6)
2 Blue Books for exams
1 folder with pockets & name on the front

GOALS:
1. Students will recognize and demonstrate communication skills based on instruction and discussion.
2. These skills acknowledge that effective human communication is a process of selecting, sorting, and sending of symbols to help a listener elicit comprehension.
3. Students will present speeches to inform and to persuade.
4. Students will differentiate between and use the organizational criteria required to effectively fulfill the purpose of the individual speeches.

STUDENT LEARNING OUTCOMES:
1. Demonstrate understanding of the terminology and principles of public speaking.
2. Create and deliver informative and persuasive oral presentations which incorporate elements of effective public speaking
3. Utilize listening skills in critically assessing speeches presented by other speakers.

ATTENDANCE:  This course is part of the University core curriculum, and it is both a performance and participatory class. Absences for medical, work-related (i.e. attending seminars, workshops, etc.) emergency situations with documentation will be excused; otherwise three or more absences (including tardiness and leaving class early) will incur a three point deduction off the final grade.
CLASS METHODS:
1. Class lectures, discussion, written and oral assignments, mid-term and final exams,
   Library search, Speech Analysis, two Audience analyses and speech presentations.
2. Type all Speech outlines and assignments. Handwritten copy will not be accepted
   unless indicated otherwise by the Instructor
3. All assignments are due at the beginning of the class period shown on the syllabus
   for a grade. Any late assignments will be given a zero grade. Allow enough time
   to print assignments.
   Do not e-mail any assignments. They will not be graded. A hard copy must be turned
   in on the due date for a grade.
4. ON SCHEDULED MAJOR SPEECH DAYS: Students will sign up in advance, so there
   will be no make-up presentations, other than for emergencies. Documentation must be
   given to the Instructor during that round of speeches. Any student missing a speech
   (work-related schedules or other reasons) will receive a zero grade.
5. There will be NO schedule changes during the week leading up to Thanksgiving and the
   Week after Thanksgiving. These are official class days. All deadlines will be adhered to.
6. If a student misses an exam, please notify the Instructor within 24 hours. No exams will
   be given in advance of the date as shown on the Syllabus.
7. SPEECHES include several mini speeches and ice breakers, as well as three major
   speeches (1) Demonstration (2) Information and (3) Persuasion
   All topics must be approved by the Instructor; Do this 1-2 class periods before your
   Presentation (See Handout for topics to avoid).
8. (a) A one-minute ‘grace’ period exceeding the time limit is allowed, otherwise 10 points
   will be deducted from the speech grade; similarly 10 point deduction if the minimum
   time limit is not met. (This is for the three major speeches)
   (b) All speeches will be given extemporaneously using note cards;
   speeches will be research-based. (See Speech Handouts)
   (c) Students will write peer critiques on fellow students for the three major speeches.
   Up to 6 points are given per speech round for critiquing; and 3 pts for adhering to
   Dress code.
   (d) Refrain from chewing gum and wearing a cap or hat during speech presentations.
   Also, dress is important in all speech situations.
   (See Dress Code in Handout)

Grading: (see breakdown on separate grade sheet)
(1) Speeches, Topic Declaration Pages, Outlines, Visual aids ……… 50%
(2) Mid-term and Final written exams ................................. 25%
(3) Critiquing 3 major speeches, Library Search; 2 Audience Analyses
   Speaker Analysis Critique, & in-class persuasive assignment,
   + Dress Code ................................................................. 25%

(A = 100-90; B =80-89; C=79-70; D=69-60; F=59— (don’t ask)
NOTE:
(1) To avoid distractions in the classroom at all times, please turn off cellular phones at the beginning of every class. These are a distraction to both speakers and the Instructor. If a student’s cell phone causes a distraction during a speech presentation, that student will incur a three point deduction off his/her speech grade.
(2) Also, turn off ipods, CD’s, ear phones and other technology and put them in your bag.
(3) Do not check your phone during class, and don’t leave the classroom to make or answer a call. That can wait until you leave the room at the end of the class period.
   NO TEXTING messages during class time.
(4) Anyone using a Laptop must sit close to the front row to avoid distractions. Laptops are for taking Lecture notes only.
(5) During mid-term and final exams, turn off cell phones and/or other technological equipment in the classroom. If anyone uses a cell phone or other equipment during an exam, the instructor will remove that student’s exam and consider it finished.
(6) DO NOT BRING FOOD OR DRINK INTO THE CLASSROOM
(7) Preferred method of scholarly citations where appropriate will be MLA style.

ACADEMIC INTEGRITY/PLAGIARISM  University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work). In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero.

CLASSROOM/PROFESSIONAL BEHAVIOR:  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

ACADEMIC ADVISING  If you are majoring, or planning to major, in a field taught in the College of Liberal Arts, and if you have not yet obtained a signed degree plan, you should see your Academic Advisor immediately. Degree plans are important and useful to successful progress toward graduation. The College’s Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at (361) 825-5816 or visit the office in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus please contact the Disability Services office for assistance at (361) 825-5816

All students are encouraged to sign up for an Islander e-mail account. Islander e-mail is critical for university communication in any weather-related situations, or other emergencies. Students may contact the Instructor by phone, Islander e-mail, or visit in my office in Bay Hall, 372.

DROPPING A CLASS; I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. (……………….) is the last day to drop a course with an automatic grade of “W”.

Grade Appeal Process
As stated in University rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule: 13.02.99.C2, Student Grade Appeals, and university Procedure 13.02.99.C2.01. Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.htm. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

This Syllabus describes the day to day class schedule. If any changes are made due to illness, inclement weather, or other reasons, etc., the Instructor has the right to make alterations and those changes will be announced in class.
Aug. 25 R  Introduction to speaking in Public (ch. 1)
Ethics and Public Speaking (ch 2)  Delivery (ch. 12)
**Impromptu speech – up to 2 min.**
Introduction to Self-Introduction speech (See Lucas, pp. 64-70)

Sept. 1  **2 min. Self-Introduction speech** (ALL STUDENTS)
Listening (ch. 3)  Audiences (ch. 5)
Selecting topics for speeches (ch. 4) & Sources
Introduction to Birthdate speech & source

Sept. 8  **2-3 min. BIRTHDATE SPEECH with source** (ALL STUDENTS)
Introduction to Demonstration speech, sources & Visual Aids
(ch. 14, pp. 303-304)
In-class assignment.  (Sign up for Demonstration Speech)

Sept. 15  **Demonstration or Process Speech (3-7 min)** (half the class)

Sept 22  **Demonstration or Process Speech (3-7 min)** (half the class)
Begin introduction to Information Speech & Audience Analysis (ch. 14)

29  Work on Audience Analysis
Outlines, Introductions, Conclusions (ch. 9) Outlining, ch. 10
Instructor to introduce Library Search, ch. 6, p. 139)
Students to sign up for Information Speech Schedule.

Oct. 6  Work on Audience Analysis
Mid term Exam (7:20 p.m. – 9 p.m.)  Blue Book – subjective/objective
Questions

Oct. 13  Finish Audience Analysis
Library search due:  Bring the typed four Bibliographic entries
on 8-1/2x11 paper and include the assessment below each
Bibliography.  No more than two bibliographies per page. Use
the backside for the other two entries.  (This is similar to an Annotated
Bibliography, MLA style.).  Students will share the information and learn
how to cite sources in a speech.  (in-class graded assignment)
VT  TURN IN TOPIC DECLARATION PAGE

Oct 20  **Information Speech (5-7 min) + outline + Audience analysis** (half the class)

Oct 27  **Information Speech (5-7 min) + outline + Audience Analysis** (half the class)
Begin introduction to Persuasion
Assign: in-class Persuasive Audience Analysis survey
Nov.  3  Persuasive Audience Analysis
       Continue introduction to Persuasion patterns/reasoning/strategies (ch. 15-16)
       In-class activities;
       Introduce Speaker Analysis Critique assignment
       Sign up for Persuasion Speech

Nov. 10  Finish Audience Analysis
         Visual Aids (ch. 13 + PowerPoint guidelines)
         Special Speeches in class - graded assignment
         **Persuasive Topic Declaration Page due for first group of speakers.**

Nov. 17  **Persuasive Speech with visual aid(s) (5-7 min) + Audience Analysis**
         + outline in folder.  (half the class)
         **Persuasive Topic Declaration Page due for next group of speakers**

Nov. 24  -------------- THANKSGIVING DAY ----------------- No class

Dec.  1  **Persuasive Speech with visual aid(s) (5-7 min) + Audience Analysis**
         + outline in folder.  (half the class)
         **Due: Speaker Analysis Critique**

Dec.  8  **FINAL EXAM (7:15- 9:45 p.m.)**
         (Blue Book Exam- subjective and objective questions)
         (No exams will be given before this date.)
SPEECHES (50%)
Impromptu Speech (10) ____
Self-Introduction Speech (20) ____
Birthday Speech (30) ____

DEMONSTRATION SPEECH (100) ____
- Topic Declaration (10) ____

INFORMATION SPEECH
- Topic Declaration (10) ____
- Outline (20) ____
- Speech (100) ____

PERSUASION SPEECH
- Topic Declaration (10) ____
- Outline (20) ____
- Visual Aid(s) (20) ____
- Speech (100) ____

SPECIAL SPEECHES (20) ____

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IN-CLASS/OUT OF CLASS ASSIGNMENTS (25 %)

Dress Code, Demonstration Spch (3) ____
& critique grade (6) ____
Dress Code, Information Spch (3) ____
& critique grade (6) ____
Dress Code, Persuasion Spch (3) ____
& critique grade (6) ____
Library Search assignment & oral activity on sources (33) ____
Information Audience Analysis (25) ____
Persuasive Audience Analysis (25) ____
Written Speaker Analysis (50) ____
Total: _________ / 160 --

EXAMS (25 %)
Mid-term Exam (100) ......
Final Exam (150) ......
Total: ______________ /250

Grand total possible: 880 pts

Refer to Syllabus for consequences of not participating in any Speech presentations and/or turning in assignments on due date.