Communication 111.012: Public Speaking
Fall 2012; T 4:00-6:30 PM in F375

Instructor: E. Spradley; espradley@sfasu.edu
Office: Liberal Arts North 416
Phone: 468-7095 *Long distance phone calls will not be returned.
Office Hours: M 8:45-11:45 AM
T/R 8:45-9:30 AM; 12:15-2:00 PM; 3:15-4:00 PM
*Other times by appointment
Teaching Hours: TR 9:30-10:45 AM; 11:00 AM-12:15 PM; 2:00-3:15 PM; T (only) 4:00-6:30 PM
Department: Languages, Cultures, and Communication
Appointments: Appointment times are encouraged to discuss grades. Please email to schedule an appointment.

COM 111 Public Speaking Course Information

Course Materials:
4X6 Index Cards for speaking notes
2 Green 882 Scantron forms for exams

Course Description:

Course Objectives/Student Learning Outcomes:
• Understand and demonstrate speaking processes through invention, organization, drafting, revision, editing, and presentation.
• Understand the importance of specifying audience and purpose to select appropriate communication choices.
• Understand and appropriately apply modes of expression.
• Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
• Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
• Develop the ability to research and write and oral presentation.

Core Curriculum Student Learning Outcomes (General Education Core Curriculum Objectives/Outcomes):
• Understand and demonstrate speaking processes through invention, organization, drafting, revision, editing, and presentation.
• Understand the importance of specifying audience and purpose and to select appropriate communication choices.
• Understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual, and oral communication.
• Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
• Understand and apply basic principles of critical thinking, problem solving, and technical
proficiency in the development of exposition and argument.
• Develop the ability to research and write an oral presentation.

Communication Studies Program Learning Outcomes: (No program learning outcomes are directly assessed in COM 111 at this time.)
1. Students majoring in Communication Studies should display comprehension of major communication theories.
2. Students majoring in Communication Studies will apply the major theories in the field to communicate effectively in a variety of settings.
3. Students majoring in Communication Studies will be able to use an appropriate methodology to conduct a critical, humanistic, or social scientific study of a research question in communication.
4. 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.
5. Students majoring in Communication Studies will be able to demonstrate knowledge of ethical principles in communication.
6. Students majoring in Communication Studies will be able to demonstrate competence in logical and critical thinking.

Overview:
Communication 111 is designed to prepare students to give a formal speech in a public setting. Students should show an ability to use formal structure by critically evaluating given topic areas and speech purposes to create four speeches that meet the criteria set forth in lectures, speech instructions, and the required COM 111 Workbook and Public Speaking Handbook (3rd ed.) texts.

Instructor’s Expectations:
It should be understood by all students enrolled in this course that education is not a commodity. Therefore, no student should expect a passing grade simply because you attend class, turn in assignments and pay tuition. Instead, students, as well as your instructor and lab instructor, should always remember that course grades are based on achievement, not effort or time. Simply put, students must earn their score in this course based on mastery of the materials and the instructions provided by your instructor.

Course Adaptations
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/.

Grade Withheld Policy (Semester Grades A-54)
http://www.sfasu.edu/policies/semester_grds.asp

II. Withheld Grades
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.
**Attendance Policy**

**Students are expected to:**
- Attend and participate in each class meeting,
- Arrive to class prior to class beginning,
- Sign the roll sheet at the front of the classroom prior to class beginning (no signature = absence),
- Be physically and intellectually prepared to listen to the lecture/speech (read assigned chapters from the textbook),
- Demonstrate respect for the instructor and classmates,
- Take notes, and
- Turn in all coursework either early or on time.

**Absence**
- An absence is indicated by a lack of signature by the student’s name on a roll sheet, or a lack of an instructor’s mark by the student’s name on a roll sheet that signifies the student was present for class.
- If a student misses more than 25 minutes of a class, the student is marked absent.
- If a student falsifies the attendance record, the student receives an absence for the day in which the record was falsified and possible disciplinary action. Examples of falsifying records include: signing in and leaving class or having a friend sign in for you.
- If a student is texting, surfing the web, or sleeping during class, the student is marked absent.

**Overall Absences**
If a student misses 25% of the class regardless of excused/unexcused absence status, the result will be an F in the course. For Fall 2012 there are 15 class meetings. Therefore, no student may miss more than 3 classes.

**Absence Penalties**
On the 2nd absence (excused or unexcused), students will be penalized by having 5% deducted from their final course average. On the 3rd absence, 10% is deducted from their final course average. On the 4th absence, students automatically fail. An absence is an absence.

**Make Up Work**
No late work is acceptable. Deadlines for coursework are posted in advance, and it is the responsibility of each student to complete his/her work and submit it either early or on time. The University recognizes three types of documented excuses that may permit a student to make up work: 1) University Sponsored Event, 2) unavoidable emergency, and 3) personal illness. Your instructor will not hear or recognize oral excuses for missed course material. Your instructor is the exclusive decision maker on approving or denying an excused absence request in order to make up work in the class. Acceptable documentation includes: doctor/medical paperwork, written acknowledgement of participation in a university sponsored event, notification disseminated from the Judicial Office, and family emergency records. Acceptable documentation of an absence to make up coursework must be turned into the professor within one week of returning to class. No exceptions will be made.

**Governing Policies**
The following policies will apply toward decorum in online posts.

1. **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/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. *Unprofessional behavior includes but is not limited to talking while instructor/speaker is presenting, texting during presentations, sleeping during class, and using abusive, profane language/gestures.

2. **Electronic devices:**
   - If a student text during class or attend to anything other than COM 111 course materials on an electronic device, the student in question will receive an absence for the day. If the behavior persists, the student will be asked to leave the class for the day. If the behavior continues to persist after this point, the student will be referred for disciplinary action.
   - If an electronic device is *seen or goes off* during a test, the student will receive a ZERO on the test.
   - If your electronic device is used during speeches or goes off during a speech, your grade for the current speech will be penalized 10% for each violation.

3. **Academic Integrity:**
   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)

---

**GRADE DISTRIBUTION**

**COURSE POINTS:** You may earn up to **1000 points** total. Your chance to earn your grade ends when the semester ends. No grades will be *bumped* up at the end of the semester regardless of how *borderline* the grade is perceived to be. There are no opportunities for extra credit outside of that which is offered to every student enrolled in the course. To calculate your grade at any time in the course, add up your earned course points and divide them by the possible course points at that point in the semester. That gives you an average. The following indicates which letter grades correspond to earned points:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 – 900</td>
<td>A</td>
</tr>
<tr>
<td>899 – 800</td>
<td>B</td>
</tr>
<tr>
<td>799 – 700</td>
<td>C</td>
</tr>
<tr>
<td>699 – 600</td>
<td>D</td>
</tr>
<tr>
<td>599 and less</td>
<td>F</td>
</tr>
</tbody>
</table>
COM 111 Syllabus

Tests: You will need a SCANTRON 882 Form for both tests. Both tests are 50 questions multiple choice.

Test 1 – Chapters 1-10
Test 2 – Chapters 11-20

<table>
<thead>
<tr>
<th></th>
<th>Purpose</th>
<th>Time</th>
<th>Required Citations</th>
<th>Value</th>
</tr>
</thead>
</table>
| Speech 1  
Icebreaker | Informative   | 2-3 min. | n/a               | 50 points (presentation and outline) |
| Speech 2  
Oral Reading | Entertain      | 3 min.   | 2                  | 50 points (presentation) 50 points (manuscript) |
| Speech 3 (Group)  
Informative | Inform         | 10 min.  | 5                  | 100 points (presentation) 50 points (outline) |
| Speech 4  
Impromptu  
Informative or Persuasive | Informative or Persuasive | 1-2 min. | n/a               | 50 points |
| Speech 5  
Monroe’s Motivated Sequence | Persuasive    | 5-6 min. | 5                  | 200 points (presentation) 50 points (outline) 25 points (PowerPoint) |

TOTAL: 600 points

Important things to remember for speeches:

- Speech outlines (or manuscript in the case of Speech 2) are always due prior to class as .DOC, .RTF, or .PDF on the dropbox on D2L.
- Only students with documented, excused absences are permitted to make up a speech. You must speak when your name is called. Be prepared the first day of speeches when class begins. **If your name is called, and you are not present, you will receive a zero for the speech.** “My alarm clock did not go off, my computer malfunctioned,” or “I am not ready” are not acceptable.
- Required number of citations must be credible, published sources with an author and date.
- Wikipedia cannot be used as a source. Stay away from other like sources (i.e. about.com). Use critical thinking skills to evaluate source credibility.
- APA format will be used for citing sources in speech outlines and referencing sources in the reference list. **No reference list = a 0 for your outline/manuscript grade.**
- A 5% time penalty will be deducted for every 20 seconds under or over time on speeches.
- For speeches 1, 3, and 4, speaking outlines that use more than four keywords for content will
receive a manuscripting penalty. The penalty will lower the speech grade to no higher than a ‘D.’

**Assignment:** All assignments are to be submitted on Blackboard.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Brief Description</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer Constructive Criticism</td>
<td>You will be assigned a peer group. You will need to take notes on the content development, organization, and delivery of the members in your peer group for speech 3. You will need to assess how each group used delivery, organization, and content development during his/her speaking time. Type 1 paragraph for each member of your peer group. A paragraph is 4-7 sentences depending on sentence length. The paper should be typed, double-spaced, 1-inch margins, 12-point font, Times New Roman font.</td>
<td>50 points</td>
</tr>
<tr>
<td>Speech Analysis</td>
<td>You will view a speech linked through American Rhetoric’s website. You will complete a typed written analysis concerning the speaker’s figurative language use and adaptation to the audience and occasion. You will need to use quotes from the speech to complete the analysis. The paper should be 2 complete pages (no more and no less). The paper should be formatted with 1-inch margins, 12-point font, Times New Roman font, and a cover page.</td>
<td>50 points</td>
</tr>
</tbody>
</table>

**TOTAL: 100 points**

**Attendance:** See the attendance policy. Attendance has a real affect on your course grade.
**Course Calendar:** Use the course calendar to see when daily readings, speeches, assignments, and exams are scheduled. Calendars are subject to change based on student learning progress and unforeseen occurrences. In the event the calendar changes, announcements will be posted on D2L. NOTE: There are two online class meetings that will take place on D2L on 11/13 and 11/20 rather than in the classroom.

<table>
<thead>
<tr>
<th>Date</th>
<th>Daily Discussion, Lectures, Readings, and/or Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/28</td>
<td>Course Introduction; Speech 1 Instructions; Chapters 1-2</td>
</tr>
<tr>
<td>9/4</td>
<td><strong>Speech 1</strong></td>
</tr>
<tr>
<td>9/11</td>
<td>Speech 2 Instructions; Chapters 5-7</td>
</tr>
<tr>
<td>9/18</td>
<td>Chapters 8 &amp; 9</td>
</tr>
<tr>
<td>9/25</td>
<td><strong>Speech 2</strong></td>
</tr>
<tr>
<td>10/2</td>
<td>Speech 3 Instructions &amp; Group Assignments; Examine the Outline Template; Chapters 3-4</td>
</tr>
<tr>
<td>10/9</td>
<td><strong>4:00-5:00 PM Test 1 Chapters 1-9:</strong> Bring 882E Scantron. 5:15-6:30 PM Chapters 10-12</td>
</tr>
<tr>
<td>10/16</td>
<td><strong>Speech 3</strong>                                                             <strong>Peer Constructive Criticism Due to Dropbox on D2L by 11 PM</strong></td>
</tr>
<tr>
<td>10/23</td>
<td>Speech 4 &amp; 5 Instructions                                               <strong>Speech Analysis Due to Dropbox on D2L by 11 PM</strong></td>
</tr>
<tr>
<td>10/30</td>
<td><strong>Speech 4</strong>                                                             <strong>Peer Constructive Criticism Due to Dropbox on D2L by 11 PM</strong></td>
</tr>
<tr>
<td>11/6</td>
<td>Chapters 14 &amp; 15</td>
</tr>
<tr>
<td>11/13</td>
<td>Class on D2L: See Persuasion Module for Chapters 16 and 17 with video, class notes, and discussion post.</td>
</tr>
<tr>
<td>11/20</td>
<td>Class on D2L: See Special Occasion Module for Chapter 18 with video links and class notes. Speech Analysis Due to Dropbox on D2L by 11 PM</td>
</tr>
<tr>
<td>11/22</td>
<td><strong>Thanksgiving Holiday</strong>                                                <strong>Speech Analysis Due to Dropbox on D2L by 11 PM</strong></td>
</tr>
<tr>
<td>11/27</td>
<td><strong>Speech 5</strong>                                                             <strong>Speech Analysis Due to Dropbox on D2L by 11 PM</strong></td>
</tr>
<tr>
<td>12/4</td>
<td><strong>Speech 5 continued</strong>                                               Review for Final Exam</td>
</tr>
<tr>
<td></td>
<td><strong>Final Exam Schedule</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Test 2 Chapters 10-18:</strong> Final Exam; Bring 882E Scantron.</td>
</tr>
</tbody>
</table>

**Important University Dates:**
- Last Day to Register: 8/30
- Twelfth Class Day: 9/12
- Mid-semester: 10/17
- Last Day to Drop or Withdraw without WP or WF: 10/24
- Last Day to Withdraw from the University: 11/26
- Finals Week: 12/10-15