

COMMUNICATION 2040.001 Public Speaking

Instructor: Brittany Hale
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Instructor's Office: GAB 302

Class Hours: M, W, & F 8:00-8:50 am
Class Lecture Location: WH 117
Office Hours - W 9-10 am & by apt.

Required Text:

Public Speaking and Civic Engagement. J. Michael Hogan, Patricia Hayes Andrews, James R. Andrews, Glen Williams. 4th Edition

Course Overview:

Students will learn the skills and strategies needed to prepare and deliver special occasion and informative speeches, as well work with others to design presentation and address arguments in a public setting. Special consideration is given to adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; how to conduct responsible research on appropriate topics; and how to argue, develop, and polish effective presentation skills.

Course Objectives:

During the course, you will be asked to stand before a group and deliver information, argue a position, present an award, introduce a guest speaker, or honor a special event. It is important that you command the audience's attention and present yourself as a competent and credible speaker. In this course, you will be asked to present four speeches. The goal is for you to gain more confidence in communicating in public contexts.

Student Learning Outcomes:

1. Students will construct (research, outline, & organize) speeches for delivery to audiences.
2. Students will deliver special occasion, informative, and persuasive speeches.
3. Students will apply analytical and critical listening skills.
4. Students will manage their apprehension about communicating in public contexts.

The Lecture Recitation Format:

In Lecture, we will meet in the lecture room and discuss topics together. You will spend some class time in recitation with your teaching assistants. You will deliver your speeches in recitation. You can find out where you are supposed to meet on which day by looking at the class schedule at the end of this syllabus.

Teaching Assistants:

The teaching assistants for this course are experienced instructors. They will inform you how to contact them outside of class.

<u>Section Number</u>	<u>Teaching Assistant</u>	<u>Classroom</u>	<u>Email</u>
Section 201	Rowdy Farmer	WH 114	rowdydale.farmer@unt.edu
Section 202	Garret Zettel	WH 113	garret.zettel@unt.edu

Course Policies:

Contact Policy:

Your first point of contact in this course is your TA. Please refer to their contact policy. If you need to contact me directly, I prefer communicating through Canvas messages. If the matter is urgent, please email. Allow one business day for an email/Canvas message reply (be advised that I do not have office hours on Mon/Fri/Sat or Sun). In the subject line of your email, please include the course title. **Please keep them short, professional, and respectful.** Remember, before emailing questions about due dates, grading policies, assignments, etc. **check the syllabus** to attempt to answer your question first. **A lack of communication or planning on your part does not justify an emergency on my part.**

Technology:

All electronics must be silenced and out of sight during class. This includes cell phones, laptops, tablets, music players, beepers, carrier pigeons, etc. For research purposes, there may be days in which I encourage the use of technology, but I will inform you of those in advance. **If you are using technology during class, your TA will mark you as absent.** In the case of emergency and you are expecting an important phone call, please notify me before class and sit near a classroom exit.

Class Climate:

Students are expected to attend each class session, to have read the material, and to be prepared to participate actively and intelligently in class discussions. Public Speaking courses often bring out passion - sometimes surprising even the speaker. Some course participants will undoubtedly have strong reactions to some of our speech topics and discussions, and I encourage students to recognize and reflect when this occurs. Oftentimes, feeling some type of discomfort about a subject is a good sign. Aristotle is credited with the saying, "It is the mark of an educated mind to be able to entertain a thought without accepting it." Although I encourage you to engage in open expression, our reactions must be framed as complete arguments (not just claims) and **presented respectfully.**

We must create an **environment in which individuals feel comfortable** articulating their arguments and relaying their relevant experiences. Constructive critique is welcomed (and expected). **Words or deeds that marginalize people because of their gender, race, ethnicity, class, age, sexual orientation, gender presentation, or ability disrupts the safety of our learning community and will not be tolerated and may warrant your removal from the class. This level of respect extends to your teaching assistants and professor. Consider your comments and behavior wisely.**

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu>.

Class Attendance and Participation:

Attendance and participation are strongly encouraged. In order to be successful in this course you will need to come to class prepared, readings completed, and ready to engage in discussion. In recitation, you will need to be a prepared speaker and a respectful audience member. A portion of your grade will include participation as noted under assignments.

Attendance will be taken in class each day. If you are absent more than three (3) class periods over the course of the semester, your grade will be reduced. For each absence beyond three (3), 10 points will be deducted from your final grade total. For example, if you are absent 5 class periods, your final grade will be reduced by 20 points. You are responsible for obtaining notes from missed classes. It is **not** the responsibility of the instructor to inform you of what you missed in class.

If you miss a speech or a test, you will receive a ZERO for that assignment. Throughout the semester, there may be several opportunities for extra credit. However, individuals who have missed more than three (3) days of class will NOT be eligible for extra credit.

Excused Absences:

University authorized absences will not count toward your total. **HOWEVER**, it is your responsibility to alert me by the **second week** of class, in writing, if you plan to miss class over the course of the semester for either a University-sponsored activity or religious observation. In this e-mail, please include specific dates and your reasons for missing class. If you are traveling for a University-sponsored activity, we will also need official documentation from the Dean of Students within 3 days of your absence.

Regardless of your reason for missing a class, you are still responsible for that day's in-class materials and deadlines.

Tardies:

Late arrivals are distracting for students and instructors. Occasional late arrivals are understandable, however, if you make a habit of arriving late, I will begin marking you as absent when you arrive late. Additionally, leaving class early is also distracting. If you leave class early, *without prior approval*, you will be marked absent for the entire class period. Entering/leaving the classroom when a speaker is presenting is distracting and unfair to the speaker and the audience. **It is your responsibility to notify me if you come in after roll has been taken.**

Speech Days:

On speech days, you will lose a **full letter grade on your speech** if:

- Your cell phone rings or vibrates
- You use any technology
- You walk in or out of the room during a speech
- You create any disruption in class
- You bring food to class

Incompletes:

In accordance with university policy, a student can only receive a course grade of "I" if the student 1) has completed at least 75% of the coursework, 2) is passing the course, and 3) has a justifiable and documented reason beyond the control of the student for not completing the work on schedule (e.g., serious illness, military service).

Academic Integrity:

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

It is of utmost importance that you understand what is meant by cheating, facilitating academic dishonesty, fabrication, plagiarism, etc. It is also important for you to understand your rights should I or any other instructors accuse you of academic dishonesty. Every graded assignment, unless otherwise indicated, requires you to do original, independent, and creative work. In addition to copying someone else's words or ideas, reusing your own work (from other courses) is considered academic dishonesty—you might be permitted to extend research from other classes, but you must clear this with your professors before proceeding with such research.

ADA Statement:

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu>. You may also contact them by phone at (940) 565-4323.

Crisis Contingency:

In the event of the university closing for weather-related reasons or illness outbreak (e.g. swine flu), you will be alerted by Eagle Alert. I will provide instructions on how to turn in assignments and how the class will precede utilizing Canvas.

Disclaimer:

This syllabus should not be considered a binding contract on the part of the professor, who reserves the right to change any aspect of the course without prior notice.

Grading

When you receive a grade, you must wait 24 hours before discussing it with your TA in their office hours. Make an appointment and take the time to form a coherent argument about what you would like to discuss regarding your grade. After this 24-hour wait period, you have 7 days to contact us about your grade. After 7 days, your grade is non-negotiable. **We do not accept late work.** Extra credit: the more you ask for it, the less likely I am to give it.

All grades will be in the form of a letter grade (A-F) and weighted according to the demands of the specific assignments. Students are expected to produce written work that conforms to the “Writing Guide for Student Papers” in the “undergraduate program” section of the Communication Studies department website.

Grading:

Your final grade will be based upon the following breakdown:

Speeches (3)

Special Occasion Speech	50 points	_____
Informative Speech	75 points	_____
Persuasive Speech	100 points	_____

Writing & Research

Self-Evaluation	25 points	_____
Peer Evaluation	100 points	_____
External Speech Evaluation	100 points	_____
Informative Outline & Annotations	50 points	_____
Persuasive Outline & Annotations	50 points	_____
Final paper	100 points	_____

Exams (3)	300 points	_____
Participation & Daily Assignments	50 points	_____

Total Points	1000 points	_____
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In the end, your final grade will be accounted in the following manner:

A: 900-1000: Exemplary: work or performance that goes well beyond the basic expectations of the assignment to the point of providing a model of excellence to others.

B: 800-899: Commendable: work or performance that not only meets all requirements but exceeds them, demonstrating depth, originality, and other marks of quality that give the work distinction.

C: 700-799: Satisfactory: work or performance that fully meets all requirements competently and shows the ability to function as a college student.

D: 600-699: Marginal: work or performance that either (1) fails to meet all requirements though what is done is considered competent, or (2) meets all requirements but not at a basic level of competence or (3) both of the above but not poor enough to be considered failing.

F: 599 & under: Failing: work or performance that falls significantly short of requirements or basic competence or both. And, of course, work not done.

Assignments (Assignment Details will be provided via Canvas)

Speech - Special Occasion/Epideictic Speech

You will develop and deliver a **2-3 minute** speech in which you address a special situation.

Speech - Informative Speech

In this **4-5 minute** speech, you will identify a particular problem that the audience should be aware of. In this speech your primary goal will be to inform your audience of the importance of a particular issue.

Speech - Persuasive Speech

The longest speech you will deliver this semester is a **6-7 minute** persuasive speech in which you will attempt to persuade the audience on a subject of your own choosing. Instructor approval of speech topic will be required.

Self-Evaluation

You must watch a video of your Informative Speech and complete a **1-2 page** analysis paper.

Peer Evaluation

You will critique the speech performance of a classmate's informative/persuasive speech. The analyses should be **3-4 pages**.

Informative Outline & Annotations

You will develop a **full sentence typed outline** (with references included), on the topic you utilize for your Informative Speech. You will also complete an **annotated bibliography** of your sources. The outline and annotations will be the foundation for your Informative Speech.

Persuasive Outline & Annotations

You will develop a **full sentence typed outline** (with references included), on the topic you utilize for your Persuasive Speech. You will also complete an **annotated bibliography** of your sources. The outline and annotations will be the foundation for your Persuasive Speech.

External Speaker Evaluation

The ability to analyze a speech will accelerate the growth of any speaker. The basis for your Critique Speech is your evaluation of a **live** public speech in a "professional situation", although the speaker need not be a professional speaker. This cannot be an impromptu event, interview, or panel discussion. To prepare your critique speech you will need to attend a public speech, take notes, and then write a **3-5 page typed essay evaluation paper**.

Final Paper

This essay is an opportunity to reflect on the changing status of public address as well as the way it has impacted your life. The paper should examine your participation in public speaking and how or what ethical dimensions of public address influence or already influence your life. You will write a **3-5 page typed essay**.

Exams

There will be 3 exams given via Canvas. The exams will cover the materials selected from different chapters in the textbook, lecture, and class discussion. The last exam will be during finals week. You do not physically need to come to class on exam days.