Communication 111: Public Speaking  
Fall 2019: M – W  
Stephen F. Austin State University  
Department of Languages, Cultures, and Communication

Instructor: Professor Tyler Welsh  
Office: Liberal Arts North (Dugas) 427  
Email: welshmt@sfasu.edu  
Office Hours: Wednesday, 11:00am-12:30pm or by appointment

Required materials:  
3x5 notecards for speeches

Course Objectives/Student Learning Outcomes:  
COM 111 (3 credits) typically meets either three times a week (Monday/Wednesday/Friday) in 50-minute sessions or twice a week (Tuesday/Thursday) in 75-minute sessions or once a week (variable days) in a single 2.5 hours session for a 15-week semester with 2 hours designated for final examination. Online delivery of the course replaces face-to-face weekly sessions for text-based and audio-visual content developed in learning modules for students to complete including online, interactive class discussions, online interactive assignments and online speech upload and peer reviews. Students are assigned at least four speeches, readings, unit quizzes, written assignments, formal speech outlines and out-of-class listening activities. These various activities average a minimum of 6 hours of work each week to be prepared to engage in face-to-face class meetings or online activities.

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 audience analysis and appropriate communication choices.  
- 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.

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

Academic Integrity: Plagiarism is a serious offense in this course. Using the words and ideas of others is borrowing something from those individuals. It is always necessary to identify the original source of supporting information; you must cite the source of any material, quoted or paraphrased, used in your presentation. The absence of this documentation constitutes plagiarism
– a serious academic and professional offense. Proper documentation requires a bibliography of any outside texts you have consulted including both traditional sources and on-line sources.

Your ethical responsibility as a speaker is to distinguish between what are your thoughts and ideas and what is not, and to credit those who have contributed to your presentation. Putting your name on a piece of work indicates that the work is yours and that the praise or criticism is due to you and no one else. Putting your name on a piece of work in which any part is not yours, is plagiarism – unless the borrowed thought or wording is clearly marked and the work is fully identified. Keep in mind that plagiarism is a form of theft. Taking words, phrasing, or sentence structure, or any other element of another person’s ideas, and using them as if they were your own, is stealing. Simply paraphrasing the work of another without acknowledging the information source is also plagiarism. Merely restating another individual’s ideas in different words does not make the ideas yours. ALL presentations are to be your original work.

Using speeches or presentations from previous semesters or other classes is still considered plagiarism. Unauthorized collaboration on presentations (with a student in your section or another student in a different section) is not allowed without prior approval from your instructor.

If you are caught being dishonest, you will be given a “0” for the assignment and/or the course depending on the severity of the offense. To avoid getting into trouble for academic dishonesty, please visit the following websites and read-up:

http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf

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 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/

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.

Course Policies:
Communication – It is important that you are familiar with d2l. All your grades and assignment instructions will be posted in d2l. You are also encouraged to regularly check your SFA email. Students who do not check email regularly will still be held accountable for missed information.
Attendance – **Attendance is required.** You cannot do public speaking without a public. Because of the unique nature of this class, grades and classroom attendance are closely related. Much of what you will learn will be through experimentation as well as observation. **Students are allowed 2 unexcused absences without any penalty.** After your allotted excused absences, your next absence will **lower your final participation score total by 5 points.** Each subsequent unexcused absence will lower your **final participation score another 5 points.** After **4 unexcused absences** I reserve the right to drop/fail the student for the course.

**No absences are allowed for tests or speeches.** Regardless, **it is your responsibility to obtain the notes from another student, ask questions about unclear material, and submit your work on time.**

Legitimate excuses for missing a class include such matters as an illness or serious injury, death in the family, medical emergency, auto accident, required court appearance, and marriage or divorce proceedings that directly involve you. You must provide me with documentation for such matters no later than one week after the absence. Just so that we are clear, work conflicts, being delayed by traffic, trips that you had planned before/during/after signing-up for this class, being tired from previous evening activities, and faulty alarm clocks are not the type of events that fall into the category of excused absences.

If you have appointments or obligations that occur regularly during this class, drop the class. **If you have an unexcused absence on an exam day or the day you are assigned to present, you will receive a zero on that exam/assignment.** Failure to attend class on a presentation day in which you are not scheduled to present will result in a **10-point deduction for each missed day from your total participation points at the end of the semester.**

**Electronic Devices** – Laptops and tablets are allowed for note taking purposes unless the instructor decides it has become a distraction to the classroom. Turn off or silence all cell phones and remove ear pieces (headphones, ear buds) before class begins. Do not use your cell phone for texting or checking messages during class. On speech days there is no reason to have your laptop or table out. If you are caught using your cell phone during another student’s speech, you **will lose 6 participation points.** Cell phone usage during normal class days will result in an absence.

**Late work** – Late work will not be allowed to be turned in for full credit. Late work will result in a penalty according to the nature of the assignment. Many of your assignments will require online submission. Make sure you receive confirmation that the upload was successful.

**Late policy on Outlines** – Speech outlines must be typed and uploaded to d2l by **8:00am** on the day speeches begin, **even if you are not speaking that day.** **No late outlines will be accepted.**

**Grading policy** – In general, assignments will be returned within one week of submission. Once grades are returned, the student must wait 24 hours before presenting the instructor with any contestations. **Students will have one week to discuss their grades in person with the instructor during office hours or by appointment.**
If you “need” an A or B, good grade, passing grade, etc in this class – In general treat this course like a job, if you manage yourself for success you can expect positive outcomes. Here are some general tips:

1. Come to class ON TIME.
2. Take advantage of all participation activities and opportunities.
3. READ before the class, I cannot stress this enough.
4. Ask questions if you have them, either during class, during office hours, or through email.
5. Submit work on time.
6. Practice, practice, practice your speeches.
7. Take full advantage of in-class work days.

Speech Day – Speech day assignments signups will be decided by the instructor and made available via email in advance of the assignment.

Assignments (subject to change or deletion at the discretion of the instructor)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speeches (3 @ 60 each, 1 @ 30 points)</td>
<td>210</td>
</tr>
<tr>
<td>Outlines (2 @ 60 points each, 1 @ 30 points)</td>
<td>150</td>
</tr>
<tr>
<td>Exams (2 @ 60 points each)</td>
<td>120</td>
</tr>
<tr>
<td>Self Evaluations (2 @ 10 points each)</td>
<td>20</td>
</tr>
<tr>
<td>First Day Email</td>
<td>10</td>
</tr>
<tr>
<td>Group Presentation Contract</td>
<td>15</td>
</tr>
<tr>
<td>Participation Points</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>585</strong></td>
</tr>
</tbody>
</table>

Final Grade Distribution

A = 524-585
B = 466-523
C = 407-465
D = 350-406
F = 0-349

Speeches (210 points total) Speeches are designed to give students experience speaking in a variety of situations with different topics. In most cases, students will be given freedom to choose their own topic. Directions for each speech will be posted to d2l ahead of time and discussed in class.

Outlines (150 points total) Outlines are due electronically via the D2L dropbox prior to speeches. Specific requirements for the outlines will be explained in class.

Exams (60 points each, 120 points total) Two exams will be given over the course of the semester. These exams will not be cumulative. Questions will be multiple choice, true false, short answer, and fill in the blank. Exams cannot be made up, however alternate exam formats may be provided if you wish to take the exam early.
Participation points (60 points) Over the course of the semester in-class assignments and activities will be assigned. Full participation in these assignments will guarantee that the student earns all of their participations points. General in class participation will also be measured by participating in discussion during lecture, attentiveness during speeches and lectures, and attendance. Additionally, I expect civility in all interactions (including email) with your classmates and me. Lack of civility includes rudeness, raised voices, name calling, threats, bullying, and engaging in other activities during student presentations (including but not limited to sleeping, talking, and listening to ear buds/headphones). If you engage in these behaviors, you will automatically lose 35 points. Bottom line, be respectful to your classmates and you will get points for just being yourself!

Self-Evaluations (10 points each, 20 points) These evaluations are designed as a way to reflect on your experiences during these speeches and gauge how to improve going forward. These 1-2 page, double-spaced, reflections will be uploaded no later than 1 week after give your speech. Prompts for what is required in these evaluations will be provided ahead of time.

First day Email (10 points) This simple form is a way to set a benchmark for your progress at the beginning of the semester. It is simply a way for the instructor to know more about you as a student and what your experience and goals are for public speaking. Students will respond to a prompt located on D2L and send a profession email to me at welshmt@sfasu.edu within one week of class beginning. I am looking for PROFESSIONAL COMMUNICATION EMAIL DECORUM here. I expect to see a detailed subject line, an opening where you appropriately address me, a clear body, a closing, and your full name. Also, you need to answer my question(s) clearly and honestly to receive full credit.

Group Presentation Contract (15) The goal of this assignment is to create a contract that establishes your team’s ethical code of conduct. In this assignment, each team needs to consider its “operating system” and “rules of conduct.”

Extra Credit (20 points) There may be a potential extra credit opportunity made available during the semester. Details will be announced by the professor during the course of the semester, but note, this is not a guaranteed opportunity, and the instructor reserves the right to not offer any during the semester.