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Office: BOYNTON 301J  
Office Hours: 11am-1230pm Monday-Thursday and by appointment  
Department: Mass Communication  
Program: Communication Studies  
Class meeting time and place: Boynton Bldg. Rooms 104 and 210  
MW 1315.011 1:00-2:15pm Room #104  
MW 1315.012 2:30-3:45pm Room #104  
TR 1315.009 2:00-3:15pm Room #210  
TR 1315.010 12:30-1:45pm Room #210

Course Description:

(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 6-8 hours of work each week to be prepared to engage in face-to-face class meetings or online activities.

Course Materials:
- *Stand up, Speak out, The Practice and Ethics of Public Speaking*, University of Minnesota.
- 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
MENTAL HEALTH HELP INFORMATION

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus resources:
SFASU Counseling Services

www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services Room 202
936-468-1041

SFA Driving Jacks – 936-652-6600
SFA Police Dept – 936-468-2608
SFA Emergency – 936-468-9111
Nacogdoches Police Dept – 936-559-2607

Crises Resources:
Burke 24-Hour Crisis Line 1 (800) 392-8343
Suicide Prevention Lifeline 1 (800) 273 TALK (8255)
Crisis Text Line: Text HELLO to 741-741

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 and earbuds, 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. Put your PHONES AWAY!
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/](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 beforehand 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](http://www.sfasu.edu/policies/academic_integrity.asp)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one's self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.
Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one's own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

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](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/speeches 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 (requiring doctor visit, health clinic, or hospital stay), 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 will automatically fail.**

3. Attendance enhances course participation and, typically, learning outcomes reflected in grades. Student who miss class are likely not to pass. **Absences and other instances of lack of course involvement, such as sleeping or using social media, can and will result in half-letter grade deductions from the final course grade for each infraction.**

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**COURSE REQUIREMENTS AND GRADING POLICY**

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

**TESTS:** Two Tests/quizzes (Mid-Term and Final) from material in our text will comprise 40% of the course grade. Our text is on RESERVE in the library should you have difficulty gaining access to the textbook. You are responsible for all the material from each chapter for each EXAM.

**SPEECHES:** During the course of the semester you will be expected to present at least 4 graded speeches worth 40% of the course grade. All speeches must have a graded formal, full-sentence outline. Outlines comprise 20% of the course grade.

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<thead>
<tr>
<th>Purpose</th>
<th>Time</th>
<th>Required Citations</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 1</td>
<td>3 min</td>
<td>3 citations 3 presentation aids</td>
<td>100 points</td>
</tr>
<tr>
<td>Informative Person of History</td>
<td></td>
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<tr>
<td>Speech 2</td>
<td>3 min</td>
<td>3 citations 3 presentation aids</td>
<td>100 points</td>
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<tr>
<td>Informative Organization</td>
<td></td>
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<tr>
<td>Speech 3</td>
<td>4 min</td>
<td>4 citations 3 presentation aids</td>
<td>100 points</td>
</tr>
<tr>
<td>Persuasive Monroe Steps</td>
<td></td>
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</tr>
<tr>
<td>Speech 4</td>
<td>4 minutes</td>
<td>4 citations 3 presentation aids</td>
<td>100 points</td>
</tr>
<tr>
<td>Memorable Event</td>
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**Important things to remember for Face to Face speeches:**

- Outlines are due one class period before all speeches begin – no late work accepted
- Outlines must include Bibliography in APA Format and Presentation Aids
- Three Presentation Aids are expected for every speech
- Be prepared to speak on your speech day with all your speech materials.
• 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 80% or more of your speaking time.
• Rehearse and adhere to the time requirements.
• Always ask for help when you need it when preparing for your speech.

ASSIGNMENTS: Refer to CALENDAR – all due dates are listed.

OUTLINES ARE REQUIRED ONE CLASS PERIOD PRIOR TO SPEECH DAYS!

Refer to Calendar for Due Dates/Deadlines! Deadlines are non-negotiable!

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 for FALL 2023:

Classes Begin: August 28, 2023
Twelfth Class Day: September 12, 2023
Mid-semester: October 23, 2023
Thanksgiving Break: November 22-24, 2023
Finals Week: December 11-15, 2023
Graduation: December 16, 2023

HOOK ‘EM JACKS!