

Introduction to Public Speaking

COMM1315.002 • Fall 2020

Basic Information

<p>Instructor: Jasmine Tambunga, M.A. Class Meeting Times: Tuesdays and Thursdays 8:00am-9:15am Email: Tambunga_j@utpb.edu Office Location: TBA Office Hours: Via Microsoft Teams by appointment Class Location: MB 4147</p>	
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Course Description

Course Prerequisites. None.

Course Catalog Description. Introduction to Public Speaking details the history, theory and practice of public speaking with an emphasis placed upon the organization and delivery of informative and persuasive speeches. Further emphasis is given to the reduction of anxieties associated with public speaking. This course fulfills the general education core curriculum "Oral Communication" requirement. This course is a general education requirement for all UTPB students.

Purpose. This course is designed to enable you to become a more competent and effective communicator by allowing you to focus on your "oral competencies". This course will provide you with the grounding skills necessary to increase communication competence and provide the coping behaviors necessary to overcome communication apprehension. This course is designed to help you meet the following core objectives in the general education curriculum:

- **Critical Thinking**—In creating your speeches, you will conduct significant inquiry and analysis into your selected topic. This will include research designed to support your argument and to answer reasonable objections you are likely to encounter.
- **Communication Skills**—You will present speeches to an audience. This will also involve written communication through development of an outline and visual communication through consideration of appropriate visual aids.
- **Teamwork**—Your assigned readings will include material on small group communication, and you will make a presentation as a group.
- **Personal Responsibility**—You will discuss the various forms of plagiarism. In addition, you will discuss the ethical responsibilities of a rhetor in not manipulating an audience.

Objectives/outcomes: At the end of this course, students should be able to:

- Demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- Discuss the importance of specifying audience and purpose and to select appropriate communication choices.
- Appropriately apply different modes of expressions in written, visual, and oral communication.
- Apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

Method of instruction: This course employs multiple instruction methods, including lecture, discussion, and experiential learning activities facilitated through face-to-face class meetings and e-learning modules.

Supplemental instruction: Students are encouraged to visit the Success Center in MB 2215 for assistance with written assignments. Supplemental Instructors and Lab Assistants are available to help you with all other course material in the Communication Lab in MB 4147. Supplemental course material may also be found in Canvas.

Course Grades: University policy stipulates that average work in this course merits a grade of 'C.' A grade of 'B' indicates high achievement that exceeds course requirements; a grade of 'A' indicates superior achievement that far exceeds course requirements. A grade of 'D' or 'F' indicates that there are major issues with the given assignment.

(http://www.utpb.edu/utpb_student/undgrad_catalog/pdf/studentinfo/academicregs.pdf)

Required Materials

To effectively complete the requirements of the course, you must have the following:

- *Public Speaking : The Virtual Textbook* (2011). Online at publicspeakingproject.org.
- An e-mail address linked to Canvas through my.utpb.edu (checked daily).
- Daily access to your UTPB Canvas account.
- A working computer and high-speed Internet connection (dial-up is insufficient).
- A web camera or other means to record and upload up to 7 minutes of medium-quality video.
- Microsoft365 access to word processing and presentation software, provided by UTPB.

Important Dates

Important dates for the course vary by semester; consult the [UTPB Academic Calendar](#) and are available at www.utpb.edu. Information available there includes graduation deadlines, holidays, and the days on which you can add and drop a course. For course assignment deadlines, please see the schedule at the end of this syllabus as well as the Canvas announcements your instructor provides.

Course Activities and Assessment

Your final course grade will be decided on the basis of your performance in the following course activities.

Assignment Descriptions

Quizzes: You will complete a series of unscheduled pop quizzes for daily grades. These quizzes will be composed of questions based off information shared from class lecture, external readings assigned, and any other task that the instructor judges necessary to the progress of the class.

Discussion Assignments Regularly throughout the semester, students will answer a discussion question at the beginning of class on paper, then have a verbal discussion with the entire class. Grade is based not only on ability to answer the question in written format, but also speaking aloud in class. These quizzes will be composed of questions based off information shared from class lecture, external readings assigned, and any other task that the instructor judges necessary to the progress of the class. These discussions may only be done during class time and may not be made up if missed.

Speaking Assignment 1: Introduction Presentation You will deliver a 1 minute presentation in which you tell a pre-written story to the class. You will be evaluated on your delivery methods and nonverbal communication. A formal outline is not required, and no source citations are necessary.

Speaking Assignment 2: Instructional Presentation You will deliver a 5 minute speech teaching your classmates about a particular topic. You are *strongly* advised to discuss the topic with your instructor as soon as possible. Your instructor will explain in class or in Canvas the particular requirements for the topic of this speech. You will turn in a formal outline of your speech one week before speaking assignments begin.

Sample Syllabus

Speaking Assignment 3: Persuasive Speech You will deliver a 5 minute presentation about a topic on which you believe your classmates should agree with you. You are *strongly* advised to discuss the topic with your instructor as soon as possible. In addition to your speaking time, there will be a 1-2 minute question and answer period after your speech. You must take a clear position with respect to this presentation, and you must do sufficient research to understand the viability of your idea. You must incorporate at least 3 sources, which you will cite orally.

Speaking Assignment 4: Persuasive Speech You will deliver a 5 minute presentation on a topic which will challenge your ability to create an argument. In addition to your speaking time, there will be a 1-2 minute question and answer period after your speech. You must take a clear position with respect to this presentation, and you must do sufficient research to understand the viability of your idea. You must incorporate at least 3 sources, which you will cite orally.

Speaking Assignment 5: Toasts You will deliver a mock toast in class and be evaluated on the standards shared during class lecture. No source citations are required.

Speaking Assignment 6: Impromptu Speech: The final presentation will be an impromptu speech writing activity in which the student must demonstrate that they can use the writing techniques learned in class in order to develop a written version of a presentation. The final speech will occur in the regularly scheduled classroom.

Assignment Weights

Course Activity	Points
Speaking Assignment 1	45
Speaking Assignment 2	105
Speaking Assignment 3	70
Speaking Assignment 4	50
Speaking Assignment 5	45
Speaking Assignment 6	100
Quiz 1	100
Quiz 2	100
Quiz 3	100
Quiz 4	100
Discussion participation 8 total discussion boards	800 points
Total	1715

Grading Scale

Student work is not graded on a curve. Your work will be evaluated on its content, organization, writing and presentation, originality, analysis, and understanding, as described in the following table.

Letter Grade	Description
A (1543.5-1715)	Excellence in the above categories. Far exceeds the requirements of the assignment.
B (1372-1543)	Excellence in some, but not all of the above categories. More than an adequate response to the assignment.
C (1200.5-1542)	Satisfactory completion of the content and structure of the assignment. Adequate response; meets minimal requirements but with noticeable errors.
D (1029-1541)	A passing grade with significant errors. Poorly thought out or poorly supported concepts and response to the assignment.
F (857.5 or below)	Does not adequately meet major requirements of the assignment. Substantially missed major objectives or parts of the assignment. Contains significant errors.
No credit (0)	Assignment was not submitted by the due date or was determine to violate academic integrity policies.

Policies & Procedures

Cheating, Plagiarism, and Academic Dishonesty

I or your coach may submit any portion or all of your work to anti-plagiarism software and services to make sure it is your original product.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such acts.

“Plagiarism” includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit.

NOTE: Students found plagiarizing or cheating will receive a **zero** on the course activity, which could cause failure in the class and/or suspension or dismissal from the college. Incidents of academic dishonesty

esty are referred to the Dean of Students for review and prosecution.

Communication and Assignment Feedback

Course activities will be graded within seven days after the set due date. You can check your grades by going to **Grades**. If you note any problem with your grade, contact me through the **Email** link in the course within one week. I will review your work and respond through tracked changes within the file itself or in the grading notes area of the Canvas assignment. I may also offer general feedback in the performance of the course activity, but I will protect your identity in such a case.

Course messages are the best point of contact for your instructor; your coach will identify the best point of contact for him/her. Be prepared to wait up to two full business days for responses to course messages. I check my email regularly during normal business hours; I may check email once on weekends.

Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication with one or more asynchronous video activities in which students show an approved photo ID (a passport, government issued identification, driver's license, military ID from DoD, or school district identification for ECHS/dual credit).

Attendance and Class Participation

Regular and active participation is essential to your success in this course. Students must participate in the face-to-face discussions and login to the course online regularly; successful students will do so more often, and will probably participate more often than minimally required to do. Your instructor uses the Canvas course management system's tracking feature, which records how often and when students login, access specific items, visit specific pages, and submit assignments.

Your registration for this course obligates you to read all of the assigned materials as well as all of the public discussion materials. All students are expected to do the work assigned, to notify the instructor when emergencies arise, and to submit assignments on or before their respective due dates.

If your instructor is to be away from the course for more than 72 hours, you will receive an email in advance.

Submission of Course Assignments

To earn credit for your course activities, you must submit them in person or online through the appropriate dropboxes in the **Assignments** area of Canvas as instructed. Keep in mind the following practices for submission of online assignments:

- Submit all assignment files in .doc, .docx, or rich text format (.rtf). Please do not submit PDF files unless absolutely necessary, as they are difficult to mark up with comments, or Pages files, which I cannot open.
- Any time you link to content on the open web (such as a YouTube video), include a working URL and a proper citation of those materials.
- Always keep a copy of all the work you submit and a copy of the confirmation page generated by Canvas.

- Be aware that the server may slow down as you approach the end of a due date. A slow server does not excuse late submissions.

Make-Up/Late Submission Policy

Timeliness is one component of professionalism, and because this is an accelerated course, your learning and your classmates' learning depends on your timely participation. Assignments submitted after the deadline delay your progress in the course and can diminish your classmates' learning opportunities.

Because students are made aware of the due dates of all assignments well in advance, I will not accept work that is not turned in by the date and time noted in the syllabus. If there is any discrepancy between the due date listed in the syllabus and the due date listed in Canvas, assume that the syllabus is correct and notify me as soon as possible so I can correct the error.

You are welcome to submit work early; however, any work submitted early will be graded with the other submissions for that assignment. If the assignment allows for multiple submissions, I will grade the submission with the latest date unless you request otherwise in writing.

Forum Participation

In this course, online forums may be used. Though most content will be discussed and utilized face to face, forums are primarily used for discussing topics and issues related to course content.

I expect you to read all messages as part of the course readings. When you reply to your classmates' messages, address your classmates directly—doing so helps all participants maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better.

Please change the subject line when you introduce a new topic.

Course Incompletes, Drops, Withdrawals, and Grade Appeals

All students are required to complete the course within the semester in which they registered for it. Incomplete grades for the course are rarely given, particularly in online classes, and will only be granted when a student meets **all** of the following criteria:

- The student has completed at least **75%** of the course with a grade of 'C' or better.
- The student provides a valid, documented excuse for not being able to complete the course on time. Low grades are not a valid excuse.
- The student requests the incomplete in writing **before** the last scheduled week of class.
- The student signs or agrees in an email to a contract that lists the course activities to be completed, the revised due dates, and the specific terms of the extension.

UTPB course drop policy, course withdrawal policy, university withdrawal policy are noted at <http://aa.utpb.edu/registrar/addsdrops/>. UTPB grade appeal processes are detailed at <http://ss.utpb.edu/dean-of-students/student-grievances/>

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially docu-

mented a need for an accommodation will have their request honored. **Adapted from UTSA ADA syllabus statement.**

ADA Officer for Students: Mr. Paul Leverington

Address: Mesa Building 4243

Voice Telephone: 432-552-3702

Email: Leverington_P@utpb.edu

Changes to the Syllabus

Your instructor reserves the right to change the terms of the syllabus as she believes necessary. All changes will be announced once to the class. Changes to any part of the syllabus or failure to enforce the policies of the syllabus in any particular instance are at the discretion of the instructor and will not modify that or any other provision of the syllabus except as explicitly outlined by your instructor.

End-of-Course Evaluation & Instructor Evaluation

Every student must complete end-of-course evaluation provided by UTPB. A link to this evaluation will be provided in Canvas.

Civility and Netiquette

Anything you type in the discussion area is **public**, which means that every student in this class (including your instructor) will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box, as doing so is considered the same as shouting.
- Be courteous and respectful to other people. You are acting as UTPB representatives.
- Use standard business writing style; do not overuse acronyms as you would in text messaging, for some participants may not be familiar with them.
- Use strong paragraph structure—one main idea per paragraph.
- Change subject lines when you change topics.
- Write your full name at the end of the post, as if you were signing an email.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.
- Revise and proofread your posts before you submit them.

NOTE: If you do not adhere to the guidelines for any posting, you will lose the points that would have been granted, and the instructor reserves the right to remove your posting and to deny you any further posting privileges.

Refer to the following links for additional help on netiquette:

<http://www.albion.com/netiquette/corerules.html>

<http://www.dtcc.edu/cs/rfc1855.html>

Instructors and students are partners in creating and maintaining an environment that is conducive to learning. Students shall not engage in any form of behavior that detracts from the learning experience of fellow students; those who do engage in such inappropriate behavior will receive notice regarding their behavior from the instructor and may be reported to the Dean of Students for further disciplinary action.

Students are prohibited from engaging in any form of bullying, discrimination, or harassment toward the course instructor and coach(es).

Problems with other students in the course should be reported to the course instructor. Problems regarding your instructor may be reported to Dr. Rachel Martin Harlow. If Dr. Harlow is your instructor, report such issues to Dean Scott McKay (mckay_s@utpb.edu).

Computer Requirements

Student's Computing Skills

The student should be sufficiently comfortable in an online environment to handle basic web navigation, to perform basic functions of Canvas (including uploading and downloading assignments), to do some online research using the UTPB Dunagan Library databases, and to participate in online social media.

Student Email and Push Notifications

UTPB students are given a university email account upon matriculation. This email account is linked to Canvas. Students are expected to use this UTPB email account for all university-related communication. You may forward this account to your preferred email address.

Both my.utpb.edu and Canvas are enabled to send you SMS (text) messages. If you would like to receive these messages, please check my.utpb.edu to make sure that you have listed an SMS-capable phone number. Check Canvas to set your push notification preferences.

For course-related communication, please use the Canvas Inbox message system, which you can open from the main navigation bar in the course

Hardware and Software Requirements

REACH is the campus division that manages Canvas and the online and the online classes that use it. REACH maintains a [web page](#) with current information about hardware and software requirements, internet connection requirements, and other information. Before you begin the class, [test your browser](#) to be sure that it is correctly configured.

Computer Emergencies

Computer Crash. Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use should your personal computer crash.

Server Problems. When the Canvas server needs downtime for maintenance, the Canvas administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Complete Loss of Contact. If you lose contact with me completely and cannot contact me through Canvas or email, call me at my office (432-552-2201) as soon as you are able to do so. Please explain the reason you cannot contact me and how to contact you.

Lost, Corrupt, or Disappeared Files. When you submit a file to Canvas, keep a copy of the submission confirmation. Keep a backup copy of every project, posting, and assignment on an external drive, cloud drive, or personal computer. In the event of any kind of failure, such as a Canvas server crash, a virus infection, a personal computer crash, the loss of files in cyberspace, incorrect file versions, corrupt files, or other assignment problems, I may request you to resubmit the files. It is your responsibility to resend it

to me, corrected, at your earliest opportunity.

Student Support Services

For questions about...	Contact...
Academic advising	UTPB E-Advisor at http://cas.utpb.edu/academic-advising-center/e-advisor/
ADA accommodation and support	Testing Services & Academic Accommodations Department (432) 552-2630 http://www.utpb.edu/academics/undergraduate-success/TSAAD
Admissions, registration, transcripts	UTPB Office of Admissions (432) 552-2605
Canvas technical support	Technical Support Canvas 1-866-437-0867 https://guides.instructure.com/
Bookstore	(432) 552-0220 http://www.bkstr.com/texas-permianbasinstore/home
Counseling	(432) 552-2661
Email, Outlook 365, my.utpb.edu	Information Resources Division http://www.utpb.edu/services/ird
Financial aid and scholarships	(432)552-2620 http://www.utpb.edu/campus-life/financial-aid
Registrar	(432) 552-2635 http://www.utpb.edu/services/academic-affairs/office-of-the-registrar
Student Services	http://www.utpb.edu/campus-life/dean-of-students
UTPB library	(432) 552-2370; The J. Conrad Dunagan Library Online at http://library.utpb.edu/
Tutoring & learning resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course). http://www.utpb.edu/online/reach/smarthinking-online-tutoring

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB, to make changes in the course content or instructional techniques without notice or obligation. Students will be informed about such changes in sufficient time to adapt to them.

Schedule

Schedule is subject to change based on the needs and pace of the class.

DATE	Assignments/Activities/Topics	Due Date
8/25	Syllabus Day/Quiz	8/25
8/27	Overview of Successful Speeches	8/27
9/1	Discussion 1: Listening and Perception	9/1
9/3	Quiz 1: Building Communication Foundations	9/3
9/8	Audience Analysis Project	9/8
9/10	Discussion 2: Verbal and Nonverbal Messages	9/10
9/15	Polishing Your Vocal Delivery	9/15
9/17	Speaking Assignment 1: Introducing Yourself	9/17
9/22	Discussion 3: Situation, Audience, Purpose	9/22
9/24	Speaking for Teaching/Engaging the Learner	9/24
9/29	Visual Aids	9/29

DATE	Assignments/Activities/Topics	Due Date
10/1	Speaking Assignment 2: Instructional Presentations	10/1
10/6	Speaking Assignment 2: Instructional Presentations	10/6
10/8	Discussion 4: What are Good Reasons?	10/8
10/13	Argumentation and Persuasion, Quiz 2	10/13
10/15	Speaking Assignment 3: Persuasive Speeches	10/15
10/20	Speaking Assignment 3: Persuasive Speeches	10/20
10/22	Discussion 5: Addressing Counterarguments	10/22
10/27	Speaking Assignment 4: Persuasive Speeches 2	10/27
10/29	Speaking Assignment 4: Persuasive Speeches 2	10/29
11/3	Discussion 6: Guiding an Audience Through A Message	11/3
11/5	Toasts Lecture/Writing Workshop	11/5
11/10	Speaking Assignment 5: Toasts	11/10
11/12	Quiz 3	11/12
11/17	Discussion 7: Speaking to Friends/Family	11/17
11/19	The Art of Notecard Making	11/19
11/24	NO CLASS- THANKSGIVING BREAK	
11/26	NO CLASS- THANKSGIVING BREAK	

DATE	Assignments/Activities/Topics	Due Date
12/1	Reflection Discussion Board 8	12/1
12/3	Review for Final via Microsoft Teams, Quiz 4	12/3
12/8	Final: Speaking Assignment 6, Impromptu <i>Scheduled for 8:00am-10:00am in Canvas</i>	12/8

Sample Syllabus