Public Speaking  
Com 111-026, Fall 2018  
Monday: 5:00-7:30 pm; F 373

Instructor: Jennifer Stringfield  
Office: Boynton 221A  
Phone: (936) 468-1241  
Office Hours: M – F (12:00-1:00) by appointment only  
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Course Description (from the SFA General Bulletin):  

Course Objectives:  
Welcome to Public Speaking! In this course, we will explore concepts and theories relating to communication, message design, and public speaking. COM 111 will provide you opportunities to build upon textbook and classroom materials and to practice the skills and theories explored in class. Through graded and ungraded classroom activities, you will develop your existing speaking and communication skills and gain new ones. In addition to giving speeches, you will practice being an effective audience member.

The primary goal for the course is to develop your abilities (and your confidence!) to draw together research on your speech topics, to organize your materials and to present them in a way that adapts them effectively to your audience, and to use strategies that increase the likelihood that you will inform, persuade and/or entertain your audience.

During this course, students will:
1. Enlarge their communicative competence and confidence as a result of preparation, presentation, and analysis of oral messages.
2. Recognize and utilize organizational patterns, supporting evidence, and concrete illustrations in an oral presentation.
3. Identify effective speaking techniques and demonstrate a personal delivery style.
4. Become more effective, supportive listeners.
5. Develop their critical thinking, reasoning, organization, and research skills, as well as their ability to make effective oral presentations.
6. Learn to analyze audience attitudes and evaluate audience needs.

Required textbooks:
2. Com 111 Workbook

Please bring these books to class each time we meet.

Required materials:
- 3 x 5 inch note cards for speaking notes

Course Objectives/Student Learning Outcomes:
After completing COM 111, students should be able to:

- 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 mode(s) of expression.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- Understand and apply fundamental 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.

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

Core objectives established by the THECB (n.d., Elements of the core curriculum) are:
1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

General Education Core Curriculum
This course has been selected to be part of Stephen F. Austin State University’s core curriculum.
The Texas Higher Education Coordinating Board has identified six objectives for all core courses: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

By enrolling in COM 111 you are also enrolling in a Core Curriculum Course that fulfills the Communication Skills-Oral and Visual requirement. You will see this course on your D2L list. At one point during the semester, you will receive an assignment that fulfills both the requirements of this course and the needs of Stephen F. Austin State University’s Core Curriculum Assessment Plan with the Texas Higher Education Coordinating Board. When you complete this one assignment, you need to upload the assignment to both your standard course dropbox determined by your Instructor and the “Core Curriculum” dropbox. The Core Curriculum dropbox will be identified by the Objective for which work is being collected. (Examples: Critical Thinking, Teamwork, Social Responsibility Empirical & Quantitative Skills, Personal Responsibility, Communication Skills-Written, Communication Skills-Written & Visual, and Communication Skills-Oral & Visual.) Please note that this only applies to the approved assignment. All other assignments should be submitted according to regular class operations. If you have any questions, please see your Instructor or the Office of Student Learning and Institutional Assessment.

When you complete the assignment mentioned above, you will upload the assignment to both the COM 111 dropbox and the Communication Skills-Oral and Visual dropbox.

Please note that this only applies to the specific assignment listed in the matrix below. All other assignments should be submitted according to regular class operations.

If you have any questions, please see your instructor or contact the Institutional Effectiveness Office at (936) 468-1130.

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 the D2L Communication Skills-Oral and Visual dropbox this semester, and the date the assignment(s) should be uploaded to the D2L Communication Skills-Oral and Visual dropbox. Not every assignment will be submitted for core assessment every semester. Your instructor will notify you which assignment(s) must be submitted for assessment in the D2L Communication Skills-Oral and Visual dropbox. Include only the core objectives taught in this course and indicate which objectives are being formally assessed in this semester.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>Course Assignment Title</th>
<th>Date Due in D2L</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>
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<tr>
<td>Communication Skills</td>
<td>To include effective development, interpretation and expression of ideas though written, oral, and visual communication.</td>
<td>Basic Persuasive Speech 3</td>
<td>11/30</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>
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<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>
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</tr>
<tr>
<td>Personal Responsibility</td>
<td>To include the ability to connect choices, actions and consequences to ethical decision-making.</td>
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</tbody>
</table>
Social Responsibility  
To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

****Core Assessment Fall 2018****

- By enrolling in certain SFA classes you are also enrolling in a Core Curriculum Course. You will see this course on your D2L list.
- At one point during the semester, you will receive an assignment that fulfills both the requirements of this course and the needs of Stephen F. Austin State University's Core Curriculum Assessment Plan with the Texas Higher Education Coordinating Board.
- When you complete this one assignment, you need to upload the assignment to both your standard course dropbox determined by your Instructor and the “Core Curriculum” dropbox. The Core Curriculum dropbox will be identified by the Objective for which work is being collected. (Examples: Critical Thinking, Teamwork, Social Responsibility Empirical & Quantitative Skills, Personal Responsibility, Communication Skills-Written, Communication Skills-Written & Visual, and Communication Skills- Oral & Visual.)
- Please note that this only applies to the approved assignment. All other assignments should be submitted according to regular class operations.
- If you have any questions, please see your Instructor or the Office of Student Learning and Institutional Assessment.

Learning Assumptions and Expectations:

- Success is your choice! If you choose to be successful, I will be happy to help you. If you do not choose to be successful, I will honor your choice. EVERY STUDENT HAS THE POTENTIAL TO BE SUCCESSFUL.
- Respect is one of the foundations of an environment conducive to learning. In this class, I have a commitment to creating a positive and respectful learning environment. I expect all of us to contribute to a safe, productive and fun classroom environment, valuing each of our strengths and differences. In 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.
- One of the most important aspects of learning is being able to listen. As you listen to your classmates, you should be attentive and supportive. Everyone has something valuable to contribute to the class’ learning and to each individual’s success.
- Class discussion will build from the reading so it is necessary that you complete the reading before the assigned date. We will not be able to discuss everything covered in the readings. However, you will be responsible for the content.
- I am open to your feedback about how I can best meet your needs as a student.

Policies:

- Attendance: Attendance is expected and will be checked daily. You are expected not only to be present, but also to contribute to class discussions and participate in all class activities. You are expected to know the material covered even if you are absent on the day it was covered. If you miss class on your speech day without prior notification you will not be allowed to make up for that speech. If you anticipate an absence in advance please inform me as soon as possible. Excused absences will be granted only when the reason for the absence is documented in writing. Supporting documents are required (doctor’s notes, obituary notices, etc.). You are responsible for obtaining lecture notes and announcements presented in the class session you missed. Please ask your classmates to obtain any missed information. Obtain contact information from your classmate in advance.
- *** NOTE: If you have University Sanctioned Events during this course that will require you to be absent, set up a meeting with me during the first week. Bring your calendar.
- **You are expected to speak at the time assigned to you.** We are on a tight timeline. Illnesses and extenuating circumstances will require written documentation (see attendance policy).

Participation:

- Class participation is important for the success of the class. You all have communication experience and sharing that experience with the rest of the class improves the quality of class discussion and student learning.
- You are expected to arrive at class every day, on time, and prepared to discuss the assigned reading.
- You should remain for the entire class.
- Arriving late or leaving early will be counted as an absence, unless prior acceptable arrangements have been made with me.
- 10% percent of your grade is for participation in the class. I recognize that different people contribute in different ways. You will lose points for participation if you are absent, choose not to participate, are disruptive or rude, or are not prepared.
Late work
Late work will not be accepted. Speeches and outlines cannot be turned in late and make-ups require advance notification as well as supporting documentation.

Student Academic Dishonesty [http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf]
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
using or attempting to use unauthorized materials on any class assignment or exam; falsifying or inventing of any information, including citations, on an assignment; helping or attempting to help other student(s) in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:
submitting an assignment as one's own work when it is at least partly the work of another person; submitting a work that has been purchased or otherwise obtained from the Internet or another source; incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university.

Procedure for Addressing Student Academic Dishonesty
A faculty member who has evidence and/or suspects that academic dishonesty has occurred will gather all pertinent information and initiate the following procedure:

1. The faculty member will discuss all evidence of cheating or plagiarism directly with the student(s) involved.
2. After consideration of the explanation provided by the student(s), the faculty member will determine whether academic dishonesty has occurred. The faculty member may consult with the academic unit head and/or dean in making a decision.
3. After a determination of academic dishonesty, the faculty member will inform the academic unit head and submit a Report of Academic Dishonesty with supporting documentation to the office of the dean of the student’s major. This report will become part of the student’s record and will remain on file with the dean's office for at least four years even if the student withdraws prior to receiving a grade.
4. For a serious first offense or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination.

A student's record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student's academic career at Stephen F. Austin State University.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades Semester Grades Policy (A-54) [http://www.sfasu.edu/policies/course-grades.pdf]
At the discretion of the instructor of record and with the approval of the academic unit head, 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, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, 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/]. Once this has been completed, please schedule an appointment with me so we can work out specifics about the accommodations needed.
Course Requirements:

1. **Tests (200 points):** There will be 2 tests 100 points each (50 questions each). The tests are designed to verify that you have completed the reading. The questions on the tests will be objective (multiple choice) and focus on recognition and recall of ideas.
2. **Icebreaker Speech 1 (50 points):** This 2-3 minute speech is designed to give you experience in speaking in an impromptu speaking situation. See page 143 in the workbook.
3. **Basic Informative Speech (150 points for speech & 25 points for outline):** In this 5-7 minute speech, you will be required to inform your audience on a person, place, event, concept, or object through demonstration and description. See page 151 in the workbook.
4. **Basic Persuasive Speech (250 points for speech & 25 point for outline):** In this 5-7 minute speech, you are required to focus on a single issue/assertion and convince your listeners of your position. The topic should be socially relevant, contemporary, significant, controversial, debatable in nature and of interest to the speaker/audience. *This speech will also be recorded and uploaded on D2L. You will record on your cell phone or the phone of a friend. See page 161 in the workbook.
5. **Impromptu Speech (75 points):** This is a 2-3 minute speech, designed to give you experience in speaking in an impromptu speaking situation. See page 176 in the workbook.
6. **Speech Outlines (25 points for each outline):** You must turn in a complete, formal outline of your Informative and Persuasive speeches prior to your speech. Please include references in APA style.
7. **Listener Reports (30 points):** There will 2 Listener Reports worth 15 points each.

Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Test 1 - Midterm</td>
<td>100</td>
</tr>
<tr>
<td>Test 2 - Final</td>
<td>100</td>
</tr>
<tr>
<td>Icebreaker Speech 1</td>
<td>50</td>
</tr>
<tr>
<td>Basic Informative Speech</td>
<td>200</td>
</tr>
<tr>
<td>Speech Outline</td>
<td>25</td>
</tr>
<tr>
<td>Basic Persuasive Speech 3</td>
<td>250</td>
</tr>
<tr>
<td>Speech Outline</td>
<td>25</td>
</tr>
<tr>
<td>Impromptu Speech 4</td>
<td>75</td>
</tr>
<tr>
<td>Listener Report 1</td>
<td>15</td>
</tr>
<tr>
<td>Listener Report 2</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>855</strong></td>
</tr>
</tbody>
</table>

How to calculate your grade:

Please keep a record of your grades as well as attendance. Use the table below to determine your semester grade. Please keep all graded assignments until after you have received your final grade.

A = 855-750
B = 749-650
C = 649-550
D = 549-450
F = 449-0

Grading Criteria:

An **F speech** (a failing speech):
- Does not meet three or more of the standards for a C speech & shows the problems of a D speech.
- It uses fabricated supporting materials & it deliberately distorts evidence.
- It is plagiarized & it uses inappropriate information or actions.

For a grade of **D** (a below average speech):
- Does not meet one or more of the standards for a C speech.
- It is unrehearsed & it is based on biased information or unsupported opinions.

For the grade of **C** (an average speech):
- The speech must be original. The speech must be appropriate to the assignment.
- The topic must be appropriate for the audience and sufficiently focused.
- The speech must fit the time restrictions assigned. The speech must be presented on the assigned date.
- Main idea or ideas must be supported with facts, examples, or testimonies.
- The speech must have a clear sense of purpose.
- The speech must be complete, with an introduction, body, and conclusion.
- The presentation must be extemporaneous. The speech includes the required outline.

For a grade of **B** (an above average speech):
• All requirements of a C speech must be satisfied.
• Select a challenging topic and adapt it appropriately for your audience.
• Reflect a greater depth of research (such as more references).
• Clearly identify sources of information and ideas. Create and sustain attention throughout the speech.
• Create an effective flow. Demonstrate poise and confidence. Present your speech with style.

For a grade of A (a superior speech):
• All requirements of B speech must be satisfied.
• Demonstrate imagination and creativity in topic selection development.
• Develop and sustain strong bonds between speaker, topic and audience.
• Reflect an even greater depth of research. Demonstrate artful use of language and stylistic techniques.
• Make a polished presentation integrating a variety of communication skills.
**Tentative Schedule**

*We may need to make changes in this schedule as needed!

**Please Note:** You should read the chapters noted by the date listed on the syllabus. We will not cover all material in class, but you are responsible for reading the chapters and asking questions from the chapters, as you feel necessary.

<table>
<thead>
<tr>
<th>August 27</th>
<th>September 3</th>
<th>September 10</th>
<th>September 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course introduction &amp; Syllabus overview</td>
<td>Discussion of Chapters 1,2 and 3</td>
<td>Discussion of Chapters 4, 5 &amp; 6</td>
<td>Ice Breaker Speeches</td>
</tr>
<tr>
<td>HW: Read Chapters 1,2,3; Bring Lecture Notes 1</td>
<td>HW: Read Chapters 4,5 &amp; 6; Bring Lecture Notes 2</td>
<td>HW: Ice Breaker Speeches</td>
<td>HW: Read Chapters 7 &amp; 8. Bring Lecture Notes 3</td>
</tr>
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<thead>
<tr>
<th>September 24</th>
<th>October 2</th>
<th>October 8</th>
<th>October 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion of Chapters 7 &amp; 8. Midterm Review</td>
<td>Midterm Exam</td>
<td>Discussion of Chapters 9, 10 &amp; 11</td>
<td>Discussion of Chapters 12, 13 &amp; 14</td>
</tr>
<tr>
<td>HW: Study for Midterm</td>
<td>HW: Read Chapters 9, 10 &amp; 11; Bring Lecture Notes 4</td>
<td>HW: Read Chapters 12, 13 &amp; 14; Bring Lecture Notes 5</td>
<td>HW: Read Chapter 15, Speech workshop-topic selection and draft outline</td>
</tr>
</tbody>
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<thead>
<tr>
<th>October 22</th>
<th>October 29</th>
<th>November 5</th>
<th>November 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion of Chapter 15 &amp; Speech Workshop- Informative</td>
<td>Speeches</td>
<td>Discussion of Chapters 16 &amp; 17; Speech Workshop- Persuasive</td>
<td>Speeches</td>
</tr>
<tr>
<td>HW: Finalize Speeches and outline : Bring Listener Report 1</td>
<td>HW: Read Chapters16 &amp; 17, Bring Lecture Notes 6, Speech Workshop- topic selection and draft outline</td>
<td>HW: Finalize Speeches and outlines, Bring Listener Report 2</td>
<td>HW: Read Chapters 18 &amp; 19; Bring Lecture Notes 7</td>
</tr>
</tbody>
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<thead>
<tr>
<th>November 19</th>
<th>November 26</th>
<th>December 3</th>
<th>December 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving Holidays</td>
<td>Discussion of Chapters 18 &amp; 19</td>
<td>Impromptu Speeches ; Final Exam Review</td>
<td>Final Exam</td>
</tr>
<tr>
<td></td>
<td>HW:</td>
<td>HW: STUDY!!!!!</td>
<td></td>
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</tbody>
</table>