Class Location: Human Service Telecomm 322
Class Time: 11:00 a.m.—12:15 p.m.
Instructor: Coach Kimberly Squyres Wagner
Office Location: Vera Dugas Liberal Arts North, Room 412
Office Hours: No office hours Mondays or Fridays (due to debate tournament travel)
   T: 9:45 a.m.-10:45 a.m.
   W: 2:00 p.m.-5:00 p.m.
   R: 9:45 a.m.-10:45 a.m.
   Or by special scheduled appointment
Phone/Email: 936.468.1086 or squyreska@sfasu.edu ***DO NOT EMAIL VIA D2L***

Text:
1. REQUIRED: The Art of Public Speaking by Stephen Lucas (Connect Access HIGHLY recommended)
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.
**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)

**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.

**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/).
Coach Wagner’s Teaching Philosophy & What You Can Expect from This Course:

- By the end of this course, I cannot guarantee that you will love public speaking. In fact, it is doubtful that you will, however, my hope is that you will learn to respect public speaking as an applicable and useful skill that will help you in your personal and professional life. I hope that you will learn to like public speaking because of how much further you will advance over others if you practice and hone these skills.
- My goal is to help you to help yourself. All grades are earned—not given. If you do not care to learn, I will not force you, but you must accept the consequences of not caring, which will most likely result in you failing the course. Some of you will learn a few hard “life lessons,” in this course rather than just public speaking skills. You are all adults and you will be treated as such.
- Through a partnership with each and every one of you, and through positive attitudes and interactions, I hope to create a learning environment that will encourage each of you to want to learn, to come to class, and to support each other. Remember that practice makes PROGRESS. This class is designed for you to make mistakes, but learn how to overcome them. You WILL leave this class a better speaker—not perfect, but better.
- I strive to remain empathetic and understanding to each of my students and help each of you as much as you will allow. I strive to clearly communicate, to provide efficient feedback, boost your confidence, and help you grow as communicators. I will challenge you, but I will be fair, and I will empower you to take charge of your future. And at the end of the day, always remember: Hakuna Matata!

Coach Wagner’s Course Guidelines & Expectations:

Please read through this section as it contains valuable information that may drastically affect your success in this course. Always refer to the syllabus before coming to your professor with questions. However, should you have questions that are not answered below, please schedule an office visit or email squyreska@sfasu.edu. Messages will be answered within 48 hours. Do not email via D2L. Messages in D2L are not checked on a regular basis.

1. Absences Don’t Make the Heart Grow Fonder…: If you don’t come to class…you shall not pass!
   - Each student has THREE “can’t even days” which will not count against them. (Life happens-- I get it). This is more than generous. Beginning with the fourth unexcused absence, **50 points will be deducted** from the overall 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 makeup speeches will be the day and time of the scheduled final exam. This is the responsibility of the student and not the professor.**
   - Students must also submit assignments (including speech outlines) via Dropbox before class if they know they will be absent on a day that an assignment is due. This is a critical requirement to be able to make up speeches.
   - Quizzes are completed online on D2L, so poor excuses are not tolerated.

2. On Lateness & Leaving: No cause for alarm...just set it 10 minutes earlier!
   - 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 (3 or more) will result in major point deductions.
   - It is YOUR responsibility to let me know AFTER class if you are tardy. Be prepared to begin an activity as soon as class begins.
   - Please do not ask excessive questions before class or at the beginning of class regarding assignments. Review all assignment guidelines and if you still have questions, send an email or visit during office hours.
3. **Tech Talk:** Technically speaking, a little tech never hurt, but let’s talk about it...
   - **Phones are not permitted** in class during lectures or class activities, unless Coach allows you to use them as part of an activity. Phones must be on silence and put away out of sight. Vibrate mode is not silent.
   - If a cell phone or other technology is used inappropriately and causes a distraction during an assignment, the student will receive a zero on the assignment and may be asked to leave class. If a cell phone is seen, rings, or vibrates during a speech, the student will receive a 20% deduction from their speech.
   - 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.
   - Also, remember what I’ve already said twice about how to contact me if you need help outside of class—do not use D2L email.

3. **All About Assignments:** An assignment a day keeps the “F” away!
   - All assignment guidelines are posted on D2L. All assignments are due on the due dates listed. Late assignments are not accepted. You are responsible for planning ahead and balancing the requirements of this class with your other classes and outside responsibilities. Your dog eating your homework, your alarm not going off, and the difficulties you are having in your other classes, are not acceptable excuses, nor is anything else. If you have an excusable absence (see in Section 1), you will be permitted to make up the points for the assignment missed. **Anyone who misses an assignment must complete the standard “Makeup Assignment” posted in D2L within two weeks of their absence or they will receive a zero.**
   - Emailed assignments will **NOT** be accepted. Assignments will be submitted via Drop Box or a typed and printed copy (handwritten assignments are not accepted) will be expected by the start of class. **Prepare in advance for technology malfunctions.** Call the IT Help Desk if you experience technology issues. I know nothing about tech, so don’t count on me! Printers running out of ink and long lines at the computer lab are not acceptable excuses.
   - Read assignment guidelines thoroughly. It is your responsibility to understand all guidelines and submit all parts of assignments in a proper way and to ask questions if you are unclear about procedures.
   - Thoroughness and credibility of work: Assignments are expected to be detailed and thoughtful, with examples used to support your statements. Using Wikipedia will result in point deductions on your work.

4. **Good Grief, Grades!** An A, a B, a C, or a D, or even an F—which will it be?
   - There will be no “begging” for a higher grade, as this is unethical. Doing so will result in point deductions.
   - **Grades will not be discussed via email or in the classroom.** Make an appointment during office hours to discuss your grade. Do not discuss your grades, assignments, or other private information with your classmates in the classroom. If you have a question, write it down and discuss with Coach at the end of class.
   - **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. Some of you will end up learning “life lessons” in this course.
   - You should frequently check your class average on D2L. There are no surprises! Your grades will be posted within 48 hours of completing assignments.
5. **Expect Respect:** Aretha Franklin had the right idea. “R-E-S-P-E-C-T—Find out what it means to me!”

   - If you can be respectful and if you can follow instructions, there is no reason why every student shouldn’t earn an A in this course.
   - Please be respectful of the time your instructor has put into preparing lectures and activities for class. You can accomplish this by reading 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.
   - Be respectful and listen to your instructor and classmates 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. Stay on task and avoid discussing topics that are irrelevant to class. Unless asked, during the course of class, please refrain from asking questions, in order to help with the flow of class. **If you have a question, write it down and you will be allowed to ask during the last few minutes of class.**

**Speech Day Expectations (How to Get a Good Grade)**

1. **Absences on Speech Day:** “Speechcaritis” is not really a thing...
   - 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 during the scheduled class period during Dead Week.**

2. **Tardiness on Speech Day:** If you’re going to be tardy, you’re also going to be sorry!
   - 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 or until Coach deems it appropriate to let you in the classroom. Do not cause distractions.
   - 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.

3. **Preparedness for Speech Day:** “If it weren’t for the last minute, would anything get done?”
   - DON’T PROCRASTINATE. Your performance will show if you do. Don’t make it obvious.
   - Dress appropriately (business casual/professional) and to impress! You perform your best when you look good. Flip-flops, jeans, strapless shirts/dresses, etc. are not appropriate.
   - 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. You cannot use anything aside from 3X5 or 4x6 notecards to deliver your speech.
   - Don’t forget to upload your typed outline into D2L Dropbox BEFORE your speech. Otherwise, you will receive a zero on your outline grade. Regarding outlines:
     - All work should utilize APA style, unless otherwise indicated.
     - Page guidelines listed are based on 1” margins, double-spaced with a 10 to 12-point font in Times New Roman (or similar) font. This includes in-text citations and reference pages. No reference list will result in a grade of zero for 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.
     - If you do not upload your outline into Dropbox, you must bring a printed and typed copy of your outline to class. No handwritten or emailed work is accepted.
   - **All visual aids must be uploaded to the appropriate 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.
4. **Respecting Others on Speech Day:** I still stand with Aretha on this.
   - SILENCE and put away phones. Do not cause distractions or you will lose an automatic 20% from YOUR grade.
   - Respect and support your classmates—clap appropriately and only use positive language.
   - Speaking order is randomly assigned for each speech and posted on D2L. Remember the speaking order and be prepared when I call your name. We must keep things moving quickly between speeches. **There will be no switching of speaking times.**
   - Each student is responsible for keeping time for themselves with a provided timer. **There are no exceptions for not speaking within the generous time allotments. Failure to do so will result in a letter-grade deduction.** You may be stopped if your time violation is excessive. The timer must be paused during videos or audio clips used as visual aids. Please respect the time of your classmates and instructor.

5. **Taking Care of YOU on Speech Day:** You too, will be a SURVIVOR.
   - Get plenty of rest. Channel your nervous energy. Drink plenty of water and eat a nice breakfast!
   - Remember that delivery counts! Do not simply read your speech or you will receive major point deductions. Use your delivery to be compelling. **This is a SPEAKING class---NOT a READING class!**
   - Be confident & Hakuna Matata! You’re going to do great!

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

In this class, for some of your speeches, you will draw for a topic, however, some speeches will allow for more independent opportunity to come up with your own or narrow down your topic from one provided. 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.

<table>
<thead>
<tr>
<th>Family members/friends/pets</th>
<th>rights/etc.</th>
<th>Wearing seatbelts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowering tuition</td>
<td>Border control</td>
<td>Legalizing marijuana</td>
</tr>
<tr>
<td>Texting &amp; driving</td>
<td>Cloning</td>
<td>Organ donation</td>
</tr>
<tr>
<td>Gun laws</td>
<td>Immigration</td>
<td>Adoption—children and pets</td>
</tr>
<tr>
<td>Recycling</td>
<td>Affirmative action</td>
<td>Eating disorders</td>
</tr>
<tr>
<td>Abortion</td>
<td>Safe sex practices</td>
<td>Death penalty</td>
</tr>
<tr>
<td>Freedom of speech/religion/etc.</td>
<td>Violence in the media</td>
<td>Corporal punishment</td>
</tr>
<tr>
<td>Healthcare</td>
<td>Smoking</td>
<td>Police brutality</td>
</tr>
<tr>
<td>War in Iraq/Afghanistan/etc.</td>
<td>Joining a sorority/fraternity</td>
<td>Exercise/Eating healthy</td>
</tr>
<tr>
<td>LGBTQ rights/women’s</td>
<td>Lowering the drinking age</td>
<td>Alcohol/Drugs/Sex</td>
</tr>
</tbody>
</table>

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, hate speech, and lack of preparation. Always be mature and professional.
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)

• There is no mid-term or final exam in this class. However, there is a quiz for each chapter of the book that this course covers. Quizzes will be taken throughout the semester and all dates are clearly posted in the calendar. All quizzes have a strict deadline and there are no exceptions to not completing a quiz by this time. Students who complete quizzes during the “early bird” time will receive bonus points. After the “early bird” time, students will still be required to take the quiz by the deadline to earn standard points. These quizzes, designed to test your skills, are available on D2L on Fridays at 8 a.m. and must be completed by the following Monday at 8:00 a.m. unless specified otherwise. Each celebration will cover material covered in class, from additional reading, class activities and videos, from your workbook and from the textbook. Quizzes will vary in amount of points, dependent on amount of material covered in each chapter. There will be a total of 18 quizzes. Coach will try to post a short study guide for each quiz chapter.

Daily Activity Points (100 points) Detailed information will be posted on D2L well before each activity. Students should come to class prepared to earn daily points, well, daily. Activities may be an online assignment, a take-home reading, an in-class game or discussion, etc. Points earned will be determined by how challenging the assignment is and how well the student performs. Not all students will earn the same amount of points for the same assignment. Once a student has earned their “100 points” for assignment for the semester, anything additional will earn them bonus points. There will be more than 100 points available to earn, therefore, no makeup is required for MOST assignments. Please ask your Coach for more information.

• Each semester, new assignments are created and old assignments are retired, therefore, this list is tentative, but you may consider a variation of the following as examples:
  o Self-evaluation video
  o Storytelling
  o Impromptu Games
  o Popcorn Debates
SFA Speech & 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. Meetings are every Wednesday from 5:00 p.m.-7:00 p.m. in Ferguson 377.

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. SPECIFIC ASSIGNMENTS WILL BE POSTED AND UPDATED ON D2L. IT IS YOUR RESPONSIBILITY TO CHECK THE CALENDAR.

Week #1: Introductions & Syllabus Review & Chapter 1: Speaking in Public
Week #2: Chapter 2: Ethics & Chapter 4: Giving Your First Speech
Week #3: Chapter 3: Listening & Chapter 5: Selecting a Topic & Purpose
Week #4: Speech #1 (September 17 & 19)
Week #5: Chapter 6: Analyzing the Audience & Chapter 15: Speaking to Inform
Week #6: Chapter 7: Gathering Materials & Chapter 8: Supporting your Ideas
Week #7: Chapter 9: Organizing the Body of the Speech & Chapter 11: Outlining
Week #8: Speech #2 (October 15 & 17)
Week #9: Chapter 10: Beginning & Ending the Speech & Chapter 11: Outlining Continued
Week #10: Chapter 16: Speaking to Persuade & Chapter 17: Methods of Persuasion
Week #11: Chapter 13: Delivery & Chapter 14: Using Visual Aids
Week #12: Speech #3 (November 12 & 14)
Week #13: Chapter 12: Using Language & Catch-up Week
Week #14: Thanksgiving Break—no class!
Week #15: Dead Week: Review/Practice/Extra Credit Activities/Makeup Speeches
Week #16: Speech #4 (During scheduled final exam time)