

## CMST 1315.004: Introduction to Public Speaking

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**Course Goals and Objectives:** The major aims of this course are to make you a more effective professional communicator, analytical thinker, and critical listener. Throughout the semester you will study the theories and principles of effective communication, practice applying these principles in a variety of assignments, and critique the performances of other speakers. These assignments and exercises will work at developing your speaking abilities, organizational and preparation techniques, as well as the capacity to effectively appraise your audience and diverse backgrounds and ethically apply communication theory. By the end of the semester, you should be able to plan and prepare professional informative, persuasive, and team extemporaneous presentations. Major skills include:

1. **Critical Thinking:** Construct and articulate logical arguments to justify sound conclusions in a variety of speaking contexts.
2. **Communication:** Communicate and interpret ideas effectively through written, oral, and visual/technological means. Students will not only be able to demonstrate this skill in formal extemporaneous presentations, but also through their written evaluations of themselves and others.
3. **Teamwork:** Coordinate and utilize team strategies in order to accomplish a given task through effective problem solving, leadership styles, cohesive interactions, and negotiation of team roles. This requires collaboration within teams to consider differing points of view, to display personal responsibility, and to work effectively toward a shared goal.
4. **Personal Responsibility:** Defend a personal ethical position that incorporates: ethical decision making, proper and justified research to support the idea, compelling organization, and appropriate reasoning free of fallacies within their formal presentations. Students will also demonstrate their personal responsibility through classroom interactions and engagement/listening during others' presentations.
5. **Comprehending a basic level of understanding about public speaking theory and the foundational models of communication.**
6. **Displaying and mastering content, structure, style, and delivery skills in the presentation of informative, persuasive, and invitational messages to effectively impact a given (and thoroughly analyzed) audience.**

**Expectations and Course Structure:** 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**. 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, such as gradesheets. I will also use Canvas as a communication tool in order to contact you. All assignments must be uploaded into Canvas.

**Important Note:** On the day that you present a speech in class, you should print the grade sheet for the particular assignment on which you are giving a speech and bring it to class. I will use it to grade your speech.

**Required Texts:** Stephen E. Lucas, *The Art of Public Speaking*, 13<sup>th</sup> edition. New York: McGraw Hill, 2020.

**Course Evaluation: The final grade will be based on the following criteria:**

Team Presentation	10%
Informative Speech ("Backgrounder")	10%
Analysis of Controversy	20%
Persuasive Speech	20%
Mid-Term Exam	15%
Final Exam	15%
Attendance/Participation	10%
TOTAL	100%

For each graded assignment, students will receive an A, B, C, D, or F. Each of these letter grades corresponds with a number value: an A carries a numeric value of 4, a B is worth 3, C is worth 2, D is worth 1, and F is worth 0. To calculate your grade, multiply 4, 3, 2, 1, or 0 that corresponds with your letter grade by the percentage value (above) of a given exercise. For example, if you receive a B for the "Informative Speech 2," you would multiply 3—which corresponds with a B—by 20% and you would get a .60 for that assignment. At the end of the semester, to calculate your final grade, you would add each of these scores together and you will have a total score between 0 and 4. Final grades will be awarded as follows:

<b><u>Numeric Value of Grades</u></b>	
A	= 4
B	= 3
C	= 2
D	= 1
F	= 0

If your grade falls between two numbers (e.g., between a 3 and a 2), you will receive the grade corresponding with the lower number (in this case, a C, corresponding with 2) since technically you will not have achieved a B (a 3.0) unless you fall within .25 of the higher grade (e.g., a 3.76 would be an A).

**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 earned. **Please make sure the subject starts with "GRADE APPEAL."** 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. This regrade will be the final 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.

**Midterm and Final Exam:** Guidelines and Review to be provided. We will review for the midterm and final during the last class before them. These exams are typically short answer (up to 3 sentences or so) with a few longer questions (answers will run 6 sentences or so).

**Speeches:** (Meets learning outcomes #1, 2, 3, 4, 6) You will construct and deliver a total of 4 speeches – 1 team project and three speeches on a Term Topic. The “Term Topic” refers to a controversial topic on which, during the semester—or “term”—you will research and give three speeches:

- the **“Backgrounder”** on the Term Topic to provide background information useful in giving the audience some context for the issue (e.g., who the main influencers are on the issue; the history of the issue; the people affected by the issue, and the like);
- the **Analysis of the Controversy** pertaining to a moral dimension of the Term Topic;
- and a **Persuasive Speech** in which you recommend some course of action regarding the Term Topic.

Speech dates (and team assignments) will be given on/around the end of the prior assignment. We will go over each speech when your speech day is assigned, but for each assignment you will turn in your speaker’s outline and visual aids in advance of your presentation. These are to be turned in on Canvas on the day that you speak but prior to presenting the speech. These must be typed according to APA formatting (12 size, times new roman, typical outline format, etc). You are responsible for delivering your speech on the day(s) assigned to you. Students who fail to deliver speeches on their assigned day(s) will not have the opportunity to give them at a later date unless arranged prior to the speech day. You **MUST** come to class prepared with the possibility that technology will fail you and be prepared to present anyway. Have a back-up plan, and a back-up for the back-up. You **MUST** also come to class with your visual aid uploaded on a flash drive to put your presentation on the main computer at the beginning of class. **The flash drive is much faster than if you have to log into an online drive. 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.**

**Speech Grading:** I will have the rubrics for each speech posted on Canvas. Here are some very important items to be aware of for each speech:

- Each speech **MUST** be in the proper format - with a distinct and complete introduction, body, and conclusion - to get full credit.
- Each speech also **MUST** include a general purpose statement, a specific purpose statement, and a central idea statement on the outline you submit.
- You may use notes, but you are expected to **GIVE** your speech, **NOT** read it.

If a speech is missing any of these items, or if you read the speech, you can **NOT** get an A on the speech. What would otherwise be an A speech may wind up with a C or less if it is missing any combination of these items.

**Self- and Peer-Evaluations in Group Project:** (Meets learning outcomes #4) You will also complete self-evaluations on how you did in each speech. You will also be responsible to be an ethical audience member, engaging with the speaker, providing peer evaluations, and to listen respectfully.

(Meets learning outcomes #1, 2, 3, 4) It is through your three individual (extemporaneous – do not write your entire speech or memorize it, as this can result in a failing grade) presentations and one team presentation that you will learn the most. By thoroughly researching your topic, organizing that material in an appropriate manner, and practicing your presentation, you will develop and master your oral, visual, technological, nonverbal, and written communication skills. By taking the aforementioned steps and consequently presenting in front of the class, you will put to the test your newly founded understanding of delivery skills, organizational and structure skills, and ability to create an argument in either an informative or persuasive manner. You will also build your ability to: critically think through arguments, collaborate and coordinate with your peers, and demonstrate your comprehension of theory and foundational models of communication. In addition to these course goals, it is *my* goal that by the end of the semester you feel more comfortable in front of an audience, know how to be a professional and functioning adult in our society, and be an ethical human.

**Participation:** Throughout the semester, you will be asked to partake in discussion 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.

This is a small class, and it can actually be a lot of fun (shocking, I know!) IF everyone participates - ask questions, and **SPEAK UP** if you have an observation to contribute!

**Attendance:** Attendance is necessary in this class. However, you will be given **THREE (3)** “FREE” days to miss with no penalty for your absence(s). For each and every absence thereafter, the Participation/Attendance part of your grade will drop one letter grade. If a student misses eight (8) course meetings or more, the student will fail the class. Arriving to class late or leaving class early shall be considered an absence.

Much of the learning will take place inside the class and labs through discussions, presentations, and interactions. Attendance and participation are counted toward your final grade in class. **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).

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.

Arriving late to class twice will count as one unexcused absence. Leaving the class early is not permitted without prior permission and will count as an unexcused absence. If you need to leave the class for an emergency, please do so with minimal distraction to others—this needs to be a rare and extraordinary occurrence. Permission will not be given to leave early or arrive late on a regular basis (e.g. because of work, classes, etc.)

If you're sick and have to miss, please let me know!

**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 and in class of any changes. It is your responsibility to note these changes when announced. Readings must be completed for the day they are assigned on the course schedule. Lectures are intended to complement the readings.

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

Canvas is my preferred form of contact. I cannot guarantee a response to e-mails sent to other addresses. Allow a 48-hour window for a response. If message is sent 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 9 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. At minimum, I ask you to begin any new email to me by greeting me (e.g., "Good morning, Mr. Hill" or "Dear Mr. Hill" or "Greetings, Milord" or simply "Hello"—anything along these lines. Likewise, in ending your email, I ask that you conclude with a respectful comment (e.g., "Thank you" or "Sincerely" or "Regards" or even the one that's in vogue right now: "Best"). Write your course emails with intelligence and respect. That means you should have a subject, a header, a body of the email without slang or abbreviations, and a signature. I typically will not respond to an email that doesn't address me respectfully. I ask for this same courtesy in your email

correspondence with any classmates. Please note that I am not doing this to be pedantic (okay, maybe a little!). I regularly receive emails that are so brief and poorly constructed that I don't know who they're from or what they are asking for. Let's face it – this is a communication class, folks, so we should strive to be GOOD at it.

I invite you to communicate with me if any extenuating circumstances arise (e.g., if Wifi/Internet has gone out; if your computer crashes; if your childcare situation has been disrupted). Please do so sooner rather than later!

**Laptop and Technology Policy:** I'll just ask you to commit to using the laptop only for class-related work. I also do not mind a cell phone on the desk; however, in the case of an emergency, please step outside to text or talk.

Unless otherwise indicated, I do not grant permission for any portion of the course to be video recorded except your own speeches.

**Assignments:** All papers must be typed using Times New Roman in 12-point font, double-spaced, one-inch margins (with no extra spaces between paragraphs), and proper APA style. You must cite ALL bibliographic sources used in your papers (using APA) within text and in a references page. For help with APA style and writing, please do not hesitate to visit the Undergraduate Writing Center on campus or online. You may also wish to consult [Purdue OWL's website about APA Links to an external site.](#)

Paper/outline headings should include the student name, course name/number, due date, and assignment title. No other information is needed. Papers/outlines will mostly be turned in via Canvas. Word documents are the only type of documents accepted, unless otherwise noted. Assignments submitted in the wrong format will be given a zero. Always check the assignment instructions and ask the professor if further clarification is needed. Spelling, grammar, and neatness count towards your grade, for all assignments.

**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. A syllabus has been provided in order for you to know what to read when, when assignments are due, and when exams 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.

**Late Assignments & Make-up Work:** Late work does not exist in this dojo. 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: Please note that the irony of explaining there is NO late work and immediately following up with a section on exceptions is not lost on me. Assignment make-ups will be allowed only in extreme emergency situations and only with authorization from the instructor. Work-related events do not qualify as an extreme emergency. The course schedule and due dates are set well in advance and students 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 professor. 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 in the professor's office at a set, scheduled time.

**Research Participation:** There may 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. The amount of extra credit to be awarded will be announced when the research opportunity is announced. **There will be no penalty for NOT participating in research that is conducted outside the class.**

### **Guide to Uploading Video in Canvas Studio:**

Here is a guide for students on how to turn in a Canvas Studio video to an assignment - <https://community.canvaslms.com/t5/Studio/How-do-I-submit-Canvas-Studio-media-as-a-File-Upload-assignment/ta-p/1677>Links to an external site.

Guide on how to upload videos to Studio - <https://community.canvaslms.com/t5/Studio/How-do-I-upload-media-files-in-my-Canvas-Studio-account/ta-p/1705>Links to an external site.

### **General Classroom Infractions**

- All electronic devices must be silenced or turned off before class begins.
  - *If I can hear it vibrating, it must be turned off. If I hear a device again in the semester, it stays home for good.*
- Cell phone use, ear buds, headphones and other electronic devices are not welcome in the classroom.
- Working on unrelated material, copying, or writing on someone else's notes during class is prohibited.
  - *If you need a pen, paper, etc., then raise your hand and wait for the professor to acknowledge you.*
  - *A lack of preparedness on your part does not give you the right to interrupt a lecture.*
- Private comments, jokes, nudges, pokes, texts, or written notes between students are a major disruption.
  - *If your attention is not exclusively on the board, your notes, or me, then you will be told to leave.*
  - *Keep tablets, phones, and smartwatches put away!*

- Inattention, sleeping, or the appearance of sleeping (as decided solely by the professor) is prohibited.
- Disruptions such as closing books, zipping bags, or packing up before being dismissed are not welcome. I may well be petty enough to delay dismissal as a result ... I may not, but is it REALLY worth the risk?

**Consequences:** Attendance/Participation grade dropped. Further infractions will result in your permanent dismissal from class. Also, I reserve the right to permanently assign seats to counter disruptive behavior.

### Major Course Infractions

- Arguing within the class setting (or on Canvas) with your instructor or with anyone, especially when you've been accused of an infraction. Disagreement during discussion is okay and perhaps likely. There is a point, though, when the discussion needs to move on.
  - *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, is unacceptable.*
  - *You can disagree with an idea or a statement, but never forget that it's another person on the other end of that idea or statement.*
- Religious, political, ethnic diversity must be represented in a respectful manner.
  - *Please pay attention to [biases of your sources](#) before making any arguments*
- Academic dishonesty is prohibited in any form.
  - *So, funny thing - I'm the guy who adjudicates this stuff for the university as part of my day job. Please don't make me do it here.*

**Consequences:** You will be dismissed from class and can be sent to the Dean of Students office for disciplinary action. The Dean may determine that a note be permanently placed on your transcript, barring you from any future college plans.

**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 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 <https://www.uttyler.edu/sci/student-conduct/staff-faculty-resources-conduct/>. 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". If you come to my office during office hours, take a picture of a transformer, and email it to me, you will get two points added to your lowest assignment grade. 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.
- 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 “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. Alas, my powers over time and space do not permit me to peer into one’s soul. 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:**

**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:  
<https://www.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 cultural 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.

**Grade Replacement/Forgiveness and Census Date Policies:** Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Academic Calendar.

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 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

**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.

**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](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto: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)

#### ***Spring 2023 Tentative Schedule of Topics, Assignments, & Readings***

<b>Week</b>	<b>Date</b>	<b>Topic/Assignment</b>	<b>Assignments &amp; Due Dates</b>
<b>1</b>		Intro to Course; Intro to Each Other	Chapters 1 and 20

	1/9, 11, and 13	Working in Groups (Intro Group Project)	
<b>2</b>	1/18, and 20	Ethics and Apprehension Listening and Audience Analysis	Chapter 2 Chapters 3 and 6
<b>3</b>	1/23, 25, and 27	Using Language; Delivery Using Visual Aids	Chapters 12 and 13 Chapter 14
<b>4</b>	1/30, 2/1, and 3	<b>GROUP PRESENTATIONS</b>	
<b>5</b>	2/6, 8, and 10	Assign: Informative Speech; Selecting a Topic Gathering Materials; Supporting Your Ideas	Chapters 5 and 15 Chapters 7 and 8
<b>6</b>	2/13, 15, and 17	Exam # 1 Review; Organizing Body of Speech Exam # 1	Chapter 9
<b>7</b>	2/20, 22, and 24	Outlining & Transitions; Intros & Conclusions Informative Speech Workshop	Chapters 10 and 11
<b>8</b>	2/27, 3/1, and 3	<b>INFORMATIVE SPEECH PRESENTATIONS</b>	Individual Speech 1: Background
<b>9</b>	3/6, 8, and 10	<b>INFORMATIVE SPEECH PRESENTATIONS</b> Analysis of Controversy; Fact/Value/Policy; Assignment: Analysis of Controversy Speech	See Materials in Canvas
<b>10</b>	3/13, 15, and 17	<b>Spring Break</b>	
<b>11</b>	3/20, 22, and 24	Workshop on Analysis of Controversy: Moral Disputes <b>ANALYSIS of CONTROVERSY SPEECHES</b>	Individual Speech 2: Analysis of Controversy
<b>12</b>	3/27, 29, and 31	<b>ANALYSIS of CONTROVERSY SPEECHES</b>	
<b>13</b>		Speaking to Persuade	Chapter 16

	4/3, 5, and 7	Methods of Persuasion	Chapter 17
<b>14</b>	4/10, 12, and 14	<b>PERSUASIVE SPEECHES</b>	Individual Speech 3: Persuasive Policy Speech
<b>15</b>	4/17, 19, and 21	<b>PERSUASIVE SPEECHES</b>  Review for Final	

**Final Exam will take place on the date mandated by the University**

### **Student Resources**

Resources to assist you in this course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office Links to an external site.](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center Links to an external site.](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center Links to an external site.](#)
- [UT Tyler Supplemental Instruction Links to an external site.](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas Links to an external site.](#)
- [Robert Muntz Library Links to an external site.](#) and [Library Liaison Links to an external site.](#)
- [Canvas 101 Links to an external site.](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center Links to an external site.](#)
- [UT Tyler Testing Center Links to an external site.](#)
- [Office of Research & Scholarship Design and Data Analysis Lab Links to an external site.](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center Links to an external site.](#) (available to all students)
- [TAO Online Support Center Links to an external site.](#) (online self-help modules related to mental & emotional health)
- [Military and Veterans Success Center Links to an external site.](#) (supports for all of our military affiliated students)
- [UT Tyler Patriot Food Pantry Links to an external site.](#)
- [UT Tyler Financial Aid and Scholarships Links to an external site.](#)
- [UT Tyler Registrar's Office Links to an external site.](#)
- [Office of International Programs Links to an external site.](#)
- [Title IX Reporting Links to an external site.](#)
- [Patriots Engage Links to an external site.](#) (available to all students. Get engaged at UT Tyler.)

### **University Policies and Information**

- **Withdrawing from Class** - Students you are allowed to [withdraw Links to an external site.](#) (drop) from this course through the University's [Withdrawal Portal Links to an external site.](#) Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule Links to an external site.](#) CAUTION #2: All international students must check with the [Office of International Programs Links to an external site.](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

- **Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- **Incomplete Grade Policy:** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

- **Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library. Links to an external site.](#)
- **Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. You can email me a picture of yourself at a Welcome Week activity for two bonus points on a presentation. If you have a disability, you are encouraged to visit the [SAR Portal Links to an external site.](https://hood.accessiblelearning.com/UTTyler/) (<https://hood.accessiblelearning.com/UTTyler/> [Links to an external site.](#)) and complete the New Student Application. For more information, please visit the [SAR webpage Links to an external site.](#) or call 903.566.7079. If you talk with MK there, please tell her I said she's a gnome.

- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC Links to an external site.\)](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy Links to an external site.](#) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA** - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3 Links to an external site.](#). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance**
  - *Information for Classrooms and Laboratories:* It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines Links to an external site.](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources Links to an external site.](#) for support.
  - *Recording of Class Sessions:* Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.
- **Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1-501 Links to an external site.](#)).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
- **Campus Carry:** We respect the right and privacy of students 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>.