Text:
1. REQUIRED: The Public Speaking Playbook by Gamble and Gamble
2. REQUIRED: Communication 111 Workbook (cost is around $20)

Other required materials:
• 3X5 or 4X6 note cards
• business casual/professional attire for speech delivery (points will be deducted otherwise)

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

Course Objectives/Student Learning Outcomes: After completing COM 111 students should:
1. Understand and demonstrate speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. Understand the importance of specifying audience and purpose and to select appropriate communication choices.
3. Understand and appropriately apply modes of expression.
4. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. Understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. Develop the ability to research and write an oral presentation.

Program Learning Outcomes:
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 demonstrate competence in logical and critical thinking.
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.

SFA Debate Program: For more information on the SFA Debate Program, please contact Director of Debate, Coach Kimberly Wagner at squyreska@sfasu.edu. The team meets weekly for practice and team members have the opportunity to travel to 10 tournaments each academic year. Debate can also help you hone your research, critical thinking, and speaking skills, and it is an excellent addition to your resume. If interested, please fill out the Team Interest Form on D2L and set up a meeting.
**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/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.

**Responsible use of technology:** It is expected that all students will only utilize cell phones, PDAs, laptop computers, MP3 players and other technology outside of class time or when appropriate in class. Answering a cell phone, texting, listening to music or using a laptop for matters unrelated to the course may be grounds for dismissal from class or other penalties.
Attendance Policy: Because a significant portion of the learning in this class is based on participation and observation, it is important that you come to class. Each student has three “free days” which will not count against them. (Life happens— I get it.) Beginning with the fourth unexcused absence, 10 points will be deducted from the overall student grade for each day missed. No absences will be allowed for evaluated activities such as exams, in-class assignments, or speeches. If a student does miss a test, speech, or evaluated activity, then they MUST SHOW DOCUMENTED PROOF OF ABSENCE and students will be allowed to make up work for those absences when conditions are clearly beyond the student's control (death in family, official university business, sickness) and these conditions are well documented (ex: doctor's note and there is an on-campus clinic) according to university standards. Makeup work must be completed within TWO WEEKS of the original due date. This is the responsibility of the student and not the professor. There is no extra credit for perfect attendance.

Course Policies & Assignment Policies: Please read through this section as it contains very valuable information that may drastically affect your success in the course. Always refer to the syllabus before coming to your professor with questions, which are most likely listed below.

1. Silence your phone. Vibrate mode is not silence. If a phone is heard during lecture or a class activity, you will be asked to leave. If a cell phone is seen, rings, or vibrates during an assignment, unless it is specified to use technology for the assignment, the student will receive a zero on the assignment. If a cell phone is seen, rings or vibrates during a speech, the student will receive a 20% deduction from their speech.

2. If you are talking, texting, checking Facebook, online, or participating in other activities not related to class, and it disrupts your professor or other students, you will be asked to leave the classroom. No warnings-no second chances. You will not be permitted to take photos of Power Point slides in class. This causes too much of a distraction and it is lazy. TAKE NOTES.

3. No food or drink, except bottled water, is allowed in class—no exceptions.

4. Promptness is expected. Consistent tardiness or leaving class early will adversely affect your grade. The classroom door is locked at the exact time class begins and you will not be permitted into class once the door is locked. Excessive tardiness will result in point deductions. It is YOUR responsibility to let me know AFTER class if you are tardy.

5. You cannot leave during class. If you must leave the classroom for any reason, please collect your things and take them with you, as you will not be permitted back into class. Please use the restroom, get a drink of water, etc. before you enter the classroom. If you leave, you will be counted absent.

6. Exams can ONLY be made up in the event of a religious holiday or officially documented emergency (i.e., medical or catastrophic events), as mentioned on previous page. Exams are completed online on D2L, so most excuses are not tolerated.

7. If you miss a class day it is YOUR responsibility to contact a reliable classmate to get that day’s notes and assignments before you come to your instructor with questions. If you know that you are going to miss class, please contact your instructor in advance.

8. Regarding Assignments: All assignment guidelines are posted on D2L. All assignments are due on the due dates listed. You are responsible for planning ahead and balancing the requirements of this class with your other classes and outside responsibilities. Emailed assignments will NOT be accepted. Prepare in advance for technology malfunctions. Written assignments must be typed unless otherwise instructed.

9. Due to department budget, long distance calls will not be returned. If you don’t have a local contact number, contact your instructor via e-mail or in person.

10. Your chance to earn your grade ends when the semester ends. If you are struggling with any of the course material, please contact your instructor immediately. Your instructor is more than happy to help you, but only if you want to help yourself. It is up to you whether or not you want to be successful. You will be asked to sign a syllabus/grade disclosure form to acknowledge this. You should frequently check your class average on D2L.

11. Check D2L (Desire to Learn) weekly and keep up with all of your assignments and grades, which will be posted. Begging for grades will result in point deductions. It is unethical. Grades will not be discussed via email or in the classroom. Make an appointment during office hours to discuss your grade or any other concerns.

12. Please read all material in advance and come to class prepared to discuss and/or participate in activities including group discussion, role-play activities, quizzes, etc. These activities are designed to help you understand and apply the content of the course and not to hinder your learning. This is not just “sit and listen” course.

13. Be respectful and listen to your instructor and other students at all times. During class discussions, everyone should be courteous and respectful of others; no rude, sexist, racist, or other disrespectful or offensive comments or behavior will be acceptable. You are expected to be professional at all times. This course is preparation for your career.

14. Students cannot use Wikipedia. Wikipedia is not considered a credible source. Using Wikipedia will result in an automatic -20 on your work.
Speech Day Expectations & Requirements (How to Get a Good Grade)

1. If you are late for COM 111 Speech Day, do NOT knock on the door or try to enter the classroom. You must QUIETLY wait in the hall until all other speeches are complete. THEN, you will be allowed to give your speech, knowing that you will receive major point deductions for being late. There are NO exceptions. Be early so you can collect your thoughts.

2. Speaking order will be determined in advance. If you are absent on the day you are scheduled to deliver your speech, you will receive a grade of zero for your speech unless you have a documented, excused absence. Being sick on the day of your speech is highly suspicious. Remember, your instructor has heard every excuse there is and KNOW WHEN YOU ARE LYING.

3. SILENCE phones and put away all technology. Be respectful listeners. Do not cause distractions or you will lose an automatic 20% from YOUR grade.

4. Dress appropriately (business casual/professional) and to impress! You perform your best when you look good.

5. Don’t forget your grade form. You will automatically lose 10 points if you don’t have this.

6. Don’t forget your TYPED outline. You will automatically lose 10 points if you don’t have this. All work should utilize APA style, unless otherwise indicated. This includes format for references and headings. Page guidelines listed are based on 1” margins, double-spaced with a 10 to 12-point font in Times New Roman unless otherwise specified. All handwritten work (unless otherwise specified) will not be accepted. This includes in-text citations and reference pages.

7. Don’t forget your SEPARATE notecards. You will turn in your TYPED PREPARATION OUTLINE before you give your speech. You will automatically lose 10 points if you don’t have this, however, I don’t grade your delivery notes, so you can write content on them in whichever way helps you to be more successful.

8. Speech outlines must be typed and a reference list must always accompany the outline of speeches that require sources. No reference list will result in a grade of zero for your outline. A bullet-point list of websites is not a reference page and will result in a zero on your outline. Speech outlines are due on the day you deliver your speech. No credit will be given for outlines not turned in on time—no exceptions.

9. All visual aids must be uploaded to the Dropbox folder in D2L at least 24 hours in advance. Otherwise, you will not be permitted to use your aid as this takes up too much class time. You cannot bring in a flash drive with your power point the day of the speech or search for a video, etc. Your instructor will have all visual aids saved to the desktop, ready to use before class begins. Videos cannot be more than 2 minutes in length and do not count as part of your speech time.

10. When you get to class early, staple your grade form to the top of your outline with the provided stapler and write your name on it. You will turn this in on your way to the front of the room to deliver your speech.

11. Remember the speaking order and be prepared when I call your name. We must keep things moving quickly between speeches. Keep commentary between speeches minimal.

12. Timekeepers, ask each speaker how they would like for you to keep time and pause the timer during videos or audio clips used as visual aids.

13. A 5% time penalty will be deducted for every 30 seconds under or over time. You may be stopped if your time violation is excessive.

14. Respect and support your classmates—clap appropriately and only use positive language.

15. Remember that delivery counts! Use your delivery to be compelling and powerful through your words!

16. Be confident! You’re going to do great!

A Few of Coach Wagner’s Pet Peeves That Will Result in Major Point Deductions

1. Using a Topic That is on the Off Limits Topic List—10 points
2. Forgetting Your Grade Form—10 points
3. Being Late for a Speech or Exam—30 points
4. Being Late for Class or Leaving Early in General—5 points each
5. Not Having a Reference Page—50 points
6. Not Having In-Text Citations—10 points
7. Phone Disruptions—20% off grade
8. Not Dressing Business Casual for Speeches—10 points
9. Speech Not Falling Within Time Parameters—5% each 30 seconds
10. “Reading” Your Speech—20 points
11. Being Disrespectful—Points Deducted According to Severity of Offense
Speech Topics to Avoid: “Forbidden” Topics List

In this class, I encourage creativity and thinking “outside the box.” Although I do not require a speech topic approval form, I expect you to speak on challenging and appropriate topics. I do allow students to speak on issues regarding politics, religion, and other related topics; however, keep in mind that these often are too polarized and often may lead to audience dissonance. Remember that this class is based on an audience-centered approach. While you do have freedom of speech, remember that this freedom sometimes is met with consequences.

I. Therefore, please refrain from using the following topics because they are too polarized and/or overused. This is a partial list; as not every topic can be pointed out, therefore, if in doubt, ASK! If you choose to ignore this list, expect significant point deduction on your speech grade, if you are allowed to present it at all. While you do have freedom of speech, I also have the freedom to control my classroom and avoid creating a toxic environment.

<table>
<thead>
<tr>
<th>Lowering tuition</th>
<th>Border control</th>
<th>Wearing seatbelts</th>
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<tr>
<td>Texting &amp; driving</td>
<td>Cloning</td>
<td>Legalizing marijuana</td>
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<td>Gun laws</td>
<td>Immigration</td>
<td>Organ donation</td>
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<tr>
<td>Recycling</td>
<td>Affirmative action</td>
<td>Adoption—children and pets</td>
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<tr>
<td>Abortion</td>
<td>Safe sex practices</td>
<td>Eating disorders</td>
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<tr>
<td>Freedom of speech/religion/etc.</td>
<td>Violence in the media</td>
<td>Death penalty</td>
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<td>Healthcare</td>
<td>Smoking</td>
<td>Corporal punishment</td>
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<tr>
<td>War in Iraq/Afghanistan/etc.</td>
<td>Joining a sorority/fraternity</td>
<td>Police brutality</td>
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<tr>
<td>Gay rights/women’s rights/etc.</td>
<td>Lowering the drinking age</td>
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II. Furthermore, please refrain from using topics or examples/illustrations in your speeches that are inappropriate or vulgar. I believe that as adults, you all possess the ability to know this difference. If you speak on an inappropriate topic, you will be stopped, asked to leave, and will receive a grade of zero on your speech. Please refrain from sarcasm, laziness, unpreparedness, and trying to “get away with something” just to be funny. Always be mature and professional.

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<thead>
<tr>
<th>Sex</th>
<th>Partying</th>
<th>Hate speech</th>
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<tr>
<td>Drugs</td>
<td>Prostitution</td>
<td>Etc.</td>
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<tr>
<td>Alcohol</td>
<td>Extremist political/religious</td>
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III. Finally, refrain from choosing topics that include family members, close friends, or pets.

Thank you for abiding by these rules. I’m sure you will come up with some amazing speech topics. If you have any questions about a topic, please feel free to talk to me during office hours.

GRAD

Course Requirements: Detailed assignments for each speech will be posted on D2L in advance of each assignment. In addition to quizzes, exams, and speeches, you will also have multiple daily activity opportunities, which may include writing a self-evaluation, evaluating the performance of a classmate, out of class evaluation activities, oral readings, bringing video examples to class, group work, etc., which will count as part of your daily assignments, but some activities may count as bonus points. Grades forms are also posted on D2L and must be printed out brought to class.

How to Calculate Your Grade: Grades are posted on D2L and your current class average is viewable throughout the semester. However, please keep your own record of your grade and keep all graded and returned assignments until the end of the semester, after you have received your final letter grade.

Formula: Your grade % = all the points you have earned/maximum points possible

A=900-1000 points
B=80-899 points
C=700-799 point
D=600-699 points
F=599 and below
Graded Assignments Total: 1000 points (detailed assignment instructions posted on D2L)

Speeches (600 points)
Speech 1: Icebreaker Speech 100 points
Speech 2: Informative Story Speech 100 points
Speech 3: Special Occasion Speech 200 points
Speech 4: Persuasive Speech 200 points

Outlines (100 points)
Speech #3—50 points
Speech #4—50 points

Quizzes (online) (200 points) (no formal exams)
Syllabus Quiz
Weekly Chapter Quizzes (must be completed by every Monday at 5:00 p.m. unless specified otherwise)

Daily Activity Points (100 points) Detailed information will be posted on D2L and announced before each activity.
- Speech-Evaluation--10
- Research Assignment--10
- Intros & Conclusions Assignment—10
- Informative Assignment—10
- Outlining Assignment--20
- Oral Reading & Delivery--20
- In-class Debate--20

Bonus Point Opportunities
- Timekeeper
- Extra Class Activities
- Outline Extra Credit
- Involvement in Academic Debate Activities
Tentative Sample Course Calendar

All adjustments will be posted on D2L and discussed in class. It is YOUR responsibility to make note of any changes made to this calendar. Remember: Quiz due every Monday by 5:00 p.m.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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| Tuesday, August 29 | Syllabus Overview & Icebreaker Activity  
Chapter 2: Your first Speech (information posted on D2L) |
| Thursday, August 31| Chapter 1: Building Confidence  
Workbook: Pages 7-16 |
| Tuesday, September 5 | Chapter 3: Ethics  
Workbook: Pages 37-39 |
| Thursday, September 7 | Chapter 4: Listening Critically (Out-of-Class Activity)  
Syllabus Confirmation Quiz & Form due on D2L |
| Tuesday, September 12 | Chapter 5: Analyzing Your Audience  
Workbook: Pages 78-84 |
| Thursday, September 14 | Speech #1  
Workbook: Page 181 |
| Tuesday, September 19 | Speech #1  
Workbook: Page 181 |
| Thursday, September 21 | Chapter 6: Selecting a Topic and Purpose  
Chapter 9: Organizing Your Speech  
Workbook: Pages 32-35; 58-62 |
| Tuesday, September 26 | Chapters 7 & 8: Research & Support  
Workbook: Pages 40-53 |
| Thursday, September 28 | Chapters 7 & 8 Continued: Research and Support (Class Activity)  
Workbook: Pages 40-53 |
| Tuesday, October 3 | Chapter 10: Outlining  
Workbook: Pages 63-64; 67-76 |
| Thursday, October 5 | Chapter 10: Outlining Continued (Class Activity)  
Chapter 18: Informative Speaking  
Workbook: Pages 55; 151-160; 177 |
| Tuesday, October 10 | Chapter 11 & 12: Introductions and Conclusions (Class Activity)  
Workbook: Pages 65-66 |
| Thursday, October 12 | Chapter 14, 15 & 16: Speech Delivery (Class Activity)  
Workbook: Pages 22-24; 174 |
| Tuesday, October 17 | Speech #2: Informative Speech  
Workbook: Page 182 |
| Thursday, October 19 | Speech #2: Informative Speech  
Workbook: Page 182 |
| Tuesday, October 24 | Chapter 14, 15 & 16: Speech Delivery (Class Activity)  
Workbook: Pages 116-121 |
| Thursday, October 26 | Chapter 22: Special Occasion Speaking  
Workbook: Pages 106-110; 167-170; 173 |
| Tuesday, October 31 | Chapter 13: Wording the Speech |
| Thursday, November 2 | Speech #3: Special Occasion  
Workbook: Page 183 |
| Tuesday, November 7 | Speech #3: Special Occasion  
Workbook: Page 183 |
| Thursday, November 9 | Speech #3: Special Occasion  
Workbook: Page 183 |
| Tuesday, November 14 | Chapter 19: Preparing to Persuade  
Workbook: Pages 86-103; 161-166 |
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<tr>
<th>Date</th>
<th>Event/Assignment</th>
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<tr>
<td>Thursday, November 16</td>
<td>Chapter 20: Methods of Persuasion</td>
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<td>Workbook: Pages 86-103; 161-166</td>
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<td>Tuesday, November 28</td>
<td>Persuasion Class Activity</td>
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<td>Thursday, November 30</td>
<td>Chapter 17: Presentation Aids</td>
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<td>Speech Workshop</td>
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<td>Tuesday, December 5</td>
<td>Speech #4: Persuasive Speech</td>
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<td>Workbook: Page 184</td>
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<tr>
<td>Thursday, December 7</td>
<td>Speech #4: Persuasive Speech</td>
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<td>Workbook: Page 184</td>
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<tr>
<td>Tuesday, December 12</td>
<td>Speech #4: Persuasive Speech</td>
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<td>Workbook: Page 184</td>
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<td>(Please see final exam schedule for class time)</td>
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<tr>
<td>Thursday, December 14</td>
<td>No class. Final Office Hours 10:00-2:00.</td>
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**Syllabus Confirmation Statement**

By signing below, I am indicating that I understand and adhere to all class policies and expectations of me as a student. I understand that exceptions will not be made and that I am responsible for managing my time, completing tasks, and communicating adequately and appropriately with my instructor. I also agree that at the end of the semester, I will not beg for extra credit nor stalk my instructor regarding my grade. I am responsible for keeping track of my grade throughout the semester and will not wait until the end of the semester to discuss with my instructor.

Printed Name:  

Signature: ___________________________ Date: ___________________________