COURSE DESCRIPTION
Fundamentals of Public Speaking is the study of the basic principles and techniques in research, composition, organization and delivery of speeches for various purposes. The course concentrates on practical experience in developing speaking and listening abilities to enable the student to communicate orally in clear, coherent language appropriate to the purpose, occasion, and audience.

STUDENT LEARNING OUTCOMES

1. Demonstrate understanding of the terminology and principles of public speaking through the production and performance of oral presentations.

2. Create and deliver informative and persuasive oral presentations which incorporate elements of effective public speaking as identified through classroom lectures and assigned readings.

3. Utilize listening skills in critically assessing speeches presented by other speakers.

How We'll Go About Learning
We’ll create a progressive and collaborative learning environment in which we develop effective speaking and listening skills by doing, daring and discovering. Speaking or making presentations to a group can set our hearts pounding – or leave our audience snoring – if we haven’t learned, or practiced, the art. This class is designed to set your hearts at ease (or at least lower your pulse rate!) and to invigorate and enliven your oral presentations. In-class exercises, assignments and presentations will help you see the practical application of speech concepts while developing your skills in speech-making and critical analysis of public discourse.
What You’ll Need To Do To Succeed
- Attend Class
- Participate
- Read
- Think/Reflect
- Effectively Complete Assignments

What We’ll Read


<table>
<thead>
<tr>
<th>What You’ll Be Graded On</th>
<th>Points</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductory Speech</td>
<td>25</td>
<td>__________</td>
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<tr>
<td>Informative Speech</td>
<td>100</td>
<td>__________</td>
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<tr>
<td>Informative Assessment</td>
<td>25</td>
<td>__________</td>
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<tr>
<td>Demonstration Speech</td>
<td>100</td>
<td>__________</td>
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<tr>
<td>Persuasive Speech</td>
<td>100</td>
<td>__________</td>
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<tr>
<td>Special Occasion Speech</td>
<td>50</td>
<td>__________</td>
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<tr>
<td>Impromptu Speech</td>
<td>50</td>
<td>__________</td>
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<tr>
<td>Group Speech</td>
<td>100</td>
<td>__________</td>
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<tr>
<td>Midterm Examination</td>
<td>100</td>
<td>__________</td>
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<tr>
<td>Final Examination</td>
<td>100</td>
<td>__________</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
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NOTE: You begin the class with 100 points for attendance. The first two absences will not penalize you (other than assignments due for the day’s missed) After two absences, you will be deducted 25 points per absence for the next two absences. Subsequent absences will cost you 50 points per absence.
Grading

Grades are calculated based on weight of assignments shown above. There will be no opportunities for extra credit. At the end of the semester, your average will be converted to a letter grade for the course as follows:

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = below 60%

Attendance Policy

Attendance is mandatory. You begin the class with 100 points for attendance. The first two absences will not penalize you (other than assignments due for the day's missed) After two absences, you will be deducted 25 points per absence for the next two absences. Subsequent absences will cost you 50 points per absence.

- Each instance of an absence is considered unexcused unless you can provide documentation verifying one of the following:
  - required military service
  - you are hospitalized
  - funeral attendance for a member of your immediate family
  - a doctor's note indicating a valid reason for your absence

- In order to receive credit for attendance, students must be on time and must remain in class for the entire class period. Attendance may be taken at the beginning, during, or at the end of class. If you do arrive late or leave early, it is your responsibility to see that the records accurately reflect your attendance on that day.

What Else Do You Need To Know?

- Each speech will be timed.
- If you are absent on the day you are scheduled to speak, you will be allowed to present the next time you to return to class if you have an excused absence. Ten points will be deducted from each speech regardless of the reason for the make-up.
- All homework assignments must be typed (double-spaced).
- An outline of the speech is due at the beginning of the class in which the speaker is scheduled.
- Students are expected to participate in class, e.g. read the text chapter assigned for the class, make relevant comments in class, and participate in group activities.
• Classes begin on time.
• All presentations must be original and reflect careful preparation. This means that all content and structure for your speeches must be your own except for those portions which are openly cited from sources.
• All assignments must be completed on time. NO LATE WORK WILL BE ACCEPTED.
• The instructor will not change assignments or presentation dates to accommodate student travel plans, unless there is an emergency situation.
• Arriving Late: If you arrive late to class on a scheduled speech day, do not enter the room while another student is delivering their speech. Wait outside until you hear the applause signaling the end of that speech.
• You are responsible for reading the course schedule given in class to keep up with reading and assignments (even if you missed a class).
• This Syllabus is subject to change with reasonable notice.
• Cell phones and texting: – please turn off cell phone while you are in class. Texting is not allowed during class. Students who spend class time texting will be counted absent that day.

Visual Aid Backups: You will often be required to design and deliver presentations using PowerPoint software and computer projection systems. While every effort is made to keep the equipment in working condition, on occasion the equipment may not work properly. Therefore, you are required to bring backup overhead slides of all of your presentation. In the event of problems, these backups will allow you to complete the assignment. However, if problems occur and you do not bring backups, expect to lose all points offered for the visual aid requirement.

Classroom Civility: People and ideas must be treated with respect. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives. Turn off cell phones, pagers, or other noisy devices before entering the classroom. On presentation days, please arrive on time. If you’re late, please wait outside until you hear applause.

Plagiarism is a serious offense in this course. Using the words and ideas of others is borrowing something from those individuals. It is always necessary to identify the original source of supporting information; you must cite the source of any material, quoted or paraphrased, used in your presentation. The absence of this documentation constitutes plagiarism – a serious academic and professional offense. Proper documentation requires a bibliography of any outside texts you have consulted including both traditional sources and on-line sources.

Putting your name on a piece of work indicates that the work is yours and that the praise or criticism is due to you and no one else. Putting your name on a piece of work in which any part is not yours, is plagiarism – unless the borrowed thought or wording is clearly marked and the
work is fully identified. Keep in mind that plagiarism is a form of theft. Taking words, phrasing, or sentence structure, or any other element of another person’s ideas, and using them as if they were your own, is stealing. Simply paraphrasing the work of another without acknowledging the information source is also plagiarism. Merely restating another individual’s ideas in different words does not make the ideas yours.

Your responsibility as a speaker is to distinguish between what are your thoughts and ideas and what is no, and to credit those who have contributed to your presentation. Serious infractions of these rules will result in a failing grade in the course. These standards may seem subtle, so feel free to ask if you have questions or concerns.

SCHOLASTIC DISHONESTY
Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research, or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.

FREEDOM OF EXPRESSION
Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

*Notice to Students with Disabilities*: Texas A&M University-Corpus Christi complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Services for Students with Disabilities Office, located in Driftwood 101, at 825-5816. If you need disability accommodations in this class, please see me as soon as possible.

**ACADEMIC ADVISING**: The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College's Academic Advising Center is located in Driftwood 203E, and can be reached at 825-3466.
*** 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 evaluation 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.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.

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<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READING/ASSIGN</th>
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<tbody>
<tr>
<td>1/12</td>
<td>Introduction/Syllabus</td>
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<td>1/17</td>
<td>Introductory Speeches</td>
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<tr>
<td>1/19</td>
<td>Why Study Public Speaking?/Listening</td>
<td>Chapter 1, 3</td>
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<tr>
<td>1/24</td>
<td>Controlling Nervousness</td>
<td>Chapter 2</td>
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<tr>
<td>1/26</td>
<td>Selecting Topic, Purpose, and Central Idea</td>
<td>Chapter 5</td>
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<tr>
<td>2/2</td>
<td>Speaking to Inform</td>
<td>Chapter 15</td>
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<tr>
<td>2/7</td>
<td>The Body of Your Speech</td>
<td>Chapter 10</td>
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<td>2/9</td>
<td>Supporting Your Ideas/Delivering the Speech</td>
<td>Chapters 8, 13, 14</td>
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<td>2/14</td>
<td>Introductions and Conclusions/Outlining the Speech</td>
<td>Chapter 11, 12</td>
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<td>2/16</td>
<td>Information Speeches</td>
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<td>2/21</td>
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<td>2/23</td>
<td>Using Presentation Aids/Using Information Wisely and Ethically</td>
<td>Chapter 9</td>
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<td>Chapter 7</td>
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2/28  Speaking to Persuade  Chapter 16
3/1   Persuasive Strategies  Chapter 17
3/6   Workshop Day
3/8   Persuasive Speeches
3/20  Persuasive Speeches
3/22  Midterm
3/27  Finding Information/Reaching the Audience  Chapter 4, 6
3/29  Impromptu Speeches
4/3   Workshop Day
4/5   Demonstration Speeches
4/10  Demonstration Speeches
4/12  Speaking in Groups  Chapter 19
4/17  Speaking in Groups  Chapter 19
4/19  Group Speeches
4/24  Group Speeches
4/26  Special Occasion Speeches  Chapter 18
5/1   Special Occasion Speeches
5/3   Final Exam

* Italics represents all due dates for semester assignments.