Multiple Sections of Public Speaking

Course Description
A study of the art of public speaking and the tools employed by the speaker to build his/her craft. Basic public speaking techniques and terminology will be emphasized. Your participation is imperative to achieve success in the class, including speaking in front of your classmates.

This course will focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding and building the skills needed to communicate persuasively. In addition, emphasis will be placed on the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion and audience.

Learning Objectives
1. Demonstrate understanding of effective development, interpretation and expression of ideas through written, oral and visual communication.
2. Demonstrate critical thinking skills through creativity, innovation, inquiry, analysis, evaluation, and synthesis of information.
3. Demonstrate the ability to work effectively as part of a team by considering different points of view and/or showing support of a shared purpose or goal.
4. Demonstrate understanding of personal responsibility by connecting choices, actions and consequences to ethical decision-making.

Textbook (required)
The Art of Public Speaking by Lucas
ISBN: 9780073523910

Recommended or Supplemental Reading
Supplemental readings and articles will be assigned throughout the semester to further one’s knowledge of a topic or subject.

List of Supplies
- USB to save presentation materials (powerpoint, prezi, photos, etc.)
- 4x6 index cards (100 count)

Attendance
Attendance is required. Students will learn as much from observing performances as from performing itself. Students are permitted one (1) absence from class. Additional absences will result in the subtraction of one percentage point (1%) per absence off of the final grade.

Unless a student misses excessively due to medical reasons and/or university conflicts, there is no need to show documentation. The one excused absence is given for all other purposes.
All documentation should be kept in case it is needed at the end of the semester. A student will not be permitted to use their excused absence for an assigned speaking day. **It is the student’s responsibility to make sure there are no conflicts before signing the speech schedule.**

**Tardiness**
It is imperative to be on time for class sessions. Students are allowed to be late to class 3 times during the semester. The 4th tardy, plus every tardy after that, will count as an absence. If a student is more than 10 minutes late to class, he/she will be counted absent for that day.

**Late work and Make-up Exams**
Speeches and assignments that are presented late will be lowered one letter grade per class period. If a scheduled speaker MUST miss his/her designated speech day/date, then the student is expected to be present and ready to give his/her presentation the next class period. If there is time, the late speaker will be given the opportunity to make up the speech (with a letter grade off). If not, the late speaker is expected to come to the next class period ready to present. If there is a time when the student could be fit into the schedule and is absent again, it is an additional letter grade off.

**Extra Credit**
Extra credit is not required, but may be offered at the instructor’s discretion during the semester.

**Cell Phone/Electronic Device Usage**
Please be sure to put all cell phones on silent before each class session. Text messaging during class time is not permitted. In the case of an emergency, please step outside to use your phone. Excessive texting will be addressed first by warning and the second will result in confiscation of the device until class time is over. Unless necessary for an in-class assignment, computers or tablets should not be used during class. If an assignment permits device usage, it shall be used for class purposes only. If the instructor sees the device is being used for outside purposes, a warning will be given. The second offense will result in confiscation of the device during class time.

**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 grade of zero.

**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. April 8, 2016 is the last day to drop a class with an automatic grade of “W” this term.

Citations
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, facts, 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.

You must turn in a bibliography of sources (in APA format), along with your text, in order to get credit for the speech. Along with your bibliography you are required to cite sources in your presentations (powerpoint, prezi, etc.) and verbally cite sources.

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. 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.

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.

Grading
Students will have a total of 1000 points possible for the class.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Individual count</th>
<th>Total points possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini speeches</td>
<td>4</td>
<td>200 possible points</td>
</tr>
<tr>
<td>Regular speeches</td>
<td>3</td>
<td>300 possible points</td>
</tr>
<tr>
<td>Chapter tests</td>
<td>Each class session</td>
<td>400 possible points</td>
</tr>
<tr>
<td>Attendance/participation</td>
<td>15</td>
<td>100 possible points</td>
</tr>
</tbody>
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Important Factors

Speech Time Limits
All graded speeches are timed. For every minute that the student goes over the allotted time, it will be 1% point 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 =78% (2 min. over = 2% points off). For every minute that the speech is under time, it is 5 points off the final speech grade. To prevent either of the instances, it is imperative to practice your speech aloud while timing.

Topic Selection
Each speaking assignment is intended to help 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 specified topic. Although you have a great deal of freedom in regard to topic selection, you must be sure to relate your topic to the intended audience (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.

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. Waiting until the day before to prepare your speech will show in your performance, so plan ahead.

Use of the Internet
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. Also, remember not all internet sources are credible.

Tentative Course Outline

January 21
- Introductions
- Review syllabus
- Syllabus test
- Speech sign-up

January 28
- Mini speech expectations
- Video/discussion
- Chapter readings test

February 4
- Mini speeches
- Personal speech video
- Critique assignment
- Class discussion/chapters
- Chapter readings test

February 11
- Personal speeches
- Class discussion/chapters
- Chapter readings test

February 18
- Personal speeches
- Class discussion/chapters
- Chapter readings test

February 25
- “Uh” game
- Class discussion/chapters
- Chapter readings test

March 3
- Personal speeches
- Class/chapter discussion
- Chapter readings test

March 10
- Personal speeches
- Class/chapter discussion
- Chapter readings test
March 17  - Class/chapter discussion
        - Group teaching in-class assignment
        - Chapter readings test

March 24  - Informative speeches
        - Class discussion
        - Chapter readings test

March 31  - Informative speeches
        - Class discussion
        - Chapter readings test

April 7   - Class/readings discussion
        - Group assignment expectations
        - Group work half-day
        - Chapter readings test

April 14  - Group work day
        - Chapter readings test

April 21  - Group presentations
        - Chapter/class discussions
        - Chapter readings test

April 28  - Group presentations
        - Chapter/class discussions
        - Chapter readings test

May 5     - Extra credit
        - Makeup speeches
        - ‘End of the semester’ test/assignment

Let’s have an awesome semester! :)