

**SPCM 1315-007 Fundamentals of Public Speaking**  
**Course Syllabus**  
**Fall 2016**

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**Couse Description:** Theory and practice in oral communication. Practice in and discussion of the factors influencing message creation and construction, the role of research and evidence in public discourse, adaptation to the communication situation and audience, ethical issues in public communication, argumentation and persuasion, delivery, and emphasis upon creation assignments which help students who experience excessive communication apprehension.

**Required text:** Lucas, S. (2012). The Art of Public Speaking (11<sup>th</sup> Ed.). New York: McGraw Hill. ISBN: 978-0-07-340673-2

**Student Learning Outcomes**

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

**SPEECH REQUIREMENTS:**

You will construct and deliver a total of 4 **significant** speeches (there will be other less significant speeches for practice):

1. 2 informative speeches (including 1 panel speech)
2. 2 persuasive speeches

Speech dates (and group assignments) will be given on/around the second day of classes. You are responsible for delivering your speech on the day(s) assigned to you. Students who are not able to deliver speeches on their assigned day(s) and provide a legitimate excuse prior to the speech day, may have the opportunity to give the speech at a later date. It is up to the instructor's discretion what constitutes a legitimate excuse, i.e. **opportunities to make-up speeches are generally limited to university-sponsored activities, to emergencies involving unforeseeable and/or potentially life-threatening injuries, or documented (Physician's note) illness. Students who miss a speech day under any other scenario or fail to notify the instructor PRIOR to their assigned speech time will receive an automatic zero.**

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

**STUDENT RESPONSIBILITIES**

1. Arrive on time to class. Arriving late is distracting and disruptive and will be considered a tardy. Two tardies will be considered an absence.

2. If you arrive late during a speech, do NOT enter the classroom. Wait by the door and enter only at the end of the speech.
3. **Electronic devices (i.e. cell phones, laptops, iPods, etc) MUST be turned off and put away during class time unless being used as part of class discussion/participation.**
4. Listen attentively to the speeches of your classmates. **Do not text message, talk with other students, read other material, do homework for other classes, etc.** Show your classmates the same courtesy and attention you expect from them when you are speaking.
5. If you miss a class, it is your responsibility to get all handouts, notes, and assignments from that day.
6. Be in class without fail on days when you are assigned to speak. Being absent will throw off the speaking schedule and will result in a grade of **ZERO** for that speech.
7. I reserve the right to ask any student to leave the classroom if that student is exhibiting any type of disruptive behavior. The definition of what constitutes disruptive behavior is at my discretion.

#### **ASSIGNMENT POLICY:**

1. Assignments will be given throughout the semester. Students are responsible for all course materials, including, but not limited to, class lectures, handouts, workbook, and textbook reading assignments.
2. All speech topics are subject to the instructor's approval and must be approved by me by the deadline given.
3. Assignments and due dates may be changed at the instructor's discretion with fair notice to students.
4. Students must complete **all** assignments in order to pass the course. This does not mean that merely completing all assignments guarantees the student will pass the course.
5. Unless otherwise specified, assignments are due at the beginning of class.
6. No assignments are to be e-mailed unless specified by your instructor. Only **HARD COPIES** accepted.
7. ALL PAPERS (i.e., outlines, other class assignments) **MUST BE TYPED OR WORD-PROCESSED USING THE FORMAT REQUIRED FOR THE ASSIGNMENT.**
8. Multiple pages **MUST** be stapled together. It is your responsibility to see this is accomplished. No, a bobby pin is not the same thing as a staple!
9. **SPELLING, GRAMMAR, AND NEATNESS COUNT!** If I can't read it, it's wrong!

#### **LATE ASSIGNMENTS:**

**Late assignments will not be accepted.** Assignments are due at the beginning of the class period on the date specified.

#### **TESTS:**

You will take two (2) exams. They are both online so you **will NOT need a Scantron.**

### **QUIZZES:**

Quizzes from the chapter readings and/or lecture could be given at any time during the semester. If you are current with your reading assignments and have been paying attention in class, these are an easy way to improve your grade! Quizzes will be 5% of your total grade.

### **PARTICIPATION:**

Active, positive participation is important in a speech class. Participation is measured, in large part, through your attendance. Participation is also measured by the degree of attentiveness you give to your classmates' speeches. Finally, participation is measured by your consistent attempt at contributing **meaningfully** to class discussions. In cases where the achievement of a letter grade is in the balance (within .1 to .5), this latter measure of participation **WILL MAKE THE DIFFERENCE**. This is not an "automatic" 5 points, either. A "rough" guide as to how I calculate your participation is as follows:

- 0 pts - never showed up
- 1 pt - Always absent and never spoke up
- 2 pts - Frequently absent and rarely spoke up
- 3 pts - Some absences, occasionally spoke up
- 4 pts - Few absences, frequently spoke up
- 5 pts - Rarely absent, frequently spoke up, and contributed meaningfully to class discussions

### **ATTENDANCE:**

Attendance is necessary in this class. **ONE (1)** absence is allowed – this includes university-sponsored activities, serious illness requiring a doctor's attention, attending the funeral of a family member, religious observances, significant child care needs, etc. A **Second (2)** absence will **lower your final grade by 5 percentage points**. A **Third (3)** absence will **lower your grade by 10 percentage points** and so on. Students who have **five (5) or more absences will receive an automatic F for the course**. Be familiar with the university's drop policy.

Students who anticipate being absent from class due to university-sponsored activities should inform the instructor by the second class meeting. **If a student must be absent the day an exam/speech/assignment is scheduled, he/she must notify the instructor BEFORE class time. No make-up tests or speeches will be allowed if the instructor is not given a legitimate excuse BEFORE the time of the exam or presentation.** Finally, an attendance sheet distributed at the beginning of class will record your attendance. **You are responsible for signing your name on this sheet.** At the end of the semester all questions concerning your attendance will be answered by recourse to this sheet. **If you don't sign it, you're absent.** Signing in for your friends is an excellent way to start your Summer Break early! (Automatic F and possible suspension/expulsion)

### **GRADES:**

Final grades are awarded as follows:

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

**Major Requirements, Points, & Grade % Approximations (Total: 885)**

1. Personal Culture Informative Speech/Outline	100 pts.	11%
2. Informative Panel Speech	100 pts.	11%
3. Informative Panel Speech Teamwork	50 pts.	6%
4. Persuasive Speech/Outline #1	125 pts.	14%
5. Persuasive Speech/Outline #2	150 pts.	17%
6. Listening	50 pts.	6%
7. Quizzes	30 pts.	3%
8. Participation	30 pts.	3%
9. 2 Test		
a. Midterm	75 pts.	8%
b. Final	100 pts.	11%

**ETHICS and PLAGIARISM: (speeches and related materials)**

In this course it is unethical to use as your own, a speech or speech outline prepared, in whole or part, by someone other than yourself. It is unethical to abstract a speech primarily or completely from a magazine article -- or any other source -- and pass it off as your own work. Sources used should be credited in the outline and in the speech. The best speeches do not rely heavily upon a single source, but instead represent ideas formulated from several sources (Don't put all of your eggs in one basket).

**PLAGIARISM**, the intentional or unintentional misrepresentation of another's ideas or language as your own, is intellectual theft. Plagiarism at the University of Texas at Tyler is subject to severe penalties, including automatic course failure, academic suspension, and expulsion from the University. I will deal with suspected cases of plagiarism swiftly and without prejudice. When in doubt, err on the side of caution. It's better to "over-cite" than to plagiarize. The discovery and prosecution of plagiarism does not recognize "accidental" or "inadvertent" explanations as a legitimate defense against intellectual theft. The rule to follow: **AVOID THE VERY APPEARANCE OF PLAGIARISM!**

**CHEATING (tests)**

Any student or group of students providing evidence of any kind which even remotely suggests an individual or shared intent to solicit answers from, between, or among one or more students will result in the immediate removal from class of all relevant and/or potentially relevant parties. Pending further investigation, said parties are subject to the forfeiture of all points which otherwise may have been accumulated for that test. In addition, all participation points, potentially or actually accumulated, will be considered null and void. The rule to follow: **AVOID THE VERY APPEARANCE OF CHEATING!**

**STUDENT CONDUCT AND DISCIPLINE**

Sections on Academic Dishonesty

Sec. 8-304. Scholastic Violations

a. When a faculty member has reason to suspect that a student has violated university regulations concerning scholastic dishonesty, the faculty member may refer the case to the dean\* who shall proceed under section 8-301, or meet with the student(s) involved and discuss the alleged violation and the evidence that supports the charge. After conferring with the student, the faculty member may dismiss the allegation or proceed under subsection (b) or (c).

b. In any case where a student accused of scholastic dishonesty does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedures, the faculty member may assess an academic

penalty pursuant to section 8-503, and shall inform the student of such action in writing, and report the disposition of the incident to the dean. The dean may summon the student for consideration of an additional disciplinary penalty.

c. In a case where a student accused of scholastic dishonesty disputes the facts upon which the charges are based, or chooses not to waive the right to a hearing before a hearing officer, the faculty member shall refer the matter to the interim dean of students who shall then proceed under section 8-301.

d. A student may appeal the decision of a faculty member under subsection (b) by giving written notice to the interim dean of students within fourteen days from the date on which the decision was announced. The appeal is conducted in accordance with subchapter 8-600. The appeal is restricted to the issue of penalty, and no transcript shall be required.

\*Dean in this section refers to the Dean of Student Affairs

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#### Sec. 8-503. Authorized Academic Penalties

a. A faculty member, under section 8-304, or the dean of students or hearing officer may impose one or more of the following penalties for scholastic dishonesty:

1. written warning that further scholastic violations may result in a more severe penalty;
2. no credit or reduced credit for the paper, assignment, or test in question;
3. retaking of examination or resubmission of assignment;
4. failing grade or reduced final grade for the course.

b. The dean of students, with approval of the student's academic dean, may assign an academic penalty for violation of a university regulation concerning scholastic dishonesty to a student who fails without good cause to comply with subsection 8-302(c) or subsection 8-403(e).

c. A student who is in violation of a university regulation concerning scholastic dishonesty may also be subject to one or more of the penalties in section 8-501.

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#### Sec. 8-802. Scholastic Dishonesty

a. The dean or a faculty member may initiate disciplinary proceedings under section 8-300 against a student accused of scholastic dishonesty.

b. "Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

1. "Cheating" includes, but is not limited to:

- A. copying from another student's test paper; using during a test materials not authorized by the person giving the test;
- B. failing to comply with instructions given by the person administering the test;
- C. 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 only if they have been specifically prohibited by the person administering the test;
- D. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- E. collaborating with or seeking aid from another student during a test or other assignment without authority;
- F. discussing the contents of an examination with another student who will take the examination;
- G. 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 to or kept by the student;
- H. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

- I. 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, homework solution, or computer program;
  - J. falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - K. taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - L. misrepresenting facts, including providing false grades or résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual 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.
  3. "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.
  4. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the university or the University of Texas System, the submission of false information or the omission of requested information that is required for or related to any academic record of the university or the University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

#### **MISCELLANEOUS GUIDELINES:**

1. I respect all of my students' views and I want you to deliver speeches that you are interested in and passionate about. However, I reserve the right to censor your speech topics on the basis of, but not limited to: patently offensive/inflammatory content, illegal or potentially dangerous content, or material that is too trivial for a college level course.
2. LANGUAGE: It is inappropriate in this course to use obscene language, or gestures, tell off-color jokes, or allude to sexual references which may be demeaning or offensive. To this extent, please be careful of what you say and how you say it.
3. Disrespectful behavior toward the instructor or other class members will not be tolerated. Such behavior will result in the removal of the student from the classroom and pursuit of appropriate disciplinary action.
4. Please do not start "packing up" all of your books, notes, etc. prior to my dismissing you. This is disruptive to me and disruptive to your fellow students who may be giving a speech. I will do my best to have you out of class on time.

#### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

#### **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 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 (9/12/16) is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Disability Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### **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 reenter the building unless given permission by University Police, Fire department, or Fire Prevention Services.