Public Speaking

Course Description
This class is designed to help you develop skills in research, composition, organization, and delivery of speeches for various purposes and occasions, with emphasis on listener analysis and on informative and persuasive techniques. 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.

Major Course Requirements: Refer to page 4.

Required Text:

Required Materials:
Index Cards
1 Pocket Folder

ATTENDANCE:
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 3 absences before they affect the final grade, with each absence above the count of 3 netting in a percentage point loss from the final grade.

LATE WORK/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 gone awry. If you missed your speech day, you must provide documentation in order for your
absence to be excused. If you have an excused absence, you may still present your speech during the designated dates. If a student has missed a speech, and the absence is unexcused, the speech can still be made up, but a **10% deduction** will be applied to that particular speech grade and you cannot present your speech until the make-up speech/quiz day (Final Exam Time). Keep in mind that while most individual speeches can be made up, some speeches in class (such as the Persuasive Group Speech) can NOT be made up.

If a student misses a lecture quiz, the quiz cannot be made up until the end of the semester. **Students are responsible for remembering which quiz they missed, as well as its corresponding material.**

**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 PHONES/ELCTRONIC DEVICE USAGE:**
I don’t mind the use of technology in class, especially if it relates to the topic of discussion. However, I will not tolerate if technology is being used as a distraction, as that not only affects the student utilizing the media, but the surrounding students as well. **However, no technology of any kind will be permitted during speech days.**

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.

**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
2. Assignments
3. Grade book
4. Private Email (BB Messages and Email)
5. Public Communication (Discussion Forum).

Go to: [https://bb9.tamucc.edu/](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.

**ACADEMIC POLICIES:**

*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.

*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.

Major Course Requirements:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Preparation Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Object Speech</strong></td>
<td>100</td>
<td>1. Folder (10 pts)</td>
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<td></td>
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<td>2. Notecards (15 pts)</td>
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<tr>
<td><strong>Individual Informative Speech</strong></td>
<td>100</td>
<td>1. Outline (10 pts)</td>
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<td>2. Completed Audience Surveys (10 pts)</td>
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<td>3. Annotated Bibliography (10 pts)</td>
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<td>4. Notecards (5 pts)</td>
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<tr>
<td><strong>Group Persuasive Speech</strong></td>
<td>75 Individual (150 Total Points)</td>
<td>1. Outline (10 pts)</td>
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<tr>
<td></td>
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<td>2. Completed Audience Surveys (10 pts)</td>
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<td></td>
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<td>3. Annotated Bibliography (10 pts)</td>
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<tr>
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<td>4. Notecards (5 pts)</td>
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<td></td>
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<td>5. Group Agenda/Minutes (15 pts)</td>
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<tr>
<td><strong>All Preparation Materials</strong></td>
<td>110</td>
<td>Preparation Materials for Assignments 1-3</td>
</tr>
<tr>
<td><strong>In-Class Lecture Quizzes</strong> (10)</td>
<td>200</td>
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<td><strong>Mini Speeches (4)</strong></td>
<td>200</td>
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<tr>
<td>YouTube Mini</td>
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<td>Birthday Mini</td>
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<td>Ah Game</td>
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<tr>
<td>Dollar Speech</td>
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All the preparation materials except the notecards and the audience surveys are due on the BB discussion forum the day of the speech. I will not accept them through email or in hard copies.

Note: if a student does not turn in a bibliography with the group informative AND/OR persuasive speech, he/she will receive a zero on the assignment. Lack of a bibliography = plagiarism.

There are 860 points possible, broken down as follows:
A = 774-860
B = 688-773
C = 602-687
D = 516-601
F = 515 or fewer

To average your grade up to any given point in the semester…
1. Add what you COULD have earned up to that point
2. Add what you have actually earned up to that point
3. Divide what you COULD have earned INTO what you actually earned, and you will have your current average in the course.

Speech Policies and Requirements

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 percent 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.

Academic Etiquette:
Universities must maintain standards of academic etiquette in order to create an atmosphere conducive to learning. Everyone in the classroom is expected to demonstrate courtesy to one another and the Instructor, both in public and private forums.
Netiquette:
Please go to the following link to ensure that you are not breaking any of the netiquette rules as this will hurt your grade. In an extreme form, it could cause a student to be removed from the course (this includes any type of flaming remarks).

http://edtech2.boisestate.edu/frankm/573/netiquette.html

*Whether face to face or online, with instructor or other classmates, students who are unable to abide by the general rules of academic etiquette and normal civility will be removed from the class.

Plagiarism -- Any student found to be plagiarizing in any form will receive a zero on that assignment with the possibility of failing the course.

Conscious Plagiarism: This is outright copying from a published source, buying a prepared paper or speech, using someone else’s paper or speech, or having someone rewrite a rough draft. The student who does this is completely conscious of his or her theft. Usually the student who resorts to conscious plagiarism is doing so as an act of desperation in order to salvage a grade. He or she is to be pitied, but the consequences are the same. That student has performed an act of conscious theft.

Unconscious Plagiarism: This is an accident, generally the result of ignorance. The person who unconsciously plagiarizes usually does not fully understand how to summarize or how to insert material from his or her sources into the paper or speech. Another type of plagiarism is more complex. It occurs when the writer or speaker presents, as his own, the sequence of ideas, the arrangement of ideas, the arrangement of material, the pattern of thought of someone else, even though he expresses it in his own words. The language may be his, but he is presenting it as the work of his brain, and taking credit for the work of another’s brain.

Citing Sources. It is just as important to cite sources correctly as it is to utilize them appropriately. While providing lengthy citations can be cumbersome in a speech, you still need to tell the audience where you obtained information, quotes, etc. that are not your own. This is important for your credibility as a speaker, but it is also important for me to know that you are not plagiarizing others’ material. Remember, failing to cite source material when using ideas, facts, etc. that are not your own counts as plagiarism.

Note: It is the student’s responsibility to read the information about plagiarism in the text to be sure that he/she is clear on exactly what constitutes plagiarism. Ignorance is no excuse! Any student found to be cheating or plagiarizing may receive a zero on that particular exam or in-class activity with the possibility of failing the course.
Tentative Course Calendar (Things could easily change, so it is important that you keep with announcements both here on Blackboard and in class.)

Wednesday, January 20 - Syllabus/Orientation

Friday, January 22 - Quiz 1: Syllabus, Meet-A-Friend Activity/ Assign YouTube Mini Speech

Monday, January 25 - Ch.1: Speaking in Public

Wednesday, January 27 - Workshop Day

Friday, January 29 - QUIZ 2: Ch. 1, YouTube Mini-Speech (Day 1)

Monday, February 1 - YouTube Mini-Speech (Day 2)

Wednesday, February 3 - Ch. 14: Using Visual Aids

Friday, February 5 - QUIZ 3: Ch. 14, Ch. 9 & 10/ Assign Object Speech

Monday, February 8 - Filler Words, “Ah Game”

Wednesday, February 10 - Amy Cuddy Video

Friday, February 12 - QUIZ 4: Ch. 9 & 10, Workshop Day

Monday, February 15 - Object Speech (Day 1)

Wednesday, February 17 - Object Speech (Day 2)

Friday, February 19 - QUIZ 5: Amy Cuddy Video, Object Speech (Day 3)

Monday, February 22 - Object Speech (Day 4)

Wednesday, February 24 - Ch. 2: Ethics in P.S. / Assign Birthday Speech

Friday, February 26 - Quiz 6: Ch. 2, Ch. 7: Gathering Materials, Citations

Monday, February 29 - Ch. 8: Supporting Your Ideas

Wednesday, March 2 - Birthday Speech (Day 1)

Friday, March 4 - Quiz 7: Ch. 7 & 8, Birthday Speech (Day 2), Assign Informative Speech

Monday, March 7 - Ch 5: Selecting a Topic and Purpose

Wednesday, March 9 - Ch 6: Audience Analysis/ Brony Speech
Friday, March 11- **Quiz 8: Ch. 5 & 6/ Survey Day**

Monday, March 14- Friday, March 18- Spring Break

Monday, March 21- Workshop Day

Wednesday, March 23- Informative Speech (Day 1)

Friday, March 25- Informative Speech (Day 2)

Monday, March 28- Informative Speech (Day 3)

Wednesday, March 30- Informative Speech (Day 4)

Friday, April 1- Informative Speech (Day 5)

Monday, April 4- Assign Group Persuasive Speech/ Assign Groups (Contracts)

Wednesday, April 6- Ch. 19: Speaking in Small Groups/ Conflict Resolution

Friday, April 9- **Quiz 9: Ch. 19 & Conflict Resolution/ Survival Game (Group Roles)**

Monday, April 11- Ch. 16: Speaking to Persuade

Wednesday, April 13- Dollar Mini Speech/ Survey Day

Friday, April 15- **Quiz 10: Ch. 16/ Survey Day**

Monday, April 18- Group Meeting

Wednesday, April 20- Group Meeting

Friday, April 22- Group Meeting

Monday, April 25- Group Persuasive Speech (Day 1)

Wednesday, April 27- Group Persuasive Speech (Day 2)

Friday, April 29- Group Persuasive Speech Day (Day 3)

Monday, May 2- Reading Day (No Class)

Wednesday, May 4- Reading Day

Monday, May 9 (Final Exam)- Make-up Speech/Quiz Day (8:00-10:30 a.m.)