COM 111:024 Public Speaking
Fall 2019
TR 8:00 – 9:15am
Ferguson #375

Instructor: Tom Reynolds
Office: Liberal Arts North #428
Office hours: TR 4-6 pm
E-mail: reynoldst1@sfasu.edu (for faster response, e-mail via D2L)
Phone - #2023

Required Texts:
Comm 111 Workbook (NOT the textbook)

Required Materials
Spiral ring ruled notebook
Laptop or tablet
2 GREEN 882 Scantron forms for exams.

Course Description: Comm 111 “Public Speaking” (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.

Course Objectives/Student Learning Outcomes:

Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication

Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making

Program Learning Outcomes: 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.
Attendance Policy: Because a significant portion of this class is based on participation and observation, part of your grade for the course will be determined by your attendance and active participation in class. **No absences will be allowed for tests or speeches.** Students are only allowed to make up work for such absences when circumstances are clearly beyond the student's control and are well documented.

Course Policies

- Turn off all cell phones and other digital devices and remove ear pieces before class begins. Do not use your cell phones for text messaging or checking messages during class. **If a cell phone is seen in use during a test or another student’s speech, you will receive a zero, even if you haven’t given your speech yet.**
- If you are texting or otherwise online during class, you will be marked absent for the day.
- Promptness is expected. Consistent tardiness or leaving early will adversely affect your grade. If you arrive late and a student is delivering a speech, please wait outside the classroom door until the speech is finished.
- If you miss a class day it is your responsibility to contact a classmate to get that day’s notes and assignments.
- In keeping with university regulations, food and drink are not allowed in the classroom. The exception is bottled water, which is permitted.

Course Requirements

Over the course of the semester, you will compose and deliver four speeches. The four exams cover all of the material covered in class.

Assignments:

<table>
<thead>
<tr>
<th>Speech</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 1</td>
<td>Declamation Speech</td>
<td>100</td>
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<tr>
<td>Speech 2</td>
<td>Impromptu Speech</td>
<td>100</td>
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<tr>
<td>Speech 3</td>
<td>Research Informative Speech</td>
<td>100</td>
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<tr>
<td>Speech 4</td>
<td>Informative Speech</td>
<td>200</td>
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<tr>
<td>Speech 5</td>
<td>Persuasive Speech</td>
<td>300</td>
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Tests:

<table>
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<tr>
<th>Test</th>
<th>Points</th>
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<tbody>
<tr>
<td>Test 1</td>
<td>100</td>
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<tr>
<td>Test 2</td>
<td>100</td>
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Total 1000 points

General Requirements for All Speeches:

- In order to receive a passing grade in this class, you must deliver all five speeches. This does not mean that delivering all five speeches guarantees you a passing grade in the class.
- Speech outlines must be typed and uploaded to the Dropbox on D2L by class time on the day speeches begin, **even if you are not speaking that day.** Any outlines uploaded late will deduct points from the speech grade. **Outlines uploaded two days late will result in a ZERO for the speech.**
- Speaking order will be determined in advance. If you are absent the day you are scheduled to give a speech or take an exam, you will receive a zero, no exceptions unless you supply official written confirmation of a medical or family emergency.
- Students cannot use Wikipedia for a citation on outlines. Wikipedia is not a credible source.
- MLA format will be used for citing sources on speech outlines.
- COM 111 grading procedures will be the standard for speech grades.
- A 5% time penalty will be deducted for every 15 seconds under or over time. You may be stopped if your time violation is excessive.

**Course Calendar (subject to change)**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics and Assignments</th>
<th>Materials Due</th>
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</thead>
</table>
| 1    | Tues 8/26| **Introduction to Course**  
Public Speaking and You  
Understanding the context; Build Confidence |                       |
|      | Thurs 8/28| **Steps to Preparing a Speech**  
Determine Audience; Select/narrow your topic;  
Determine your General/Specific Purpose; Central idea; Main Ideas;  
**Ethics and Public Speaking**  
Respect Different Cultures; Speaking Ethically;  
Think Critically |                       |
| 2    | Tues 9/3 | **Listening Critically**  
Five Stages of Effective Listening; Critical Listening  
Analyzing/Adapting to Audience  
Demographics; Psychological; Situational |                       |
|      | Thurs 9/5| **Methods of Delivery**  
Manuscript, Memorized, Extemporaneous, Impromptu |                       |
| 3    | Tues 9/10| **SPEECH #1 – DECLAMATION**  
Finding/Evaluating Research  
Research; Citing Sources;  
**Organizing your Speech**  
Topical, Chronological, Spatial, Cause-Effect |                       |
|      | Thurs 9/12| **Finding/Evaluating Research**  
Research; Citing Sources;  
**Organizing your Speech**  
Topical, Chronological, Spatial, Cause-Effect | SUPPORT MATERIALS – RESEARCH INFORMATIVE |
| 4    | Tues 9/17| **Introducing/Concluding Your Speech**  
Getting Audience’s Attention; Building Credibility;  
Previewing Main Ideas; Summarize/ Strong Finish;  
**Using Presentation Aids/Technology**  
Using Props, Models & People; PowerPoint;  
Audio/Video Prep – Research Informative |                       |
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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Thurs 9/19</td>
<td>SPEECH #2 – RESEARCH INFORMATIVE</td>
<td>Manuscripts due for upload</td>
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<td>Tues 9/24</td>
<td>SPEECH #2 – RESEARCH INFORMATIVE</td>
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<tr>
<td>Thurs 9/26</td>
<td>SPEECH #2 – RESEARCH INFORMATIVE Review – TEST #1</td>
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<td>6</td>
<td>Tues 10/1</td>
<td>TEST #1</td>
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<td>Thurs 10/3</td>
<td>Outlining your Speech - Extemporaneous</td>
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<td>Preparation and Delivery Outlines.</td>
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<td>7</td>
<td>Tues 10/8</td>
<td>Language and Style</td>
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<td>Oral vs. Written Communication</td>
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<td>Using Words Well, Memorable Word Structures</td>
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<td><strong>Speak to Inform</strong></td>
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<td>Objects; Ideas; Events; People; Procedures</td>
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<td><strong>Prep – Informative speech</strong></td>
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<td>Thurs 10/10</td>
<td>Speech #3 – Informative</td>
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<td>8</td>
<td>Tues 10/15</td>
<td>Speech #3 – Informative</td>
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<tr>
<td>Thurs 10/17</td>
<td>Speech #3 – Informative</td>
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<td>9</td>
<td>Tues 10/22</td>
<td>Prepare to Persuade</td>
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<td>Practice Persuasion; Goals &amp; Purposes; Organization; Monroe’s Motivated Sequence</td>
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<td><strong>Methods of Persuasion</strong></td>
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<td>Viewpoints; Credibility; Evidence; Reasoning; Emotion; Three Tenets of Persuasion; Avoid Fallacies</td>
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<td>Thurs 10/24</td>
<td>WORKSHOP – Speech #4 - Persuasive</td>
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<td>10</td>
<td>Tues 10/29</td>
<td>SPEECH #4 – Persuasive</td>
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<tr>
<td>Thurs 10/31</td>
<td>SPEECH #4 – Persuasive</td>
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<td>11</td>
<td>Tues 11/5</td>
<td>SPEECH #4 – Persuasive</td>
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<tr>
<td>Thurs 11/7</td>
<td>CEREMONIAL/SPECIAL OCCASIONS – group speeches (symposiums, forums, panel discussions); toasts, eulogies, commencement speeches, speeches of introductions, acceptance speeches</td>
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12  Tues 11/12  SPEECH # 5 - Ceremonial
    Thurs 11/14  SPEECH # 5 – Ceremonial
13  Tues 11/19  SPEECH # 5 – Ceremonial (conc.)
    Review – Test #2
    Thurs 11/21  TEST #2
14  Tues 11/26  THANKSGIVING BREAK – NO CLASS
    Thurs 11/28  THANKSGIVING BREAK – NO CLASS
15  Tues 12/3  NO CLASS
    Thurs 12/5  NO CLASS
16  Tues 12/10  Finals Week – NO FINAL
    Thurs 12/12  Finals Week - NO FINAL

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

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.

Department of Languages, Cultures and Communication • Stephen F. Austin State University
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/.

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 or 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.