Course Description: This class is designed to teach you the principles of research, organization, composition and effective delivery of speeches for various purposes and occasions. Focus will be on speaking to audiences in face-to-face communication. There is also a teamwork component built into the course; therefore, you will be assigned to a group for the purpose of developing a group presentation.

Student Learning Objectives:
1. Generate and communicate ideas by combining, changing, or reapplying existing information.
2. Develop, interpret, and express ideas through written communication.
3. Develop, interpret, and express ideas through oral communication.
4. Develop, interpret, and express ideas through visual communication.
5. Integrate different viewpoints as a member of a team.
6. Work with others to support and accomplish a shared goal.
7. Evaluate choices and actions, and relate consequences to decision making.


Blackboard: Password protected web site that students use for communication as it relates to this course. In addition, students will gain access to all assignments, exams, the grade book and resource materials for the course.

Gaining Access to Blackboard:
Learning to use Blackboard will be vital to your success in this course. Within your Blackboard shell you will find:
1. Syllabus, Announcements
2. Assignments
3. Quizzes
4. Gradebook
5. Private Email (BB Messages and Email)
6. Public Communication (Discussion Forum).
Go to: https://bb9.tamucc.edu/
You will see…
Username:
Password:
Username is first initial and last name (plus # for some people)
Password is whatever you established
*Same as computer labs and wireless access, which is different from Islander Email

IT Help Desk (361) 825-2825.
http://distance-education.tamucc.edu/student_resources.html

Should see course as a blue link… click on it to enter COMM 1315 Public Speaking

**BLACKBOARD PROBLEMS:** If you have ANY Blackboard problems, please call the Blackboard helpdesk, first (before contacting me). When you call the helpdesk, be sure to get AND KEEP your case # related to the specific problem. IF you contact me for assistance, please be ready to provide the case #. IF you do not have a case #, you will be asked to contact the helpdesk for that information. The number can be found under the syllabus link inside of BB.

**COURSE POLICIES:**

**ATTENDANCE/TARDINESS:** Attendance is crucial to success in this class! There is so much in regards to Public Speaking that has to be experienced and not just read or lectured upon. I understand that life happens though, and sometimes students have no choice but to miss class. Students can have up to (2 absences for T/TH and 3 absences for MWF) before they affect the final grade, with each absence above the count of 2 or 3 (depending on class meeting days) netting in a 5% loss from the final grade. Excused absences must have proper documentation. Students who are more than 10 minutes late will be considered absent.

**LATE WORK AND MAKE-UP EXAMS:** If a personal issue arrives that you feel may keep you from making the deadline for any assignments, please be proactive and communicate with me before the deadline has passed. It is a lot easier to help students when they take the initiative, rather than waiting until things go awry. While most individual speeches can be made up (with a 10% penalty for an unexcused absence), some speeches in class (such as the Persuasive Group Speech) can NOT be made up. All online components cannot be made up past deadline without excuse or reason before the deadline is met.

If you miss class, it is your responsibility to get any missed information. Ask a fellow classmate first and if you are still unclear, see me for information. There is no guarantee that I will be as thorough as I was the first time info was presented in class.
**EXTRA CREDIT:** There may be opportunities throughout the semester to earn extra credit. Keep up with announcements both on Blackboard and in class to stay up to date with such opportunities.

**CELL PHONE/ELECTRONIC DEVICE USAGE:** I don’t mind the use of media in class, especially if it relates to the topic of discussion. However, I will not tolerate if media is being used as a distraction, as that not only affects the student utilizing the media, but the surrounding students as well. Media will not be permitted during speeches.

If you absolutely have to use media, I have no issue with you briefly stepping out and taking care of business outside of the classroom. Just avoid being a distraction while stepping out and re-entering the classroom.

**Grades:**

<table>
<thead>
<tr>
<th>Assignment Values</th>
<th>Assignment</th>
<th>Preparation Materials</th>
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<tbody>
<tr>
<td><strong>Assignment One</strong></td>
<td>Personal Speech</td>
<td>Outline (10 pts)</td>
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<td>Index Cards (5 pts)</td>
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<td>Assignment Two</td>
<td>Informative Speech</td>
<td>1. Outline (10 pts)</td>
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<td>2. Completed audience</td>
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<td>surveys (10 pts)</td>
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<td>3. Annotated bibliography</td>
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<td>4. Index Cards (5 pts)</td>
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<tr>
<td>Assignment Three</td>
<td>Group Persuasive</td>
<td>1. Outline (10 pts)</td>
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<td></td>
<td>Speech</td>
<td>2. Completed audience</td>
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<td>surveys (10 pts)</td>
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<td>3. Annotated bibliography</td>
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<td>4. Agenda/Minutes (20 pts)</td>
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<td>All Preparation</td>
<td>100</td>
<td>Preparation materials for</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
<td>Assignments 1-3.</td>
</tr>
<tr>
<td>Mini-Speeches</td>
<td>100 total</td>
<td>4 mini speeches</td>
</tr>
<tr>
<td>Exam</td>
<td>200</td>
<td>2 Exams, 200 pts.</td>
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</tbody>
</table>
Note: If a student does not turn in a bibliography with the Informative AND/OR Group Persuasive speech, he/she will receive a zero on the assignment. Lack of a bibliography = plagiarism.

There are 1000 points possible, broken down as follows:
A = 900-1000
B = 800-899
C = 700-799
D = 600-699
F = 599 or fewer

To average your grade up to any given point in the semester:
1. Add up your current point total.
2. Divide your current point total by the total points possible. (436 points earned /500 total possible points)
3. Multiply number by 100%. (Ex: 436/500 = .872 x 100% = 87.2%)

Policy for Late Assignments: Speeches/Assignments presented and/or handed in late will be lowered one letter grade per day that it is late.

Timing: Learning to complete a speech in an allotted amount of time is an important skill for all public speakers to develop. The only way to know the length of your speech is to rehearse it. So rehearse, rehearse, and rehearse–for the sake of timing and a polished delivery. Note also that a speech which falls short of the lower limit does not fully meet the assignment. Going over your time limit reflects a poorly developed specific purpose.

Time Limit on Speeches: For every minute that the student goes over the allotted time, it will be 1 percent off his/her speech grade. For example, if the time limit is 5 to 10 minutes and the speaker speaks for 12 minutes and receives a grade of 80% on the performance, then his/her actual grade would be a = 78% (2 min. over = 2% off).

For every minute that the speech is under time, it is 5 points off the final speech grade (lack of speech development and/or practice.)

Topic Selection: Each speaking assignment is intended to facilitate your understanding of the speech design process, while allowing you to develop your delivery style. Your general purpose is either to inform or persuade your audience about a specific topic. Although you have a great deal of freedom in regard to topic selection, you must be sure to relate your topic to the audience (in this case your classmates). In addition, be sure that your topic is one that can be covered in the allotted time. We will discuss the above requirements in more detail throughout the semester/term.
**Research and Preparation:** Few things are more uncomfortable than giving a speech that is not adequately prepared. Do your homework. You should use outside sources, such as publications (books, academic journals, credible magazines and newspapers, government reports, etc.) and also interviews. When you make claims (which you will, particularly in the persuasive speech), then you must offer evidence to back them up. You simply must do research in order to understand your audience and prepare the content of the speech.

**Use of the Internet for research:** Internet sources are permitted for speeches. However, use of the Internet for research can lead to sloppy research that borders on plagiarism. The Internet is a great tool, but remember that you are responsible, so seek out credible information (not just the first thing you see) and evaluate this information.

**University Policies**

**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 an “F” for the course and possible removal from the University.

**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. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

**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. **Friday, April 8th** is the last day to drop a class with an automatic grade of “W” this term.

**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.

Statement of Civility
Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Grade Appeals*
Students who feel that they have not been held to appropriate academic standards as outlined in this class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, http://cla.tamucc.edu/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

Disabilities Accommodations*
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 call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall, Room #116.

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.

Statement of Academic Continuity
In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.
**Tentative Course Calendar** (Things could easily change, so it is important that you keep with announcements both here on Blackboard and in class.)

**Fall 2015 Course Calendar:**

**Thursday, 01/21** -- Orientation

**Tuesday, 01/26**
Meet a Friend
Communication Model

**Thursday, 01/28**
Communication Anxiety, Climate, Model
Review Major Speech #1
Mini Speech #1-Ah Game!

**Tuesday, 02/02**
Listening
Listening Activity
Sign up for Major Speeches #1 & 2

**Thursday, 02/04**
Constructing a Speech
Review of Major Speech #1

**Tuesday, 02/09**
Visual Aspects of delivery
Verbal Aspects of delivery
Language

**Thursday, 02/11**
Day 1- Major Speech #1

**Tuesday, 02/16**
Day 2- Major Speech #1
**Thursday, 02/18**
Speaking to Inform
Audience Analysis/Topic Selection
Review Mini Speech #2

**Tuesday, 02/23**
Mini Speech #2

**Thursday, 02/25**
Beginning/Ending Speech
Organizational Patterns
Variety in Verbal Support

**Tuesday, 03/01**
Assign Groups for Major Speech #3
Body of Speech
Ethics of Public Speaking
Analyze Informative Speech

**Thursday, 03/03**
Questions Major Speech #2
Review Major Speech #3

**Tuesday, 03/08**
Day #1- Major Speech #2

**Thursday, 03/10**
Day #2- Major Speech #2

**Tuesday, 03/22**
Day #3- Major Speech#2

**Thursday, 03/24**
Persuasion
Groups
Review Major Speech #3
Tuesday, 03/29
MLK Speech
Work in Groups
Review Mini Speech #3

Thursday, 03/31
Work in Groups

Tuesday, 04/02
Mini Speech #3
KONY 2012
Review Mini Speech #4

Thursday, 04/04
Work in Groups

***Friday, April 8th, Last Day to Drop a class******

Tuesday, 04/09
Mini Speech #4
Work in Groups

Thursday, 04/11
Day 1 - Major Speech #3

Tuesday, 04/16
Day 2 - Major Speech #3

Thursday, 04/18
Day 3 - Major Speech #3

Tuesday, 04/23
Day 4 - Major Speech #3
Thursday, 04/25
Day 5- Major Speech #3

Tuesday, 05/01 (Last day of all classes)
Make-up Speech Day