

Public Speaking Syllabus (Fall 2011)

COMS1361.01 3 credit hours
Dan Rather Room 320 T/H 9:30 – 10:50 am
Professor: Terri Jagers
Office Location: Dan Rather Bldg. 321-D
Telephone: 294-4318 E-mail: tej003@shsu.edu

Required Course Text

Gregory, H. (2010). *Public Speaking for College and Career*. (9th ed). New York: McGraw-Hill.

Course Objectives

The ability to communicate effectively is essential to success in contemporary society. This course is designed to develop students' abilities to construct and deliver responsible public speeches. Although some students have no prior public speaking experience, at the end of this course students should be able minimally to do the following;

1. analyze an audience and adapt to it;
2. select a topic;
3. establish their credibility as speakers;
4. research and organize relevant material (critical thinking);
5. begin and end a speech appropriately.

Course Policies

1. **Attendance.** Instruction in this course is lecture and participation based, therefore regular attendance is required. All students start with an attendance grade of 100 points. You are allowed to miss **3 class hours** (e.g. MWF 3 absences; **TTH 2 absences**) without penalty and all absences after that will result in a ten point deduction from the attendance grade. Students missing **six or more class hours** will receive an "F" in the course. Students will not be dropped from the course due to absences; therefore you are responsible for attending or dropping. **I do not accept excuses!** You are allowed to miss 3 class hours without penalty, use them wisely. (Meaning, on your fourth class hour absence points will be deducted because you have already used your 3 "free" class hour absences.) If you are absent, it is your responsibility to find out what work you missed (either from another student or myself) and complete all assignments by the due date. You are responsible for signing the class attendance sheet for each class session. Your signature becomes official documentation that you were in class; if you do not sign-in you will be considered absent!

You will be considered absent if you do not attend the entire class period. That is, staying for only half of the class, or coming in 15 minutes before the end of class, or consistently coming 5-10 minutes late does not mean that you attended class. Two tardies will count as one absence. (This pattern continues in increments of two.) Those students sleeping during class will be considered absent.

Note: An undetermined number of unannounced quizzes may be used to encourage attendance. These quizzes will be given at the beginning of the class period and there will be no make-up quizzes for late students.

2. **Late Examinations.** If you miss an examination and have a **legitimate** reason for doing so, you must make it up within a reasonable time (normally 1 week or less). All arrangements for missing an examination must be made **prior** to the time the examination is scheduled. If such arrangements are not made, then no make-up examination will be given and you will receive a zero for that examination. All make-up exams will be strictly essay.

Note: You must be on time for all exams.

Students more than 15 minutes late will not be allowed to take the exam.

3. NO late assignments will be accepted. No late speeches will be allowed. However, if you are incapacitated (aka in the hospital) and provide an excuse you will be allowed to make up the speech with a 25 point penalty.

You are responsible for turning in assignments on time. Keep up with the course activities and due dates to ensure you do not miss a deadline.

ALL assignments must be typed. Failure to type assignments will result in a significant point deduction.

4. Plagiarism. Plagiarism is defined as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work” (Dictionary.com). All work must be the original composition of each student. Although you must use outside sources, you must cite them appropriately. Plagiarism will result in a zero for the assignment. Assignments will be checked for plagiarism by **any and all means available**, including electronic checking services (i.e. Turnitin.com). 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.

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allowed to remain in the classroom.

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9. Speeches may be video taped.

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Assignments and Requirements

The scale for determining grades is: A = 90-100% B = 80-89% C = 70-79%
D = 60 -69% F = 59% and below

Class Assignment 5%	Attendance/Participation 5%
Speech I (Assigned Topic) 15%	Test I 10%
Speech II (Informative) 15%	Test II 10%
Speech III (Persuasive) 20%	Test III 10%
Discussion/Leadership 10%	

Instructor's Notes

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Speaking Assignments

General Comments

The course instructor may add additional requirements if desired. Students are to speak in an extemporaneous mode. That is, one or two note cards which contain a key-word outline of their speech. The **typed formal outline** is to be turned in to the instructor on the day of the speech. You must cite your sources in the outline. If you use direct quotation in the speech, you must use quotation marks and provide the proper citation. A typed bibliography (APA format) is required. If you fail to submit a bibliography **10 points** will be deducted from your grade. If the topic selected is not appropriate for the assignment even a well prepared speech will receive a low grade.

The following topics are not allowed: abortion, death penalty, and prayer in schools.

****ALL Speech topics must be approved. Failure to get topic approval can result in a failing grade.****

Speaking within the time limits is very important, not only for the efficient running of the class but also because speakers in the "real world" are expected to adhere to time limits. There is a grace period of 30 seconds over the time limit. There is no grace period for speeches that do not meet the time limit.

Late speeches are not allowed. You must go on the day you are assigned. If you miss you assigned day and can provide a valid excuse (aka a hospitalization record) then you will be allowed to make up the speech with a **25 point penalty regardless of excuse provided.**

Important Note about Sources: I realize we are in an Internet world however, that is not the only source of information. Many times the information on the Internet cannot be verified. It is also important that you can find a variety of information. **You may use Internet sources in your presentations but they will not count as part of the required sources.** The library has many paper and electronic data bases that provide better information and they are easier to use. **Students will be randomly selected and required to submit their research material to the instructor.** This is to ensure material is properly cited from acceptable outlets. **If you cannot provide the research material you will receive a zero for the assignment.**

Speech I

Students are to present a **4-6 minute** informative speech assigned by the instructor. The speech should present a balanced and unbiased presentation of the topic/issues. At least **three (3) different sources** and **two (2) types of supporting material** should be used. A visual aid is required for this speech. The supporting material should be **highlighted** and properly cited in the formal outline and submitted to the instructor on the **FIRST** day of speech presentations. All in-text citations within the formal outline should be listed on the reference/bibliography page.

Speech II

Students are to present a **5-7 minute** informative speech on a current, controversial topic of state, regional, national or international importance. The topic should be one about which the class needs to be informed. The speech should present a balanced and unbiased presentation of both sides of the topic. A visual aid is required for this speech. At least four **(4) different sources** and **three (3) types of supporting material** should be used. The supporting material should be **highlighted** and properly cited in the formal outline and submitted to the instructor on the **FIRST** day of speech #2 presentations. All in-text citations within the formal outline should be listed on the reference/bibliography page.

Speech III

Students are to present a **5-7 minute** persuasive speech on a current, controversial topic of state, regional, national or international importance. The speech should contain main points designed to persuade the audience to accept your thesis. At least **five (5) different sources** and **four (4) types of supporting material** should be used. The supporting material should be **highlighted** and properly cited in the formal outline and submitted to the instructor on the **FIRST** day of speech #3 presentations. All in-text citations within the formal outline should be listed on the reference/bibliography page.

Business and Professional Speaking (Fall 2011)

COM 2382.02 3 credit hours
M/W/F 10:00 – 10:50 am Dan Rather Bldg. Room: 312
Professor: Terri Jagers
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Required Course Text

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Presentation I

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COM 2382.05 3 credit hours

Tuesday's 6:00 – 8:50 PM Dan Rather Bldg. Room: 312

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Speaking within the time limits is very important, not only for the efficient running of the class but also because speakers in the "real world" are expected to adhere to time limits. There is a grace period of 30 seconds over the time limit. There is no grace period for speeches that do not meet the time limit.

Late speeches are not allowed. You must go on the day you are assigned. If you miss you assigned day and can provide a valid excuse (aka a hospitalization record) then you will be allowed to make up the speech with a **25 point penalty regardless of excuse provided.**

Important Note about Sources: I realize we are in an Internet world however, that is not the only source of information. Many times the information on the Internet cannot be verified. It is also important that you can find a variety of information. **You may use Internet sources in your presentations but they will not count as part of the required sources.** The library has many paper and electronic data bases that provide better information and they are easier to use. **Students will be randomly selected and required to submit their research material to the instructor.** This is to ensure material is properly cited from acceptable outlets. **If you cannot provide the research material you will receive a zero for the assignment.**

Presentation I

Students are to present a **5-7 minute** informative presentation/speech on a current, substantive topic related to a business issue of state, regional, national or international importance. The topic should be one about which the class needs to be informed. The speech should present a balanced and unbiased presentation of both sides of the topic. You must use a variety of supporting material from a variety of sources. Appropriate (APA format) citation is required in the outline and in the bibliography. A visual aid is required for this speech.

Presentation II

Students are to present a **6-8 minute** persuasive presentation/speech on a current, substantive topic related to a business issue of state, regional, national or international importance. The speech should contain main points designed to persuade the audience to accept your thesis. You must use a variety of supporting material from a variety of sources. Appropriate (APA format) citation is required in the outline and in the bibliography. A visual aid is required for this speech.