

CMST 1315: Introduction to Public Speaking

Instructor: Liseth Hubbard

Class Room: CAS 216

Meeting Schedule: Tuesdays and Thursdays 8AM to 9:20AM

Office Hours: By appointment only

Email: lisethhubbard@uttyler.edu

REQUIRED book:

Lucas, S. E. (2020). *The Art of Public Speaking* (13th ed.). McGraw-Hill. ISBN10: 1259924602

Course goals and objectives

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. **Comprehending a basic level of understanding about public speaking theory and the foundational models of communication.**
6. **Displaying and mastering content, structure, style, and delivery skills in the presentation of informative, persuasive, and invitational messages to effectively impact a given (and thoroughly analyzed) audience.**

Expectations and Course Structure

This is an in-person course, and therefore, you are expected to attend class. I will conduct this course in an interactive lecture format. That is, I will present notes and information during each class meeting, and I will count on your contributions. I expect you come to class ready to participate in our creation of our collective knowledge. It is advised to use time wisely, be

organized, be self-directed, and be willing to use current and new modes of learning and communication. If you engage with the lectures, activities, and readings, you will be successful in your assignments for this class or in your future endeavors of public speaking or communication!

This syllabus contains information about the main assignments, course policies, and course calendar. It is your responsibility to frequently review it and **submit assignments on time**. Please be flexible if there are any alterations in the syllabus. I will announce any changes during class and/or through Canvas. Thus, I would recommend turning on your Canvas notifications. Feel free to reach out to me if you have any concerns or questions regarding class content. However, for tech support contact IT at itsupport@uttyler.edu

Course Website

We will be using Canvas, and mcgrawhillconnect.com for this course. I will upload necessary texts that are not part of your book, as well as any other course documents that may be of use to you throughout the semester. I will also use Canvas as a communication tool in order to contact you. **All assignments must be uploaded into Canvas.**

Important Note: On the day that you present a speech in class, you should print your outline and the grade sheet for the particular assignment on which you are giving a speech and bring it to class. I will use the material to grade your speech.

Requirements

As this course is offered in-person, you are required to attend class. Please bring your textbook and a device that can connect to WiFi (e.g., laptop, tablet, etc.) since you will need it to participate in class activities.

Required Textbook:

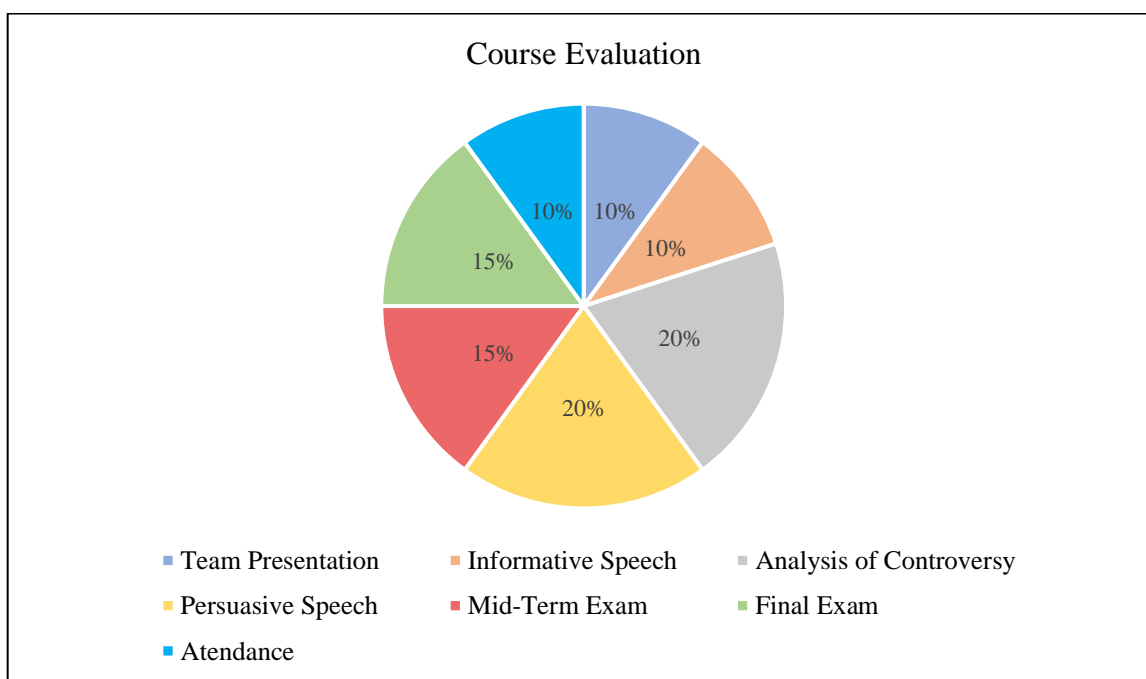
Lucas, S. E. (2020). *The Art of Public Speaking* (13th ed.). McGraw-Hill. ISBN10: 1259924602

- **All course readings are to be read previous to coming to class** on the day they are assigned for. It is expected that students bring their book/reading(s) to each class.
- If you need support logging in or navigating McGraw Hill, please contact: <https://www.mheducation.com/highered/support/student/connect.html>

Course Evaluation:

The final grade will be based on the following criteria: Maximum

Assignment/activity	Maximum
<i>Team Presentation</i>	10%
<i>Informative Speech ("Backgrounder")</i>	10%
<i>Analysis of Controversy</i>	20%
<i>Persuasive Speech</i>	20%
<i>Mid-Term Exam</i>	15%
<i>Final Exam</i>	15%
<i>Attendance/Participation</i>	10%
Total	100 %



Calculating your grade:

For each graded assignment, students will receive an A, B, C, D, or F. Each of these letter grades corresponds with a number value: an A carries a numeric value of 4, a B is worth 3, C is worth 2, D is worth 1, and F is worth 0. To calculate your grade, multiply 4, 3, 2, 1, or 0 that corresponds with your letter grade by the percentage value (above) of a given exercise. For example, if you receive a B for the “Informative Speech 2,” you would multiply 3—which corresponds with a B—by 20% and you would get a .60 for that assignment. At the end of the semester, to calculate your final grade, you would add each of the scores and divide by 100. Final grades will be awarded as follows:

Numeric Value of Grades

A	=	4
B	=	3
C	=	2
D	=	1
F	=	0

If your grade falls between two numbers (e.g., between a 3 and a 2), you will receive the grade corresponding with the lower number (in this case, a C, corresponding with 2) since technically you will not have achieved a B (a 3.0) unless you fall within .25 of the higher grade (e.g., a 3.76 would be an A).

Grade Grievance Policy

If you wish to appeal a grade, please follow this procedure:

- Wait 24 hours before contacting me about a grade unless there was an error in calculation of the grade. I ask that you wait so that you can look back over the assignment or exam

and your notes and the textbook, then think about the reasons why you earned the grade. I want you to *act* rather than *react* to the grade.

- As per my policy, submit the appeal in writing. E-mail me **within one week of your receipt of the grade**; include your specific appeal and which grade you believe you earned. E-mail me again only if I do not acknowledge your first appeal.
- Disputes will not be entertained after 7 days after the assignment was returned to you. If any grade is to be reevaluated, the new earned grade may be lower than the previous grade. If I reevaluate an assignment, I may find something that I did not find before that should actually lower the grade. This regrade will be the final grade.
- I will not entertain conversations in the last week of class or after final grades have been posted about being only a few points away from earning a particular letter grade. As you can see, points have already been rounded up. You will receive the grade that you earn throughout the semester, so please start working hard early on.

Course Assessment

Midterm and Final Exam

These exams meet learning outcome #5. The Midterm Examination is worth 15% of your total grade. Likewise, the Final Examination represents 15% of your final grade. Both exams will be based on the lectures and assigned readings. The test **MUST** be completed on the day of the exam, not before and not after. More guidelines and review to be provided.

Speeches

Speeches and presentations meet learning outcomes #1, 2, 3, 4, 6. You will construct and deliver a total of 4 significant speeches:

- **Team Presentation “Shark Tank”**
You will be asked to work in groups to deliver a creative presentation in front of the class (Sharks) in which you will be asked to introduce an invention or app. Your presentation should demonstrate originality and persuasive skills.
- **Informative Speech “Backgrounder”**
You will be asked to select a controversial topic (or **“term topic”**) and deliver an informative speech about the historical context that led to such controversy (trends at the time, events, social actors, etc.).
- **Informative Speech “Analysis of the Controversy”**
You will be asked to deliver an informative speech pertaining the moral dimension of your **“term topic”**. Your speech should address an unbiased analysis of the opposing perspectives of the controversial topic.
- **Persuasive Speech “Take your Stand”**
Based on your previous research and thorough analysis of the **“term topic”**, you will deliver a persuasive speech about policies and actions that could ease the controversy and solve social/political issues.

Speech dates (and team assignments) will be given on/around the end of the prior assignment. We will go over each speech when your speech day is assigned, but for each assignment you will turn in your speaker’s outline and visual aids in advance to your presentation. These are to be turned in **BOTH** on Canvas and handed to me on the day that you speak but prior to presenting the speech. These must be typed according to **APA formatting** (12 size, times new roman, typical outline format, etc.). You are responsible for delivering your speech on the day(s)

assigned to you. **Students who fail to deliver speeches on their assigned day(s) will not have the opportunity to give them at a later date unless arranged prior to the speech day.** You MUST come to class prepared with the possibility that technology will fail you and be prepared to present anyway. You MUST also come to class with your visual aid uploaded on a flash drive to put your presentation on the main computer at the beginning of class. **Opportunities to make-up speeches are limited to emergencies involving unforeseeable and potentially life-threatening injuries and, in any case, are wholly subject to instructor authorization.**

Self- and Peer-Evaluations in Group Project (Meets learning outcome #4)

You will also complete self-evaluations on how you did in each speech. You will also be responsible to be an ethical audience member, engaging with the speaker, providing peer evaluations, and to listen respectfully.

(Meets learning outcomes #1, 2, 3, 4) It is through your three individual (extemporaneous – do not write your entire speech or memorize it, as this can result in a failing grade) presentations and one team presentation that you will learn the most. By thoroughly researching your topic, organizing that material in an appropriate manner, and practicing your presentation, you will develop and master your oral, visual, technological, nonverbal, and written communication skills. By taking the aforementioned steps and consequently presenting in front of the class, you will put to the test your newly founded understanding of delivery skills, organizational and structure skills, and ability to create an argument in either an informative or persuasive manner. You will also build your ability to: critically think through arguments, collaborate and coordinate with your peers, and demonstrate your comprehension of theory and foundational models of communication. In addition to these course goals, it is my goal that by the end of the semester you feel more comfortable in front of an audience, know how to be a professional and functioning adult in our society, and be an ethical human.

Participation

Throughout the semester, you will be asked to partake in discussion and contribute to class. Please be ready, having read the course materials for that class period, with your own thoughts, questions, or insight. This type of participation is key in a small class like this; different point of views will also allow the class to understand the material better.

Attendance

Attendance is necessary in this class. However, **you will be given TWO (2) “FREE” days to miss with no penalty for your absence(s). For each and every absence thereafter, the Participation/Attendance part of your grade will drop one letter grade.**

Much of the learning will take place inside the class through discussions, presentations, and interactions. Attendance and participation are counted toward your final grade in class. All assignments must be turned in on time. If you know you will be missing class due to religious observance, athletics, or competitions, you must inform me no later than the second week of classes. If you are going to miss class or be late, especially on an assignment day, you must let me know via email BEFORE the class begins to be considered for an assignment extension (which is an extremely rare occurrence). **Be sure to provide documentation to justify your absence.**

If you are absent from class, it is your responsibility to determine what was missed and to hand in any work or to do any readings that were announced during your absence. If you need assistance because of university-related absences (e.g., debate, sports, etc.), contact me before the missed class. This goes for any personal related absences as well. It is always better to communicate with me when there is a problem than not.

Arriving late to class twice will count as one unexcused absence. Leaving the class early is not permitted without prior permission and will count as an unexcused absence. If you need to leave the class for an emergency, please do so with minimal distraction to others—this needs to be a rare and extraordinary occurrence. Permission will not be given to leave early or arrive late on a regular basis (e.g., because of work, classes, etc.)

Course Policies:

Classroom Civility and Diversity

We all are diverse and unique. Everyone deserves to be treated with respect and politeness. This class may expose you to perspectives that differ from yours, so please be mindful and allow others to express their thoughts and ideas. Diversity is an opportunity to learn and expand our horizons, it is not a threat or an obstacle to personal growth. Please avoid disruptive behavior that makes difficult to accomplish our mutual objectives. Disrespectful behavior and discriminatory actions would not be tolerated in this class and maybe subject to disciplinary actions such as points deductions and/or student being removed from the classroom.

Feedback

Throughout this semester you will receive and provide feedback. Receiving compliments and criticism from your instructor and peers is essential to strengthen your skills and develop areas where there is room for improvement.

Please be open to others' comments and suggestions. Likewise, be an attentive listener and provide conscientious and honest feedback to your peers. Mostly important, be respectful in articulating criticism and praising your classmates' work.

Providing feedback to others:

- Give feedback based on others' work and not their personality, looks, etc.
- Focus on constructive and professional criticism (look out for areas of improvement).
- Encourage others by highlighting their skills and talents.
- Give descriptive, specific, non-judgemental feedback. Take notes.

Receiving feedback from others:

- Thoroughly listen to your instructor and peers' feedback.
- Take notes. Ask for clarification (if needed).
- Be open to criticism and do not take it personally! Please remember that feedback is meant to help you master public speaking skills and can contribute greatly to your professional development.

Flexibility

Changes may be applied to the existing course calendar and assignments. Students will be notified of any changes as soon as possible.

Email & Communications

UT Tyler email is my preferred form of contact (lisethhubbard@uttyler.edu). Allow a 48 hour window for a response. Please do not procrastinate your assignments and/or wait until the day before an assignment is due to ask questions. I cannot guarantee that emails sent the day before or the day of an assignment's due date will be answered before the due date.

Kindness and respect are essential when communicating. Please treat our online correspondence with the same formality as any business or legal communication. Also, be sure to include the course number and specific topic of discussion in the subject line, address the email to your recipient, specify what you are referencing in as much detail as possible in the body of the email, and sign your first and last name in the email.

All students must email the professor using their UT Tyler assigned email. All other emails will not be responded to (e.g., Gmail, Yahoo, etc.). This policy is in place to protect you and your privacy.

All students are required to check their UT Tyler email as well as Canvas for course-related announcements. Please be sure to have your Canvas settings configured so that you receive the Canvas announcements in your UT Tyler email and receive Canvas notifications for our course. Failure to check course-related communications or failure to configure your email/Canvas settings to receive this information is not an excuse for missing assignments, lecture, or any other course-related information/changes/assignments/etc.

Laptop and Technology Policy

I'll just ask you to commit to using the laptop only for class- related work. I also do not mind a cell phone on the desk; however, in the case of an emergency, please step outside to text or talk. Unless otherwise indicated, I do not grant permission for any portion of the course to be video recorded except your own speeches

Assignments

All papers must be typed using Times New Roman in 12-point font, double- spaced, one-inch margins (with no extra spaces between paragraphs), and proper APA style. You must cite ALL bibliographic sources used in your papers (using APA) within text and in a references page. For help with APA style and writing, please do not hesitate to visit the Undergraduate Writing Center on campus or online. You may also wish to consult [Purdue OWL's website about APA.](#)

Paper/outline headings should include the student's name, course name/number, due date, and assignment title. No other information is needed. Papers/outlines will mostly be turned in via Canvas. Word documents are the only type of documents accepted, unless otherwise noted. Assignments submitted in the wrong format will be given a zero. Always check the assignment instructions and ask the professor if further clarification is needed. Spelling, grammar, and neatness count towards your grade, for all assignments.

College-Worthy Work is Expected

Not only does this mean that you are expected to turn in college-level work, but that it also must be presented appropriately. This means that you adhere to

the above format unless otherwise noted by the professor. If you are unsure what college-worthy work means, feel free to discuss with the professor. It is also likely the professor has posted how to get an A in this course on Canvas.

College-worthy work also means your behavior in this class. A syllabus has been provided in order for you to know what to read when, when assignments are due, and when exams will take place. It is 100% your responsibility to follow that calendar, as the professor may or may not remind you that something is due on a certain date. It is also 100% your responsibility to reach out to the professor if you are unsure about something, need additional help, would like to further understand lecture/reading material, or would like to discuss how everything connects within the course. The professor is HAPPY to help you, as we are all here to ensure that you are learning and understanding (not for the sake of a grade, however). So, please feel free to reach out and ask for what you need to help you succeed.

Late Assignments & Make-up Work

There is no such thing as late work, nor is there make-up work for unexcused, missed or failed assignments. I do not give make up exams or quizzes except under serious unforeseen and/or extenuating documented circumstances about which I am notified immediately.

Exceptions: Assignment make-ups will be allowed only in extreme emergency situations with. Work-related events do not qualify as an extreme emergency. The course schedule and due dates are set well in advance and students have access to this information; thus, plan accordingly. You will also be required to let the professor know BEFORE the assignment is due that you will be missing the due date. In order to make up an assignment:

- The student must take the initiative to contact the professor for permission to do a make-up an assignment within two days of missing the due date. After this point, if the professor does not hear from the student, they will not be allowed to make up the assignment and will have earned zero points.
- The student must meet the make-up deadline set by the professor. If the student misses the make-up deadline, there will not be another opportunity to make-up the speech. Zero points have been earned in this case.
- There must be sufficient class time remaining for the student to make up an assignment. If not, the student may have to make-up the assignment in the professor's office at a set, scheduled time.

Research Participation

There may be varying research participation opportunities offered throughout the course of the semester. These will be announced during class time as soon as we find out about them. The amount of extra credit to be awarded will be announced when the research opportunity is announced. **There will be no penalty for NOT participating in research that is conducted outside the class.**

General Classroom Infractions

- All electronic devices must be silenced or turned off before class begins.
 - *If I can hear it vibrating, it must be turned off. If I hear a device again in the semester, it stays home for good.*
- Cell phone use, ear buds, headphones and other electronic devices are not welcome in the classroom.
- Working on unrelated material, copying, or writing on someone else's notes during class is prohibited.
 - *If you need a pen, paper, etc., then raise your hand and wait for the professor to acknowledge you.*
 - *A lack of preparedness on your part does not give you the right to interrupt a lecture.*
- Private comments, jokes, nudges, pokes, texts, or written notes between students are a major disruption.
 - *If your attention is not exclusively on the board, your notes, or me, then you will be told to leave.*
 - *Keep tablets, phones, and smartwatches put away!*
- Inattention, sleeping, or the appearance of sleeping (as decided solely by the professor) is prohibited.
- Disruptions such as closing books, zipping bags, or packing up before being dismissed are not welcome.

Consequences: Attendance/Participation grade dropped. Further infractions will result in your permanent dismissal from class. Also, I reserve the right to permanently assign seats to counter disruptive behavior.

Major Course Infractions

- Arguing within the class setting (or on Canvas) with your instructor or with anyone, especially when you've been accused of an infraction.
 - *We can discuss your behavior later in my office, but arguing with me during class only worsens your offense.*
 - *If you ever find yourself being sent out of class, gather your things and quietly leave. Be aware that, from the moment the infraction started, everything you are saying and doing will be written in a report to the Dean.*
- Disrespectful or uncivil conduct of any form, either online or in the classroom.
 - *While you have the right to your own opinion, inflammatory language, including discriminatory, is unacceptable.*
- Religious, political, ethnic diversity must be represented in a respectful manner.
 - *Please pay attention to [biases of your sources](#) before making any arguments*
- Academic dishonesty is prohibited in any form.

Consequences: You will be dismissed from class and sent to the Dean for disciplinary action. The Dean may determine that a note be permanently placed on your transcript, barring you from any future college plans.

Plagiarism

Academic Honesty: The core values of The University of Texas at Tyler are integrity, optimism, curiosity, accountability, leadership, initiative, and development. Each member of the university is expected to uphold these values.

All students must adhere to the UT- Tyler Honor Code (“Honor and integrity that will not allow me to lie, cheat, or steal, nor accept the actions of those who do”). Furthermore, students must complete their work with academic integrity outlined at <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>. All students are expected to maintain absolute honesty and integrity in academic work undertaken at The University. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor. Cases of suspected academic dishonesty will be pursued to the fullest extent allowed by University policies and procedures. Adding another student’s name to an attendance roster when he or she is not in class is academic dishonesty.

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. “Cheating” includes, but is not limited to:
 - copying from another student’s test paper;
 - using, during a test, materials not authorized by the person giving the test;
 - failure to comply with instructions given by the person administering the test;
 - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
 - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - collaborating with or seeking aid from another student during a test or other assignment without authority;
 - discussing the contents of an examination with another student who will take the examination;
 - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit; taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by SafeAssign™, available on Canvas

The “Common Knowledge” Clause: Material does not have to be cited if it is common knowledge—that is, knowledge that most American high school graduates already know. (E.g. Humans once painted in caves. Berlin is the capital of Germany, etc.)

The “10% Rule”: As a general rule, a college assignment is considered an original work only if the vast majority of text is original. Generally, no more than 10% of a work can be someone else’s words, regardless of proper quotes or citation.

Intent: When reviewing a possible case of plagiarism, the student’s intent will not be taken into consideration. In other words, an act of plagiarism is plagiarism whether or not the student claims to have intended plagiarism.

Mistakes & Accidents: The possibility that the student mistakenly or accidentally committed plagiarism will not be taken into consideration. I strongly suggest that you discuss your sources with the Writing Center before turning in work.

Appeal to Ignorance: A student’s claim to ignorance with concern to policy will never be treated as a valid justification of plagiarism.

Collaboration: Students are not permitted to collaborate on an essay, discussion post, quiz, test, or any written assignment. Having someone proofread your work is ok, but that can only entail matters of style, grammar, and spelling.

Disciplinary Action for Plagiarism: Per departmental policy, the first offense of plagiarism will result in a zero for the assignment. Any additional acts of plagiarism will result in an F for the course and possible disciplinary action by the Dean (e.g. expulsion).

University Policies:

Academic Honesty and Academic Misconduct: The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual of Operating Procedures (Section 8).

FERPA: UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements in protecting your confidential information.

Social Security and FERPA Statement: It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades

will not be transmitted electronically.

Classroom Diversity: It is my desire to create a stimulating work environment that challenges each student in this class to perform at top levels. In order for our learning community to succeed, each member must treat others that way that they would like to be treated. I expect students to respect the opinions and ideas of each individual. As an instructor, I am committed to providing an atmosphere of learning that is representative of a variety of diverse perspectives, including race, religion, gender, nationality, age, sexual orientation and physical abilities. In this class, you will have the opportunity to express and experience culturally diversity as we discuss diversity issues as they pertain to the classroom environment and the course materials.

Tobacco-Free: All forms of tobacco will not be permitted on the UT Tyler campus or in my classroom or office. This applies to all members of the University community, including students, faculty, staff, affiliates, contractors, and visitors. This includes cigarettes, pipes, cigars, water pipes, e-cigarettes, smokeless tobacco, snuff, and all other tobacco products.

Withdrawing from class: Students you are allowed to withdraw from this course through the University's withdrawal portal at <https://www.uttyler.edu/registrar/registration/withdrawals.php> Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see visit <https://www.uttyler.edu/cashiers/refund/>. CAUTION #2: All international students must check with the Office of International Programs at <https://www.uttyler.edu/oip/> before withdrawing. All international students are required to enroll full-time for fall and spring terms.

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

Grade Appeal Policy: UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#).

Grade Replacement/Forgiveness and Census Date Policies: Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Academic Calendar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

Disability/Accessibility Services: The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal \(Links to an external site.\)](#) and [https://hood.accessiblelearning.com/UTTyler/ \(Links to an external site.\)](https://hood.accessiblelearning.com/UTTyler/) and complete the New Student Application. For more information, please visit <https://www.uttyler.edu/disability-services/> or call 903.566.7079.

Military Affiliated Students: UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success](#)

[Center](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.

COVID Guidance

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely (if available). Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions: Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

Absence for Official University Events or Activities: This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501](#)).

Absence for Religious Holidays: Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.


Campus Carry: We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

Emergency Exits and Evacuation: Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)

CMST 1315 Introduction to Public Speaking Schedule*			
Week	Date	Activities	Readings/Assignments
1	Tues. – Aug. 22	<ul style="list-style-type: none"> • Introductions and syllabus • Speaking in public • Communication process 	Syllabus Chapter 1
	Thurs. – Aug. 24	<ul style="list-style-type: none"> • Speaking in small groups • Intro to group project (organize groups for team presentations) 	Chapter 20
2	Tues. – Aug. 29	<ul style="list-style-type: none"> • Ethics and public speaking • Working in groups 	Chapters 2 and 3
	Thurs. – Aug 31	<ul style="list-style-type: none"> • Analyzing the audience 	Chapter 6
3	Tues. – Sep. 5	<ul style="list-style-type: none"> • Using language • A good delivery 	Chapters 12 and 13
	Thurs. – Sep 7	<ul style="list-style-type: none"> • Using visual aid • Class activity 	Chapter 14
4	Tues. – Sep. 12	TEAM PRESENTATIONS	Team presentation outline, visual aid.
	Thurs. – Sep. 14		
5	Tues. – Sep. 19	<ul style="list-style-type: none"> • Selecting a topic • Informative speech 	Chapters 5 and 15
	Thurs. – Sep. 21	<ul style="list-style-type: none"> • Topic workshop • Gathering materials • Supporting your ideas 	Controversial topic – class discussion Chapters 7 and 8
6	Tues. – Sep. 26	<ul style="list-style-type: none"> • Mid-Term Review 	Bring your answers to bank of questions
	Thurs. – Sep. 28	MID-TERM EXAM	
7	Tues. – Oct. 3	<ul style="list-style-type: none"> • Review • Organize body of speech 	Chapter 9
	Thurs. – Oct. 5	<ul style="list-style-type: none"> • Intro and conclusion • Outlining the speech 	Chapter 10 and 11

8	Tues. – Oct. 10	<ul style="list-style-type: none"> • “Backgrounder” workshop 	
	Thurs. – Oct. 12	INFORMATIVE SPEECH PRESENTATION “BACKGROUNDERS”	Outline, visual aid
9	Tues. – Oct. 17	INFORMATIVE SPEECH PRESENTATION “BACKGROUNDERS”	Outline, visual aid
	Thurs. – Oct. 19	<ul style="list-style-type: none"> • Analysis of Controversy; Fact/Value/Policy 	
10	Tues. – Oct. 24	<ul style="list-style-type: none"> • Workshop on Analysis of Controversy: Moral Disputes 	
	Thurs. – Oct. 26	<ul style="list-style-type: none"> • Workshop on Analysis of Controversy: Flow Chart 	Bring a draft of your “Flow Chart” and research material.
11	Tues. – Oct. 31	ANALYSIS OF CONTROVERSY SPEECH	Flow chart, visual aid
	Thurs. – Nov. 2		
12	Tues. – Nov. 7	<ul style="list-style-type: none"> • Speaking to persuade 	Chapter 16
	Thurs. – Nov. 9	<ul style="list-style-type: none"> • Methods of persuasion 	Chapter 17
13	Tues. – Nov. 14	<ul style="list-style-type: none"> • Persuasive Speech workshop 	
	Thurs. – Nov. 16	PERSUASIVE SPEECH PRESENTATIONS	Outline, visual aid
14	Tues. – Nov. 21	THANKSGIVING 	No class
	Thurs. – Nov. 23		
15	Tues. – Nov. 28	PERSUASIVE SPEECH PRESENTATIONS	Outline, visual aid
	Thurs. – Nov. 30	<ul style="list-style-type: none"> • Final Exam Review 	Bring answers to bank of questions
16	Tues. – Dec. 5	FINAL EXAM	Guidelines to be announced
	Thurs. – Dec. 7		

*Subject to change