

# SOUTHERN POLYTECHNIC STATE UNIVERSITY

MARIETTA, GA 30060

THE DEPARTMENT OF ENGLISH, TECHNICAL COMMUNICATION AND MEDIA ARTS

## COMM 2400 - PUBLIC SPEAKING Spring 2013

### COURSE SYLLABUS

<b>INSTRUCTOR:</b>	Kami J. Anderson, Ph.D.	<b>PHONE:</b>	(678) 915-7330
<b>OFFICE HOURS:</b>	<b>Mondays and Wednesdays</b> 9:00am-10:00am	<b>OFFICE:</b>	J316
	<b>Tuesdays and Thursdays</b> 8:00am – 8:45am	<b>EMAIL:</b>	<a href="mailto:kanders3@spsu.edu">kanders3@spsu.edu</a>
	<b>All other times by appointment</b>		

#### 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

- 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 listening skills.
- Successfully manage their apprehension about communicating in public contexts.

#### **REQUIRED TEXT:**

O'Hair, D., Stewart, R., and Rubenstein, H. *A Speaker's Guidebook* (5<sup>th</sup> Ed.) Boston: Bedford/St. Martin's

## COURSE REQUIREMENTS

**ATTENDANCE:** You are expected to attend all classes. Absences require a physician's note that you are to be excused. Do not be late for class. **Coming to class late or leaving early without permission from Dr. Anderson will be counted as an absence for the entire class period.**

All students are allotted a maximum of three (3) unexcused absences for the semester. Absences beyond the allotted amount will result in a 10-point reduction in your final grade for EACH occurrence

Inform Dr. Anderson if an emergency prevents you from giving a speech on an assigned date. **If you are absent during your scheduled speaking time, a grade of zero (0) will be assigned** unless you present a doctor's note within 24 hours. If you are absent or tardy for any reason, you are responsible for finding out what material was covered and whether any announcements were made **from your colleagues, not Dr. Anderson.**

**TEXT:** Dan O'Hair, Rob Stewart and Hannah Rubenstein's *A Speaker's Guidebook* is the text for this course. It is available at the university bookstore. You can also purchase the book as e-book directly from the publisher for a lower price. Daily reading assignments from the text are listed on the course schedule. You will be expected to have read the material *before* you come to class.

**Preparation: Speeches and Written Assignments:** You will be required to deliver four speeches. You will be evaluated on your skill in selecting and researching a topic, organizing and delivering your speeches, and following instructor requirements. You will be evaluated on the criteria on the grading sheet(s), your ability to adapt while presenting the information orally, and your adherence to time limits.

If you do not deliver your speech within the specific time frame, your grade will suffer. In addition, failure to complete all speaking assignments will result in a final course grade of F.

**Quizzes:** Dr. Anderson reserves the right to implement daily/weekly quizzes if there is sufficient evidence of lack of preparation for course content. Quizzes will count toward the final participation grade for the course.

**Outlines:** You must prepare an outline for each speech. All written assignments are to be neatly typed, double-spaced on 8 ½ -by-11-inch paper with one (1) inch margins all around. Follow APA (American Psychological Association) guidelines regarding fonts, headings and pagination. Incomplete sentences and mistakes in grammar, punctuation, and spelling will adversely affect your grade. Guidelines and sample outlines will be discussed in class and can be found on Ga View D2L.

Note: On the first day of scheduled speeches, you must turn in two (2) typed copies of your outline and your grading sheet. One outline will be graded and returned to you; the other copy will be kept in the course administration file. If you fail to turn in the required copies, you will receive a 0 for the entire assignment.

You must prepare an outline for each speech. This outline is meant to serve as a presentation aid for you as well as a reference for Dr. Anderson during your presentation. All outlines are to be neatly typed and follow the criteria for typed-written assignments detailed above.

**Speech Critiques/Peer Evaluations:** You will critique four speeches. Two will be inside the classroom setting and two will be outside the classroom setting (e.g., speakers on campus, in the city council, in church, etc.). If Dr. Anderson does not provide the opportunity during class time, **you are responsible for critiquing a speaker at an out-of-class function.** You must bring proof of your attendance to out-of-class functions. **All critiques will be submitted through GA View D2L. The due dates for the critiques are as follows:**

<i>Week 6</i>	<i>Out-of-Class critique #1</i>
<i>Week 9</i>	<i>In-class critique #1</i>
<i>Week 13</i>	<i>Out-of-class critique #2</i>
<i>Week 14</i>	<i>In-class critique #2</i>

Additionally, you are responsible for evaluating the speech performance of your peers. During the semester, you are responsible for submitting two peer evaluations of two distinct colleagues and two distinct presentations. In short, you must submit an evaluation of two classmates but the evaluations cannot be for the same type of speech. These evaluations will be distributed anonymously to the colleague you will be evaluating. **The evaluations**

prepared during class do not count as an in-class critique, but may be utilized to prepare an in-class critique.

**Grades:** You will be graded in this class based on 1) the number of points you earn for each exam, speech, and written assignment and 2) your class participation. Keep track of your scores on the Student's Record of Grades form. At the end of the semester, add up your points, and use the following chart to determine your grade. Dr. Anderson will not average your grade for you.

A	=	1000-900
B	=	899-800
C	=	799-700
D	=	699-600
F	=	under 600 points

### RULES OF DISCOURSE

This is a performance-based course. Therefore, the expectation is all students will actively participate in not only their assignments but class discussions as well. Every student is expected to demonstrate: **MUTUAL RESPECT OF THE OPINIONS OF HIS/HER COLLEAGUE**. Additionally, your attendance (or lack thereof) will be reflected in your participation grade.

**Participation:** All students are expected to participate in class dialogues. Participation is not just coming to class. Class participation for this course is more than taking notes and nodding and agreeing. Participation is making sure you are an active part of the class discussion. This role includes but is not limited to:

- Asking questions without fear of judgment or ridicule from your classmates
- Answering questions posed by Dr. Anderson or your classmates
- Providing comments to statements made in class
- Checking for your own understanding
- Participating in group activities in class

It is difficult for you to receive full credit for class participation if you are not in class. Please be mindful of this throughout the semester.

### READINGS/ASSIGNMENTS

This course is purposefully front loaded with readings in order to accommodate the inordinate number of papers and exams students have at the end of the semester. Students are expected to have all weekly readings completed before the first class day of each week. Unless otherwise stipulated by the instructor, all assignments given outside of the readings are due the following class day (i.e.: an assignment given on Monday is due on Wednesday).

**Please keep in mind that Dr. Anderson does not lecture strictly from the textbook, so it is critical you do all outside readings. I reserve the right to implement quizzes on readings.**

### SPECIAL POLICIES and PROCEDURES

**PLAGIARISM** will not be tolerated in any form. Students will be subjective to a grade of "F" or possible academic expulsion, if such unethical practices are employed. This course is taught in compliance with policies of the ADA and EEOC. Detailed information on these policies is available upon request or can be found on the University Website.

### HONOR CODE

As a member of the Southern Polytechnic State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire SPSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Southern Polytechnic State University community, I will not participate

in any form of academic misconduct. I also understand that it is my responsibility to hold others to these same standards by addressing actions that deviate from the University-wide commitment to working, living, and learning in an environment conducive to a quality education. Thus, I affirm and adopt this honor code of Southern Polytechnic State University.

*Adopted by the Student Government Association: August 24, 2010*

*Adopted by the SPSU Faculty: October 28, 2010*

**ADA PROCEDURES:** Southern Polytechnic State University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students in need of accommodations due to a disability should contact the Dean for Special Student Services for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester.

**DRESS CODE:** We believe that in addition to presenting a well-prepared and well-practiced speech, the wearing of business attire is one way to create an image of the "Speaker as Leader". This, in turn, communicates a message of professionalism, seriousness, sophistication and credibility through both verbal and non-verbal symbols. Therefore, unless otherwise informed, students are required to wear business attire for every speech given in this course. (Gentlemen: suit or dress slacks and blazer, shirt and tie and dress shoes; Ladies: pant/skirt suit or dress and dress shoes). Failure to adhere to this policy for the Informative, Persuasive and Group Speeches will result in a deduction of points for that speech.

**SPECIALNOTE:** Dr. Anderson does not discuss grades and student progress with parents, unless there is a medical need for a conference. All students at Southern Polytechnic University are expected to demonstrate personal responsibility and maturity by "handling their business" in an adult, professional manner ***on their own!***

## Student's Record of Grades Form

*Note: There is a significant difference between merely "passing" this course (i.e. Earning a grade of B, C, or D) and "Excelling" (Earning an "A") in this course*

Final grades will be based on the quality of written and oral assignments completed, as well as, the active, consistent and meaningful contributions made in class. All written work is to be submitted on time, typed (doubled-spaced) and proof read. Points will be deducted for unedited work. **Late assignments will not be accepted.** Students will be expected to keep a copy of all work submitted and a record of the points earned based on the criteria below.

**SPECIAL NOTE:** Because of the difficulty of scheduling and the limited time framework,

1. No make-up speeches or exams will be permitted without a medical excuse or other pertinent documentation.
2. More than TWO (2) unexcused absences may result in a grade reduction. In the event of an absence, the student is responsible for keeping current with all assignments.

<u>AREA A...SPEECHES w/Outlines</u>	POINTS	
1. Introductory Speech	75	_____
2. Informative Speech	130	_____
Outline	20	_____
3. Persuasive Speech	155	_____
Outline	20	_____
4. Team Presentation	200	_____
<i>Total points possible</i>	<b>600</b>	<i>Total rec'd</i> _____

<u>AREA B...Written Assignments</u>		
1. Speech Critiques (4 @ 25 points)	100	_____
<i>Total points possible</i>	<b>100</b>	<i>Total rec'd</i> _____

<u>AREA C...Instructor Points</u>		
1. Class Participation	100	_____
2. Attendance	100	_____
<i>Total points possible</i>	<b>200</b>	<i>Total rec'd</i> _____

<u>AREA D...Other Assignments</u>		
1. Final Speech (Topic at the instructor's discretion)	15	_____ (EXTRA POINTS)
4. FINAL EXAM	100	_____
<i>Total points possible</i>	<b>100</b>	

FINAL GRADE POINTS	CUMULATIVE TOTAL POSSIBLE	1000	TOTAL REC'D _____
Less _____ absences x 10 points each			_____
	Total		_____

**PUBLIC SPEAKING**  
**Weekly Course Schedule**

Week	Dates	Chapter(s)	Readings, Assignments, etc
1	January 7 – January 11	Syllabus Becoming a Public Speaker Listeners and Speakers Ethical Public Speaking	Chapter 1, Chapter 3, and Chapter 4
2	January 14 – January 18	Discuss Introductory Speech Assignment Managing Speech Anxiety Giving it a Try: Preparing your first Speech	Chapter 5 and Chapter 2; <b>Assignment: “Any old bag will do”</b>
	January 21 – January 25	Introductory Speeches - “Any old bag will do”	
3	<b>January 21</b>	<b>Rev. Dr. Martin Luther King, Jr. Day – No Monday Classes</b>	
4	January 28 – February 1	Analyzing the Audience Selecting a Topic and Purpose Organizing the Speech	Chapter 6, Chapter 7, and Chapter 11
5	February 4 – February 8	Types of Organizational Arrangements Outlining the Speech Developing the Introduction Developing the Conclusion	Chapter 12, Chapter 13, Chapter 14 and Chapter 15
6	February 11 – February 15	Introduce Informative Speech Assignments The Informative Speech Developing Supporting Material Using the Internet to Support Your Speech	Chapter 23, Chapter 8, Chapter 9, and Chapter 10 <b>Assignment: Out-of-class Critique Due</b>
7	February 18 – February 22	Using Language to Style the Speech Using Presentation Software Methods of Delivery The Voice in Delivery The Body in Delivery	Chapter 16, Chapter 22, Chapter 17, Chapter 18, and Chapter 19 <b>Assignment: Informative Speech Draft Outline due</b>
8	February 25 – March 1	Informative Speeches	<b>Assignment: Outlines Due the first day of speeches for ALL students</b>
9	<b>March 4 – March 8</b>	<b>Spring Break – No Classes</b>	
10	March 11 – March 15	Informative Speeches	<b>Assignment: In-class Critique Due (GA View D2L)</b>
11	March 18 – March 22	Discuss Persuasive Speech Assignment The Persuasive Speech Developing Arguments for the Persuasive Speech Organizing the Persuasive Speech Using Presentation Aids in the Speech Designing Presentation Aids	Chapter 24, Chapter 25, Chapter 26, Chapter 20, and Chapter 21
12	March 25 – March 29	Discuss Group Presentation Assignment Communicating in Groups Business and Professional Presentations Speaking in other College Courses	Chapter 28, Chapter 29 and Chapter 30
13	April 1 – April 5	Persuasive Speeches	<b>Assignment: Outlines due the day you are scheduled to present</b>
14	April 8 – April 12	Persuasive Speeches	<b>Assignment: In-class Critique Due (GA View D2L)</b>
15	April 15 – April 19	Group Presentations	<b>Assignment: Out-of-Class Critique Due (GA View D2L)</b>
16	April 22 – April 26	Group Presentations Final Speeches – Impromptu Speech <b>Final Exams Due</b>	