SPCM 1315 - Fundamentals of Public Speaking
Course Syllabus

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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.

Required text

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

Grades

Final grades are earned based on the following scale:

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

Assignment & Point Breakdown

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<tr>
<th>Assignment</th>
<th>Points</th>
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<td>Introduction</td>
<td>50 pts</td>
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<td>Informative</td>
<td>100 pts</td>
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<td>Persuasive</td>
<td>100 pts</td>
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<td>Panel</td>
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<td>Quizzes</td>
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<td>Attendance</td>
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Final Exam: 100 pts  
Outlines (4): 200 pts (50 pts each)  
**Total:** 1000 pts

**Attendance**
Attendance is necessary in this class. Two (2) absences are allowed without penalty against a student's attendance points – this includes university-sponsored activities, serious illness requiring a doctor’s attention, attending the funeral of a family member, religious observances, significant child care needs, needing to study for another class, etc. A third (3) absence will result in the loss of 50 attendance points. A fourth (4) absence will result in the loss all remaining attendance points. A fifth (5) absence will result in an automatic F for the course.

This does not mean that you can skip class twice and then have a doctor’s note for your third absences and not lose any points. You have two free absences which you can consider vacation days, sick days, etc. Use and manage them well.

Students who anticipate being absent from class due to university-sponsored activity must provide a list of dates to the instructor by the second class meeting. If you miss more than two classes due to university sponsored activities, those absences will not result the loss of attendance points. However, missing class for a university sponsored activity does count against your “free absences”. For example, if you miss three classes due to a university sponsored activity and then skip class a class, it will be counted as your fourth absence in the class.

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 the attendance sheet. If you don’t sign it, you're absent. Signing in for your friends is an excellent way to start your Winter Break early! (Automatic F and possible suspension/expulsion).

**Quizzes**
Quizzes are intended to be spot checks on a student’s understanding of the concepts and material being covered in class. IE the best way to stay prepared for quizzes is to keep up with the reading and pay attention in class :-). Any take home quizzes must be typed.

Students will be given at least one class period’s notice before a quiz is given.

Quizzes cannot be made up under any circumstance. Students will be given a total of 11 quizzes, each of which will be worth 10 points. Students can miss one quiz without penalty. If a student completes 11 quizzes, the instructor will total the student’s 10 highest quiz scores.
**Speeches**

Speeches are worth a total of 100 points each. A copy of the evaluation rubric will be given out to students prior to the first major speech.

During speech days, students who are not speaking will be evaluating their peers. Completing the peer evaluation forms are worth 5 points out of the 100 available points for a given speech. A student must complete all peer evaluation forms in order to receive the 5 points. When completing these peer evaluation forms, please be constructive and encouraging with your comments.

**Speech Dates**

Speech dates can be found in the attached class schedule. This gives you ample notice to plan any events you may schedule in accordance with potential speech dates. You are responsible for delivering your speech on the day(s) assigned to you.

Students who are not able to deliver speeches on their assigned day(s) and provide a legitimate excuse prior to the speech day, may have the opportunity to give the speech at a later date. It is up to the instructor’s discretion what constitutes a legitimate excuse. Documentation is required for legitimate excuses (IE a doctors note, program from a funeral, note from a coach, etc). If a student misses a speech and does not provide a documented legitimate excuse, then the student will receive zero points for the speech assignment.

**Outlines**

Outlines are due at the beginning of class on the specified due date. Late outlines will not be accepted.

The outline must be typed and formatted according to the specifications set forth by the instructor. All outlines must include a bibliography in APA format. If you need help understanding APA format, please reference Purdue Online Writing Lab (owl.english.purdue.edu/owl/).

**Midterm & Final Exam**

The midterm exam will cover everything in the book and class lectures prior to the midterm date.

The final exam will be comprehensive covering all material in the book and class lectures throughout the semester.

The exams will consists of a variety of question types, including but not limited to: true/false, multiple choice, fill in the blank/matching, short answer, and essay.

**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 (quizzes & tests)**
Any student or group of students providing evidence of any kind which even 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. The rule to follow: AVOID THE VERY APPEARANCE OF CHEATING!

**University Policies**
For University policies concerning Students' Rights and Responsibilities, Grade Replacement/Forgiveness, State-Mandated Course Drop Policy, Disability Services, Student Absence due to Religious Observance, Student Absence for University-Sponsored Events and Activities, Social Security and FERPA Statement, please see [http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf](http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf)