

CMST 1315.001
Introduction to Public Speaking
MWF 8:00 – 8:55 am **Fall 2022**

I. Faculty Information.

Deronda Baughman

Class Schedule: MWF 8:00 – 8:55 am

Classroom: Arts and Sciences 258

Office Hours (Facetime): Tuesdays, 9:00 – 11:00. Please make an appointment **prior** to this time.

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II. Student Learning Objectives (SLOs).

The major aims of this course are to make you a more effective professional communicator, analytical thinker, and critical listener. Throughout the semester you will study the theories and principles of effective communication, practice applying these principles in a variety of assignments, and critique the performances of other speakers. These assignments and exercises will work at developing your speaking abilities, organizational and preparation techniques, as well as the capacity to effectively appraise your audience and diverse backgrounds and ethically apply communication theory. By the end of the semester, you should be able to plan and prepare professional informative, persuasive, and team extemporaneous presentations. Major skills include:

1. **Critical Thinking:** Construct and articulate logical arguments to justify sound conclusions in a variety of speaking contexts.
2. **Communication:** Communicate and interpret ideas effectively through written, oral, and visual/technological means. Students will not only be able to demonstrate this skill in formal extemporaneous presentations, but also through their written evaluations of themselves and others.
3. **Teamwork:** Coordinate and utilize team strategies in order to accomplish a given task through effective problem solving, leadership styles, cohesive interactions, and negotiation of team roles. This requires collaboration within teams to consider differing points of view, to display personal responsibility, and to work effectively toward a shared goal.
4. **Personal Responsibility:** Defend a personal ethical position that incorporates: ethical decision making, proper and justified research to support the idea, compelling organization, and appropriate reasoning free of fallacies within their formal presentations. Students will also demonstrate their personal responsibility through classroom interactions and engagement/listening during others' presentations.
5. Comprehend a basic level of understanding about public speaking theory and the foundational models of communication.
6. **Mastery of Content:** Display and master content, structure, style, and delivery skills in the presentation of informative, persuasive, and invitational messages to effectively impact a given (and thoroughly analyzed) audience.

III. Text Requirements.

You are required to purchase the online version of the text. All quizzes and tests will be completed online. You can set up your M-H Connect account at:

<https://my.mheducation.com/account/create/student>

The Art of Public Speaking, 13th Edition, Stephen Lucas, ISBN10: 1259924602, New York: McGraw-Hill.

1. Available in UT Tyler Bookstore: Access card for student account
2. Available through publisher: Access code for student account
3. McGraw Hill ReadAnywhere app: [Google Play](#) [iPhone](#)

IV. Course Policies.

- A. Canvas and Patriot Email.** Keep up to date on both Canvas and your Patriot email. Check these frequently. If you have an issue, please let me know in a timely manner.
- B. Care and Concern.** Your health is more important than all the above. If you become ill, please let me know and I will do everything I can to work with you. For departmental reasons, I work under the umbrella of documentation. If you need accommodations for any reason, please provide proper and appropriate documentation so we can move forward the best way possible.
- C. Participation.** Class discussion is welcome and rewarded. The more questions, comments and discussions we have the better everyone will understand the material. I want to emphasize the importance of “quality” as much as “quantity.” You don’t have to talk all the time to receive a “high participation” score; in fact, you are better off contributing a few high quality, topic-relevant comments that show you did the reading than many low quality, personal observations or stories that don’t illustrate your understanding of the reading. Participation may also take the form of Q&A, in-class activities, etc. **Consequently, regular attendance and participation is required.**
- D. Electronic Devices.** Turn off all electronic devices, including cell phones, tablets, and computers, and keep these devices in your backpack during class.
- E. Attendance and Tardiness Policy:** Students are expected to attend class. However, you will be given **two (2) “FREE” days to miss with no penalty** for your absence(s). If on a “free” day you miss a point-accumulating assignment, you may still miss points towards your overall grade; however, you will not be penalized with a point deduction for your absence. **Four** absences are allowed – this includes illness, university-sponsored activities, etc. Every absence after will **lower the final grade by 5 percentage points**. See the current UT Tyler catalog for the university’s policy on student responsibility for missed classes and assignments. Be familiar with the university’s drop policy. **If a student must be absent the day their speech is scheduled, they must notify me before class time. No make-up speeches will be allowed if I am not given a legitimate excuse before the time of the speech (unless it is a verifiable emergency).**
- F. Tardiness:** Tardiness is rude and disrespectful of others’ time, so please plan for parking, etc. NEVER enter the classroom if another student is speaking! Chronic tardiness will result in me marking you absent for a class. An attendance sheet distributed at the beginning of class will record your attendance. If you do not sign in, you will be considered absent for that day.
- G. Attendance on Speech Days.** You must attend class on speech days whether you are presenting or not (no “free” days). Unless your absence is excused, **failure to give your speech on the assigned day will result in a zero for that speech.**
- H. Late or Make-Up Assignments.** Late assignments will not be accepted. Assignments are due on the date provided in your class calendar (unless I inform you of a change) with NO make-up assignments. Online assignments specify the time at which the assignment upload will close.

Failure to submit assignment by this time on the due date and in the required format **will result in a zero**. This policy **includes exams or quizzes** except under serious unforeseen and/or extenuating documented circumstances about which I am notified immediately.

All assignments must be submitted in APA formatting, including documents turned in for speeches.

Purdue Online Writing Lab for more APA resources:

<https://owl.english.purdue.edu/owl/resource/560/01/>

- I. **Speech Sign-up.** It is the student's responsibility to sign up for a day to speak for each speech assignment in class, as well as making sure excused absences known beforehand do not conflict with their chosen speech time. Students who are absent on sign-up days will be slotted in the schedule at my discretion.
- J. **Computer/Technology Issues.** Computer malfunctions do not constitute an "emergency." Prepare your assignments far enough in advance so in the event of a computer malfunction you will be able to rectify the problem and turn in the assignment on time. Allow for printer, disk, server, service provider, and other technology problems. Also, have a back-up plan in the event the classroom technology fails during your speech. You will be expected to go on with the presentation just as you would if you encountered a technology problem on the job.
- K. **UniCheck.** UniCheck is a software built into Canvas as a tool to deter plagiarism and educate students on how to properly cite other sources in their work. UniCheck is a service that assesses the originality of every outline and manuscript submitted in this class. You will be required to submit assignments electronically to the service.
- L. **Grade Challenges.** It is your right as a student to challenge a grade given to you. All challenges should be submitted in writing, via email. Grade challenges are accepted for 24 hours after a grade has been posted and within a week of receiving the grade you are challenging. I will not discuss individual grades or grade complaints during class time or email. Such discussions are to occur in a meeting and having a meeting does not imply that a grade will be altered. **When a week has passed, a grade can no longer be challenged.**
- M. **Group Grades:** All group members must participate and contribute equally for group assignments and projects. Issues with group member contributions must be communicated to me early on. Issues that are brought forth after an assignment submission or after the assignment is graded will not be entertained. In the event that a group member does not contribute equally, and this can be verified, that group member may be graded differently than other members.
- N. **Communication.** I will do my best to respect your hours outside of the classroom, and my hope is for you to do the same. As a rule, I will not communicate outside of daytime working hours. I do check emails regularly; however, it may take 24-48 hours for a response. If 24 hours have passed, and I have not responded, please email again or send me a text.
 - If it is an emergency, please text me. I will do my best to answer, but this will not always be the case (but it is good to have the time of emergency and issue documented, so send anyway).
- O. **Community.** I believe the community we build in a class this size to be incredibly important; through our speeches and group work we can get to know one another better than in most larger

courses. This gives us the chance to share ideas, concepts, and growth with one another. Please protect and respect this opportunity for community. This means no talking, laughing, or any action which can demean others during their time speaking or in the classroom. It also means sharing concerns or frustrations with other students or myself in my office hours, **not in the classroom setting**. Such actions which threaten the classroom community will require meetings with me, or my superiors and/or dismissal from class.

V. Grading Point Values

Informative Speech	150
Persuasive Speech	150
Team Presentation	150
Eulogy	100
Peer Evaluations	50
Quizzes (10 pts each – I'll use the highest scoring 10)	100
Participation	100
Midterm Exam	100
Final Exam (optional)	100
Total points	1000

VI. Grade Scale.

Final grades are awarded as follows:

- A = 90 - 100%
- B = 80 - 89.99%
- C = 70 - 79.99%
- D = 60 - 69.99%
- F = below 60%

VII. Course Assignments.

A. Speeches (Meets SLO #1, 2, 3, 4, 5, and 6).

You will have three (3) speeches and one (1) team presentation in this course:

1. Informative Speech (150).

You will prepare and present a 4 – 6 minute speech as the opening statement in the jury trial of your choice (options will be given during class). Cite at least 4 – 6 different sources for your audience during the speech. Submit a copy of a typed prep outline on the day of your speech, including a bibliography, to me. Upload the identical file to UniCheck.

2. Persuasive Speech (150).

You will prepare and present a 5 – 7 minute closing argument for the jury trial you have chosen. A **Prezi** will be required with this speech. Cite at least 5 – 7 different **new sources**. Submit a copy of a typed prep outline on the day of your speech, including a bibliography, to me. Upload the identical file to UniCheck.

3. Team Presentation (150).

Working as a team, you and your group will act as a mock panel of interviewers. Each individual member will pick a type of interview presentation for the panel (e.g. interview for a job, a scholarship, graduate school, etc.). Each person will take turns both presenting and being a panel member. Everyone is required to present for 2 – 3 minutes and answer the panel's questions for 1 – 2 minutes (maximum of 5 minutes total for the speech and Q&A). As an

individual, you are required to provide the outline of your interview to all team members **2 days prior** to presentation day so they may prepare questions. As a panel member, you are required to take time to study your team members' outlines and prepare **2 questions for each team member** beforehand, which will be attached as a last page to your own outline that you submit to me on presentation day. **Citations and sources are NOT required.**

4. Eulogy (100): You will prepare and present a 4 – 6 minute eulogy about **YOURSELF**. **Citations and sources are NOT required.**

B. Peer Evaluation/Active Listening Assignment (50) (Meets SLO #1, 5, and 6). You will do an active listening write-up on another student's speech. You will time, make comments, and give feedback according to the speech requirements on the speech/speaker you choose. (You will use the speech rubric to grade their speech as I would.) Only I will see the comments as well as write-up, unless both parties agree they would like to share.

C. Quizzes (100) (Meets SLO #5 and 6).

You will have quizzes throughout the chapters assigned. These must be completed by the day the chapter will be covered in class (**before** the lecture!).

D. Exams (Meets SLO #6).

Exams will consist of multiple choice and true/false questions. These will be open online for a few days before the date due on your class calendar.

1. **Midterm (100).** The midterm will cover material from the first half of the semester.

2. **Final (100).** **Optional.** I will average all of your grades through the end of the semester, and you may choose to opt out of the final if you are satisfied with your grade. The final will cover material from the midterm to the end of the semester.

E. Participation (100) (Meets SLO #1, 2, 3, 4, 5 and 6).

Active, positive participation is crucial in this course. This is not an “automatic” 100 points! Simply showing up without having done the expected readings, without contributing, or being “checked out” does not count as being present and participatory.

A rough guide as to how I calculate your participation is as follows:

- 0 pts - Often absent and never spoke up.
- 20 pts - Often absent and rarely spoke up.
- 40 pts - Some absences and occasionally spoke up.
- 60 pts - Some absences and frequently spoke up.
- 80 pts - Never absent and frequently spoke up.
- 100 pts - Never absent, frequently spoke up, and contributed meaningfully to class