Instructor: Joan Andrews
Class Room #: HPR 252
Office Room #: HPR Speech Office
Cell Phone #: 903-944-8393
Office Hours: Wednesdays 5pm – 6pm (other times by appointment) Location for office hours: HPR 252
Response Time: Within 48 hours (excluding holidays)
E-mail: jandrews@uttyler.edu


Student Learning Outcomes:

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

SPEECH REQUIREMENTS
You will construct and deliver a total of 4 significant speeches -- 2 informative speeches, 2 persuasive speeches. Students who fail to deliver speeches on the assigned day(s) may have opportunity to give them at a later date but will forfeit 15-30% of the points accorded for that 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.

Note: It is not always possible for all the scheduled speeches to be presented on the assigned day. In this case, BE PREPARED TO SPEAK THE FOLLOWING CLASS PERIOD IF NECESSARY.

1. **Informative Speech #1**: Prepare a 3-5 minute "How To" Demonstration Speech designed to show your audience how to do/perform a process or procedure with which you are very familiar. You may draw from hobbies, work, athletics, other extra-curricular activities and experience(s) that has/have given you direct knowledge of your subject matter. OUTLINE REQUIRED. Extemporaneous delivery.

2. **Informative Speech #2**: Prepare a 4-6 minute Informative Speech on a topic of "multicultural" interest and value. Appropriate topics include persons, places, events, and traditions related to your cultural, ethnic, racial, gender, religious, and geographic identity/background. A minimum of three (3) sources is required. OUTLINE REQUIRED. Extemporaneous delivery. PowerPoint text slides required. Additional criteria will be given in class.

3. **Persuasive Speech #1**: Prepare a 4-6 minute Persuasive Speech on an issue that you feel strongly about and that is of CURRENT relevance to your audience (the class). Your topic can be a UT Tyler, City of Tyler, Smith County, Texas or United States policy issue. A minimum of three (3) sources is required. OUTLINE REQUIRED. Extemporaneous delivery. Additional criteria will be given in class.

4. **Persuasive Speech #2 (Group Symposium)**: With your group, prepare a 15 - 18 minute symposium on a particular national or international issue. A minimum of five (5) sources required per person. Evidence variety required. OUTLINE REQUIRED. Extemporaneous delivery. Additional criteria will be given in class.
TESTS
You will take a Midterm and a Final Examination. The Midterm Examination is worth 100 points; the Final Examination is worth 120. Approximately 60% of the test material will cover information from your textbook. The midterm test will cover the material in Unit I only (see below). The final test will cover the material in Unit II only (see below). The remaining parts of each test will cover LECTURE material. 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. You will want to keep up with chapter reading assignments as they are given each week (see CLASS CALENDAR at the end of this syllabus). About one (1) week prior to each exam, you will be allowed to access an online review from your home computer. Test format will include a combination of multiple choice, matching, short answer, and essay response items. Because all exams will be taken online in the Communication Department's Computer Lab, you will NOT need a scantron.

UNIT I: MIDTERM TEST MATERIAL
| Chapters 1, 2, 4, 7, 8, 9, 10, 11, 14, 15 in the Lucas textbook |
|-------------|-------------|

UNIT II: FINAL TEST MATERIAL
| Chapters 3, 5, 6, 12, 13, 16, 17, 18, 19 in the Lucas textbook |
|-------------|-------------|

ASSIGNMENTS
Homework assignments should be submitted through Blackboard and are not accepted late.

PARTICIPATION
Active, positive participation is important in a speech class. Participation is measured, in large part, through your attendance. Participation is also measured by the degree of attentiveness you give to your classmates' speeches. Finally, participation is measured by your consistent attempt at presenting yourself as a positive, motivated student.

ATTENDANCE
Attendance is necessary in this class. With the exception of speech days, you will be given Two (2) "FREE" days to miss. Your third (3rd) absence will result in 20 points being deducted from your course total. For a fourth (4th) absence, an additional 40 points will be deducted from your course point total. Five (5) total absences results in an automatic "F."

Note: In-class participation exercises cannot be made-up. If absent on those days, you forfeit the 5 points for that class period.

Arriving to class late or leaving class early is inconsistent with an efficient and productive class session. Students who consistently (i.e., more than twice) fail to arrive by the time designated and/or who leave class before the end of the period will receive an absence. Finally, an attendance sheet distributed at the beginning of class will record your attendance. You are responsible for signing your name on this sheet. At the end of the semester all questions concerning your attendance will be answered by recourse to this sheet. If you are late to class or leave early, you forfeit the 5 participation points for that class period.

GRADES
A total of 1,000 points can be earned in this class. Your FINAL GRADE for this class will reflect the percentage of total points you have accumulated over the entire course. Final grades are awarded as follows: (90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, below 60% = F). Each assignment is worth a maximum number of points (see table below). Speeches are awarded points on the basis of a) whether and how well you incorporate the various "critical criteria" into your speech, b) how well you perform in comparison with your classmates, and, to some extent, c) the degree of improvement you display over between the different speeches.
Graded Requirements | Maximum Points | Grade %
--- | --- | ---
Speech #1: First Informative | 90 | 9%
Speech #2: Second Informative | 100 | 10%
Speech #3: First Persuasive | 120 | 12%
Speech #4: Second Persuasive (Individual) | 110 | 11%
Speech #4: Second Persuasive (Teamwork) | 50 | 5%
Assignment A: Speech #1 Outline | 20 | 2%
Assignment B: Speech #2 Outline | 30 | 3%
Assignment C: Speech #3 Power Point slides | 40 | 4%
Assignment D: Self Critique | 30 | 3%
Assignment E: Listening Test | 30 | 3%
Assignment F: Speech #3 Outline | 50 | 5%
Assignment G: Speech #4 Outline | 50 | 5%
Syllabus Quiz | 10 | 1%
Midterm Exam | 100 | 10%
Final Exam | 120 | 12%
In-class participation exercises | 50 | 5%
(10 exercises at 5 points each)

Total points possible: 1,000 | 100%

The final grade will be a straight average of the grades.

900 – 1,000 points = A
800 – 899 points = B
700 – 799 points = C
600 – 699 points = D
0 – 599 points = F

Academic Dishonesty and Original Work
Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students also have a special obligation to adhere to such standards. It is your responsibility to become familiar with the material in A Student Guide to Conduct and Discipline at UT Tyler concerning university regulations regarding academic dishonesty, and the definitions of cheating and plagiarism that it contains. Follow this link: [http://www2.uttyler.edu/mopp/documents/8Student%20Conduct%20and%20Discipline.pdf](http://www2.uttyler.edu/mopp/documents/8Student%20Conduct%20and%20Discipline.pdf)
In general, plagiarism is the unauthorized use of published or unpublished material as well as not giving proper credit to the source.

The term plagiarism includes, but is not limited to:

a) use by paraphrase or direct quotation of the published or unpublished work of another person without fully or properly crediting the author with footnotes, citations or bibliographical reference

b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials

c) unacknowledged use of work/materials that have been produced through collaboration with others without release in writing from collaborators.

Therefore, cheating and plagiarism will NOT be tolerated. The student will receive a 0 on the assignment for
cheating or plagiarism, and in severe cases, the student will fail the course. I WILL report any case of academic dishonesty to the proper channels within the university. If you have any questions or hesitations, please feel free to talk to me.

**UT Tyler 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://www2.uttler.edu/wellness/rightsresponsibilities.php](http://www2.uttler.edu/wellness/rightsresponsibilities.php)

**Student Email Policy**
UT Tyler’s Patriot Email system serves as the electronic communication source for corresponding with students. Upon acceptance for admission to UT Tyler, students are issued a unique Patriot Email address. Please check your Patriot Email account regularly. Important information from the university will be distributed to you through your Patriot Email account, and it will be the communication source for BlackBoard. For more information about Patriot Email or to access your account, click Patriot Email under UT Tyler Logins on the UT Tyler home page (www.uttler.edu).

**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.uttler.edu/registrar](http://www.uttler.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 Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and
Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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

**INSTRUCTOR’S NOTE**
Throughout the course, attention will be focused on providing an atmosphere of positive reinforcement and constructive feedback. Students will be asked to listen attentively to one another's speeches and provide positive support and/or constructive suggestions for improvement. The basic premise of this course is that public speaking is a skill which can be substantially improved upon by anyone with motivation and persistence. Finally, this course is designed to provide a practical, intelligent, and, well, fun public speaking experience which will help equip you for your present college and future professional endeavors. Please do visit or contact me during my office hours, e-mail me at any time, or call by telephone if you have any questions, concerns, or ideas related to the class.

**MISCELLANEOUS GUIDELINES**
1. ALL PAPERS (i.e., outlines, other class assignments) must be submitted online through the UT Tyler Blackboard system. Spelling and punctuation should be accurate.

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. Please turn off or make silent all electronic devices (i.e. cell phones, laptops, iPods, etc) during class time.
# Course Calendar (page 1 of 2)

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<thead>
<tr>
<th>Date</th>
<th>Chapter/Book</th>
<th>Activity</th>
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<tr>
<td><strong>August</strong></td>
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<td>W 27th</td>
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<td>Orientation and Syllabus; Student Introductions</td>
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<td>In-Class Participation Exercise</td>
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<td>Student Email Activation Reminder</td>
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<td><strong>Blackboard Syllabus Quiz (Required):</strong> (due Sept. 4th by 5pm on the Exam Tab) You will not be able to access other assignments without competing this quiz.</td>
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<td><strong>September</strong></td>
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<td>W 3rd</td>
<td>1, 2 Lucas</td>
<td>Lecture: Introduction to Public Speaking; Ethics</td>
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<td></td>
<td>1, 2 Kidd</td>
<td>Introduction; Communication Anxiety</td>
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<td>In-Class Participation Exercise</td>
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<td>Student Introductions</td>
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<td>Homework: <em>Bring your Speech #1 Topic Idea to next class</em></td>
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<td>Note: September 8, 2014 is the Census Date and the last day to withdraw without penalty.</td>
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<td>W 10th</td>
<td>4, 9, 10, 11 Lucas</td>
<td>Lecture: Your First Speech, Speech Organization (Beginning/Ending &amp; Outlining)</td>
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<td>3, Kidd</td>
<td>Effective Outlines</td>
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<td>In-Class Participation Exercise</td>
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<td><strong>Blackboard Assignment A:</strong> Speech #1 Outline (due Sept. 11th at 5pm)</td>
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<td>W 17th</td>
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<td><strong>Speech #1: First Informative Speech (Demonstration) Due</strong></td>
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<td>In-Class Participation Exercise</td>
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<td>W 24th</td>
<td>14, 15 Lucas</td>
<td>Lecture: Informative Speaking &amp; Visual Aids</td>
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<td>10, Kidd</td>
<td>Visual Aids</td>
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<td>In-Class Participation Exercise</td>
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<td>Homework: <em>Bring a draft of your Speech #2 Outline &amp; PowerPoint to next class.</em></td>
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<td><strong>October</strong></td>
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<td>W 1st</td>
<td>7, 8 Lucas</td>
<td>Lecture: Gathering Material; Supporting Your Ideas</td>
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<td>4, 7 Kidd</td>
<td>Citing Sources; Self Evaluation</td>
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<td>Midterm Review</td>
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<td>In-Class Participation Exercise</td>
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<td><strong>Blackboard Assignment B:</strong> Speech #2 Outline (due Oct. 2nd by 5pm)</td>
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<td><strong>Blackboard Assignment C:</strong> Speech #2 PowerPoint Slides (due Oct. 2nd by 5pm)</td>
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<td>W 8th</td>
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<td><strong>Speech #2: Second Informative Speech (Multicultural) Due</strong></td>
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<td>Blackboard Assignment D; Self-Assessment Speech #1 &amp; #2 (due Oct. 9th by 5pm.)</td>
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<td><em>For Midterm Exam:</em> It is your responsibility to make sure your login works in the on-campus computer lab chosen for the midterm exam.</td>
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<td>W 15th</td>
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<td><strong>Midterm Exam</strong> – Covering Chapters 1, 2, 4, 7, 8, 9, 10, 11, 14 &amp; 15 in the Lucas textbook. Chapters 1, 2, 3, 4, 7 and 10 in the Kidd workbook. (The Midterm Exam will be taken through Blackboard in an on-campus computer lab)</td>
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### Course Calendar (page 2 of 2)

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<tr>
<th>October</th>
<th>Chapter/Book</th>
<th>Activity</th>
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| W 22<sup>nd</sup> | 16, 17 Lucas | Lecture: Speaking to Persuade; Methods of Persuasion  
In-Class Participation Exercise  
Homework: *Bring draft of your Speech #3 Outline to next class*  
Blackboard Assignment E: Listening Exercise (due Oct. 23<sup>rd</sup> by 5pm) |
| W 29<sup>th</sup> | 5, 6 Lucas | Lecture: Topic Selection & Analyzing the Audience  
In-Class Participation Exercise  
Blackboard Assignment F: Speech #3 Outline (due Oct. 30<sup>th</sup> at 5pm)  
Groups Assignments for Speech #4 |

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<th>November</th>
<th>Chapter/Book</th>
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| W 5<sup>th</sup> | Speech #3: First Persuasive Speech Due  
(Policy Persuasive-Issue) |
| W 12<sup>th</sup> | 3, 12, 13 Lucas  
5, Kidd | Lecture: Listening; Using Language; Delivery  
Listening  
In-Class Participation Exercise  
Blackboard Assignment G: Speech #4 Outline (due Nov. 13<sup>th</sup> at 5pm) |
| W 19<sup>th</sup> | 18, 19 Lucas  
6, 8, 9 Kidd | Lecture: Speaking on Special Occasions; Speaking to Small Groups  
Peer Reviews; Working and Presenting in Groups  
Speech #4 Group Work Session  
Review for Final  
In-Class Participation Exercise |

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<th>December</th>
<th>Chapter/Book</th>
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| W 3<sup>rd</sup> | Speech #4: Second Persuasive Speech Due  
(Group Symposium Speech)  
Course Bonus (due Dec. 4<sup>th</sup> by 5pm)  
myUTTyler Course Survey Bonus (due Dec. 4<sup>th</sup> by 5pm)  
*For Final Exam*: It is your responsibility to make sure your login works in the on-campus computer lab chosen for the final exam. |
| W 10<sup>th</sup> | Final Exam – Covering Chapters 3, 5, 6, 12, 13, 16, 17, 18 & 19 in the Lucas textbook. Chapters 5, 6, 8 and 9 in the Kidd workbook. (The Final Exam will be taken through Blackboard in an on-campus computer lab) |