Dept. of Languages, Culture and Communication

COM 111:019 Public Speaking

Spring 2016
W 4 – 6:30pm
Ferguson #175

Instructor: Tom Reynolds
Office: Liberal Arts North #245
Office hours: 10-11am MWF
E-mail: reynoldst1@sfasu.edu (or e-mail via D2L)
Phone - #4303

Required Texts:
Please bring to class each time we meet.

Communication 111 Workbook. (Available free on-line on D2L)

Course Description: Theory and practice in oral communication. Analysis of communication as a function of public address.

Course Objectives/Student Learning Outcomes:
The chart below indicates the core objectives addressed by this course, the assignment(s) that will be used to assess the objectives in this course and uploaded to LiveText this semester, and the date the assignment(s) should be uploaded to LiveText. Not every assignment will be collected for assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in LiveText this semester.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>Course Assignment Title</th>
<th>Date Due in LiveText</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking Skills</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation and expression of ideas though written, oral, and visual communication.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Empirical and Quantitative Skills</td>
<td>To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork</td>
<td>To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Responsibility</td>
<td>To include the ability to connect choices, actions and consequences to ethical decision-making.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Responsibility</td>
<td>To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attendance Policy: Because this course meets once a week, only one absence is permitted. A second absence will result in a deduction of one grade from your final grade. Three or more and you will fail the course. No absences are allowed during tests or speeches. Students are only allowed to make up work for such absences when circumstances are clearly beyond the student's control and well documented.

Course Policies
- Turn off all cell phones and other digital devices and remove ear pieces before class begins. Do not use your cell phones for text messaging or checking messages during class. If a cell phone is seen in use during a test or another student's speech, you will receive a zero, even if you haven't given your speech yet.
- If you are texting or otherwise online during class, you will be marked absent for the day.
- Promptness is expected. Consistent tardiness or leaving early will adversely affect your grade. If you arrive late and a student is delivering a speech, please wait outside the classroom door until the speech is finished.
- If you miss a class day it is your responsibility to contact a classmate to get that day’s notes and assignments.
- In keeping with university regulations, food and drink are not allowed in the classroom. The exception is bottled water, which is permitted.

Course Requirements
Over the course of the semester, you will compose and deliver four speeches. The two exams cover all of the chapters in the Public Speaking Handbook.

Assignments:
Class Work  Workshops  100 points
Speech 1   Personal Speech  100 points
Speech 2   Informative Speech  200 points
Speech 3   Persuasive Speech  300 points
Speech 4   Ceremonial Speech  100 points

Tests:
Test 1   Chapters 1-8, 11-12  100 points
Test 2   Chapters 9-10, 13-20  100 points

Total 1000 points

General Requirements for All Speeches:
- In order to receive a passing grade in this class, you must deliver all four speeches. This does not mean that delivering all four speeches guarantees you a passing grade in the class.
- Speech outlines must be typed and uploaded to the Dropbox on D2L by class time on the day speeches begin, even if you are not speaking that day. Any outlines uploaded late will deduct points from the speech grade. Outlines uploaded two days late will result in a ZERO for the speech.
- Speaking order will be determined in advance. If you are absent the day you are scheduled to give a speech or take an exam, you will receive a zero, no exceptions unless you supply official written confirmation of a medical or family emergency.

Department of Languages, Culture and Communication • Stephen F. Austin State University
• Students cannot use Wikipedia for a citation on outlines. Wikipedia is not a credible source.
• MLA format will be used for citing sources on speech outlines.
• COM 111 grading procedures will be the standard for speech grades.
• A 5% time penalty will be deducted for every 15 seconds under or over time. You may be stopped if your time violation is excessive

**Course Calendar (subject to change)**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1    | Wednesday 1/20 | Public Speaking and You  
Understanding the context; Build Confidence  
Giving your First Speech  
Select your topic; Develop/ Support/ Organize; Practice Delivery  
Ethics and Public Speaking  
Respect Different Cultures; Speaking Ethically; Think Critically | Chapter 1  
Chapter 2  
Chapter 3  
In-class exercise |
| 2    | Wednesday 1/27 | Listening Critically  
Six Stages of Listening; Critical Listening; Types of Listening  
Analyzing/Adapting to Audience  
Demographics; Psychological; Situational  
Selecting a Topic  
Formulate a Topic; General/Specific Purpose; Thesis Statement | Chapter 4  
Chapter 5  
Chapter 6  
In-class exercise |
| 3    | Wednesday 2/3 | Speech 1 – Personal Speech  
Finding/Evaluating Research  
Research; Citing Sources; Critical Thinking | Upload speech manuscript  
Chapter 7 |
| 4    | Wednesday 2/10 | Integrating Support  
Examples; Explanations/Descriptions; Definitions; Analogies; Statistics; Testimony  
Introducing Your Speech  
Getting Audience’s Attention; Building Credibility; Previewing Main Ideas  
Concluding Your Speech  
Strong Finish; Restate Thesis; Achieve Closure; Pitfalls | Chapter 8  
Chapter 11  
Chapter 12 |
| 5    | Wednesday 2/17 | Organizing Your Speech  
Chronological; Spatial; Cause/Effect; Problem/Solution; Topical  
Outlining Your Speech  
Creating an Outline; Transitions, Previews and Summaries; Signposts  
Speak to Inform  
Objects; Ideas; Events; People; Procedures | Chapter 9  
Chapter 10  
Chapter 18 |
| 6    | Wednesday 2/24 | Using Presentation Aids  
Using Props, Models & People; PowerPoint; Audio/Video Clips  
TEST #1 – Chapters 1-8, 11-12 | Chapter 17 |
| 7    | Wednesday 3/2 | Class Workshop – Informative Speech | Bring materials to class |
| 8    | Wednesday 3/9 | Speech #2 – Informative Speech | Upload Speech Outlines |
| 9    | Wednesday 3/16 | SPRING BREAK – NO CLASS | |
| 10 | Wednesday 3/23 | **Wording the Speech**  
Words that Connect; Consider Audience; Being Strategic  
**Styles of Delivery**  
Delivery Methods; Plan and Practice  
**The Speaker’s Voice**  
Sound and Pitch; Speaking Rate; Articulation  
**Physical Aspects of Delivery**  
Confidence; Body Language; Setting | Chapter 13 |
| 11 | Wednesday 3/30 | **Physical Aspects of Delivery**  
Confidence; Body Language; Setting  
**Prepare to Persuade**  
Practice Persuasion; Goals & Purposes; Organization; Monroe’s Motivated Sequence  
**Methods of Persuasion**  
Viewpoints; Credibility; Evidence; Reasoning; Emotion; Three Tenets of Persuasion; Avoid Fallacies | Chapter 16 |
| 12 | Wednesday 4/6 | **Workshop – Persuasive Speech** | Bring speech materials |
| 13 | Wednesday 4/13 | **Workshop – Persuasive Speech (cont)**  
TEST #2 – Chapters 9, 10, 13-20 | Bring speech materials |
| 14 | Wednesday 4/20 | **Speech 3 – Persuasive (Groups 1 & 2)** | Upload Speech Outlines (all groups) |
| 15 | Wednesday 4/27 | **Speech 3 – Persuasive (Group 3)**  
Special Occasion Speeches  
Goals & Functions; Types of Ceremonial Speeches: Introduction, Presentation, Acceptance, Commencement, Keynote, Tributes & Toasts, Eulogies | Chapter 22 |
| 16 | Wednesday 5/4 | **Speech #4 – Impromptu Ceremonial** |  |
| 17 | Wednesday 5/11 | **Final Exam Week** |  |

**Academic Integrity (A-9.1)**
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise
obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

**Withheld Grades Semester Grades Policy (A-54)**

*Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.*

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.