

SPCM 1315.07
Fundamentals of Public Speaking
Spring 2017

Instructor: Deronda Baughman

Class Schedule: Tuesdays and Thursdays 11:00 – 12:20

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, and
- Speak extemporaneously.

Required texts:

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

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. **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 a negative impact on your participation grade.

3. **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 **and printed out. Failure to submit an assignment in this format will result in an immediate ZERO for the assignment!**

4. **Attendance is mandatory.**
 - Any absence must be **preapproved** or have a valid **DOCUMENTED reason** for the absence.

 - Preapproved absences **may** include weddings, trips, family emergencies, etc. Please talk to me before any such absences to determine whether it will be excused, and how you should make up your work.

 - Valid reasons **AFTER** absences 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), funerals, etc.

 - Valid reasons will **NOT** include undocumented illnesses, oversleeping, helping friends or family members, failure to have assignments completed, or attendance at University events (unless preapproved).

 - All athletes must submit the dates of absence for events at the beginning of the semester. It is **YOUR** responsibility to inform me of any changes to your schedule, and to make arrangements with me to hand in assignments, give speeches, etc. around these absences.

 - 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.

 - You will be counted absent (unexcused) if you are sleeping, using your computer, tablet, or phone, or otherwise not paying attention in class. You may only use a laptop for taking notes! **I will not consider you physically here unless you are mentally “here”!**

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 10 points from your speech grade.
 - Any assignments due on a day with a preapproved absence must be submitted **PRIOR** to the absence. If an absence is approved afterwards, the assignment can **NOT** be turned in late – a null grade will be given for that assignment.
5. **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:
 - 2 informative speeches
 - 2 persuasive speeches
- You will have only **two speech topics** for the semester: one that you will choose from a list of possible topics on computer-mediated communication (CMC) and one that you will choose for your pro-con speeches.
- The first speech will be an informative speech on your chosen CMC topic. The second speech will be an informative speech on a topic YOU choose. 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: 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 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 give you a null grade. (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, athletic shoes, 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 Purdue OWL for APA guidelines:
<https://owl.english.purdue.edu/owl/resource/560/01/>

EXAMS:

- You will take a mid-term exam, with an optional final exam. The final will count as extra points towards your final point total.
- **Make-up exams will only be given with an approved excuse, at my discretion.**

PARTICIPATION:

Active, positive participation is important in a speech class. Participation is measured, in large part, through your attendance and punctuality. Participation is also measured by the degree of attentiveness you give to your classmates' speeches.

GRADES:

Final grades are awarded as follows:

A = 90 - 100%	720 – 800 points
B = 80 - 89.99%	640 – 719 points
C = 70 - 79.99%	560 – 639 points
D = 60 - 69.99%	480 – 559 points
F = below 60%	under 480 points

Major Requirements, Points, & Grade % Approximations:

1. CMC Informative Speech & Outlines #1	100 pts.
2. Informative Speech & Outlines #2	100 pts.
3. Persuasive Speech & Outlines #1	125 pts.
4. Persuasive Speech & Outlines #2	150 pts.
5. Listening to Partner	50 pts.
6. Participation	25 pts.
7. Midterm	100 pts.
8. Assignments (6 at 25 pts each)	<u>150 pts.</u>
	Total 800 pts.
Final Exam (optional)	20 pts. (extra)
Final Grade	Total points ÷ 800 = Grade

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

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>

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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 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 partial refunds for 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 6 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.

Student Accessibility and Resources

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources (SAR) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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 re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts.

1. "Cheating" includes, but is not limited to:
 - a. copying from another student's test paper;
 - b. using, during a test, materials not authorized by the person giving the test;
 - c. failure to comply with instructions given by the person administering the test;
 - d. 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;
 - e. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 - f. collaborating with or seeking aid from another student during a test or other assignment without authority;
 - g. discussing the contents of an examination with another student who will take the examination;
 - h. divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - i. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - j. 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;
 - k. falsifying research data, laboratory reports, and/or other academic work offered for credit;

- l. 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
 - m. misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
2. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
 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. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)