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 as well as from a distance through the use of computer-mediated technology. 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.

Required Book/Access Code:
The Art of Public Speaking 12th ed., Stephen E. Lucas

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.

**WARNING:** UNLESS there is some type of medical documentation indicating why an online assignment could not be completed by the deadline, the online assignments WILL NOT be reset. Deadlines are given at the beginning of the semester, so please put them on your calendar for planning purposes.

**COURSE POLICIES:** 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.

**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 lecture upon. I understand that life happens though, and sometimes students have no choice but to miss class. Students can have 1 absence before they affect the final grade, with each absence above the first netting in a point loss from the final grade. 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 gone 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.
**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:**

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<thead>
<tr>
<th>Assignment Values</th>
<th>Assignment</th>
<th>Preparation Materials --</th>
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<tr>
<td>Assignment One</td>
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<td>Personal Speech</td>
<td>100</td>
<td>Outline (10 pts)</td>
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<td>Index Cards (5 pts)</td>
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<td>Assignment Two</td>
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<td>Informative Speech</td>
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<td>1. Outline (10 pts)</td>
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<td>2. Completed audience</td>
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<td>Assignment Three</td>
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<td>Group Persuasive Speech</td>
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<td>Individual</td>
<td>2. Completed audience</td>
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<td>4. Agenda/Minutes (20 pts)</td>
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<td>All Preparation Materials</td>
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<td>Preparation materials for</td>
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<td>Assignments 1-3.</td>
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<tr>
<td>Mini-Speeches/Lecture Quizzes</td>
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<tr>
<td>Assigned Textbook Reading Exams</td>
<td>200</td>
<td>2 Exams (100 pts each)</td>
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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 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 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 you will have your current average in the course.

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 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.

**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.

**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.

**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.
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.

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. November 6th, 2015, is the last day to drop a class with an automatic grade of “W” this term.

Tentative Course Calendar (Things could easily change, so it is important that you keep with announcements both here on Blackboard and in class.)

August 27th, Thursday – Syllabus Orientation, Communication Anxiety, Visual Aids, “Meet A Friend” Activity
September 3rd, Thursday – Organizing The Speech, Visual Aspects of Delivery, YouTube Mini-Speech
September 10th, Thursday – Personal Speech
September 17th, Thursday – Speaking To Inform, Audience Analysis/Topic Selection, “Ah!” Game
September 24th, Thursday – Patterns of Organization, Birthday Speech, Survey Day
October 1st, Thursday – Informative Speech
October 8th, Thursday – Informative Speech
October 15th, Thursday – Small Group Communication, Persuasion, Group Contracts, Exam 1
October 22nd, Thursday – MLK Speech Analysis, Special Occasion Speech, Survey Day
October 29th, Thursday – Group Activity, “Dollar” Speech, KONY Analysis
November 5th, Thursday – Group Work Day
November 12th, Thursday – Exam 2, Group Work Day
November 19th, Thursday – Persuasive Group Speeches
November 26th, Thursday – Thanksgiving Break
December 3rd, Thursday – Final Exam 7:15PM – 9:45PM

Important Dates

August 26th, Wednesday - Classes begin
September 2nd, Wednesday - Last day to late register or add a class
September 7th, Monday - Labor Day Holiday
November 6th, Friday - Last day to drop a class
November 26th -27th, Thursday-Friday - Thanksgiving Holidays
November 30th, Monday - Last day to withdraw from the University
December 1, Tuesday - Last day of classes
December 2, Wednesday - Reading Day
December 3-4, 7-9, Thursday-Friday, Monday-Wednesday - Final examinations
December 8, Tuesday - Last day to apply for December 2015 graduation
December 10-11, Thursday-Friday - Grading days
December 12, Saturday - Fall Commencement
December 14, Monday - Fall Grades Due