

CMST 1315 (Sections 007 & 008)
Fall 2022

Syllabus

Course Description: The purpose of this course is to prepare students for the increasing need for public speaking skills required in both a public setting and group discussion. An effective presentation includes good content, organization, delivery, audience, and analysis. These are the tools that students will be evaluated on during the course. Topics in research, preparation, delivery, and evaluation of introductory, informative, persuasive and group presentations, will be covered throughout this semester. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate use of visual aids. Students should also demonstrate the speaking, listening, critical thinking and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.

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. By the end of the semester, you should be able to plan and prepare professional presentations. Major topics covered include:

- Comprehending a basic level of understanding about public speaking theory
- Displaying and mastering content, structure, style, and delivery skills in the presentation of informative, persuasive, and invitational messages to effectively impact a given audience.
- Constructing and articulating logical arguments to justify sound conclusions.
- Communicating and interpreting ideas effectively through written, oral, and visual means.
- Working within teams to consider differing points of view, to display personal responsibility, and to work effectively toward a shared goal.

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Expectations and Course Structure: 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. I invite you to ask questions, answer questions, share insights, and engage in the material during activities. Lectures will not duplicate readings. You should stay atop of the weekly readings and complete them before coming to class, and be prepared for activities that assess your understanding of ideas in each chapter or article.

Course Website: We will be using Canvas 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 tools in order to contact you.

Text Requirements

Hard copy or eBook is fine for this course.

The Art of Public Speaking 13th Edition, by Stephen Lucas

ISBN: 978-1-259-92460-6

Technology Requirements

- Computer with an updated operating system
- Internet browser (Google Chrome or Firefox work best with Canvas)
- Reliable Internet connection

Familiarize yourself with...

- Canvas!!!
- PowerPoint or some other form of visual aid
- YouTube (in case we move online full time)
- Zoom (either in the app on your computer or online)

Technology Warnings

Many students like to use the Canvas Student App to supplement their experience with the regular online Canvas course. Using the app as an additional aid is encouraged. However, the app should not be substituted for the regular Canvas course that you sign into through the UT Tyler portal. Several things simply will not open on the app. **You cannot complete this course on your phone.**

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Also, you should not use your phone to read assignment or speech instructions. Course instructions are simply too complex to comprehend on a phone's small screen. Students who try to use only their phones in this class generally miss several required instructions. Please do not let this happen to you! To find a list of which Browsers Canvas Supports, [click here](#) .

You can find information about how to use the Canvas app in the [Canvas Guides](#). On the Canvas Guides page, click Mobile Guides and then Student App."

Required Software

Some of the files in this course are PDF files and require Adobe Reader. If you don't have Adobe Reader on your computer, [click here](#) to download the free Adobe Reader. If you do not have Microsoft Office, UT Tyler provides it FREE to students. [Click here](#) to download.

Course Work & Point Breakdown

Speeches

Intro Speech	15 pts.
Group Speech	150 pts.
Informative Speech	125 pts.
Persuasive Speech	125 pts.

Assignments

Group Discussions/Assignments	80 pts
Syllabus Contact	10 pts
Group Peer Evaluations	50 pts
Informative Topics	10 pts.
Persuasive Topics	10 pts.
PRCA Discussion	25 pts.
Persuasion Speech Worksheet	25 pts.
Self-Evaluation Group	25 pts.
Self-Evaluation Informative	25 pts.
Self-Evaluation Persuasive	25 pts.
Attendance	100 pts. (total)

Exams

Midterm 100 pts.

Final 100 pts.

Final grades are earned based on the following scale:

A: 895 - 1000 points

B: 795 - 894 points

C: 695 - 794 points

D: 595 - 694 points

F: Below 594 points

Course Assessment: (Additional information will be provided in class)

Midterm and Final Exam: These exams will be noncumulative and taken in class. You will need an 882-E scantron for all exams. There are specific deadlines for each exam and must be taken on the designated day and time set forth by the instructor. Any exceptions to due dates must be verified with the instructor prior to the scheduled deadline. Be on time. If a student arrives after someone has turned in an exam, that student will not be able to take the exam. 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, students will need to read this material on their own and be thoroughly familiar with it. Students will want to keep up with chapter reading assignments as they are given each week (see CLASS CALENDER at the end of this syllabus).

Speeches: Students will construct and deliver a total of 4 significant speeches – one introductory speech, one informative speech, one group project, and one persuasive speech. Lack of performance as a part of a group assignment can constitute in a lowered grade than other group members. Speech dates (and group assignments) will be given on/around the end of the prior assignment. We will go over each speech when speech days are assigned. Speech orders are posted in Canvas Announcements the week prior to speech days.

Speeches will be delivered in class on their assigned dates. For each speech assignment you will hand in a hard copy of your outline and reference page to me before you deliver your presentations. These **MUST** be typed and printed according to APA formatting (Times New Roman, 12-point font, 1” margins, typical outline format, etc). I will not accept hand written

outlines. All visual aids **MUST** be sent via Canvas message in order to be accessed in class for the speech. You can alternatively bring them on a flash drive as well. **If a student does not have an outline to present the day of their speech, that student will not be allowed to give their speech and therefore receive a grade of zero.**

You will be required to dress in business casual attire for all speeches. If you do not come dressed, points will be deducted.

In addition, in keeping with the standard of class expectations to be in attendance on time and prepared, if a student arrives late and misses their turn in the previously posted speech order, that student will not be allowed to make it up and will receive a zero for their 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.

Make-Up Speeches: In the event that you cannot be present for your speech, for any reason, you will be given an opportunity to make up your speech with a 10 percent deduction. Your make-up speech must be delivered before the next set of speeches are due and will be your responsibility to plan and deliver. I will not set a date and time for you. You will show up for class, dressed appropriately and with an outline and reference page to hand to me, on the day of your choosing. If time allows, after lecture, you will be allowed to give your speech.

Assignments: While this is a face-to-face course, you will have assignments and discussion that will be done outside of the class meeting times and turned in on Canvas.

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).

Assignment and discussion due dates are firm. I will allow late submissions up to 48 hours after the deadline for a 10 percent deduction per day. Once an assignment is closed, it will not be opened for any reason. Do not email me to ask if I will re-open it. Procrastination on your part, does not make it an emergency on mine.

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.

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 my approval. **Work-related events do not qualify as an extreme emergency. Be sure to let your job know your schedule ahead of time; this includes on-call shifts.** The course schedule and due dates are set well in advance and you 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 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.

Attendance Policy

Attendance is mandatory 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, 4 points will be deducted from your course point total. Eight (8) total absences earn an automatic "F." For every speech day you miss, 5 additional points will be deducted. 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. Attendance and participation are counted toward your final grade in class.

Canvas will keep track of your attendance however; the Canvas attendance grade will not count toward the final grade throughout the term. I will update the grade at the end of the term in accordance with the grading policy.

Participation & Communication

I expect each of students to be active and thoughtful participants within the learning environment and the student’s learning community. Throughout the semester, students 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. Students may expect the same of me.

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 deserve. 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.
- 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 Policies:

Elasticity Clause: I reserve the right to modify the existing course calendar and assignments. If changes must be made, I and/or my teaching assistants 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 Canvas message or announcements, and in class. 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. All readings are listed in the Course Schedule.

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

I prefer **Canvas message** as a way to communicate throughout this class. Allow a 48-hour window for a response. If an e-mail is after 4 p.m. on any given day, I cannot guarantee a response before 9 a.m. the following business day. Emails about assignments will not be responded to after 8 p.m. and are not guaranteed after 2 p.m. the night before the assignment is due. You should treat our online correspondence with the same respect as any business or legal communication. Emails that do not conform to these standards will not be answered. So it is in your best interests to write your course emails with intelligence and respect.

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.

Please also remember standard Internet Etiquette:

- 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 undo once things are published).
- Respect others' privacy. And do not share others' work without permission).

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. The professor will not hold your hand along the way. A syllabus has been provided in order for you to know what to read when, when assignments are due, and when exams and/or quizzes 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.

Research Participation: There will 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. You can complete two for extra credit points (to be determined) toward your final grade but are strongly encouraged to participate in more. **There will be no penalty for NOT participating in research that is conducted outside the class.**

Major Course Infractions

- Arguing within the class setting (on Canvas, in emails, etc.) with your instructor or really 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 language based on race, appearance, class, ethnicity, gender, dis/ability, sexual orientation, or national origin, is unacceptable.*
- Religious, political, ethnic diversity must be represented in a respectful manner.
 - *Be aware that at no time will I allow you to proselytize your own religious view or bash another's religious view.*
- Science and credibility is the end all in my classroom. Please do your homework and fact check 2-3x all of your sources within your assignments or discussion posts before you submit.
 - *Debunked scientists, conspiracy theorists (unless it's about TuPac or Paul McCartney), or really any source who does not have a credible expert at the forefront of the research is not a credible source and will not be accepted*
 - *Please pay attention to biases of your sources (Links to an external site.) 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> (Links to an external site.). 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.

1. “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.
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.
 - “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.
 1. 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 “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:

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.

Student 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.uttyler.edu/wellness/rightsresponsibilities.php>

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.

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>

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.

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 Sept. 12.) 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 (Sept. 12th) 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: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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.) 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 Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services/> (Links to an external site.) the SAR office located in the University Center, # 3150 or call 903.566.7079.

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.

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)

Technology Warnings

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To find a list of which Browsers Canvas Supports, [click here \(Links to an external site.\)](#)

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Some of the files in this course are PDF files and require Adobe Reader. If you don't have Adobe Reader on your computer, [click here to download the free Adobe Reader](#). If you do not have Microsoft Office, UT Tyler provides it **FREE** to students. [Click here \(Links to an external site.\)](#) to download.

Information for Classrooms and Laboratories:

Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code \(Links to an external site.\)](#) 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, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures \(Links to an external site.\)](#) website to review protocols, check symptoms, and report possible exposure. 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.

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- F: Below 594 points

Course Assessment: (Additional information will be provided in class)

Midterm and Final Exam: These exams will be noncumulative and taken in class. You will need an 882-E scantron for all exams. There are specific deadlines for each exam and must be taken on the designated day and time set forth by the instructor. Any exceptions to due dates must be verified with the instructor prior to the scheduled deadline. Be on time. If a student arrives after someone has turned in an exam, that student will not be able to take the exam. 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, students will need to read this material on their own and be thoroughly familiar with it. Students will want to keep up with chapter reading assignments as they are given each week (see CLASS CALENDER at the end of this syllabus).

Speeches: Students will construct and deliver a total of 4 significant speeches – one introductory speech, one informative speech, one group project, and one persuasive speech. Lack of performance as a part of a group assignment can constitute in a lowered grade than other group members. Speech dates (and group assignments) will be given on/around the end of the prior assignment. We will go over each speech when speech days are assigned. Speech orders are posted in Canvas Announcements the week prior to speech days.

Speeches will be delivered in class on their assigned dates. For each speech assignment you will hand in a hard copy of your outline and reference page to me before you deliver your presentations. These **MUST** be typed and printed according to APA formatting (Times New Roman, 12-point font, 1” margins, typical outline format, etc). I will not accept hand written outlines. All visual aids **MUST** be sent via Canvas message in order to be accessed in class for the speech. You can alternatively bring them on a flash drive as well. **If a student does not have an outline to present the day of their speech, that student will not be allowed to give their speech and therefore receive a grade of zero.**

You will be required to dress in business casual attire for all speeches. If you do not come dressed, points will be deducted.

In addition, in keeping with the standard of class expectations to be in attendance on time and prepared, if a student arrives late and misses their turn in the previously posted speech order, that student will not be allowed to make it up and will receive a zero for their 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.

Make-Up Speeches: In the event that you cannot be present for your speech, for any reason, you will be given an opportunity to make up your speech with a 10 percent deduction. Your make-up speech must be delivered before the next set of speeches are due and will be your responsibility to plan and deliver. I will not set a date and time for you. You will show up for class, dressed appropriately and with an outline and reference page to hand to me, on the day of your choosing. If time allows, after lecture, you will be allowed to give your speech.

Assignments: While this is a face-to-face course, you will have assignments and discussion that will be done outside of the class meeting times and turned in on Canvas.

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).

Assignment and discussion due dates are firm. I will allow late submissions up to 48 hours after the deadline for a 10 percent deduction per day. **Once an assignment is closed, it will not be opened for any reason. Do not email me to ask if I will re-open it.** Procrastination on your part, does not make it an emergency on mine.

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.

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 my approval. **Work-related events do not qualify as an extreme emergency. Be sure to let your job know your schedule ahead of time; this includes on-call shifts.** The course schedule and due dates are set well in advance and you 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 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.

Attendance Policy

Attendance is mandatory 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, 4 points will be deducted from your course point total. Eight (8) total absences earn an automatic "F." For every speech day you miss, 5 additional points will be deducted. 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. Attendance and participation are counted toward your final grade in class.

Canvas will keep track of your attendance however; the Canvas attendance grade will not count toward the final grade throughout the term. I will update the grade at the end of the term in accordance with the grading policy.

Participation & Communication

I expect each of students to be active and thoughtful participants within the learning environment and the student’s learning community. Throughout the semester, students 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. Students may expect the same of me.

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 deserve. E-mail me again only if I do not acknowledge your first appeal.
- Disputes will not be entertained after 7days 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.
- 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 Policies:

Elasticity Clause: I reserve the right to modify the existing course calendar and assignments. If changes must be made, I and/or my teaching assistants 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 I 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: I prefer **Canvas message** as a way to communicate throughout this class. Allow a 48-hour window for a response. If an e-mail is after 4 p.m. on any given day, I cannot guarantee a response before 9 a.m. the following business day. Emails about assignments will not be responded to after 8 p.m. and are not guaranteed after 2 p.m. the night before the assignment is due. You should treat our online correspondence with the same respect as any business or legal communication. Emails that do not conform to these standards will not be answered. So it is in your best interests to write your course emails with intelligence and respect.

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 instructor 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 “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:

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.

Student 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.uttyler.edu/wellness/rightsresponsibilities.php>

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.

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>

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.

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 Sept. 12.) 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 (Sept. 12th) 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: In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a 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> 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 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>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

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.

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 (903.566.725)

Tentative Schedule of Topics, Assignments, & Readings

Week	Topic	Readings
1	Intro to class Understanding Public Speaking Introductory Speeches (15) Intro to Group Speech Project, Group Speeches, Selecting a Topic <i>TD1 - Team Leader and Group Problem (20)</i>	Chapter 1 Chapter 22 Chapter 7
2	Research & Support of Topic Audience Analysis <i>TD2 - PowerPoint Information & Preliminary Facts (20)</i>	Chapter 8 Chapter 9
3	Supporting Material (oral citations chapter 4 in WB) Quality References	Chapter 10 WB - Chapter 4
4	Outlining Introductions, Conclusions and Connective Statements Presentation Aides <i>TD3 - Working Outlines, PowerPoint Slides and Introductions (40)</i>	Chapter 12 Chapter 13 Chapter 18
5	Team Speech Presentations (200)	
6	Speaking in Your Career Speech Anxiety: PRCA Discussion Assignment	Chapter 5 Chapter 2
7	Speaking and Ethics Cultural Diversity	Chapter 3 Chapter 6
8	Exam 1 Review Exam 1 (100)	
SPRING BREAK		
9	Informative Speeches Delivery, Practice	Chapter 15 Chapter 20, 21
10	Speech Work Week	
11	Informative Speeches Informative Speeches	
12	Persuasive Speeches Reasoning	Chapter 16 Chapter 14
13	Context and the Speech Situation, Language Persuasive Speech Work Day	Chapter 11,19

14	Persuasive Speeches Persuasive Speeches	
15	Final Exams (100)	

Final Exam will take place on the mandated date set by The University.