

**COM 161-02 Public Speaking
(3 Credit Hours)
Fall 2012**

Location of Class Meeting: CB326

Class Meeting Time: 10:00-10:50am, MWF

Instructor: Dr. Shuangyue (Shaun) Zhang

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Phone: (936) 294-1835

Office Hours: MWF 9:30-10:00am, 10:50-11:20am or by appointment

Required Text:

Hamilton, G. (2010). Public speaking for college and careers (9th Ed.). New York: McGraw-Hill.

Class Objectives and Policies

Objectives:

1. To learn how to develop and articulate a sound, ethical argument.
2. To increase your confidence in your public speaking ability.
3. To learn the principles of effective public speaking.
4. To develop the ability to analyze your audience's characteristics and needs.
5. To develop skills that enable you to analyze public speakers more effectively.
6. To understand how public speaking is applicable to your everyday and professional life.

Participation/Attendance:

Due to the nature of this course, attendance is crucial. This is an active class that requires your full participation as a speaker and listener. Thus, attendance is a significant part of your grade.

For every class you miss beyond three, your grade will be dropped by 2% of the total.

University approved absences (e.g., forensics, athletics) are not included in this. In addition, your absence will be excusable if you provide evidence of reason such as serious illness, family death, and natural disaster. **Students who miss four or more weeks of classes will**

automatically fail, regardless of their performance in exams and other class assignments.

Punctuality:

It is really important that class begins on time every day to guarantee that all of the scheduled information and activities are completed, particularly on days when your fellow students are speaking. If you arrive late for class and a speech is being delivered please be respectful of the speaker by waiting outside until they have completed their speech. Again, because interruptions are unfair to students, persistent tardiness to class will also hurt your grade. **For every two times you are late, it counts as one absence.** It is your responsibility to make sure I know you were late and not absent.

Respect:

Public speaking is inherently stressful for many people. Although this is something we will work on throughout the semester, I can't stress enough the importance of respect in the classroom,

including both the instructor and students. I will try my best to foster an atmosphere that is comfortable and respectful and I ask you to do the same. The more work you put into this course and the more you respect your fellow students, the more fun we can have and the more you will learn.

Cell Phones:

Please, please, please make sure you turn the ringers off on your cell phones prior to the start of class. It is best to shut them off completely. In recent years, particularly on speech days, ringing cell phones have become a problem. This can't be tolerated.

Academic Dishonesty:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. **Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.** The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Speech Policies:**Speech Outlines/PowerPoint Policy:**

You are required to turn in a typed outline for each of the three primary speeches on the day you speak. Use Times New Roman 12 point font size. Keep in mind your outlines should be **TYPED**.

If you decide to use PowerPoint slides for any of your speeches, please save them either on a CD, a jump drive, or in your email account. ***Do NOT just save them on your S-drive.*** You are encouraged to save your file in at least two different places. If you miss a speech because of PowerPoint failure, please read "Missed Speech Policy."

Time limit policy: Presentations NOT making the MINIMUM TIME LIMIT will begin at the grade of "C".

Reading speech policy: READING YOUR SPEECH will result in a MAXIMUM GRADE of "C".

Late Work Policy:

Written assignments that are turned in late are automatically lowered by one letter grade and will not be accepted after one week past the assignment's original due date. **Computer failure, printer failure, and the like are not acceptable excuses for turning in work late.**

If you miss class on a day that you are scheduled to do a critique, no opportunities are available to make up those points.

Missed Speech Policy:

If you are scheduled to speak on a day that you are going to be out-of-town or have to miss

class, it is your responsibility to find a classmate that is willing to switch days with you so that your absence does not adversely affect your grade. You must notify me of all schedule changes prior to their occurrences.

The last day of this class will be a make-up day. If you miss your speech day (and you did not switch with someone beforehand), you will not be able to make up the missed speech until this make-up day. Any of the four speeches that were missed will be presented at this time. However, all speeches on this make up day will automatically be lowered by one letter grade. So, if your speech is a B speech in quality, the best you could get on make-up day is a C. Thus, it's in your best interest to give your speeches on the scheduled dates or to switch accordingly.

Americans with Disability Act:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

Religious Holidays

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Visitors in the Classroom

Unannounced visitors to class must present a current, official SHSU identification card to be permitted into the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

This policy is not intended to discourage the occasional visiting of classes by responsible persons. Obviously, however, the visiting of a particular class should be occasional and not regular, and it should in no way constitute interference with registered members of the class or the educational process.

Instructor Evaluation

Students will be asked to complete a course/instructor evaluation form toward the end of the semester.

ASSIGNMENTS/EVALUATIONS

Self-Introduction Speech (Not Graded):

The purpose of this speech is two-fold. First, it is designed to assist you in becoming comfortable in front of an audience. Second, it is a way for each of us to get to know each other as individuals, to help us find commonalities within the groups, and to better understand the needs and interests of our audience for future speeches.

Prepare an opening speech (2-3 minutes) in which you introduce yourself to the class. Besides giving names hometown, major, etc., you should focus on one or two items of interest that will distinguish you from other class members. Remember you are laying a foundation and establishing some degree of credibility, which will certainly affect how the class as an audience reacts to you and your speeches for the rest of the semester.

The Narrative Speech (5% of grade):

You should deliver a 3-5 minute speech in which you relate to the class an experience or adventure of yours as it actually happened. There should be some type of conflict or complication to make it interesting. Also, to strengthen your narrative, you can use humor, dialogue, dialect, or specific names of people.

3 Primary Speeches (50% of grade):

The Dynamic Cultural Informative Speech (DCIS) (15%), the Demonstration Speech (15%), and the Persuasive Speech (20%) will make up the bulk of your grade. The grading of these speeches are broken down into four parts: 1) organization, 2) delivery, 3) time, and 4) preparation. The first three are grades on the day you present your speech. The preparation grade, however, is based on a typed outline due on your speaking day. Works cited lists should accompany your outlines to document your source, and should be typed in APA format. **No outline, no speech, no exceptions.** Without your speech outline you will have to make up your speech on make-up day. Instructions for each of the speeches will be posted on Blackboards.

Peer Critiques (6% of grade):

(6% of your grade) You will have the opportunity to give feedback to your classmates in the form of short critiques. You will be required to do **three** evaluations, one per round.

In-Class Assignments/Attendance (9% of grade):

Throughout the semester various in-class assignments or quizzes will occur for credit.

Exams (30% of grade):

Two exams cover lectures and material from your book. Keep in mind that some lecture material does not come directly from the text, meaning you should keep good lecture notes. I will announce the format of the test.

GRADE SCALE

[Finals Grades Based on Percentages]

90-100	A
80-89	B
70-79	C
60-69	D
59 or lower	E

Always remember that you **EARN** a grade, and that you are not given a grade.

Weekly Schedules

Week	Topics	Readings/Due Dates
1. Aug 29-31	Introduction to Public Speaking Get Acquainted with Each Other Introduction Speech	Chapter 1
2. Sept 3-7	Controlling Nervousness Listening No class on Sept 3, Labor Day	Chapters 2 & 3
3. Sept 10-14	Audience Analysis Topic Selection Finding Information	Chapters 4, 5 & 6
4. Sept 17-21	Narrative Speech APA Style Practices Using information wisely	Chapters 7, 8,
5. Sept 24-28	Visual aids Organization of Speeches	Chapters 9, 10, DCIS Speech Topic Due
6. Oct 1-5	Outlining Speech Midterm (Chapters 1-12)	Chapters 11-12
7. Oct 8-12	DCIS Speeches	Outlines Due on the Day You Speak
8. Oct 15-19	DCIS Speeches	Outlines Due on the Day You Speak
9. Oct 22-26	Delivery of the Speech	Chapters 13, 14, 15

		Demonstration Speech Topic Due
10. Oct 29-Nov 2	Demonstration Speeches	Outlines Due on the Day You Speak
11. Nov 5-9	Demonstration Speeches	Outlines Due on the Day You Speak
12. Nov 12-16	Persuasion	Chapters 16&17 Persuasive Speech Topic Due
13. Nov 19-23	Special Types of Speeches Speeches in groups No class Nov 21& 23, Thanksgiving	Chapters 18 & 19
14. Nov 26-29	Persuasive Speeches	Outlines Due on the Day You Speak
15. Dec 3-7	Persuasive Speeches	Outlines Due on the Day You Speak
16. Dec 10-13	Final Week	