

CMST 1315: Fundamentals of Public Speaking

Instructor: Penny Burdette

Email: pburdette@uttyler.edu

Course Goals and Objectives: The major aim of this course is to make you a more effective professional communicator, analytical thinker, and critical listener. Throughout the semester you will study the 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, appreciate diverse backgrounds, and ethically apply communication practices. By the end of the semester, you should be able to plan and prepare professional informative, persuasive, and team extemporaneous presentations.

Expectations and Course Structure: This course is an interactive one where notes and information will be presented during each class meeting. Student contributions will be expected so please come to class ready to participate in the creation of our collective knowledge. Feel free to ask questions, answer questions, share insights, and engage in the material during activities.

Course Website: We will be using **Canvas**. All assignments, as well as any other course documents that may be useful to you, will be uploaded on Canvas. Your assignments must be uploaded into Canvas.

Required Texts: Stephen E. Lucas, *The Art of Public Speaking*, 13th edition. Available at **NO COST** on this link: <https://ebookcentral.proquest.com/lib/uttyler/detail.action?docID=6328469> **Please save to your desktop!**

Numeric Value of Grades

A (90-100)= 4.0

B (80-89)= 3.0

C (70-79)= 2.0

D (60-69)= 1.0

F (below 60)= 0

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

Speech Starters	10%
Informative Speech	10%
Analysis of Controversy	10%
Persuasive Speech	15%
Mid-Term Exam	15%
Final Exam	15%
Miscellaneous assignments	15%
Attendance/Participation	10%
TOTAL	100%

Presentations

Presentation dates will be given with adequate time for preparation. For each major presentation you will turn in an outline of your presentation. Outline formatting will be thoroughly discussed in class and several examples will be given. You are responsible for delivering your speech on the day(s) assigned to you. Students who fail to deliver speeches on their assigned day will not have the opportunity to give it at a later date unless arranged prior to the speech day. When visual aids are a part of the presentation, you should also come to class with your visual aid uploaded on a flash drive because there is always **the possibility that technology will fail you! Be prepared to present anyway.** **Making up speeches is limited to legitimate emergencies and is wholly subject to instructor authorization.**

Your speeches will be presented in an extemporaneous style. (*You will not write your entire speech or memorize it.*) By thoroughly researching your topic, organizing that material in an appropriate manner, and practicing your presentation, you will develop and master your communication skills. By taking these steps and consequently presenting in front of the class, you will put to the test your newly-found understanding of delivery skills, organizational and structure skills, and the ability to create an argument in either an informative or persuasive manner. 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.

Attendance: Attendance is necessary in this class. However, it is understood that unforeseen events may happen that make it impossible for you to attend class. Therefore, required attendance is a minimum of 75% of our class meetings. If a student misses over 25% of our class time (unexcused), the student will fail the class. If you know you will be missing class due to religious observance, athletics, or competitions, you must inform the instructor as soon as possible. If you are unexpectedly 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 take care of it! If you need assistance, please email me. 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).

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.)

Elasticity Clause: I reserve the right to modify the existing course calendar and assignments. If changes must be made, I 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. I will do my best to notify you in class and/or via email. It is your responsibility to note these changes when announced.

Course Communication: Email is my preferred form of contact. 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. If you do not read emails/announcements from me, that is **NOT** an excuse for missed assignments, classes, or so on. Also, **PLEASE**—no personal emails. Use your uttyler.edu email for all correspondence with me.

Laptop and Technology Policy: Please commit to using your laptop for class- related work only. I do reserve the right to ask you to put away all technology at any time during class. Unless otherwise indicated, I do not grant permission for any portion of the course to be video recorded except your own speeches.

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 format given during class, unless otherwise noted on Canvas by the instructor. If you are unsure what college-worthy work means, feel free to discuss with the instructor. College-worthy work also means your behavior in this class. It is 100% your responsibility to follow due dates given, as the instructor 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 instructor 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. I am HAPPY to help you, as we are all here to ensure that you are learning and understanding (not just for the sake of a grade!). So, please feel free to reach out and ask for what you need to help you succeed.

Late Assignments & Make-up Work: Assignments should be turned in on the day they are due. However, there are unforeseen circumstances that may occasionally arise. Assignment make-ups will be allowed only in emergency situations. Work-related events do not qualify as an emergency. The course schedule and due dates are set well in advance and students have access to this information; thus, plan accordingly. The student must take the initiative to contact the professor for permission to make-up an assignment within two days of missing the due date.

General Classroom Infractions

- All electronic devices must be silenced or turned off before class begins.
- 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.
- Private comments, jokes, nudges, pokes, texts, or written notes between students are a major disruption.
- 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.

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--Disrespectful or uncivil conduct of any form, either online or in the classroom. This includes arguing within the class setting (or on Canvas) with your instructor or anyone.

- *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.*
- *While you have the right to your own opinion, inflammatory language is unacceptable.*

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.

Academic dishonesty is prohibited in any form.

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.

“Cheating” includes, but is not limited to (Sec. 8-802 of the *Manual of Policies and Procedures for Student Affairs*)

- 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.
- “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.
- All written work may be subject to review by the most recent detection software available.

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.

Mistakes & Accidents: The possibility that the student mistakenly or accidentally committed plagiarism will not be taken into consideration for written work, but will be taken into consideration for oral presentations

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, most written assignments, quiz, or test. If collaboration is acceptable, you will be given very clear permission.

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 and Information

Withdrawing from Class - Students are allowed to withdraw(drop) from this course through the University's Withdrawal Portal. 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](#). CAUTION #2: All international students must check with the [Office of International Programs](#) 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.