Course Description: Theory and Practice in oral communication. Practice in and discussion of the factors influencing message creation and construction, the role of research and evidence in public discourse, adaptation to the communication situation and audience, ethical issues in public communication, argumentation and persuasion, delivery, and emphasis upon creation assignments which help students who experience excessive communication apprehension.


Student Learning Outcomes
1. Understand, analyze, and practice effective and ethical oral communication in forms and styles appropriate for various situations, purposes and audiences they serve.
2. Display personal responsibility through teamwork participation.
3. Strengthen critical thinking skills through developing and presenting strong public presentations.

GRADES: Final grades are awarded as follows:

A = 100% - 90%
B = <90% - ≥80%
C = <80% - ≥70%
D = <70% - ≥60%
F = <60%

*I do not round grades. Therefore if you earn an 79.99%, you will receive a C in the course. While I do not round grades, I do offer extra credit.

SPEECH REQUIREMENTS:
You will construct and deliver a total of 4 significant speeches (there will be other less significant speeches):

Speech dates will be given on/around the second week of classes. Students will be selected at random to determine the order of speeches on the first day that speeches are to be given for each assignment. If a student is selected to speak on a given day and is not prepared to speak, that student’s speech will be considered late and the student will lose a full letter grade on the speech. If a student does not give a speech within the allotted days for a given assignment, that student will receive a zero on said assignment. The easy way to stay on top of the speech policy is to show up each speech day ready to speak.

In extenuating circumstances, a student may miss a speech day for a “legitimate excuse”. It is up to the instructor’s
discretion as to what constitutes a legitimate excuse.

**STUDENT RESPONSIBILITIES**

1. Arrive on time to class. Arriving late is distracting and disruptive and will be considered a tardy.

2. If you arrive late during a speech, do NOT enter the classroom. Wait by the door and enter only at the end of the speech.

3. **Electronic devices** (i.e. cell phones, laptops, iPods, etc) **MUST be turned off and put away during class time unless being used as part of class discussion/participation.**

4. Listen attentively to the speeches of your classmates. **Do not text message, talk with other students, read other material, do homework for other classes, etc.** Show your classmates the same courtesy and attention you expect from them when you are speaking.

5. If you miss a class, it is your responsibility to get all handouts, notes, and assignments from that day.

6. Be in class without fail on days when you may be assigned to speak.

7. I reserve the right to ask any student to leave the classroom if that student is exhibiting any type of disruptive behavior. The definition of what constitutes disruptive behavior is at my discretion.

**ASSIGNMENT POLICY:**

1. Assignments will be given throughout the semester. Students are responsible for all course materials, including, but not limited to, class lectures, handouts, workbook, and textbook reading assignments.

2. All speech topics are subject to the instructor’s approval and must be approved by the given deadline.

3. Assignments and due dates may be changed at the instructor’s discretion with fair notice to students.

4. Unless otherwise specified, assignments are due at the beginning of class.

5. Any written assignments (outlines, essays, extra credit, etc.) must be uploaded to BlackBoard.

6. **SPELLING, GRAMMAR, AND NEATNESS COUNT!** If I can’t read it, it’s wrong!

**LATE ASSIGNMENTS:**

**Late assignments will not be accepted.** Assignments are due at the beginning of the class period on the date specified.

**TESTS:**

You will take two (2) exams during the course of the semester: a midterm, and a final. Tests will primarily assess the application of the theoretical material covered in class.

**QUIZZES:**

Quizzes from the chapter readings and/or lecture could be given at any time during the semester. If you are current with your reading assignments and have been paying attention in class, these are an easy way to improve your grade! Quizzes will be taken on Blackboard.
LAB ASSIGNMENTS
Lab assignments are designed to help you improve skills related to public speaking. These assignments can range from giving a portion of your speech to reviewing an outline/power point. Points for these assignments are primarily awarded on the basis of participation. Therefore, if you show up to class during a lab day without anything to contribute, then you will not be awarded any points for the lab assignment.

FINAL SPEECH
During finals week, you will give an impromptu speech. Details regarding this speech will be made available prior to finals weeks.

EXTRA CREDIT
Extra credit is offered as an opportunity to reward students who wish to go above and beyond the course work offered in class. A total of 35 points of extra credit will be offered throughout the semester which equates to 3.5% of the total points available in the class.

ATTENDANCE:
Attendance is necessary in this class. Three (3) absences are allowed – this includes serious illness requiring a doctor’s attention, attending a funeral, religious observances, significant child care needs, etc. A fourth (4) absence will lower your final grade by 5 percentage points. A fifth (5) absence will lower your grade by an additional 5 percentage points. Students who accrue six (6) or more absences will receive an automatic F for the course.

As a suggestion, treat absences as sick days. Do not put yourself in a situation whereby you have used up all three of your free absences and then find yourself needing to miss class due to illness.

Be familiar with the university’s drop policy. If you find yourself missing a significant amount of class, you have the option to withdrawal from the course.

Students who anticipate being absent from class due to university-sponsored activities should inform the instructor by the second class meeting.

If a student must be absent the day an exam/speech/assignment is scheduled, he/she must notify the instructor BEFORE class time. No make-up tests or speeches will be allowed if the instructor is not given a legitimate excuse BEFORE the time of the exam or presentation. Please remember, that even with notice, only a legitimate excuse will allow you to make up said work.

Attendance will be taken at 8:00 AM every morning. If you are late to class, then you are considered absent.

Breakdown of Major Assignments

Intro Speech: 50 points
Informative Speech: 100 points
Persuasive Speech: 100 points
Group Speech: 100 points
Midterm: 100 points
Final: 100 points
Final Speech: 50 points
Outlines: 200 points
Miscellaneous assignments: 200 points

Total: 1000 points

*Students will also have the opportunity to earn 35 points of extra credit.
ETHICS and PLAGIARISM: (speeches and related materials)
In this course it is unethical to use as your own, a speech or speech outline prepared, in whole or part, by someone other than yourself. It is unethical to abstract a speech primarily or completely from a magazine article -- or any other source -- and pass it off as your own work. Sources used should be credited in the outline and in the speech. The best speeches do not rely heavily upon a single source, but instead represent ideas formulated from several sources (Don’t put all of your eggs in one basket).

PLAGIARISM, the intentional or unintentional misrepresentation of another's ideas or language as your own, is intellectual theft. Plagiarism at the University of Texas at Tyler is subject to severe penalties, including automatic course failure, academic suspension, and expulsion from the University. I will deal with suspected cases of plagiarism swiftly and without prejudice. When in doubt, err on the side of caution. It’s better to “over-cite” than to plagiarize. The discovery and prosecution of plagiarism does not recognize "accidental" or "inadvertent" explanations as a legitimate defense against intellectual theft. The rule to follow: AVOID THE VERY APPEARANCE OF PLAGIARISM!

CHEATING (tests)
Any student or group of students providing evidence of any kind which remotely suggests an individual or shared intent to solicit answers from, between, or among one or more students will result in the immediate removal from class of all relevant and/or potentially relevant parties. Pending further investigation, said parties are subject to the forfeiture of all points which otherwise may have been accumulated for that test. In addition, all participation points, potentially or actually accumulated, will be considered null and void. The rule to follow: AVOID THE VERY APPEARANCE OF CHEATING!

STUDENT CONDUCT AND DISCIPLINE
Sections on Academic Dishonesty
Sec. 8-304. Scholastic Violations
a. When a faculty member has reason to suspect that a student has violated university regulations concerning scholastic dishonesty, the faculty member may refer the case to the dean* who shall proceed under section 8-301, or meet with the student(s) involved and discuss the alleged violation and the evidence that supports the charge. After conferring with the student, the faculty member may dismiss the allegation or proceed under subsection (b) or (c).

b. In any case where a student accused of scholastic dishonesty does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures, the faculty member may assess an academic penalty pursuant to section 8-503, and inform the student or such action in writing, and report the disposition of the incident to the dean. The dean may summon the student for consideration of an additional disciplinary penalty.

c. In a case where a student accused of scholastic dishonesty disputes the facts upon which the charges are based, or chooses not to waive the right to a hearing before a hearing officer, the faculty member shall refer the matter to the interim dean of students who shall then proceed under section 8-301.

d. A student may appeal the decision of a faculty member under subsection(b) by giving written notice to the interim dean of students within fourteen days from the date on which the decision was announced. The appeal is conducted in accordance with subchapter 8-600. The appeal is restricted to the issue of penalty, and no transcript shall be required.

*Dean in this section refers to the Dean of Student Affairs

Sec. 8-503. Authorized Academic Penalties
a. A faculty member, under section 8-304, or the dean of students or hearing officer may impose one or more of the following penalties for scholastic dishonesty:
1. written warning that further scholastic violations may result in a more severe penalty;
2. no credit or reduced credit for the paper, assignment, or test in question;
3. retaking of examination or resubmission of assignment;
4. failing grade or reduced final grade for the course.

b. The dean of students, with approval of the student's academic dean, may assign an academic penalty for violation of a university regulation concerning scholastic dishonesty to a student who fails without good
Sec. 8-802. Scholastic Dishonesty
a. The dean or a faculty member may initiate disciplinary proceedings under section 8-300 against a student accused of scholastic dishonesty.

b. "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

1. "Cheating" includes, but is not limited to:

A. copying from another student's test paper; using during a test materials not authorized by the person giving the test;
B. failing to comply with instructions given by the person administering the test;
C. 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 only if they have been specifically prohibited by the person administering the test;
D. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
E. collaborating with or seeking aid from another student during a test or other assignment without authority;
F. discussing the contents of an examination with another student who will take the examination;
G. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
H. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
I. 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, homework solution, or computer program;
J. falsifying research data, laboratory reports, and/or other academic work offered for credit;
K. taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
L. misrepresenting facts, including providing false grades or résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual or injuring another student academically or financially.

2. "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.

3. "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.

4. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the university or the University of Texas System, the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

**MISCELLANEOUS GUIDELINES:**

1. I respect all of my students' views and I want you to deliver speeches that you are interested in and passionate about. However, I reserve the right to censor your speech topics on the basis of, but not limited to: patently offensive/inflammatory content, illegal or potentially dangerous content, or material that is too trivial for a
2. **LANGUAGE:** It is inappropriate in this course to use obscene language, or gestures, tell off-color jokes, or allude to sexual references which may be demeaning or offensive. To this extent, please be careful of what you say and how you say it.

3. Disrespectful behavior toward the instructor or other class members will not be tolerated. Such behavior will result in the removal of the student from the classroom and pursuit of appropriate disciplinary action.

4. Please do not start “packing up” all of your books, notes, etc. prior to my dismissing you. This is disruptive to me and disruptive to your fellow students who may be giving a speech. I will do my best to have you out of class on time.

**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](http://www.uttyler.edu/wellness/rightsresponsibilities.php)

**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](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 is the deadline for many forms and enrollment actions that students need to be aware of. 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.

**Disability Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

**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.

**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 reenter the building unless given permission by University Police, Fire department, or Fire Prevention Services.