Southern Polytechnic State University  
Department of English, Technical Communication, and Media Arts  

COMM 2400: Public Speaking  
Fall 2012 Course Syllabus  
Sections 11-17  

INSTRUCTOR CONTACT INFO  
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Office Hours: Mondays 3-5:30pm, Tuesdays 4-6pm, Wednesdays 12:30-5:30pm, and by appointment  

IMPORTANT DATES AT SPSU  
• End of Drop/Add: August 20  
• Last day to withdraw: October 4  
• Final Exam: December 5-11 (We will meet during the scheduled final exam time.)  

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 GeorgiaVIEW Vista 8
• Highlighter
• Folder or notebook for saving coursework

GENERAL COURSE EXPECTATIONS
1) Read and understand the course syllabus and calendar.
2) Keep track of your grade using the provided form. See me with questions or concerns; however, I generally do not discuss specific grades inside the classroom. To discuss your personal grades please schedule a meeting with me.
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) Bring your book and notes to each class meeting.
5) 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.
6) 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.
7) Wait until class has ended to pack up your belongings.
8) Never enter the classroom while another student is giving a speech or presentation.
9) 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.
10) Occasionally, changes to this syllabus or the course schedule will become necessary. In the event changes are made, students will be notified via email and/or GeorgiaVIEW Vista.

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, please contact me. You will find a form for tracking your grade throughout the semester on GeorgiaVIEW Vista.

• 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. Completing the reading assignments before class will enable you to ask questions over the reading and fully participate in class discussions and activities.

• 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 lecture. For each speech assignment, a detailed assignment description and grading form will be made available on GeorgiaVIEW Vista.
• **PEER EVALUATION** (5 points)
You will complete an evaluation of a peer’s in-class speech. Additional information about the speech evaluation assignment, including a detailed assignment description, will be made available on GeorgiaVIEW Vista.

• **SELF REFLECTION** (5 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, will be made available on GeorgiaVIEW Vista.

• **QUIZZES AND IN-CLASS ACTIVITIES** (15 points)
Throughout the course of the semester there will be five unannounced quizzes and in-class activities. These assignments will test your comprehension of the assigned reading or focus on applying 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 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 campus email and GeorgiaVIEW Vista. I expect students to check their campus email and Vista accounts regularly to avoid missing important announcements and updates. I strongly encourage students to visit with me about the course, questions regarding assignments and materials, concerns, and/or grades.

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 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 regularly have available to meet with students. Speak to me if you would like to meet with me at an alternate time. 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.

Online office hours will be held via Skype. Information about Skype, as well as how to create an account, is available on their website, www.skype.com. You can create a totally free Skype account that will allow you to communicate with people who you add to your list. If you are not familiar with it or want help setting it up, please let me know. Although Skype is a popular way to video chat with people, I will only use the instant messaging feature for online office hours.

Feel free to add me as a contact on your Skype account (my username is: KelseyHL) but please let me know who you are (if that is not obvious from your Skype name) as well as what course and section of mine you are in. I will do my best to log into Skype during other times as well, including my regular office hours. Do know I might be meeting with another student and unable to reply immediately in those cases. Please let me know if you have any questions or suggestions about online office hours.

• **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. In order to be considered present for any given class period you must be awake, alert, and not involved in other activities (ie. reading the paper, other coursework, side conversations, text messaging, nose picking, 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.

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 that students (any student, not just you) are scheduled to deliver speeches. Absences on these days will result in a three (3) point deduction from your final grade. 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 GeorgiaVIEW Vista of the new policy regarding arriving late and leaving early. 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.

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 an 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 GeorgiaVIEW Vista. The form should be downloaded, completed electronically, printed, and turned in. Like all other work, unless given prior authorization, email is not an appropriate way to turn in this 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 subsequent pages.

• **TURNING IN ASSIGNMENTS**
In order to be counted as on-time and considered for full credit, assignments must be ready to be turned in at the beginning of class. 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 WORK**
  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 very rare cases, this means that a student has to deliver a speech for little to no credit. 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 the day you are scheduled to deliver your speech, your name will be moved to the bottom of the speaking order and you take 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 30% 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. This policy also applies if you are in class but are not ready/willing to present at your assigned time.

Any written work not handed in during the class period in which it is due will be 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. To request an extension on an assignment you must complete the “Request for Extension” form found on GeorgiaVIEW Vista. The form should be downloaded, completed electronically, printed, and turned in. Like all other work, unless given prior authorization, email is not an appropriate way to turn in this form. I must receive any request for extensions prior to the class period in which the assignment is due.

- **VISUAL AIDS AND TECHNOLOGY**
  Visual aids can be an important aspect of public speaking and may be 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://fac-web.spsu.edu/cs/faculty/bbrown/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)