COMM 2400: Public Speaking
Department of English, Technical Communication, and Media Arts
Summer 2013 Course Syllabus
8 Week Early Term, Sections 003 and 004

Kelsey Harr-Lagin

Email: kharrlag@spsu.edu
Phone: 678-915-3642
Office: J 346
Skype: KelseyHL

Website: http://educate.spsu.edu/kharrlag
Office Hours: Mondays 12-3pm
Wednesdays 12-3pm
And by appointment

IMPORTANT DATES

• 8 Week Early Term Begins: May 20
• Memorial Day/No classes: May 27
• 8 Week Early Withdrawal Day: June 14
• 8 Week Early Term Ends: July 12

COURSE DESCRIPTION

Students will learn the skills and strategies needed to prepare and deliver ceremonial, informative, persuasive speeches. 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.

LEARNING OUTCOMES

Upon successful completion of this course, students will:

• be able to properly organize/outline a speech or presentation;
• be able to support their positions and use a variety of support materials in their speeches;
• be able to properly prepare and use visual aids regardless of the technology being used;
• be able to prepare and present a speech that has an introduction, body, and conclusion that will hold interest, be easy to follow, and be factually accurate based on appropriate research; and
• be able to adequately analyze an audience and use that analysis in speeches.

COURSE OBJECTIVES/RATIONALE

During the course, you will be asked to stand before a group and deliver information, argue a position, speak with a group, or various other public presentations. 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. In addition, the following learning objectives will be met:

• Construct (research, outline, and organize) public speeches for delivery to audiences.
• Deliver ceremonial, informative, and persuasive speeches.
• Develop analytic and critical thinking skills.
• Successfully manage their apprehension about communicating in public contexts.
REQUIRED MATERIALS

- Reliable access to an internet-enabled computer with speakers, a printer, SPSU email, and D2L

GENERAL COURSE EXPECTATIONS

1) Read and understand the course syllabus, schedule, and course D2L page
2) Regularly check your SPSU email for important course information and updates.
3) Ask for help. Asking for help is the only way I know you are confused, lost, or in need of assistance. I am happy to provide a substantial amount of help if you ask.
4) The use of phones, mp3 players, and similar devices is prohibited. Please silence (the vibrate setting is not silent) all devices prior to the beginning of class.
5) Laptops and tablets for the purpose of taking notes are permitted only on days other students are not giving presentations. You should take special care to avoid distracting other class members with your computer. Should it become a distraction, you will be asked to put it away and refrain from bringing it to class in the future.
6) Wait until class has ended to pack up your belongings.
7) Never enter the classroom while another student is giving a speech or presentation.
8) Refrain from sexist, racist, homophobic speech and/or behaviors as well as other violent actions that discourage full class participation and create a hostile atmosphere.
9) Keep all graded work until your final grade is available on Banner Web. These documents will be necessary should there be an error or discrepancy regarding your final grade.
10) Occasionally, changes to this syllabus or the course schedule will become necessary. In the event changes are made, students will be notified via SPSU email and/or D2L.

ASSIGNMENTS

In this course, you may earn up to 100 points total. Although a 100-point grading scale may be unfamiliar to you, I find it preferable for a variety of reasons. If you have questions or concerns about the grading scale, please contact me. You may view your grades online in the D2L grade book.

- **READING**
  Reading assignments listed on the course schedule should be completed prior to class. Please note that although you are responsible for any information in the assigned reading, I do not cover all of it in class. Additionally, I often discuss topics in class that are not included in the textbook. Your comprehension of the reading will be assessed through the remaining assignments.

- **SPEECHES** (75 points)
  You will deliver a total of four speeches in this course. Speeches are your opportunity to demonstrate your understanding of the concepts discussed in the book and lectures. For each speech assignment, a detailed assignment description and grading form is available on D2L.

- **PEER EVALUATION** (4 points)
  You will complete an evaluation of a peer’s in-class speech. Additional information about the peer evaluation assignment, including a detailed assignment description, is available on D2L.
• **SELF EVALUATION** (4 points)
  You will complete an evaluation of one of your own speeches. Additional information about the self evaluation assignment, including a detailed assignment description, is available on D2L.

• **REFLECTION** (3 points)
  At the end of the semester you will be asked to reflect upon your experience in the course and your level of comfort with speaking in public. Additional information about the speech evaluation assignment, including a detailed assignment description, is available on D2L.

• **QUIZZES AND IN-CLASS ACTIVITIES** (14 points)
  Throughout the course of the semester there will be seven *unannounced* quizzes and in-class activities. These assignments will test your comprehension of the assigned reading and ability to apply the course concept to examples. In the event that you miss class the day of one of these assignments, you will be permitted to complete an alternative assignment. Unless your absence was for a university-sponsored activity, however, a 50% penalty will be imposed on the alternative assignment. It is the student’s responsibility to determine when they have missed one of these assignments and to contact me regarding an alternative assignment.

**COURSE POLICIES**
Students are expected to be read, understand, and be familiar with the following policies specific to this course. Failure to know or understand these policies is not a valid excuse for failing to follow them.

• **COMMUNICATION**
  I will communicate with you regularly through your SPSU email and D2L. I expect students to check their SPSU email and D2L accounts regularly to avoid missing important announcements and updates.

  Please be aware that our relationship is of a professional nature and therefore, you should communicate with me in a professional manner. Any time you contact me via writing, you should provide your first and last name as well as the course and section number in which you are enrolled. You may contact me at any time via email, D2L, or my office phone. You also are welcome to stop by my office at any time to see if I am available. My office hours are times I am regularly available to meet with students. If you would like to meet with me outside of my office hours, please speak with me to make an appointment. If you plan to come to my office hours, please let me know ahead of time so I can reserve that appointment time for you. If you have an appointment with me, during my office hours or otherwise, you will be given preference over students without appointments. If coming to campus to meet is not possible you may also contact me through the D2L Pager or Skype.

• **ATTENDANCE**
  Attending class regularly is essential in order to succeed in this course. Students are expected to arrive to class on time and stay for the duration of each class. You are responsible for attaining any information you missed while absent from class. You should first contact a classmate to discuss what you missed and get a copy of any notes. Once you have done this, you are welcome to make an appointment with me to discuss any questions or concerns over the missed material.

  *Although students who regularly attend class routinely earn much higher grades than those who do not, students will only be penalized for missing class on speech days.* Speech days are those days students (any student, not just you) are scheduled to deliver speeches. Absences on these days will result in a two (2) point deduction from your final grade.

  In order to be considered present for any given class period you must be awake, alert, and not involved in other activities (i.e. reading the paper, completing other coursework, having side conversations, texting, picking your nose, etc.) I reserve the right to count you absent for any class period in which you were a distraction to others and will notify you of this action if it occurs. Attendance will be taken using a sign-in sheet at the very beginning of class. If you are late it is
your responsibility to remember to sign in AFTER class has ended. If you do not sign the sheet before leaving class, you will be counted absent for that day. **Do not, under any circumstances, sign in another student.**

I will not impose a penalty for being late or leaving early so long as it does not occur often. If it becomes a consistent problem during the semester, a penalty may be implemented. In this event, students will be notified via email and/or D2L of the new policy regarding arriving late and leaving early.

The ONLY absences that are excused are those due to university-sponsored activities and severe health/family-related concerns. I define “severe health/family-related concerns” as something that requires a visit to a hospital or is a sudden and immediate crisis situation and I require documentation as proof of such. In order to request that an absence be excused, you must complete the “Request for Excused Absence” form found on D2L. Keep in mind that requests for excused absences are just that, requests, and therefore may not be granted. To request an absence be excused you should complete the form available on D2L and follow the submission instructions on that form. For absences due to university-sponsored activities, this form must be turned in PRIOR to your absence and missed work is expected to be completed either before leaving or by the assigned due date. For absences due to severe health/family-related concerns, you should contact me regarding any missed assignments and a plan to complete that work as soon as possible and turn in the form requesting an excused absence within two class meetings of your return.

- **GRADE GRABBING**
  I have borrowed this valuable explanation and policy on grade grabbing from a former colleague. I should add, however, that grade grabbing is discouraged at any point in the semester, not just at the end.

  “Grade grabbing is the practice of asking for a grade near the end of the semester. You or someone you know may have successfully talked a professor into bumping a grade up in a past course. It would be unwise to attempt grade grabbing in any of my courses. Not only will it absolutely not work, but asking to be given a grade you did not earn is unfair to all of your peers who operate under the same grading expectations as you. As such it will almost certainly damage my opinion of you, thus impairing my ability to do the favors I routinely do for former students, such as writing letters of recommendation or adding into future courses. Be sure to avoid alternate grade grabbing strategies such as the impending doom scenario: ‘if I don’t get an ‘A’ in your class, my GPA will fall below ___ , I will lose my scholarship, be forced to drop out of school, and inevitably turn to a life of crime and drugs.’ Obviously I do not want you to turn to a life of crime, thus I work hard to ensure my grading criteria are clear. As such, if you need an ‘A’, it is up to you to do the work to earn it.”

- **WRITTEN WORK**
  All written work should be typed, edited, stapled. It should also have a header containing your name, the course and section number, and the name of the assignment. I reserve the right to lower the grade on work that does not meet these requirements. If the assignment exceeds one page, please put your last name and the page number on all subsequent pages.

- **TURNING IN ASSIGNMENTS**
  The vast majority of assignments for this course will be submitted online to a D2L dropbox. Unless specifically stated, I will not accept paper copies of assignments. Paper copies of assignments must be completed and turned in by the beginning of the class during which it is due. Working on an assignment during class means that it was not completed at the beginning of class and is therefore considered late. Late assignments may be handed in either during a following class period or to my departmental mailbox in J333. If you deliver work to my departmental mailbox, please ask someone in the office to write the current date and time, along with their initials, on the top of your assignment. **Putting work under my office door and/or emailing it to me are**
unacceptable ways of handing in any work and will not be accepted without explicit and prior permission.

**LATE SPEECHES**
You must complete all speaking assignments in order to pass this class! Failure to complete all speaking assignments will result in an automatic F for this course. In-class presentations are difficult to schedule and make up and therefore the penalties for missing your assigned presentation time are strict and harsh. In the event that you are absent or unprepared the day you are scheduled to deliver your speech, your name will be moved to the bottom of the speaking order and you accept the risk not having time to give your speech in class. If there is time left after everyone else has delivered her or his speech, you will be allowed to give your speech for a 20% penalty. If there is not time left after everyone else has gone, you will need to make an appointment to give your speech outside of class. Giving your speech outside of class will result in a 50% penalty.

**LATE WRITTEN WORK**
Any written work not handed in on time is subject to a 50% penalty. There are two “lock-down days” during the semester. The first occurs approximately half way through the course and is the day by which any outstanding assignments must be handed in to receive any credit. The second lock-down day occurs on the day of the final exam meeting. Any outstanding late work from the second half of the semester must be handed in by that time in order to receive any credit.

**REQUESTING EXTENSIONS**
Occasionally, it is necessary for students to request an assignment deadline be extended. Keep in mind that requests for extensions are just that, requests, and therefore may not be granted. I must receive any request for extensions prior to the class period in which the assignment is due. To request an extension you should complete the form available on D2L and follow the submission instructions on that form.

**VISUAL AIDS AND TECHNOLOGY**
Visual aids can be an important aspect of public speaking and are required for some assignments. Flash drives and online storage technologies are the best methods for transporting electronic visual aids. You are encouraged to bring a backup visual aid in the event technology should fail you. Note that technical difficulties will NOT excuse you from any visual aid requirement in an assignment. I recommend that you practice using the classroom technology required for your presentation BEFORE using it during an in-class presentation. Talk to me to schedule a time to practice using the technology.

**RELEVANT UNIVERSITY POLICIES**
Although you are held accountable for all university policies, there are a number of university policies that are particularly pertinent to this course. Please familiarize yourself with these policies. Failure to know or understand these policies is not a valid excuse for failing to follow them.

**HONOR CODE, ACADEMIC DISHONESTY, AND DISRUPTIVE BEHAVIOR**
“SPSU has an Honor Code and a new procedure relating to when academic misconduct is alleged. All students should be aware of them. Information about the Honor Code and the misconduct procedure may be found at http://spsu.edu/honorcode/.” (http://www.spsu.edu/honorcode/syllabus.htm)

“Collaboration with your classmates in studying and understanding the material is part of the collegiate experience, and is strongly encouraged. Collaboration on written assignments is permitted and encouraged, but each student must turn in work written in his or her own words. Copying another’s work will be considered cheating; all students involved will receive a grade of zero, a reduction in the course grade, and possibly other penalties including failure of the course and dismissal from the University.” (http://www.spsu.edu/honorcode/syllabus.htm)
Two SPSU faculty members, Bob Brown and Bob Harbort, prepared an excellent, concise explanation of academic honesty in writing. Keep in mind that standards for ethical and honest writing also apply to speaking assignments. This document is located at:
http://bbrown.spsu.edu/papers/conduct.html

“A faculty member reserves the right to remove any student from his or her course if the student’s behavior is of a disruptive nature…” [Student Handbook, http://www.spsu.edu/studentlife/studenthandbook/Studenthandbook.pdf]

• POLICY ON AFFIRMATIVE ACTION
  “Southern Polytechnic State University is committed to making all of its programs and services available to all qualified students regardless of their race, age, sex, national origin, ethnicity, religion, marital status, Vietnam era veteran status, handicap, or other non-relevant criteria.” [Student Handbook, http://www.spsu.edu/studentlife/studenthandbook/Studenthandbook.pdf]

• DISABILITY SERVICES
  Students with disabilities are encouraged to visit the ATTIC (Student Center, Building A, Suite 160, 678-915-7361) to speak with a staff member in Disability Services regarding attaining accommodations in this course.

  “It is the policy of Southern Polytechnic State University to seek to make all of its programs and facilities available to all qualified students, including students with disabilities. In an effort to fully comply with the Rehabilitation Act of 1973, any student who because of a disability encounters any barrier to his/her full utilization of Southern Polytechnic programs or facilities is encouraged to contact the disability services coordinator for assistance. The University will, insofar as possible, assist the student in seeking solutions to disability barriers.” [P&P Number 460.0, http://www.spsu.edu/pandp/400/460_0.pdf]

• POLICY ON WITHDRAWAL FROM CLASSES
  “Students desiring to withdraw from one or more classes before the end of the midpoint of the semester may withdraw on-line via Banner Web or secure a Request to Withdraw form from the Office of Student Records...Students who withdraw after the midpoint of the semester are not eligible for a grade of “W” except in cases of hardship as approved by the faculty. Normally, students withdrawing after the withdrawal deadline date receive a grade of ‘WF’ for the course(s).” [Student Handbook, http://www.spsu.edu/studentlife/studenthandbook/Studenthandbook.pdf]

  “A student may be administratively withdrawn from the University when in the judgment of the Dean of Students, in consultation with the involved faculty member(s), and, when appropriate, other professional medical and psychological resources and the parents of the students, it is determined that the student suffers from a physical, mental, emotional or psychological health condition...” [Student Handbook, http://www.spsu.edu/studentlife/studenthandbook/Studenthandbook.pdf]

• GRADE APPEALS FOR COURSES
  “Although grade disagreements often can be handled informally, a formal procedure is needed when a student wants to appeal a grade officially. Students should only pursue an appeal if they believe they can present clear evidence in writing that a grade was based on criteria other than a fair and impartial evaluation of academic performance.” [P&P Number 304.5, http://www.spsu.edu/pandp/300/304_5.pdf]