

SPCM 1315.05
Fundamentals of Public Speaking
Fall 2016

Instructor: Deronda Baughman

Class Schedule: Tuesdays and Thursdays 8:00 – 9:20

Classroom: HPR 252

Office Hours: 12:30 – 1:30 Tuesdays in COMM conference room, and by appointment

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Course Description: This course involves the study and practice of the basic techniques of public speaking used to inform and persuade audiences. Emphasis is placed on the speech-building process: research, composition, organization, style, and delivery. This course will develop your ability to research complex issues, organize facts, and competently develop and deliver formal presentations to audiences. This will be accomplished through mastering a blend of public speaking skills and audience analysis skills which will improve the effectiveness of oral communication, critical thinking, and listening skills.

Objectives: Public speaking is one of the most important skills you will ever learn! My objectives for this course are for you to:

- Organize a message
- Adapt this message to your audience
- Speak individually and on a panel, and
- Speak extemporaneously.

Required texts:

Lucas, S. (2015). The Art of Public Speaking (12th Ed.). New York: McGraw Hill. ISBN: 9781308391694

Kidd, M.A. (2014). Form & Substance: A Speech Communication Workbook. Fountainhead Press. ISBN: 978-1-59871-688-7

I understand that there is often a delay when receiving books by mail; however, this is no excuse for not reading the material or completing the assignments! You must obtain the required readings from another student until your texts come in.

Student Learning Outcomes:

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

Course Policies:

1. **Cell phones should be silent.** Violation of this policy will result in a grading penalty.
2. **No social media.** Use of computers for any purpose other than taking notes will be grounds for marking you absent for the class. I will not consider you physically here unless you are mentally “here”!
3. **Attendance is mandatory.**
 - Any absence must be **preapproved** or have a valid **DOCUMENTED reason** for the absence.
 - Valid reasons for absence may include **personal illness** (to be documented with a note from a physician or health care facility), **car trouble** (to be documented with a receipt from a tow truck or mechanic), etc.
 - Valid reasons will **NOT** include oversleeping, failure to have assignments completed, or attendance at other University events (unless preapproved).
 - All athletes must submit the dates of absence for events at the beginning of the semester.
 - Please arrange to coordinate with another student to obtain lecture notes and assignments – I will **NOT** go over these individually! I make an effort to be in class, prepared, every day and I expect the same of you.
 - **Unexcused absence penalties:**
 - Speech day on which **YOU** are supposed to speak: zero for the speech.
 - Speech day on which you are **NOT** speaking: minus a letter grade from your speech grade.
 - Any assignments due on a day with a preapproved absence must be submitted **PRIOR** to the absence.
4. **Tardiness:** Tardiness is rude and disrespectful of other students’ time, so please plan ahead for parking or other issues. **NEVER enter the classroom if a student is giving a speech!** Chronic tardiness will result in me marking you absent for a class.
5. **Assignments:** All assignments (including documents submitted as part of a speech) should be in 12-pt type (**NOT handwritten!**) with your name, section number, and date on the upper right-hand corner of the page. **Failure to submit an assignment in this format will result in an immediate ZERO for the assignment!**
6. **Academic Honesty:** Any form of plagiarism, whether intentional or not, will be punished according to the University’s guidelines. Included in this category are efforts to cheat, thwart, or otherwise undermine assignments in the class with unethical behavior including, but not limited to, buying papers online or from other students, using someone else’s work as your own, the use of electronic devices to store test information or to look up answers to questions, other modes of data storage for the purpose of assistance on exams or quizzes. **AVOID ANY APPEARANCE OF CHEATING!**

SPEECH REQUIREMENTS:

- You will construct and deliver a total of 4 **significant** speeches (there may be other, less significant speeches that will count towards your participation grade):

- 2 informative speeches (includes 1 panel/group speech)
 - 2 persuasive speeches
- You will have only **two speech topics** for the semester: one that you will choose for your individual speeches and one that you will choose with your group for your panel presentation.
 - The first speech will be an informative speech on your chosen topic. The second speech will be a group panel speech. The third speech will be a persuasive speech on the “pro” side of your chosen topic, and the fourth speech will be a persuasive speech on the “con” side of this topic.

Speech dates: 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 valid, preapproved excuse prior to the speech day OR a valid excuse after the speech will have the opportunity to give the speech on a different date, if there is another date and time available. If there is no time available for a make-up speech, I will deduct the total possible amount of points for the speech from your overall point total. (In other words, you will not receive a zero, but you will have fewer overall points possible for the semester, so every other grade will have a heavier weight.) It is my discretion as to what constitutes a valid excuse. **Students who miss their assigned speech day or time under any other scenario will receive an automatic ZERO.**

Required attire for your speeches: You will be required to present your speeches in business-casual clothing. This will include khakis and polo or button-down shirts for men, and skirts or pants for women. **NOT** allowed are jeans, shorts, super-miniskirts, flip flops, baseball caps, or anything that could be worn to the beach! Failure to adhere to this required attire will result in a **10-point penalty** for your speech. (**NOTE:** There is absolutely no chewing gum or eating or drinking during your speeches! The same penalty will apply!)

ASSIGNMENTS:

- **Late assignments will not be accepted.** Assignments are due at the beginning of the class period on the date specified. Failure to submit an assignment at this time in the required format will result in a ZERO. If you have an excused absence for that day, the assignment will NOT count towards your semester total possible points.
- **APA format:** You will complete all required bibliographies **APA format**.
 - Refer to Chapter 11 in *Form and Substance Workbook* and Purdue OWL for APA guidelines: <https://owl.english.purdue.edu/owl/resource/560/01/>

EXAMS:

- You will take a mid-term exam and a final exam.
- These will be take-home, open-book exams.
- Your exam will be available on Blackboard at the end of the designated class period, and the exam will be due by 5:00 on the designated day (typically 2-3 days after it is assigned).
- All exams must be saved as a Microsoft **Word** document.

- You will attach it as an **email** to me by the due date and time.
- **LATE EXAMS WILL NOT BE ACCEPTED AND WILL BE GIVEN A ZERO.**

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.

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:

Student's Grade

1. Informative Speech & Outlines #1	100 pts.	10%	_____
2. Informative Panel Speech	100 pts.	10%	_____
3. Peer Review - Teamwork	50 pts.	5%	_____
4. Persuasive Speech & Outlines #1	125 pts.	12.5%	_____
5. Persuasive Speech & Outlines #2	150 pts.	15%	_____
6. Listening to Partner	50 pts.	5%	_____
7. Participation	50 pts.	5%	_____
8. Midterm	100 pts.	10%	_____
9. Assignments (6 at 25 pts each)	150 pts.	15%	_____
10. Final Exam	125 pts.	12.5%	_____
Total	1000 pts.	100%	

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 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; and
- 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.