Department of Languages, Culture, and Communication

COM 111: 020 Introduction to Public Speaking
Spring 2016
M 4:00-6:30 pm
Ferguson #174

Instructor: Christopher King
Office Hours: By Appointment Only
Email: kingchris@sfasu.edu

Required Texts

Communications 111 Workbook.

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

Course Objectives/Student Learning Outcomes: Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Program Learning Outcomes: Students majoring in Communication Studies will be able to recognize the central role of freedom of expression and inquiry in a diverse and democratic society.

Attendance Policy

- Because a significant portion of the learning in this class is based on participation and observation, part of your grade for the course will be determined by your attendance and active participation in class. No absences will be allowed for evaluated activities such as tests or speeches. However, students will be allowed to make up work for such absences when conditions are clearly beyond the student’s control and these conditions are well documented. It is required that the student contacts the teacher BEFORE the missed class to inform them of the emergency. Excused absences require the proper documentation in order to be counted as excused.
• Due to the class only being one night a week, missing one class period is equivalent to missing an entire week. You are allowed ONE unexcused absence without points being deducted from your final average. After two unexcused absences half a letter grade (50) points will be deducted from final grade. Three unexcused absences will result in additional 50 points from your final grade. Four unexcused absences results in automatically failing the course.

• Please note that while being able to miss one class without a penalty is desirable, it’s not advisable. By missing one class you are missing valuable information and instruction that are needed for your upcoming assignments and presentations and while you are not being deducted for your one unexcused absence, it’s almost assured that you are forfeiting points on your future assignments.

Course Policies

• Turn off cell phones and all digital devices before class begins. Texting or checking text messages is not allowed. If a cell phone is seen during a test, the student will receive a zero on a test. If a cell phone rings or vibrates during a speech, the student will receive a 20-point deduction from the speech in progress.

• Your instructor will email you a lecture template for your benefit that will aid you in the course lectures. You are advised to print out the PDF file emailed to you as well as posted on D2L. Because you will be utilizing a template, the use of laptops are discouraged in this course.

• Rude and interruptive behavior such as texting, talking while instructor is talking, disrupting the class and sleeping will cause you to be dismissed and counted absent for the class period and possibly for the remainder of the course.

• Speech ethics is required in all speeches, workshops, and all presentation exercises. While controversial topics are allowed (except abortion) to be touched on, intentionally offending another individual will not be tolerated and will result in being dismissed from the course.

• Speeches and exercises are required to be professional and should refrain from foul and abusive language.

Course Requirements

• Over the course of the semester, you will compose and deliver four speeches. Detailed assignments for each speech will be distributed in advance of each assignment. The two exams will cover half of the chapters in the Public Speaking Handbook.
Assignments

Class/Group Activities (Workshops) 100 Points

Speech 1: Icebreaker Speech 100 Points
Speech 2: Informative Speech 200 Points
Speech 3: Persuasive Speech 250 Points
Speech 4 Impromptu Speech 100 Points

Post speech assignment 50 Points

Test 1: Midterm 100 Points
Test 2: Final Exam 100 Points

Requirements for All Speeches:

• In order to receive a passing grade in the class, you must deliver all four speeches. BUT delivering all four speeches does not guarantee a passing grade.

• Every speech will require an outline that must be typed out, printed out, and turned into me before every speech. Late outlines will not be accepted.

• Speaking order will be determined in advance. If you are absent from the day you are scheduled to give a speech or take an exam you will receive a zero, the only exception is if you supply a written confirmation of a medical or family emergency.

• Wikipedia IS NOT counted as a credible source. Don’t even go to that website when gathering information for your speeches.

• MLA format is required for citing sources on speech outlines.

• COM 111 grading procedures will be the standard for speech grades.

• The length of your speeches is crucial to your grade in this course. A time penalty will be deducted for every 15 seconds under or over time. Lengthy speeches will be stopped out of respect for your classmate’s speech. Time cards and a timekeeper will be provided.

• You are allowed to use 3x5 notecards in 3 of your 4 speeches.
**Academic Integrity**

Students in this class are expected to read and abide by the university policy on academic integrity. If a student is found in violation of this policy, he/she will be subject to receiving a failing grade for this course, and the violation will be reported to the proper university authorities. 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](http://www.sfasu.edu/policies/academic_integrity.asp)

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

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, 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](http://www.sfasu.edu/disabilityservices)

**Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all.
Instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate or inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Speech Grading Standard

A. Extremely rare but not impossible. Students who have earned an “A” on their speech presentation have gone above and beyond expectation and have taken the assignment seriously. They have carefully prepared and rehearsed the speech as long or longer as they would have studied for an exam in their other classes. An “A” speech is very polished and executes great vocal delivery features such as proper pace, tone, and energy with little hesitations or pauses. Sources are cited properly and the outline mimics what both the instructor has provided. Also, the speech is exactly within the desired time limit.

B. The speech was taken serious and is very well rehearsed. Overall the presentation was above average and instructions were carefully followed. The speech finished in the proper time limit but points may have been taken off for reading note cards a little too much, a few hesitations and vocal pauses. It might have been a little too rushed at times and possibly a lack of energy and enthusiasm. Overall, a “B” speech is a speech that is above average but lacked the polishing and professionalism that is in an “A” speech.

C. The speaker completed exactly what was necessary for the assignment but nothing more. A “C” speech is an average speech grade. Points could have been taken off for not making the time limit or showing a lack of preparation and rehearsing. Vocal delivery is OK but could definitely use some improvement. Factors such as being too monotone, not speaking clearly, speaking too softly and not looking at the audience are the biggest reasons for point deductions that lead to an “average” speech. Also, keep in mind many great presentations receive a “C” grade because of the failure to follow the instructions. A poor outline, lack of the required amount of sources, and the refusal to cite them, bad outline, as well as a poor introduction and conclusion leads to a massive amount of point deductions.

D. The assignment was clearly not taken serious and there was a clear lack of preparation but the speaker completed a speech with an introduction, body and conclusion. A majority of the speech is either read or forgotten. There are frequent pauses and the time limit is not in consideration. A majority of students who make a “D” on a presentation is the result of missing class and not receiving instructions.
F. Too many points were taken off due to little or no preparation, poor outline, and a failure to follow instructions.

**Mr. King’s Keys to success in COMM 111**

- Come to class!!! Classes that are taught one day a week can be both a blessing AND a curse.

- Print out the lecture templates prior to class as well as bring them to class to fill out.

- Participate in the workshops and exercises to help prepare for upcoming speeches

- Rehearse your speech as long as you would study for a major exam in your other classes. *Being prepared is key in this course.*

- Do your best! It is possible to make a passing grade in this course and not be a “gifted” speaker. This is an Introduction to Public Speaking course and the goal of this course is not to turn you into the world’s greatest speaker but rather to prepare you to communicate with confidence, credibility, and charisma. While it will be more challenging than high school, simply following instructions and putting enough effort to show that you are taking the assignment seriously will allow you to pass this course or better.
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<tr>
<th>Date</th>
<th>Topics/Assignments</th>
<th>Reading Due</th>
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| January 25th       | Course Introduction & Syllabus Overview  
- Building confidence  
- Giving first speech  
- Ethics  
- Science of Communication | Chapters 1, 2, & 3  
*Bring Lecture Template ONE to class* |
| February 1st       | - Listening  
- Styles of Delivery  
- Vocal Delivery  
- Nonverbal Delivery | Chapters 4, 14, 15, & 16  
*Bring Lecture Template TWO to Class* |
| February 8th       | - Audience Analysis  
- Introductions  
- Conclusions | Chapters 5, 11, & 12  
*Bring Lecture Template THREE to Class* |
| February 15th      | **Workshop (Icebreaker Speech: 25 Points)** |                                                        |
| February 22nd      | **ICEBREAKER SPEECH (100 Points)**  
Mid Term Review |                                                        |
| February 29th      | **Midterm (100 Points)**                                                            |                                                        |
| March 7th          | - Select a topic and Purpose  
- Finding and Evaluating Research  
- Integrating Support | Chapters 6, 7, & 8  
*Bring Lecture Template FOUR to Class* |
| March 14th         | **Spring Break**                                                                    |                                                        |
| March 21st         | - Speaking to inform  
- Organizing your Speech  
- Outlining your Speech | Chapters 9, 10, & 18  
*Bring Lecture Template FIVE to Class* |
| March 23rd last day to drop | Topic Selection for informative Speech |                                                        |
| March 28th         | **Workshop (Informative Speech: 25 Points)**  
*Overcoming Distractions* |                                                        |
| April 4th          | **INFORMATIVE SPEECH (200 Points)**                                                |                                                        |
| April 11th         | - Speaking to Persuade  
- Methods of Persuasion  
- Utilizing Visual Aids  
*Topic Submission for Persuasive Speech* | Chapters 17, 19, & 20  
*Bring Lecture Template SIX to Class* |
| April 18th         | Live Text Instructions  
**Workshop (Persuasive Speech: 25 Points)** |                                                        |
| April 25th         | **PERSUASIVE SPEECH (250 Points)**                                                 |                                                        |
| May 2nd            | **Post-Speech Assignment due (50 Points)**  
**IMPROMPTU SPEECH (125 Points)**  
*Final Exam Review* |                                                        |
| May 9th            | **Final Exam (100 Points)**                                                        |                                                        |