COMS 1361-06 Public Speaking (3 Credit Hours)

Fall 2014

Class Time: MWF 9:00-9:50am  
Class Room: DRCB 320

Instructor: Dr. Cindy (Yixin) Chen

Email: cindychen@shsu.edu  
Phone: (936)-294-3164

Office: DRCB 324  
Office Hours: Mon & Wed 12 to 1pm, by email appointment

Course website: https://shsu.blackboard.com/

Course Description

This course explores the fundamental elements of public speaking, with an emphasis on putting these elements into practice. Course subjects include topic choice, conducting research, audience analysis, speech preparation, speech delivery, and speech evaluation. Through the various components of this course, you will build an understanding of the different aspects of public speaking and gain practical experience applying this knowledge.

Course Objectives & Student Learning Outcomes (SLO)

Objective/SLO 1: Students will be able to construct and deliver responsible public speeches.
Objective/SLO 2: Students will be able to read and analyze critically materials appearing in the print media.
Objective/SLO 3: Students will be able to think critically and listen effectively.
Objective/SLO 4: Students will be able to use computers more effectively to find presentation materials in databases and the internet.
Objective/SLO 5: Students will be able to organize materials for presentation effectively in outline and bibliography form.

THECB Skill Objectives

1. Critical Thinking Skills: to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information through audience analysis, topic selection, evaluation of research materials, and the use of appropriate arguments in speech making.
2. Communication Skills: to include effective development, interpretation, and expression of ideas through written, oral, and visual communication through the preparation and delivery of in-class speech assignments and outlines.
3. Empirical and Quantitative Skills: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions through the use of numerical data as forms of support for speech claims.
4. Teamwork: to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal through in-class brainstorming of potential speech topics and class discussion of possible speech topic choices.
5. **Personal Responsibility**: to include the ability to connect choices, actions, and consequences to ethical decision-making through emphasizing the speaker’s responsibility to the audience’s well-being with respect to claims made and courses of action being sought.

6. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities through requiring students to choose speech topics of social significance.

**Supporting Textbook**


**SHSU Blackboard**

We will make use of SHSU Blackboard ([https://shsu.blackboard.com/](https://shsu.blackboard.com/)) for announcements, distributing documents, posting assignments, and reporting grades. All students are required to regularly check the COM 1361-06 Blackboard webpage.

**Grading**

Your grade in the course will be determined as follows:

- In-class activities: 10 points
- Exam 1: 10 points
- Exam 2: 10 points
- Introductory Speech: 10 points
- Informative Speech: 20 points
- Persuasive Speech: 20 points
- Final Speech: 20 points

Total = 100 points

Grading scale: 90+ = A; 80-89 = B; 70-79 = C; 60-69 = D; 59 & Below = F

**In-class activities**

Throughout the semester, we will have 10 in-class activities (randomly distributed), with each activity accounting for 1 point. The activities could be self-reflections, group discussions, peer-evaluations, or surveys of learning outcomes. If you are present, be sure to hand in the sheet for the in-class activity with your name and ID clearly written to get the credit for the activity.

Missed in-class activities due to absence cannot be made up, except in the case of illness or a documented absence for legitimate reasons. If you miss an in-class activity for documented and legitimate reasons and would like to request a make-up, you must submit your documentation within one week past the activity date.
Exams

Two exams will take place during the semester, each accounting for 10 points of your total grade. Exams in this course are non-cumulative, although there may be some overlap due to the nature of the material covered. There is no final exam in this course. All aspects of the course (lectures, readings, activities, etc.) are possible sources of exam material.

Make-up exams will only be given with timely notification and appropriate documentation for illness or other legitimate reasons. Make-up exams will take place in my office and will be scheduled at my discretion. Please see policy for make-up exams/speeches described below (after “Attendances”).

Exams are closed-book and closed-note. Cell phones and laptops should be turned off during the exam time. During the exam time, you are expected to work on your own. Don’t look around; don’t talk to other students. Students who violate these rules will get an immediate F in the exam.

Speeches

You will need to give four speeches throughout this semester: Introductory Speech (10 points), Informative Speech (20 points), Persuasive Speech (20 points) and Final Speech (20 points). The grading of these speeches is broken down into five parts: 1) topic, 2) preparation, 3) organization, 4) delivery, 5) time. The topic grade is based on a typed topic due before the speech days (see Course Schedule and Assignment Due Days). The preparation grade 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 NOT be allowed to give your speech. The last three (3, 4, and 5) are grades on the day you present your speech. Instructions for each of the speeches will be posted on Blackboards.

Make-up speeches will only be given with timely notification and appropriate documentation for illness or other legitimate reasons. Make-up speeches will take place in the speech make-up day. Please see policy for make-up exams/speeches described below (after “Attendances”).

Cell phones and laptops should be turned off during the speech days. Students who violate these rules will get an immediate F in the speech.

Extra credit

An opportunity to earn extra credit will be writing an optional library research summary or writing an optional self-reflection/peer-critique paper. This summary/paper could account for up to 3 points of extra credit added to your total points. Instructions for library research/extra-credit paper will be posted on Blackboards.

Attendance

Attending class provides you the best opportunity to learn the materials taught in the course and I hope you will raise clarification questions during class discussion. We will also do many activities during our time together, including presenting new materials and working on skill development. Information about assignments and exams will also be given during class.
Additionally, your presence here will provide you a chance to learn from other people’s
perspectives and give them a chance to learn from yours.

Before class time, lecture notes (sometimes partial and sometimes complete) in hard copies will
be distributed to students. If you are gone from the class for ANY reason, it is your
responsibility to coordinate with your peers as soon as possible to acquire missed notes. Under
no condition will the instructor give the notes to students who missed the class.

Policy for Make-up Exams/Speeches

Make-up exams/speeches will only be administered in extreme cases of illness, emergency, car
accidents, or circumstances beyond your control wherein: (1) You notify me in advance of your
absence during an exam/a speech (when possible); AND (2) You provide me with written
documentation of your absence from a relevant authority, such as a physician, medical
professional, police officer, or judge. Except in extreme cases, written documentation of the
reason for which you missed the exam/speech must be presented to me within one week of the
exam/speech for permission to take a make-up exam or give a make-up speech to be granted.
Please note that minor “emergencies” (e.g., “I overslept;” “My alarm failed to wake me up;” “I
work night shifts;” “I didn’t have a ride;” “I could not find a parking spot;” “I had a cold;” “It
rained;” “I want to go on vacation with my family;” “It is my birthday”) will not be considered
justifiable absences. Although make-up exams will cover the same material as the original exam,
they may be in a different format than the regular exam (i.e., they may be in an all short
answer/essay format). No make-up exams/speeches will be given without approval in advance.

Written Work
All written work should be submitted in hard copy. Emailed written work will NOT be accepted.

Policy for Late Written Work
Written assignments (typed topics/outlines) that are turned in late will only receive half credit
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.

Speech Policies
Speech Topics/Outlines: You are required to turn in a typed topic and a typed outline for each
of the four speeches. Use Times New Roman 12 point font size. Keep in mind your
topics/outlines should be TYPED.

Dress for Speeches: Business suits are not required but encouraged for speeches. Putting on a
business suit may boost your confidence, but please make sure that you feel comfortable with
your dress.

Speech PowerPoint: PowerPoint slides are not required for speeches. If you decide to use
PowerPoint slides for any of your speeches, please save them either on 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 missed a speech because of computer failure, you would
not be allowed to make it up.
**Speech Time limit:** Presentations NOT making the MINIMUM TIME LIMIT will begin at 70% of the possible points followed by any other point deductions. For example, if the minimum time limit for a 20-Point speech is 6 minutes, and you finish your speech in 5 minutes, then the maximum points you could receive are 14 (20*70%).

**Reading speech:** READING YOUR SPEECH will begin at 70% of the possible points followed by any other point deductions.

**Signing Up for Speeches/Changing Speech Days:** You need to select a date and sign up for each of the four speeches. Signing-up sheets will be available in class. If you signed up for a speech day but later on wanted to change it, it is your responsibility to find a classmate that is willing to switch days with you. You and your classmate both should notify me of all schedule changes by email prior to their occurrences.

**Speech Make-up Day:** The last day of this class will be a make-up day for missed speeches. If you miss your speech day, 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, only students who submitted written documentation of justifiable absences beforehand are allowed to make up for missed speeches. Please refer to Policy for Make-up Exams/Speeches.

**Peer Evaluation:** If you miss class on a day that we are scheduled to do a peer evaluation of speeches, no opportunities are available to make up those points. You need to be present to provide valid evaluations of your peers’ speeches.

**Academic Honesty**

The Faculty Handbook states that the University expects all students 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. Furthermore, 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. Academic dishonesty will result in a grade of zero for that assignment.

**Proper Classroom Demeanor/Rules of Conduct**

According to university policy “Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Please turn off or mute your cellular phone and/or pager before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking among each other at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a, minimally, a directive to leave class or being reported to the Dean of Students for disciplinary action in accordance with university policy.
Americans with Disabilities Act

According to University policy requests for accommodations must be initiated by the student. A student seeking accommodations should go to the Counseling Center and Services for Students with Disabilities (SSD) in a timely manner. Every semester that the student desires accommodations, it is the student's responsibility to complete a Classroom Accommodation Request Form at the SSD office and follow the stated procedure in notifying faculty. Accommodations for disabled students are decided based upon documentation and need on a case-by-case basis by the Counseling Center.

Religious Holidays

University policy states that a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The student, not later than the 15th calendar day after the first day of the semester, or the 7th calendar day after the first day of a summer session, must notify the instructor of each scheduled class that he/she would be absent for a religious holiday.

Course Schedule and Assignment Due Days

The following schedule lists important course dates and outlines the planned schedule of course topics, readings and assignments. This schedule is contingent on our progress and thus is subject to change. There will likely be some overlap in topics covered each week. All numbered chapters refer to chapters in Public Speaking for College and Careers text.
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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment due</th>
<th>Readings</th>
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<td>Week 1</td>
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<td></td>
<td>8-27</td>
<td>Introduction of Syllabus</td>
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<td>Syllabus</td>
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<td></td>
<td>8-29</td>
<td>Introduction to Public Speaking</td>
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<td>Ch 1</td>
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<td>Week 2</td>
<td>9-1</td>
<td>Labor day (No class)</td>
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<td>9-3</td>
<td>Managing Nervousness</td>
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<td>Ch 2</td>
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<td>9-5</td>
<td>Listening</td>
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<td>Ch 3</td>
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<td>Week 3</td>
<td>9-8</td>
<td>Reaching the Audience</td>
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<td>Ch 4</td>
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<td>9-10</td>
<td>Selecting Topic</td>
<td>Signing up for 1st speech</td>
<td>Ch 5</td>
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<td></td>
<td>9-12</td>
<td>Finding Information</td>
<td>Instruction for 1st speech given</td>
<td>Ch 6</td>
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<td>Week 4</td>
<td>9-15</td>
<td>1st speech: Introductory Speech</td>
<td>Outlines Due on the Day You Speak</td>
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<td></td>
<td>9-17</td>
<td>Introductory Speech</td>
<td>Outlines Due on the Day You Speak</td>
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<td></td>
<td>9-19</td>
<td>Introductory Speech</td>
<td>Outlines Due on the Day You Speak</td>
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<td>Week 5</td>
<td>9-22</td>
<td>Evaluating Information &amp; Supporting Your Ideas</td>
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<td>Ch 7 &amp; Ch 8</td>
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<td>9-24</td>
<td>Presenting Aids</td>
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<td>Ch 9</td>
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<td></td>
<td>9-26</td>
<td>Body of the Speech</td>
<td>Exam 1 Review</td>
<td>Ch 10</td>
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<td>Week 6</td>
<td>9-29</td>
<td><strong>Exam 1</strong></td>
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<td>10-1</td>
<td>Intro &amp; Conclusion</td>
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<td>Ch 11</td>
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<td>10-3</td>
<td>Outlining the Speech</td>
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<td>Ch 12</td>
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<td>APA style introduction</td>
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<td>Week 7</td>
<td>10-6</td>
<td>Wording the Speech</td>
<td>Signing up for 2nd speech</td>
<td>Ch 13</td>
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<td>10-8</td>
<td>Delivering the Speech</td>
<td>2nd Speech Topic Due</td>
<td>Ch 14</td>
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<td>10-10</td>
<td>Speaking to Inform/</td>
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<td>Ch 15</td>
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<td></td>
<td>Instruction for 2nd speech given</td>
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<td>Week 8</td>
<td>10-13</td>
<td>2nd speech: Informative Speeches</td>
<td>Outlines Due on the Day You Speak</td>
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<td>10-15</td>
<td>Informative Speeches</td>
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<td>10-17</td>
<td>Informative Speeches</td>
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<td>Week 9</td>
<td>10-20</td>
<td>Informative Speeches</td>
<td>Outlines Due on the Day You Speak</td>
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<td>10-22</td>
<td>Informative Speeches</td>
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<td>10-24</td>
<td>Informative Speeches</td>
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<td>Week 10</td>
<td>10-27</td>
<td>Speaking to Persuade</td>
<td>Signing up for 3rd speech</td>
<td>Ch 16</td>
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<td>10-29</td>
<td>Persuasive strategies</td>
<td>3rd Speech Topic Due</td>
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<td>Exam 2 Review</td>
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<td>10-31</td>
<td>Instruction for 3rd speech given</td>
<td>Exam 2</td>
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<td>Week 11</td>
<td>11-3</td>
<td>3rd speech: Persuasive speeches</td>
<td>Outlines Due on the Day You Speak</td>
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</tbody>
</table>
| Week 12 | 11-10 | Persuasive speeches | Outlines Due on the Day You Speak  
| | 11-12 | Persuasive speeches | Outlines Due on the Day You Speak  
| | 11-14 | Persuasive speeches/ 
Instruction for 4th speech given | Outlines Due on the Day You Speak  
**Signing up for 4th speech**  
**4th Speech Topic Due**  
Instruction for 4th speech given  
Outlines Due on the Day You Speak  
| | | |  

| Week 13 | 11-17 | 4th speech: Final Speeches | Outlines Due on the Day You Speak  
| | 11-19 | Final Speeches  
Instruction on library research and extra-credit paper given | Outlines Due on the Day You Speak  
**library research/working on extra-credit paper**  
| | 11-21 | No class (I will be attending 100th NCA conference in Chicago) | Outlines Due on the Day You Speak  
| | | |  

| Week 14 | 11-24 | Final Speeches | Outlines Due on the Day You Speak  
| | 11-26 | Thanksgiving (Enjoy!) | Outlines Due on the Day You Speak  
| | 11-28 | Thanksgiving (Enjoy!) | Outlines Due on the Day You Speak  
| | | |  

| Week 15 | 12-1 | Final Speeches | Outlines Due on the Day You Speak  
| | 12-3 | Final Speeches | Outlines Due on the Day You Speak  
| | 12-5 | Final Speeches | Outlines Due on the Day You Speak  
**Library research summary/extra credit paper due** |
<table>
<thead>
<tr>
<th>Week 16</th>
<th>12-8</th>
<th>Speech Make-up Day</th>
<th>Outlines Due on the Day You Speak</th>
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<td>12-10</td>
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<td>12-12</td>
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