COMM-2335_002  PRESENTATIONAL COMMUNICATION  Fall, 2018

OCNR 255
Tuesday- Thursday, 5:30p.m. – 6:45 p.m.

Ruth Aipperspach, Instructor
Office: Bay Hall, Room 222-B
ruth.aipperspach@tamucc.edu
825 – 2586

OFFICE HOURS:
Monday        4:00 p.m. to 5:00 p.m..        or by appointment
Tuesday:  2:30 p.m. to 4:00 p.m. .
Wednesday  3:00 p.m. to 4:30 p.m.
Thursday  2:30 p.m. to 3:30 p.m. .
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COURSE DESCRIPTION: Advanced study of the principles and methods of formal presentations for various purposes and audiences to further develop students into effective communicators. Course assignments will include various special occasion speeches, dynamic instructional speeches, extemporaneous speaking, creation of effective visual aids, and a group community action presentation. Research, composition, organization, and delivery of speeches are critical to oral presentations.

COURSE MATERIALS:
Gunn, Joshua. Speech Craft  Bedford St. Martins/MacMillan Learning, 2018
         Boston,
         note cards (3x5  or 4x6)
         1 Blue Book for mid term exam and ink pen
         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 differentiate between and use the organizational criteria required to effectively fulfill the purpose of the individual speeches.

STUDENT LEARNING OUTCOME
1. Demonstrate understanding of the terminology and principles of presentational communication for specific communities
2. Create and deliver speeches which incorporate elements of effective public speaking.
3. Utilize listening skills in critically assessing speeches presented by other speakers.
ATTENDANCE: This course 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, exams, tweets, 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. Late assignments will be given a zero grade.
   **Do not e-mail any assignments. They will not be graded. Hard copy must be turned in on the due date for a grade**
4. ON SCHEDULED PRESENTATIONAL 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.
5. There will be NO schedule changes during the week leading up to Thanksgiving and the week after Thanksgiving. These are official class days. All deadlines will be adhered to.
6. 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.
7. **All topics must be approved by the Instructor. Do this 1-2 periods before your presentation**
8. (a) A one-minute ‘grace’ period exceeding the time limit is allowed; otherwise 5 points will be deducted from the speech grade; similarly 5 point deduction if the minimum time limit is not met.
   (b) All speeches will be research based, given extemporaneously, using notecards, Visual aids and sources documented MLA Style ..
   (c) Students will write peer critiques on fellow students for speech presentations; .and adhere to dress code.
   (d) Refrain from chewing gum and wearing a cap or hat during speech presentations
   (e) Refrain from using e-cigarettes or other tobacco products during class time.

Grading: (see breakdown on separate grade sheet)
(1) Speeches, Topic Declaration Pages, Visual aids ............ 50%
(2) Mid term Exam & Group Project Report............................... 25%
(3) Critiquing speeches, 1 written analysis, 4 Tweets 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, please turn off cellular phones and other electronic devices at the beginning of every class and put them out of sight... 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 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.
(3) Anyone using a laptop or Tablet must sit near the front row to avoid distractions. Laptops and Tablets are for reading the textbook on-line, and/or taking Lecture notes only. Please inform the Instructor.
(4) During exams, turn off all cell phones and/or other electronic devices and put them out of sight. If anyone uses a cell phone or another device 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.

Definition: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. Plagiarism is a violation academic expectations, but it is sometimes difficult to understand what plagiarism actually is. Often students commit unintentional plagiarism (not citing sources properly, for example), because they are unaware of the standards that apply. Plagiarism includes:
.. Using the work of another as your own,
.. Downloading or purchasing ready-made essays off the web and using them as your own,
.. Using resource materials without correct documentation,
.. Using the organization or language of a source without using quote marks and proper citation.
.. Turning in a researched project without citing sources in an appropriate documentation style.

When you are confused about citation of quotes or ideas, please visit the Writing Center or me to get help. Information on MLA documentation rules and AP documentation rules is available at Purdue University’s OWL: http://owl.english.purdue.edu/ and our local Writing Center at CASA.
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.

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.

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, please contact the Disability Services Office at (361) 825-5816 in Corpus Christi Hall, Room #116

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.

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 your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. 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 9, 2018 is the last day to drop a class with an automatic grade of “W”.

GRADE APPEALS: As stated in University Procedure 13.02.99.C2.03, 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 Procedure 13.02.99.C2.03, Student Grade Appeals. These documents are accessible online at: http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf. For assistance and/or guidance in the grade appeal process students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html.

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.

*Students are encouraged to sign up for an Islander email account. Islander email is critical for university communication in any weather-related situations, or other emergencies. Students may contact the Instructor by phone, Islander email, or visit in my office in Bay Hall, 222-B

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<th>Week 1</th>
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<tr>
<td>Aug 28 T</td>
<td>Introduction to course and speech presentation categories (ch. 1)</td>
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<td>Aug 30 R</td>
<td>Vocalics &amp; Delivery (ch. 10)</td>
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<th>Week 2</th>
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<tr>
<td>Sept 4 T</td>
<td>Audiences (ch. 3)</td>
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<td>Sept 6 R</td>
<td>60-90 sec. informal introductory speech (ALL STUDENTS)</td>
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<td>Introduce 1920s USA speech with source using microfiche or microroll resources</td>
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<th>Week 3</th>
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<tr>
<td>Sept 11 T</td>
<td>Topic selections (ch. 4)</td>
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<tr>
<td>Sept 13 R</td>
<td>Sources and integration into speeches (ch 5)</td>
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<td>Toast (p. 20, 255, 321-322)</td>
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Week 4
Sept 18  T  Begin 3-6 min. 1920s USA speech with source (6 students)
Sept 20  R  3-6 min. 1920s USA speech with source (7 students)

Week 5
Sept 25  T  3-6 min. 1920s USA speech with source (7 students)
Sept 27  R  Discuss organization, transitions, outlines (ch. 5, ch. 7)
           Introduction to Tribute Speech (ch. 13). Students sign up

Week 6
Oct  2  T  Conclusions and introductions (ch. 8) Students learn how to cite sources
           in speech

Oct  4  R  Inspirational: TRIBUTE SPEECH (4-6 min) + Topic Declaration Page
           (6 students)

Week 7
Oct  9  T  TRIBUTE SPEECH + Topic Declaration Page (54 min) (7 students)
Oct 11  R  TRIBUTE SPEECH + Topic Declaration Page (4-6 min) (7 students)

Week 8
Oct 16  T  Mid-term Exam (Blue Book)

Oct 18  R  Visual Aids integration (ch 11)
           Guidelines for Instructional Speech + discussion

Week 9
Oct 23  T  Visual Aids integration (continued)
           Introduce Group Community Project for November to be completed by
           December 1, 2018

Oct 25  R  Informative: INSTRUCTIONAL SPEECH + Topic Declaration Page
           (6-10 min) with visual aids (6 students)

Week 10
Oct 30  T  Informative: INSTRUCTIONAL SPEECH + Topic Declaration Page
           (6-10 min), with visual aids (7 students)
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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Nov. 1</td>
<td>R</td>
<td>Informative <strong>INSTRUCTIONAL SPEECH</strong> + Topic Declaration Page (6-10 min.) with visual aids (7 students)</td>
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<td><strong>Week 11</strong></td>
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<td>Nov. 6</td>
<td>T</td>
<td>Preparation for Ceremonial Speech: July 4th, or Memorial Day, or Veterans Day, or Graduation ceremony</td>
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<td>Nov. 8</td>
<td>R</td>
<td>Inspirational in-class preparation for Ceremonial speech MS speech – to be read, but sound conversational</td>
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<td><strong>Week 12</strong></td>
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<td>Nov. 13</td>
<td>T</td>
<td>Inspirational <strong>CEREMONIAL SPEECH</strong> 4-6 min. (6 students)</td>
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<td>Nov. 15</td>
<td>R</td>
<td>Inspirational: <strong>CEREMONIAL SPEECH</strong> 4-6 min (7 students)</td>
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<td><strong>Week 13</strong></td>
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<tr>
<td>Nov. 20</td>
<td>T</td>
<td>Inspirational: <strong>CEREMONIAL SPEECH</strong> 4-6 min. (7 students).</td>
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<td>Nov. 22</td>
<td>R</td>
<td><strong>Thanksgiving Day</strong> – no class.</td>
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<td><strong>Week 14</strong></td>
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<td>Nov 27</td>
<td>T</td>
<td>In-class assignment – principles of presenting an award And accepting an award (all students participating).</td>
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<td>Nov. 29</td>
<td>R</td>
<td>Written assignment – analysis on written speech (in class) Instructor to give instructions</td>
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<td><strong>Week 15</strong></td>
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<td>Dec 4</td>
<td>T</td>
<td>Group projects (4 groups TBA All students to be present and critique each presentation</td>
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<td><strong>Week 16</strong></td>
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<td>Dec 13</td>
<td>R</td>
<td><strong>Final Exam</strong> 4:30 p.m. to 7:00 p.m. – Group Projects (6 groups) All students to be present and critique each presentation</td>
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(No exams will be given in advance of the Final Exam date as scheduled on the TAMUCC Final Exam Schedule. Please schedule your travel plans including domestic and/or international flights after the examination time. No exceptions)
Twitter assignment:

@writecomNews

Students will send 4 tweets this semester to fulfill requirements for this course. Each tweet will consist of a short quotation + source to fit 135-140 spaces. To set up a Twitter account for newcomers:

1. Go to Twitter.com, sign up and then select 10 items from the Twitter list to follow. This is part of the sign up process.

2. In Week 2, send me a tweet with “this is a test” message plus your name.

3. Send one tweet in September, one in October, one in November, and December’s tweet by the last class meeting.

Make sure that this twitter address is used only by students in COMM-2335_002 Presentational Communication for this assignment. It is not to be used for general questions on other assignments in this class. Use Instructor email ruth.aipperspach@tamucc.edu for any questions you have.

“Prepare your mind and heart before you prepare your speech. What we say may be less important than how we say it.” Stephen Covey, writer and educator
SPEECHES (50%)  

1920s USA speech + source (30)___  
Toast (10)_____
*Tribute Speech (50)____  
- Topic Declaration (10)____
*Instructional Speech (100)____  
- Topic Declaration (10)____
- Visual Aids (30)_____
*Ceremonial Speech (50)____  
Topic Declaration (10)____  
Written copy of speech (15)____
Presenting an award (20)____
Acceptance Speech (10)_____

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

Critique grade (6)______
Critique grade (6)______
Critique grade (6)______
Written analysis (30)______

Mid term Exam ____/100  
*Final Exam _____ / 100  
(Group Project)

Dress Code** (3) _____
Dress Code** (3) _____
Dress Code** (3) _____
Dress Code (3) _______ Final Project

4 Tweets @ 5 pts each (20)_____

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