

CMST 1315.066 Introduction to Public Speaking

Instructor: Joe Provencher

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Office Hours: Wed 8:00-10:30 and by appointment. REACH OUT EARLY AND OFTEN. I will become available.

Our Book and Workbook are REQUIRED:

Valenzano, J. M., Braden, S. W., & Broeckelman-Post, M. A. (2013). *The Speaker's Primer*. Fountainhead Press.

Kidd, M. A., & Scheinfeld, E. (2020). *Form and Substance: A Public Speaking Workbook*. Southlake, TX: Fountainhead Press. ISBN: 968-1-64485-325-2*

You can either purchase the ONLINE version through the bookstore or through TopHat itself. You will need the book online through TopHat, because that is where you will be taking your chapter quizzes.

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:

- **Critical Thinking:** Construct and articulate logical arguments to justify sound conclusions in a variety of speaking contexts.
- **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.
- **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.

- **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.
- Comprehending a basic level of understanding about public speaking theory and the foundational models of communication
- 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: As an online student, you must be a self-starter and thus have the maturity and motivation to work independently. That means that you need to learn or have already figured out how to use time wisely, be organized, be self-directed, and be willing to use current and new modes of learning and communication. I will use Canvas as a learning tool and present new material in the video lectures that will contribute to the readings you will be expected to also do. If you do not engage with the lectures, activities, and readings, you will not grasp the material in a way that will help you be successful in your assignments for this class or in your future endeavors of public speaking or communication. As this is a college course, and an online course, you are responsible for your own learning. You need to develop some self-discipline and motivation in order to get through the material and learn something. You will also need to be flexible both if there are changes in the syllabus, or if the instructor is not adapting you personally (there are other students they must also help). If you need content help, ask. If you need tech support, go to the right people that would know those answers (i.e., not the instructor). If you are unsure about due dates, check the syllabus, Canvas, or Revel. You will be expected at this stage in your academic career to check communication frequently, get all assignments in on time, and discuss your concerns and questions with your instructor. You are also expected to have regular access to a computer and wifi, have basic computer skills, be able to navigate the internet, know how to decipher credible and unbiased information, and reach out to appropriate support offices for help as needed.

Course Website: We will be using Canvas, and TopHat 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.

Requirements: As this course is offered in an online setting, there are some basic things you will be required to have access to. For one, a computer with internet capabilities is a must. You must also have some type of webcam. This can be built into the computer, or an external one that you have purchased separately. Make sure the webcam works before the beginning of class. You must

also be willing to use the web cam during the course. You are responsible for being available to your team, for completing assignments on time, and for communicating in a timely manner. It is recommended that you use Google Chrome or Mozilla Firefox for Canvas and TopHat. If you do not have those browsers, you will need to download one or both onto your computer. The majority of this course will allow you to log in and complete modules at your own pace and at times that are convenient to you.

Text Requirements: The Speaker's Primer is the digital text that is required for this course. You will use TopHat to access Chapter quizzes throughout the semester. TopHat gives you many options for your text book including an interactive eBook, an audio book, and there is an app that you can download to access your book even offline.

We will be using the custom-built interactive Top Hat Textbook Form and Substance Workbook for this class. You can visit the Top Hat Overview (<https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide>) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system. I recommend you purchase the workbook from TopHat, as the price will likely be lower than at the bookstore. But if you need to purchase from the bookstore for financial aid reasons, they have received the information to order access codes.

You can register by simply visiting our course website: <https://app.tophat.com/e/894359/>
Note: our Course Join Code is 894359

Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email (support@tophat.com), the in app support button, or by calling 1-888-663-5491.

Technology Requirements

- Computer with an updated operating system
- Internet browser (Google Chrome or Firefox work best with Canvas and TopHat)
- Webcam (either built in or external)
- Audio access (a working microphone)
- Internet connection

Familiarize yourself with...

- Canvas
- TopHat
- Your media player
- Powerpoint or some other form of visual aid
- Zoom (either in the app on your computer or online)

<u>Course Evaluation:</u>	
The final grade will be based on the following criteria:	<u>Maximum</u>
Group Presentation – Shark Tank	70
Informative Presentation	100
Midterm Exam	100
Persuasive Speech	100
Speech Critiques	50
Self Evaluations	50
Quizzes	100
Final Exam	100
Attendance & Participation	50
Total points	720 points
<u>Calculating your grade:</u>	
A \geq 648 points	
B = 576–647 points C = 504–575 points D = 468–503 points F \leq 467 points	
<u>Grade Grievance Policy:</u>	
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 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

Course Assessment:

Quizzes: (Meets learning outcomes #5) Quizzes are due by the date listed on the calendar and are in TopHat. These are to be completed on TopHat and will assess your comprehension of the reading that was also assigned for that chapter. I will likely not remind you of what is due the next day, so you must keep track of that information. You will have three attempts to get the right answer, losing points for each attempt. For example, if you get the answer correct on the first try, the question is worth 4pts. If you get it right on the third try, you will receive 2points. Quizzes are worth varying points throughout the semester and will be accumulated to total 100points of your final grade. Clearly, purchasing the online book is necessary to complete these quizzes.

Midterm and Final Exam: (Meets learning outcomes #5) These exams will be noncumulative and includes multiple-choice questions, fill in the blank, and true/false questions. You will take a Midterm and a Final Examination. The Midterm Examination is worth 100 points; the Final Examination is worth 100. Concerning the text material, I will cover only a portion of the text in class. Consequently, you will need to read this material on your own and be thoroughly familiar with it. It is your responsibility to connect reading to lecture material. You will want to keep up with chapter reading assignments as they are given each week (see CLASS CALENDER at the end of this syllabus).

Test format will include a combination of multiple choice, short answer, and essay response items. **The test MUST be completed the day of the exam, not before and not after.** These exams will be timed, you will have 80minutes to complete it.

Speeches: (Meets learning outcomes #1, 2, 3, 4, 6) You will construct and deliver a total of 4 significant speeches – 1 team project, one informative speech, one persuasive, and one alternate form. Speech dates (and team assignments) will be given on/around the end of the prior assignment. We will go over each speech, but for each assignment you will turn in your formal outline and visual aids in advance to your presentation. These are to be turned in on Canvas. These must be typed according to APA formatting (12size, times new roman, typical outline format, etc). **You are responsible for delivering your speech. 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.**

Each presentation will be conducted in an online setting. To make this course authentic to what you will experience after graduation, they have been adapted from those sections of this course offered face to face.

For the team presentation, you will present an invention or phone app to a team of sharks. This will be conducted on Zoom and uploaded to the discussion board for us all to be able to access and watch your presentation. You will need to not only use the collaboration function in Canvas, but also learn how to use Zoom seamlessly between your teammates while presenting, how to share your screen, how to give remote access, and so on. This adds to the presentation component of just giving a speech and makes sure you understand your team, understand the technology, and how to work remotely (something that will definitely be part of your life). You will also need to learn how to use Zoom chat during or after the presentation so that your

audience can ask you questions. You may respond to those questions through the chat feature, or verbally.

For your informative presentation, you will be giving a type of TEDTalk. You will record this via Zoom or Canvas Studio and again upload it for us to see.

Your persuasive presentation will be an online resume where you are persuading your audience to essentially hire you. Remember to not fall into any fallacies.

Your last speech is up to the discretion of the instructor and may take the format of an online interview with a panel interviewing you, impromptu toasts, or it may be a flipgrid interaction with a 2-3 minute presentation on flipgrid. In addition to your own speech, you must also respond to at least one other student with an additional 2minute video.

Self-Evaluations: (Meets learning outcomes #4) You will also complete self-evaluations on how you did on each speech. You will watch your video and write a written critique based on your observations. The form you complete is online, and must include time stamps to show you have watched the video. These must be typed and uploaded through Canvas. Assignments uploaded through TopHat will not be accepted. 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, discussion boards, flipgrids, and contribute to class. Please be ready, having read the course materials for each moduel, 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. Each of these activities on Canvas will contribute to your participation, as will your peer evaluations

Course Policies:

Elasticity Clause: I reserve the right to modify the existing course calendar and assignments. If changes must be made, I will notify students as soon as possible.

Classroom Civility: People and ideas must be treated with respect. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives.

Changes to the schedule: Changes may be made at my discretion and if circumstances require. I will do my best to notify you via email, in class, and with a hard copy of the changes. It is your responsibility to note these changes when announced. Readings must be completed for the day they are assigned on the course schedule. Lectures are intended to complement the readings.

E-mail: E-mail is my preferred form of contact (note the address above). I cannot guarantee a response to e-mails sent to other addresses, including Canvass. You should expect email communication to take 1-2 business days. This is especially true if the debate team is competing nationally some weekend (usually long work weekends, meaning I will not be accessible many weeks from end of business Thursday, to start of business Monday). You should treat our online correspondence with the same respect as any business or legal communication. Be sure to include your course number and first and last name in either the body text or subject of your email (Messages sent through Canvas will already have this information).

Course Communication: You MUST read emails and announcements from me. These will be sent through Canvas. It is your responsibility to keep up to date with how things will be carried out throughout the semester. You not reading emails/announcements from me is NOT an excuse for missed assignments, classes, or so on.

Please also remember standard Internet Etiquette: REMEMBER we are ALL humans and treat each other with the respect you wish to be treated with yourself! Be courteous (do not yell or type in all caps, do not dominate a discussion, do not attack someone). Be human (be patient, ask for clarification, avoid assumptions, forgive mistakes, and apologize for errors). Be a good colleague (Make sure you are following directions, but also be authentic, be collaborative with others. Be aware of your behavior, and how others interpret your communication). Be professional (Proofread your own writing for spelling, grammar, and punctuation. Avoid slang, sarcasm or emotionally charged writing as that is often misunderstood in low cue settings such as text. And offensive language will not be tolerated). Be a responsible citizen (remember, you can't ctrl z once things are published. Respect others' privacy. And do not share others' work without permission). You must also communicate with me. If wifi/internet has gone out. Your computer access has changed. Your childcare situation has been disrupted. If you do not let me know of problems, issues, concerns, I cannot help.

Attendance: Much of the learning will take place through Canvas and self-paced modules, videos, and readings in your online textbook. You are to engage in the activities, discussions, and interactions that take place in this setting.

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.

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.

Major Course Infractions

- Disrespectful or uncivil conduct of any form, either online or in the
 - While you have the right to your own opinion, inflammatory language, including discriminatory language based on race, appearance, class, ethnicity, gender, dis/ability, sexual orientation, or national origin, is
- Religious diversity must be represented in a respectful
 - Be aware that at no time will I allow you to proselytize your own religious view or bash another's religious
- Academic dishonesty is prohibited in any form

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 “Textbook” Clause : Material does not have to be cited if both of these points are true:

1. If the information contained in a student's work is found in a course textbook or other assigned reading
2. And if that information is presented in such a way that the work is not copying or nearly copying the reading material word-for-word.

For example, if a student's textbook lists the Stone Age as beginning in 3,000 BCE, then a student can simply include this date. But, if a student copied full sentences from the textbook, then that would be plagiarism.

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

University Policies: Important Covid-19 Information for Classrooms and Laboratories

Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by Procedures for Fall 2020 Return to Normal Operations. The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

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. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. 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.

UT Tyler Honor Code:

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students

Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php> (Links to an external site.)

[\(Links to an external site.\)](#)

Campus Carry:

We respect the right and privacy of students 21 and over 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> (Links to an external site.)

[\(Links to an external site.\)](#)

UT Tyler a Tobacco-Free University:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free (Links to an external site.)

[\(Links to an external site.\)](#)

Academic Honesty Policy: Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a “0” for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker’s or writer’s indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action. (See next section for University Policy)

- Student Standards of Academic Conduct
 - 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.

- “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.

- “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.
- “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.
- All written work that is submitted will be subject to review by plagiarism software.

The U-T Tyler Writing Center provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper. Location: CAS ????. Appointments: 903-565-5995.

Disability/Accessibility Services:

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> (Links to an external site.)

(Links to an external site.)

and fill out the New Student application.

The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices> (Links to an external site.)

(Links to an external site.)

, the SAR office located in the University Center, #3150 or call 903.566.7079.

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. (For Fall, the Census Date is Jan 25th,

2021.) 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 Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

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 (Jan 25th, 2021) 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

State-Mandated Course Drop Policy:

Texas law prohibits a student 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 another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Student Absence due to Religious Observance:

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities:

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time, the instructor will set a date and time when make-up assignments will be completed.

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.

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)

Tentative Schedule of Topics, Assignments, & Readings

WEEK	Due Date	TOPIC/ASSIGNMENT	ASSIGNMENTS
1	Sunday, January 17th (11:59 CSTD)	Intro to Course Register with TopHat Welcome To Public Speaking	Introduction Video and Discussion Board

2	Sunday, January 24th (11:59 CSTD)	What is Communication? Ethics Group Brainstorming	Valenzano et al.: Appendix A, Read Chapters 1, 22, & 3 and take Chapters 1, 22, & 3 quizzes in TopHat (Chapter 22 is not a typo—we're really jumping right to the end J) Workbook: Chapters 9, 10
3	Sunday, January 31st (11:59 CSTD)	Apprehension Listening & Audience Analysis	Valenzano et al.: Read Chapter 2 and take Chapter 2 Quiz in TopHat Workbook: Chapters 2 & 6
4	Sunday, February 7th (11:59 CSTD)	Computer Mediated Communication Sources for Your Presentation	Valenzano et al.: Read Chapter 9 and take Chapter 9 quiz in TopHat Workbook: Chapters 7 & 8
5	Sunday, February 14th (11:59 CSTD)	GROUP PRESENTATIONS DUE Exam Review Materials	Team Presentations Due (all files, outlines, etc.)
6	Sunday, February 21st (11:59 CSTD)	Exam #1	TAKE MIDTERM EXAM Team Self & Peer Evaluation Due
7	Sunday, February 28th (11:59 CSTD)	Speaking to Inform & Organizing (Intro Informative Presentation)	Valenzano et al.: Read Chapters 14 & 15 and take Chapters 14 & 15 quizzes in TopHat

8	Sunday, March 7th (11:59 CSTD)	Organization & Creating & Using Visual Aids Research and Preparation	Valenzano et al.: Read Chapters 8 & 10 and take Chapters 8 & 10 quizzes in TopHat • Read Chapters 12, & 13, but no quizzes over them Workbook: Chapters 3-5
9		March 8 – 13 SPRING BREAK	
10	Sunday, March 21st (11:59 CSTD)	INFORMATIVE PRESENTATIONS	INFORMATIVE PRESENTATIONS DUE
11	Sunday, March 28th (11:59 CSTD)	Persuasion & Methods of Persuasion	Valenzano et al.: Read Chapter 16 and take Chapter 16 quiz in TopHat Informative Self & Peer Evaluations Due
12	Sunday, April 4th (11:59 CSTD)	Delivery Visual Aids	Valenzano et al.: Read Chapters 18 & 20 and take Chapters 18 & 20 quizzes in TopHat Workbook: Chapter 11
13	Sunday, April 11th (11:59 CSTD)	PERSUASIVE PRESENTATIONS	Persuasive Presentations DUE

14	Sunday, April 18th (11:59 CSTD)	Impromptu & Celebratory Speeches	Valenzano et al.: Read Chapter 17 and take Chapter 17 quiz in TopHat Persuasive Self & Peer Evaluations Due
15	Sunday, April 25th (11:59 CSTD)	TOAST PRESENTATIONS	
FINAL EXAM		Completed by 4/29 11:59 CSTD	FINAL EXAM