

COM 225, SLN#73600: Public Speaking

The Hugh Downs School of Human Communication, Arizona State University

Fall Semester 2016

T/TH 12:00 - 1:15 PM CPCOM 227

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Office Hours: In Office- M 2:00-2:45 PM, T 10:30-11:30 AM, & by appointment.

*****The first few weeks of this course will serve as lectures/in lecture format to provide information on the basics of public speaking, speech construction, and delivery. The rest/end of the term will mostly consist of the actual speeches required for the course.*****

Overview of the Course:

The purpose of this course is to enable you to better understand theories and practices of public speaking. This course is designed to improve not only your delivery techniques, but also your speech-writing and persuasion abilities. Additionally, this course is arranged to develop the skills necessary for you to evaluate critically both the written and spoken speeches of others and to enter the public dialogue on issues that are important to you and your life.

I am confident that there is much to gain from the study of public speaking. The skills developed by engaging in this course work can be practically applied to each of our lives. Although our participation may take place in various forms and environments, each of us will inevitably face the task of delivering, constructing, or consuming speeches. Developing your public speaking skills will prepare you for school or work presentations, job interviews, political campaigns, community meetings, and many other situations as well.

Benefits of the Course:

- Improved speech delivery
- Understanding and ability to create effective speeches
- Improved listening skills
- Improved ability to think critically on a variety of subjects and genres
- Improved research skills
- Skills to analyze your own and others' speeches
- Greater confidence in oneself when speaking in front of others
- Greater physical and psychological comfort when speaking in front of others
- Improved writing skills

Required Materials:

Lucas, S.E. (2014). *The Art of Public Speaking*, 12th Edition, McGraw-Hill Education.

ISBN: 978-0073523910

Access Code for Online Learn Smart.

Instructor Expectations:

Each time that we meet, you should expect that I will:

- Arrive to class on time, prepared, and organized
- Maintain a positive learning environment in the classroom
- Respect each student as a person and a learner
- Demonstrate enthusiasm toward the subject matter

Student Expectations:

Each time that we meet, I will expect you to:

- Arrive to class on time, prepared with readings done
- Respect each other and the instructor
- Positively contribute to class discussion and activities
- Put forth effort to prepare audience friendly speeches
- Ask for help when needed

This course, and all others in the Hugh Downs School, is taught in English. If English is not your first language and you are having difficulty in speaking, writing, or understanding- please seek assistance at the Writing Center on campus or with the International Student office which provides conversational groups for non-native speakers. Since this class is taught in English, all work in this course will be graded based on a common rubric that assumes an understanding of English.

Course Policies

Communication: I WANT YOU TO SUCCEED!

You must communicate with me- about absences, concerns, issues, questions you have about the course and the expectations. If you have a concern, you must meet with me in person within 1 week of the original date in order to address the concern immediately. I will not respond to questions about grades or absences after 1 week has passed.

Students occasionally go through difficult experiences that present a challenge to completing or excelling in a course. I encourage you to meet with me in the event of such difficulties.

Participation:

We will be engaging in a number of in-class activities for which participation is **REQUIRED**. Your participation in this class includes every assignment from speeches, to written reflections and in class activities. Your participation grade will reflect each of these areas. Students who are not present or who are tardy for those activities will not receive credit for these activities.

Attendance:

Every student is allowed a total of 4 absences **-excused or unexcused**. Participation points will be deducted from your total participation/attendance grade for each additional absence.

An excused absence (note from physician, attorney, police, judge, religious holidays, official schedules for university sponsored events, an obituary/funeral program, etc.) **DOES NOT negate the absence and will only be necessary if the student has missed an assignment/speech date**. For an absence to be excused, you will need to provide appropriate documentation. If you are going to miss class for religious holidays or university-sponsored events, please notify in advance so that appropriate accommodations can be made. Students who have some prior conflict with a speech date have the responsibility of discussing the conflict and making alternative arrangements **in advance** with their instructor.

*****Tardies of 15 minutes or more will count as an (1) absence.** If you are late and someone is presenting, **wait outside** until they have concluded their speech.

Make-up Policy: Speech dates are **FIRM**. In the case of an excused absence, permission to make up the speech requires that the speech must be scheduled and completed within **one week** of the date of the absence. After that one-week period, a zero will be posted for that assignment. Any speech missed due to an unexcused absence or unpreparedness can only earn (at most) half credit (50%) when completed and must be completed during the remaining/allotted speech dates.

Paper Submissions:

Written work, including outlines and papers must be turned in using **Safe Assignment** (within our Blackboard section) before class on the day they are due or they will not be graded.

Please note that papers are due before the beginning of class time, no exceptions. All assignments must be typed in double-spaced 12 pt. font with 1-inch margins all the way around and page numbers on every page. **All written assignments must be submitted to Safe Assign before the due date.**

Papers will not be accepted late for full credit. Assignments may be turned in at the following class for at most half credit (50% less credit). Papers will not be accepted after two class periods from the original due date.

I do not accept papers via email, so do not ask. All papers must be typed and include a name and date for grading.

Professional Attire:

You will notice I value both comfort and professionalism, as I am sure you do too. You are expected to dress professionally on some speech days. No heel, suits, or ties are required; however, appropriate business casual dress is expected. Hoodies, hats, pajamas, swimwear, or over-revealing attire is **NOT** acceptable for any speech day. Failure to abide by this professionalism code will result in points deducted from your speech.

Cell phones and laptops:

The use of cell phones, laptops, iPads, and all other electronic devices are prohibited unless you are DRC approved. All electronics must be turned off and cell phones must be put on silent mode, **NOT VIBRATE**.

*****If you are caught using such a device in class, you will be deducted one point (each time) from an upcoming assignment.**

Email:

Emails will be composed using proper language and grammar, and will include a proper greeting. **Failure to do so will result in the deletion of the email without a response.**

I am also a student like you and carry an extensive workload. Emails sent after 5 PM will not be responded to until after 8 AM the following morning. If you do not receive a response from me within 2 days, I recommend resending the email.

Grading:

I welcome you to discuss your grades with me respectfully *during office hours*. Please respect the **24/7** policy. Please *wait 24 hours* after receiving a grade to talk with me about it. You must appeal a grade within *7 days*.

While I am extremely sympathetic to the realities in our lives that prevent us all from doing work, I expect my students to prioritize these matters individually. To avoid making decisions about which scenarios are “worthy” of exceptions, and which are not, I have included the above policies and will refer to them throughout the semester as needed. Again, see me with any concerns.

Random Tidbits:

Remember that public speaking does not come easy to most of us. Show your classmates courtesy by avoiding talking, eating, doodling, or sleeping while someone else is presenting or speaking. Each student is required to treat other classmates with respect by being mindful and respectful to others’ opinions, values, and beliefs.

You may only use 3x5 cards for speech notes. 8x11 papers, notes, or outlines are distracting to the listeners and restrict movement- doing so will significantly affect your grade. Please do not memorize your speech or read it to us; rather, use 3x5 cards to stay organized in your speech.

Time limits on speeches are designed and imposed with good reason. As a professional, you may be asked to give a 5 minute presentation about a business topic- it should not be 4 minutes, it should not be 6 minutes. Therefore, to develop strong presentation practices, speeches that do not meet the time requirement (fall short or go too long) will result in grade reduction. This displays the need to practice, practice, and practice some more!

I strongly encourage informal networks in class. It is a good idea to exchange phone numbers with one or more students. Do NOT rely on the instructor to provide you with class lecture notes or homework assignments if you are unable to attend class. If you miss class, meet with me during office hours or by appointment to go over missed assignments.

No tobacco use will be tolerated during class times and cigarette breaks will not be permitted.

Prohibited visual aids include: live animals, people, weapons, alcohol, and drugs. These prohibited items also include any simulations of the previously mentioned items. If food is involved with a presentation, you must bring enough for everyone in the class and disclose ingredient information in case of an allergy.

Academic Integrity

The College of Liberal Arts and Sciences and the Hugh Downs School of Human Communication strongly believe in academic integrity; thus, instructors in the College and School do not tolerate cheating and plagiarism. Instructors who find compelling evidence of academic dishonesty will actively pursue one or more of the following actions: assigning a grade of XE ("failure through academic dishonesty") to the student, advocating the suspension or expulsion of the student from the College, and/or referring the student to Student Judicial Affairs. If a student who is charged with academic dishonesty is found to be in violation, then one or more of these disciplinary actions will be taken. For further information, please read the Student Academic Integrity policy and the code of conduct for the Hugh Downs School of Human Communication at: <http://hdshc.asu.edu/acadintpol.html>.

STUDENT CONDUCT: I want to build a classroom climate that is comfortable for all. In a communication class, it is *especially* important that we (1) display respect for all members of the classroom – including the instructor and students, (2) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time (e.g., having private conversations, reading the newspaper, surfing the internet, doing work for other classes, making/receiving cell phone calls, text messaging, etc.); and (4) avoid racist, sexist, homophobic or other negative language that may unnecessarily exclude members of our campus and classroom. This is *not* an exhaustive list of behaviors; rather, it represent examples of the types of things that can have a dramatic impact on the class environment. Your final grade may be reduced by 1% *each time* you engage in these sorts of behaviors. Further, students who are verbally or physically aggressive towards the instructor, the TAs, or another student before, during, or after class will have their grade lowered by 25% *each time* they engage in this sort of behavior (and, students engaging in such behaviors will be permanently removed from the class and the proper authorities notified).

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs: Code of Conduct (http://www.abor.asu.edu/1_the_Regents/policymanual/chap5/index.html), and the ACD 125: Computer, Internet, and Electronics Communications (<http://asu.edu/aad/manuals/acd/acd125.html>).

Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student’s behavior disrupts the educational process under USI 201-10 (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>). As noted in this document, “An instructor may withdraw a student from a course with a mark of “W” or “E” when the student’s behavior disrupts the educational process. Disruptive classroom behavior for this purpose is defined by the instructor.” In cases where disruptive behavior does not warrant removal from class, at the instructor’s discretion a student’s final grade will be lowered by 25% instead.

Disability Resource Center

If you are registered with the disability resource center please notify me and have them contact me so that I may make accommodations as needed. This paperwork is required at the start of the semester and not after the fact. Please get me DRC requirements as soon as you can.

Assignments

SPEECHES:

Art Object Speech

This is a **4-5 minute** speech where you will explain and describe an art object (examples: painting, building, sculpture, tapestry, mural) that you have found interesting or particularly moving. This speech requires the use of a **visual aid**.

Informative Speech

This **4-6 minute** speech may take the form of an explanatory or definitional speech where you describe something of interest (a social issue, a unique person/event/place/phenomenon, etc.) to the class. This speech is very broad and for that reason, I recommend thinking in advance about what interests you and what you would like to contribute to this class. **You will be required to use Power Point for this presentation.** The assessment of the presentation will be based on how well the tool enhances the overall speech. I will give a brief in-class 4-5 minute tutorial for those who may not have used the tool. News

services are good places to look for ideas. Try online newspapers, watching CNN, or browse the library's magazine collection.

Persuasive Speech

This **6-7 minute** speech must compel your audience to take action on an issue that is significant to their lives. The persuasive speech should center on a controversy of a political, social, economic, cultural and/or religious nature. Please keep in mind this is not just a speech about your opinion on a topic; it should be a well-reasoned argument on an issue of civil importance. Past topics have included the light rail system in the Valley and television censorship. **The use of visual aids is optional.**

Special Occasion Speech

This **3-4 minute** speech gives you the freedom to do a number of different speeches. Special occasion speeches include toasts, eulogies, speech nomination, acceptance speeches, and others to be discussed in class. Be sure to create a context for your speech. What is the event? Who is there? What are the cultural expectations? Have fun with it!

ADDITIONAL ASSIGNMENTS:

Speech Proposals

I will collect speech topics in the form of proposals before each speech to ensure that the topics are appropriate and not the same as others in the class. You may not change topics once you get approval from me. Speech proposals are typically accepted via email.

Research/Outlines

An outline and bibliography in APA format is required for each of the speeches. These outlines must be submitted to Safe Assign prior to the day of your speech and a hard copy of the outline should be handed to the professor as you walk up to deliver your speech. In class I will demonstrate the form I will be expecting and post an outline example on Blackboard. Proper spelling and grammar is required. I am happy to look over your outline and provide feedback for outlines given to me well in advance of the due date.

Self Evaluations

You will be responsible for two (2) self-evaluation papers for this class. After you have given your first speech (Art Object Speech), you are required to turn in a short paper evaluating your performance based on the observations you made while watching it on video. This will be a short self-critique emphasizing thoughtfulness and reflection. In addition, you are also to complete another evaluation after your Persuasive Speech in order to assess your progression as a speaker. Please note both strengths and weaknesses and explain how you plan to improve your final speech in this class. A handout for paper requirements will be distributed in class prior to the first paper due date, as well as posted on Blackboard.

Peer Evaluations

For each speech (except for the Special Occasion speech) you will do at least 2 peer evaluations of your peers so that each speaker gets ample feedback from

various perspectives and also to aid you, as an audience member, to practice skills of critical thinking and listening. Peer evaluations will be anonymous in the sense that only I will know who wrote each evaluation. You must still provide your name on peer evaluations so you can receive points from the instructor. It is imperative to your grade that evaluations be thought provoking and offer valuable feedback for the speaker. This assignment should assess both strengths and weakness of the presentation in a respectful manner. These evaluations are due the class period following the end of a speech cycle. Please print two copies of the Peer Critique Sheet (located on Blackboard) to use for each speech cycle to construct your peer evaluations.

Outside Speaker/Presentation Evaluation

For this assignment you will be required to observe a (1) speaker outside the classroom and write a written evaluation of the performance from the individual or group according to the material you have learned in this class. We will discuss this assignment more in class and handouts will be provided to guide you.

Quizzes: Through McGraw Hill Connect and Learn Smart

You are required to complete 6 quizzes for various chapters of our textbook through the online Learn Smart program. The links for the quizzes are available on our Blackboard. Buying the textbook access code will be required to access these quizzes and therefore receive the points. Each quiz (6 total) is worth 10 points each and must be completed before Dec. 2nd by 11:59 PM. It is wise to keep up with quizzes and take them as we discuss the accompanying chapter instead of saving them for the end of the course.

Participation/Attendance Grade:

This grade is determined based upon your attendance and participation in in-class activities and discussions. Remember, missing more than 4 days (excused or unexcused) will result in the deduction of points from this grade. An absence or failure to participate in an in-class activity will also further decrease your participation/attendance grade. Reliance on cell phones or laptops may also decrease this grade.

Grading Scale:

Generally, in the course, ‘excellent’ work earns “A” grades, ‘good’ work earns “B” grades, ‘average’ work earns “C” grades, ‘below average’ work earns “D” grades, and ‘unacceptable’ work earns an “F” or “0” grade.

Due to course policy, I cannot offer extra credit.

A+	= 100%	= 500 points
A	= 93-99.9%	= 465-499.5 points
A-	= 90-92.9%	= 450-464.5 points
B+	= 87-89.9%	= 435-449.5 points
B	= 83-86.9%	= 415-434.5 points
B-	= 80-82.9%	= 400-414.5 points
C+	= 77-79.9%	= 385-399.5 points
C	= 70-76.9%	= 350-384.5 points
D	= 60-69.9%	= 300-349.5 points
E	= 0-59.9%	= 0-299.5 points

Terminal Topic List:

The following speech topics are **not** available as choices for topics for your speeches. Some of the topics are too large in scope for even a 10 minute speech. Some have simply been overdone by students who have come before you and therefore cannot be graded fairly by your instructor. If you choose a topic from this list without first discussing it with your instructor, your speech grade will be lowered.

Seat Belts	Tanning Beds/Skin Cancer	Voting
CPR	Exercise/Fitness	Legalizing Marijuana
How to Give a Speech	Recycling	Illicit drugs
Resume Writing	Driving & Texting	Gun Control
Paying College Athletes	Cigarette Smoking	Capital Punishment
Elderly Drivers	Stress Management	Musical Festivals
Dreams/Dreaming	Drinking and Driving	Exercise/Fitness/Health
Michael Jackson	Pirating Music Illegally	Harry Potter/JK Rowling
Global Warming	Marilyn Monroe	Abortion

The following outline will help you to keep track of your graded assignments so that you are able to assess your grade.

Speeches (230 total points possible)

Art Object Speech (40 points) points earned _____
Informative Speech (65 points) points earned _____
Persuasive Speech (90 points) points earned _____
Special Occasion Speech (35 points) points earned _____

Speech Proposals (20 total points possible)

Art Object Speech (5 points) points earned _____
Informative Speech (5 points) points earned _____
Persuasive Speech (5 points) points earned _____
Special Occasion Speech (5 points) points earned _____

Research/Outlines (75 total points possible)

Art Object Speech (10 points) points earned _____
Informative Speech (25 points) points earned _____
Persuasive Speech (30 points) points earned _____
Special Occasion Speech (10 points) points earned _____

Evaluations (70 total points possible)

Art Object Self Evaluation (15 points) points earned _____
Persuasive Self Evaluation (20 points) points earned _____
Art Object Peer Evaluations (5 points) points earned _____
Informative Peer Evaluations (5 points) points earned _____
Persuasive Peer Evaluations (5 points) points earned _____
1 Outside Speaker Evaluation (20 points) points earned _____

Learn Smart Quizzes (60 total points possible)

6 Quizzes (10 points each) points earned _____

Participation/Attendance (45 points)

points earned _____

(500 points total for the course)

Tentative Course Schedule			
Date	Topic(s)	Readings	Assignments
Thursday, Aug 18	Syllabus, Orientation and Overview of Course		
Tuesday, Aug 23	Elements of Speaking, Ethics of Public Speaking, Listening	Chp 1, 2 & 3	
Thursday, Aug 25	Selecting Topics, Proposals, 'I AM' Activity, Outside Speech Critique Handout	Chp 5	
Tuesday, Aug 30	Introductions, Conclusions, & Transitions	Chp 10	
Thursday, Sept 1	Civil Communication		
Tuesday, Sept 6	Name Origin Activity, Self Critique Handout, Speech Anxiety	Chp 4	Name Origin Activity Homework Due
Thursday, Sept 8	Audience Analysis, Purposes of Speech	Chp 6	
Tuesday, Sept 13	Informative Speaking, Informative Organizational Patterns	Chp 15	
Thursday, Sept 15	Outlines, Introduction to Art Object Speech	Chp 9 & 11	
Tuesday, Sept 20	Research, Supporting Statements, Narratives, APA	Chp 7 & 8	
Thursday, Sept 22	Delivery: Verbal & Nonverbal Communication Speaker's Credibility	Chp 12 & 13	
Tuesday, Sept 27	Delivery Continued, Verbal Fillers Activity, Topic Brainstorming	Chp 12 & 13	5 PM- Art Object Speech Proposal Due
Thursday, Sept 29	Visual Aids, Using PowerPoint, Art Object Speech Workshop	Chp 14	
Tuesday, Oct 4	Art Object Speeches		
Thursday, Oct 6	Art Object Speeches		
Tuesday, Oct 11	NO CLASS- FALL BREAK		
Thursday, Oct 13	Informative Speaking, Topic Brainstorming	Chp 15	5 PM- Info Speech Proposal Due
Tuesday, Oct 18	Informative Speech Workshop		Self Critique #1 Due
Thursday, Oct 20	Informative Speeches		
Tuesday, Oct 25	Informative Speeches		

Thursday, Oct 27	Informative Speeches		
Tuesday, Nov 1	Topic Brainstorming, Introduction to Persuasive Speaking	Chp 16 & 17	
Thursday, Nov 3	Persuasive Organizational Patterns	Chp 16 & 17	5 PM- Pers Speech Proposal Due
Tuesday, Nov 8	Persuasive Speech Workshop		Outside Speech Critique Due
Thursday, Nov 10	NO CLASS- NCA		
Tuesday, Nov 15	Persuasive Speeches		
Thursday, Nov 17	Persuasive Speeches		
Tuesday, Nov 22	Persuasive Speeches		
Thursday, Nov 24	NO CLASS - THANKSGIVING		
Tuesday, Nov 29	Special Occasion Speaking, Topic Brainstorming	Chp 18	Self Critique #2 Due
Thursday, Dec 1	Special Occasion Workshop		5 PM- Special Occasion Speech Proposal Due
Friday, Dec 2			Quizzes (6) Due by 11:59 PM
FINAL DATE Tuesday, Dec. 6th from 12:10 PM – 2:00 PM	Special Occasion Speeches		