Department of Languages, Cultures and Communication  
Stephen F. Austin State University  
COM 111.002—Public Speaking  
Summer II 2018

Class Location: Ferguson 373  
Class Time: 10:15 a.m.—10:25 p.m.  
Instructor: Coach Kimberly Squyres Wagner  
Office Location: Vera Dugas Liberal Arts North Room 412  
Office Hours: M: 9:45 a.m.-10:45 a.m.  
T: 9:45 a.m.-10:45 a.m.  
W: 9:45 a.m.-10:45 a.m.  
R: 9:45 a.m.-10:45 a.m.  
Or by special scheduled appointment—no hours available on Fridays  
Phone/Email: 936.468.1086 or squyreska@sfasu.edu  
***DO NOT EMAIL VIA D2L***

Text: Bring to class every day.  
1. REQUIRED: The Art of Public Speaking by Stephen Lucas  
2. REQUIRED: Communication 111 Workbook (cost is around $20)

Other required materials:  
• 3X5 or 4X6 note cards must be used for speeches  
• electronic device with internet access for class activities  
• 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, please contact Director of Debate, Coach Kimberly Wagner at squyreska@sfasu.edu. The team meets weekly for practice and travels to 10 tournaments each academic year. Debate helps you with research, critical thinking, and speaking skills, and is an excellent addition to your resume.
Stephen F. Austin State University Policies & Guidelines for Courses

**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 **TWO** “free days” which will not count against them. (Life happens-- I get it). Beginning with the third unexcused absence, 50 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. All excused makeups will be Thursday, August 8. This is the responsibility of the student and not the professor. There is no extra credit for perfect attendance.

Coach Wagner's 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 answered below.

1. Phones are permitted in class, however, you must silence your phone. Vibrate mode is not silence. If a cell phone causes a distraction during an assignment, unless it is specified 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. You are permitted to use laptops to type 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). Exams are completed online on D2L, so 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. 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. Email via squyreska@sfasu.edu is the best method of contact and will be answered within 48 hours.

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. If you are not making an effort to learn the material, and it disrupts your professor or other students, you will end up learning “life lessons” in this course. You should frequently check your class average on D2L. Some of you will not be permitted into class once the door is locked. Excessive tardiness will result in point deductions. There will be no “begging” for a higher grade, as this is unethical. Doing so will result in point deductions.

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.

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. Wikipedia is not considered a credible source. Using Wikipedia will result in point deductions 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. **All excused makeups will be Thursday, August 8.**

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 to upload your typed outline into D2L Dropbox BEFORE your speech. Otherwise, you will receive a zero on your outline grade. 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 (or similar) unless otherwise specified. All handwritten work (unless otherwise specified) will not be accepted. This includes in-text citations and reference pages. 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 before you deliver your speech. No credit will be given for outlines not turned in on time—no exceptions.

6. Don’t forget your SEPARATE notecards. I don’t grade your delivery notes, so you can write content on them in whichever way helps you to be more successful, but you must use notecards.

7. **All visual aids must be uploaded to the Dropbox folder in D2L by 8:00 a.m. on speech day.** 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.

8. 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. Speaking order is assigned in advance, at random. There will be no switching of speaking times.

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

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

11. Remember that delivery counts! Do not simply read your speech or you will receive major point deductions. Use your delivery to be compelling and powerful through your words!

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

**Speech Topics to Avoid: “Forbidden” Topics List**

In this class, I encourage creativity and thinking “outside the box.” Although I do not require speech topic approval, 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 polarized and may lead to audience dissonance. Remember that this class is based on an audience-centered approach.

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. While you do have freedom of speech, I also have the freedom to control my classroom and avoid creating a toxic environment.
Lowering tuition  Border control  Wearing seatbelts
Texting & driving  Cloning  Legalizing marijuana
Gun laws  Immigration  Organ donation
Recycling  Affirmative action  Adoption—children and pets
Abortion  Safe sex practices  Eating disorders
Freedom of speech/religion/etc.  Violence in the media  Death penalty
Healthcare  Smoking  Corporal punishment
War in Iraq/Afghanistan/etc.  Joining a sorority/fraternity  Police brutality
Gay rights/women’s rights/etc.  Lowering the drinking age  Exercise/Eating healthy

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 aggressive sarcasm, laziness, and lack of preparation. Always be mature and professional. Avoid topics regarding sex, drugs, alcohol, and hate speech.

Finally, refrain from choosing topics that focus on family members, close friends, or pets. Go beyond your comfort zone and challenge yourself. Choose a topic relatable to the audience. 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.

GRADES

Course Requirements: Detailed assignments for each speech will be posted on D2L in advance of each assignment. In addition to quizzes and speeches, you will also have multiple daily activity opportunities, which may include activities, oral readings, bringing video examples to class, group work, etc. Some activities may offer bonus points. Speech grade forms are posted on D2L and must be printed out and 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. All grades are based on a simple 1000-point scale. Formula: Your grade % = all the points you have earned/maximum points possible

900-1000 points = A
800-899 points = B
700-799 points = C
600-699 points = D
599 and below = F

Graded Assignments Total: 1000 points (detailed assignment instructions posted on D2L)

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

Outlines (100 points)
- Speech #3  50 points
- Speech #4  50 points
Quizzes (Celebrations!) (200 points)
- Syllabus Quiz: In-class on the second class day
- Weekly Chapter Quizzes: Quizzes are available on D2L every Friday at 8 a.m. and must be completed by every Monday at 8:00 a.m. unless specified otherwise. Each celebration will cover material covered in class from the current week.

Daily Activity Points (100 points) Detailed information will be posted on D2L 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 on Speech Day
- Extra Class Activities/Competitions
- Excellent Outline Extra Credit

TENTATIVE 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. Your instructor will communicate all changes as clearly as possible. This class is the first to use the new COM 111 text, therefore, it is likely that there will be changes to the course calendar.
<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Purchase book &amp; workbook</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>First Class Day &amp; Game Day (Bonus Points!)</td>
<td>Syllabus Quiz Activity 10 points</td>
<td>Chapters 4: Your First Speech &amp; 15: Informative Speaking</td>
<td>Celebration #1 50 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter 1: Speaking in Public</td>
<td>Chapters 2: Ethics &amp; 5: Selecting a Topic &amp; Purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapters 3: Listening &amp; 6: Audience Analysis</td>
<td>Activity 20 points</td>
<td>Chapters 7: Gathering Materials &amp; 8: Supporting Your Ideas</td>
<td>Speech #1 100 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapters 7: Gathering Materials &amp; 8: Supporting Your Ideas</td>
<td></td>
<td>Speech #2 50 points</td>
<td>Celebration #2 50 points</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Activity 10 points</td>
<td>Activity 10 points</td>
<td>Chapters 14: Visual Aids &amp; 16: Persuasive Strategies</td>
<td>Speech #2 100 points</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapters 9: Organizing the Body of the Speech &amp; 10: Beginning &amp; Ending the Speech</td>
<td>Chapter 11: Outlining</td>
<td>Chapter 12: Using Language &amp; 13: Delivery</td>
<td>Celebration #3 50 points</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapters 16: Speaking to Persuade &amp; 17: Persuasive Strategies</td>
<td>Activity 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter 12: Using Language &amp; 13: Delivery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUN</td>
<td>MON</td>
<td>TUE</td>
<td>WED</td>
<td>THU</td>
<td>FRI</td>
<td>SAT</td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 18: Special Occasion Speaking</td>
<td>Activity 20 points</td>
<td>Catch Up Day &amp; Speech #4 Workshop</td>
<td>Last Class Day Speech #4 200 points</td>
<td>Celebration #5 25 points</td>
<td>Final Grades Posted</td>
<td></td>
</tr>
</tbody>
</table>