Public Speaking Syllabus

SPCH 1315.645 Public Speaking
(formerly COM 111)
Stephen F. Austin State University
www.sfasu.edu/commstudies

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Office Hours: Virtual on Zoom
Department: Languages, Cultures, & Communication
Program: Communication Studies
Class meeting time and place: Livestream on Zoom – Thursday 4-6:30pm

COVID-19 MASK POLICY for Face-to-Face Classes

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


Course Description:

SPCH 1315 “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 Materials:
- Index cards for speaking notes

Course Objectives/Student Learning Outcomes:
1. Demonstrate speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. Analyze audience and purpose to select appropriate, ethical communication choices.
3. Understand and apply different modes of expression.
4. Listen as an audience member and provide constructive criticism.
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, write, orally present, and visually enhance presentations.

Communication Studies Program Learning Outcomes:
1. **Theory Knowledge**: Students majoring in Communication Studies should display comprehension of major communication theories.
2. **Theory Application**: Students majoring in Communication Studies will apply the major theories in the field to communicate effectively in a variety of settings.
3. **Research Methods**: Students majoring in Communication Studies will be able to use and demonstrate understanding of appropriate methodology in critical, humanistic, or social scientific paradigms in examining research questions in communication.
4. **Diversity and Freedom of Expression**: Students majoring in Communication Studies will be able to recognize the central role of diversity and freedom of expression in a global community.
5. **Constitutive Nature of Communication**: Students majoring in Communication Studies will be able to demonstrate knowledge of the constitutive nature of communication, which includes forces that enable and constrain communication such as technology, ethics, and organizational life.
6. **Higher Order Thinking**: Students majoring in Communication Studies will be able to demonstrate oral and written competence in logical and critical thinking

University Core Curriculum Objectives
1. **Critical Thinking**: 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. **Teamwork**: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
5. **Personal Responsibility**: to include the ability to connect choices, actions and consequences to ethical decision-making
COURSE POLICIES: The following policies will apply toward classroom decorum.

1. 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.

2. ELECTRONIC DEVICES: Students are expected to appreciate the learning environment and to prevent unnecessary distractions. All phones, MP3 players and PDAs, including headphones, must be off and out of sight during class, unless instructed otherwise. Laptops and tablets may be used; however, it is expected these devices will only be used for taking notes. Disruptive electronic use will result in a half-letter grade deduction from the final course grade for each disruption.

3. COURSE ADAPTATIONS: 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/.

FOR THIS COURSE, the instructor expects students who receive institutional disability services approval to manage course adaptations responsibly by meeting with the instructor to discuss the specific accommodations for this course. For all assignments that require accommodations, the instructor appreciates an email reminder at least two days before each assignment. It is your responsibility to keep up with any course adaptation. Documentation for adaptations from ODS is required before any adaptations will be discussed or considered.

4. ACADEMIC INTEGRITY: 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

5. D2L(Brightspace) AND ONLINE COURSEWORK: ALL students are expected to use D2L in this course to perform and keep up with graded activities and scheduled readings. Students should sign in at http://d2l.sfasu.edu using the same username and password as MySFA. Students are responsible for using the platform correctly, using reliable technology, and using reliable internet services. The University supplies these tools in the Library and other Lab locations.
6. **GRADE WITHHELD POLICY** (Semester Grades A-54): II. Withheld Grades: 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.

[http://www.sfasu.edu/policies/semester_grds.asp](http://www.sfasu.edu/policies/semester_grds.asp)

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**COURSE INVOLVEMENT:** Attendance, Participation and Make-up Work Policy: Students are expected to attend every class meeting. Generally, the following policy will apply to absences and make-up work:

1. For evaluated activities such as exams/celebrations and writing assignments, absences will NOT be allowed. You will be allowed to make up the activity only when conditions are clearly beyond your control and are convincingly documented. That means you need an official note. If you do not have valid documentation for the absence, you will receive a ZERO for the assignment. The university recognizes illness, family emergency, and university sponsored events as excused absences. Provide documentation within a week of the absence for make-up work to be arranged.

2. There is no provision for absences for class meetings that do not involve graded activities. Your professor will not hear excuses for these days. However, University valid documentation is required to not be penalized on the final course grade. Documentation means in writing. Students who miss 25% or more of the class are subject to automatic failure.

3. Attendance enhances course participation and, typically, learning outcomes reflected in grades. Student who miss class are likely to not pass.

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**COURSE REQUIREMENTS AND GRADING POLICY**

Course grades are comprised of tests/quizzes, speech outlines, speech presentations, and assignments.

**TESTS:** Four Tests/quizzes comprise at least 30% of the course grade. 100 points each.

**SPEECHES:** During the semester you will be expected to perform at least 4 graded speeches worth at least 50% of the course grade. Three of the speeches must have a graded formal, full-sentence outline.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Time</th>
<th>Required Citations</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 1 Introductory/Informational Favorite Person of History</td>
<td>3 min</td>
<td>3 with Outline and Bibliography</td>
<td>100 + 50 points</td>
</tr>
<tr>
<td>Speech 2 Informational/Organization SFA/City/National/World</td>
<td>4 min</td>
<td>4 with Outline and Bibliography</td>
<td>100 + 50 points</td>
</tr>
<tr>
<td>Speech 3 Persuasive/Monroe’s Motivated Sequence</td>
<td>5 min</td>
<td>5 with Outline and Bibliography</td>
<td>100 + 50 points</td>
</tr>
<tr>
<td>Speech 4 Informational/Storytelling Memorable Event</td>
<td>5 min</td>
<td>5 with Outline and Bibliography</td>
<td>100 + 50 points</td>
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Important things to remember for speeches:

• Bring speech grade forms from the *COM 111 Workbook* to class on your speech day if you are in face-to-face classes.
• Be prepared to speak on your speech day with all your speech materials.
• Include a **reference list for your outlines**. Researched speeches without references lists will automatically receive a grade of 0 for the outline.
• **Orally cite sources** within the speech when using information from the source to support what you are presenting. Researched speeches without oral citations of sources are subject to plagiarism penalties.
• Adhere to the delivery mode set by your instructor. For extemporaneous speeches, you must make frequent eye contact equivalent to about 80% of your speaking time.
• Rehearse and adhere to the time requirements.

**ASSIGNMENTS:** Assignments comprise the remainder of the course grade. We will have bonus opportunities throughout the semester.

**Course Calendar:** Use the course calendar to see when daily readings, speeches, assignments, and exams are scheduled. Calendars are subject to change based on student learning progress and unforeseen occurrences. In the event the calendar changes, announcements will be posted on D2L.

**Important University Dates:**

Classes Begin: August 24, 2020
Last Day to Register: August 27, 2020
Twelfth Class Day: September 8, 2020
Mid-semester: October 14, 2020
Thanksgiving Holidays: November 21-29
Last Day to Drop or Withdraw without WP or WF: October 21, 1010
Last Day to Withdraw from the University: November 30, 2020
Finals Week: December 7–11, 2020
Christmas Break: December 23-Jan 1