COM 111.400 Public Speaking

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COURSE RATIONALE
This course prepares the student for the increasing need for public speaking skills required in modern society and business. This preparation includes analysis of the subject of the speech, the occasion, the audience, and the most effective method of communication.

EDUCATIONAL MATERIALS

REQUIRED TEXT AND STUDY MATERIALS:


Other Materials Needed:
Notebook for taking notes and collecting handouts and other study materials.
Scantrons (4): Form 882-E

EVALUATION/GRADING PROCEDURES:

- **Assigned Written Work (10%)** This portion of your grade is reserved for daily classroom assignments, pop quizzes (expect 3 to 5 per semester) to ensure chapter reading is taking place and participation in the class.

- **Assessments (20%)** Primarily, this section includes a series of three Unit Tests based on the material contained 12 chapters of the course textbook. However, each student is required to turn in a final copy of a typed outline of his/her speech one week period prior to the dates for speaking; failure to turn in the required outline at the required time will result in the student losing his/her speaking space and receiving a grade of “0” for that speech.

- **Speaking Assignments (35%)**: Each student enrolled in Comm 111 is expected to complete four speeches during the period of time set aside for student speeches. Each speech will be assigned a numeric grade ranging from "0" to "100." At the end of the time allotted for student speeches, the student's "Speaking Assignments" grade (40% of the semester grade) will be determined by averaging the grades for his/her four speeches. In the event that a student does not complete the four speeches within the allotted speaking time, his/her average will be determined by adding together the total score on the speeches that he/she does complete and dividing that total by four.

Dress Code: For class presentations, each speaker is expected to dress professionally. For the men, this expectation requires a minimum of dress slacks, a belt if the slacks have belt loops, a dress shirt, a tie, and dress shoes. A suit is preferred. For the ladies, this expectation requires a dress or coordinated skirt-and-blouse: a ladies suit is preferred. Pant suits (dress pants with a coordinating jacket) are allowed. As a guiding principle, each student should dress as he/she would for an important job interview. The dress code is a requirement: it is not optional.
• Final Examination Speech (20%): The Final Examination Speech is in addition to the three speeches made during the "Speaking Assignments" section of the course and will be given approximately two weeks before the scheduled written final examinations begin during the fall and spring semesters and during the final three class periods during summer classes. This speech must be no shorter than eight minutes and no longer than twelve minutes in length. As the single most important speech of the semester, it should be carefully written and rehearsed, and it must be presented extemporaneously. Again, a final copy of the student's typed outline is due one week prior to the time for speaking. Like the other speeches, this speech is given a numeric grade ranging from "0" to "100." A penalty of one point per ten seconds will be deducted from the student's grade for all deviations from the required time limits for this speech.

• Written Final Examination (15%): This comprehensive test will be given on the last class day of the semester. It will include the material from the textbook as well as any pertinent material discussed during the semester.

Calculation of Grades:
• "Assigned Written Work" (daily assignments and quizzes), valued at 10% of the semester grade;
• "Assessments", valued at 20%);
• "Speaking Assignments" unit, valued at 35%;
• "Final Examination Speech" unit, valued at 20%; and
• "Written Final Examination" unit, valued at 15%.

SCHEDULE OF CLASSES:
Week 1: Course Overview and Introductory Activities
Week 2: Begin Unit I over Chapter's 1, 5, 10 and 11 from Course Textbook.
Week 3: Unit I Test. Begin Unit II over Chapters 2, 6, 7, and 9
Week 4: Continue Unit II
Week 5: Unit II test. Begin Unit III over Chapters 3, 13, 14 and 15
Week 6: Continue Unit III
Week 7: Unit III Test, Outlines due for Speech 1
Week 8: Speech 1 due.
Week 9: Outlines due for speech 2 Week 10: Speech 2 due
Week 11: Outlines due for Speech 3
Week 12: Speech 3 due, Outlines due for Speech 4.
Week 13: Speech 4 due
Week 14: Final speech outline due
Week 15 – 16: Final Speech due, Final exam

CLASSROOM POLICIES

Attendance:
Stephen F. Austin State University expects punctuality and regular class attendance. An absence is defined as a student's not being in class for any reason. An instructor may drop students when their lack of attendance prohibits them from meeting the course Student Learning Outcomes or when students accumulate excessive absences. "Excessive absences" is defined as the equivalent of two weeks instruction in a 16-week semester or at least 12.5% of the total hours of instruction in any term. Instructors may also withdraw students from a course for lack of participation.

Policy on Make Up Work:
Effective communication between students and their instructor is essential. Students are responsible for initiating any make up work regardless of the cause of the absence. Students absent on official school business are entitled to make up any and all missed work without any penalty attached. However, students should notify their instructor in advance of the absence and should schedule any
make-up assignments before the absence. If the student does not submit makeup work by the prearranged time, the student forfeits the right for further make-up of that assignment. For a student whose absence is not official school business, the individual instructor will judge if the student is eligible to make up work. In all cases, the instructor will determine the time for making up work and the nature of the make-up work. Whenever possible, students should discuss their impending absence with the instructor and schedule the make-up work prior to the absence.

**Academic honesty statement:**
Stephen F. Austin State University expects students to do their own work. The department will not tolerate academic dishonesty, including plagiarism (submitting someone else's work as your own).

**Acts of dishonesty, including but not limited to the following:**

Academic dishonesty including but not limited to cheating and plagiarism.

a. The term "cheating" includes, but is not limited to (1) acquiring information for specifically assigned projects, working with one or more persons on an exam that is to be taken as an individual, or observing work from another individual's exam; (2) providing information on an exam that is to be done individually or giving out the exam or content prior to the exam time.

b. The term "plagiarism" includes, but is not limited to (1) failing to credit sources used in a work product in an attempt to pass off the work as one's own; (2) attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or from other sources, including the internet.

c. Misconduct also includes conspiracy to commit an act of academic dishonesty.

**Communication:**
- Email turnaround is 24 hours
- Normal assignment (discussion posts/quizzes/activities) grades are posted within 7 days or 14 days for written essays.

**Religious Day Absence:**
In accordance with Texas Education Code 51.911, a student may request and be granted an absence from classes on a religious holy day provided the student follows college procedures for seeking such authorization. It is the student's responsibility to make satisfactory arrangements with instructors prior to the absence for completing makeup work.

**Disclaimer**
Your instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.