Ruth Aipperspach, Instructor
Office: Bay Hall, Room 372
ruth.aiperspach@tamucc.edu
825 – 2586, #89052

Office Hours:

Tuesday: 12:45 to 1:45 p.m.
3:30 p.m. – 4:00 p.m.
Wednesday 3:00 p.m. - 4:30 p.m.
Thursday 12:45 p.m. to 1:45 p.m.;
6:00 p.m – 7 p.m.

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 university core curriculum requirement in oral communication. Oral Reports to be given in other classes as well as in your future profession.

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

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, 3 mini exams and final exams, Library search, written Speech Analyses, Audience Analysis and speech presentations.
2. 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. Hard copy must be turned in on the due date for a grade.

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.

There will be NO schedule changes during the week leading up to Spring Break, and the week after Spring Break. These are official class days. All deadlines will be adhered to.

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.

SPEECHES:
- an icebreaker
- three major speeches: (1) Demonstration (2) Information and (3) Persuasion
All topics must be approved by the Instructor. Do this 1-2 periods before your presentation (See Speech Handouts)

(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 using MLA Style. (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, Visual aids .............. 50%
(2) 3 mini exams and a Final written exam ........................................... 25%
(3) Critiquing 3 major speeches, Library Search, 1 Audience Analysis,, 2 Written Speaker Analysis Critiques, 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, ipods, ear phones and other technology and put them in your bag. 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) 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.
(3) Anyone using a laptop must sit near the front row to avoid distractions. Laptops are for reading the on-line textbook, and/or taking Lecture notes only, so please let the Instructor know.
(4) **During exams, turn off all cell phones 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.**
(5) **DO NOT BRING FOOD OR DRINK INTO THE CLASSROOM.**
(6) Preferred Method of scholarly citations where appropriate will be MLA Style

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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 break 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.

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ACADEMIC ADVISING The College of Liberal Arts requires that students met 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
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 need disability accommodations in this class, please see me as soon as possible. Please have your accommodation letter from Texas A&M University-Corpus Christi Disability Services (DS) Office with you when you come to see me. If you suspect that you may have a disability (physical impairment, leaning disability, psychiatric disability, etc.), please contact the Disability Services Office located in 116 Corpus Christi Hall at 361.825.5816. If you are a returning veteran and are experiencing cognitive and/or physical 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 class with an automatic grade of “W”.

GRADED 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.htm. For assistance and 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.
### PART I: INTRODUCTION TO COURSE

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reference</th>
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<tbody>
<tr>
<td>1</td>
<td>Jan 29</td>
<td>Introduction to Speaking in Public (ch. 1)</td>
<td>(Text, 1)</td>
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<td></td>
<td>Ethics and Public Speaking (ch. 2)</td>
<td>(Text, 2)</td>
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<td>Audiences (ch 6)</td>
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<td>Topics (ch. 5)</td>
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<td>Delivery (ch. 13)</td>
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<td><strong>Impromptu Speech (up to 2 min)</strong></td>
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### PART II: INFORMATION SPEECH PREPARATION

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reference</th>
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<tbody>
<tr>
<td>2</td>
<td>Feb 5</td>
<td>Organization of Information Speeches</td>
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<tr>
<td></td>
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<td>Visual aids &amp; Powerpoint guidelines (ch 14) Doc-Cam, Posters</td>
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<td>Brief introduction to Sources (ch. 7)</td>
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<td>Guidelines for 5-8 min. Demonstration Speech</td>
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<td>3</td>
<td>Feb 12</td>
<td><strong>TEST # I (ch., 1,2, 13) (Blue book)</strong></td>
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<td>Sign up for Demonstration speech; in-class assignments</td>
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<td>4</td>
<td>Feb 19</td>
<td><strong>Demonstration or Process Speech</strong> (5-8 min) (half the class)</td>
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<td>Turn in Topic Declaration page in your folder</td>
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<tr>
<td>5</td>
<td>Feb 26</td>
<td><strong>Demonstration or Process Speech</strong> (5-8 min) half the class</td>
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<td>Turn in Topic Declaration Page in your folder</td>
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<td></td>
<td>Begin introduction to Information speeches</td>
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<td>6</td>
<td>Mar 5</td>
<td>Information Speech preparation (ch. 15)</td>
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<td>Outlines, Introductions, Conclusions</td>
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<td>Sources – assign Library Search (due in two weeks)</td>
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-------- March 11 – 15 ---- Spring Break ------ No class

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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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<tr>
<td>7</td>
<td>Mar 19</td>
<td><strong>Test # II (ch. 5-6) Blue Book</strong></td>
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<td>Library Search due: bring your completed Library Search</td>
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<td>To class and learn how to cite sources in speech. (Lucas ch. 7-8)</td>
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<td>Students sign up for Information Speech Schedule</td>
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<td>8</td>
<td>Mar 26</td>
<td><strong>Test III (ch. 7,8,9)</strong></td>
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<td>Written analysis on viewing videotaped speeches and learn how</td>
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<td>to improve a speech (in-class assignment)</td>
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 Apr  2 T  **Information speech**  (5-8 min) + Topic Declaration Page in folder  
( half the class)  

Apr.  9 T  **Information speech**  (5-8 min) + Topic Declaration Page in folder  
( half the class)  
Begin introduction to Persuasion & Topic selection list (ch. 16-17) p.379  
Explain Team concept for Persuasion speeches (3 students per team)  
Assign in-class Persuasive Audience Analysis Survey (pp. 111-113, 159-162)  

PART III: PERSUASIVE SPEECH PREPARATION  

Apr.  16 T  Begin Persuasive Audience Analysis  
Week 11  Persuasion patterns / reasoning strategies (ch.16-17)  
Visual Aids (ch. 14) & PowerPoint guidelines pp. 265-266, 273  
Assign Speaker Analysis Critique (see handout)  
Sign up for Persuasion Speech  

Apr.  23 T  Finish Audience Analysis & explain tabulation process (pp.159-162)  
Week 12  Go through Fallacies and reasoning (ch. 17)  
Analyze Persuasive speech in class – written assignment  

Apr.  30 T  **Persuasive Speech team presentations with visual aid** (5-8 min) + Topic  
Declaration Page + Audience Analysis results in folder  
Week 13  Team 1, Team 2, Team 3, Team 4  

May 7  T  **Persuasive Speech presentations with visual aid** (5-78 min) + Topic  
Week 14  Declaration Page + Audience Analysis results in folder  
Team 5, Team 6, Team 7, Team 8.  
**Due: Speaker Analysis critique due**  

May 14  T  **Final Exam** (4:30 p.m. – 7:00 p.m.)  
Week 15  Blue Book Exam – subjective and objective questions  
No exams will be given before this date.
SPEECHES (50%)

Impromptu Speech (10)_______

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

INFORMATION SPEECH (10)_______
  - Topic Declaration (10)_______
  - Speech (100)_______

PERSUASION SPEECH (Each team member: moderator and 2 speakers will be graded separately)
  - Topic Declaration (10)_______
  - Visual Aid(s) (20)_______
  - Speech (100)_______

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

Critique grade (Dem. Speech) (6)_______
Critique grade (Inf. Speech) (6)_______
Critique grade (Pers. Speech) (6)_______
Library Search Assignment (20)_______
Persuasive Audience Analysis (25)_______

EXAMS (25%)
Exam #1 ____ / 50
Exam #2 ____ / 40
Exam #3 ____ / 40

Dress Code – Demonstration (3)_______
Dress Code – Information (3)_______
Dress Code – Persuasion (3)_______

Final Exam ____ / 100

2 Written Critiques on Speaker Analysis:
  #1 (25)
  #2 (25)

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