

Public Speaking
CMST 1020 – Spring 2014

Monday/Wednesday 10:30 – 11:20pm

Fine Arts-Visual (FAV) 150

(Laboratory times and rooms are scheduled separately.)

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Office Hours: Monday 2:00-3:45pm
 Thursday 10:00 – 12:00pm
 (or by appointment)

Required Materials

1. O’Hair, D., Rubenstein, H., & Stewart, R. (2010). A Pocket Guide to Public Speaking. (3rd Edition). Bedford/St. Martin’s: Boston, MA. ISBN: 9780312564193
2. You are encouraged to purchase access to SpeechClass for this course. SpeechClass is an online learning space that integrates an interactive e-book, videos, tutorials, and a number of other study aids. If you have purchased either a package of the SpeechClass Access Card and your textbook or the Access Card alone, please follow the instructions below:
 - a.) Point your browsers to www.yourspeechclass.com (If you are a Mac user, you will need to use Firefox).
 - b.) Click on the "STUDENTS REGISTER YOUR CODE" link.
 - c.) Scroll down until you find your version of SpeechClass. Then, click on "Register your Code".
 - d.) You will be prompted to follow the on-screen instructions to find your course. You will enter the activation code (printed inside your Access Card).
 - e.) You will be asked to enter your name and email address, and choose a password.
 - f.) Then, you will select your school's state/province, your school name, then your instructor, course, and/or section.
 - g.) Your account information will be confirmed. To log in to SpeechClass, return to <http://www.yourspeechclass.com/> and enter your email address and password in the top right log in box.

**If you have any trouble during the registration process, please call 1-800-936-6899
 or email us at techsupport@bfwpub.com**

3. Canvas – you will need to use this when contacting me or your TA, downloading forms (e.g., grading sheets or peer/self evaluations), and accessing the links for speeches. A complete calendar is also available. Please speak with me immediately if you do not know how to use canvas. All the information you need to succeed in this class is provided on Canvas. The excuse of “**I didn’t know**” is not a valid reason for missing an assignment, quiz or speech and will not result in an exception to course policies.
4. iClicker – Older models are fine for this course.
5. An SD Memory Card (minimum 2G) to record your speeches (Only necessary for labs not meeting in ECC 108H).

Course Description

The purpose of this course is to introduce you to the field of speech communication through public speaking. This course integrates class lecture, discussion, activities, lab instruction, oral presentations, speaker evaluation, and examinations. You will have the opportunity to research topics outside the classroom and to apply the theoretical and practical skills addressed through lectures and readings. You will be expected to create and present original, well thought out pieces of public address across multiple topics and presentation styles. By applying concepts discussed in class to your speeches, you will be able to make them more effective. You will become better able to create an organized oral argument that demonstrates critical thinking skills, effective research, and more effective personal presentation.

Course Objectives

1. Introduce students to the field of speech communication through public address.
2. Students will practice the skills of creating and presenting public addresses.
3. Students will practice the process of research and creation of effective speaking outlines.
4. Students will understand the multiple forms and forums related to public speaking.
5. Give students the opportunity to become more effective listeners and audience members through critical listening and critical thinking skill application

University Policies**The Americans with Disabilities Act**

Students with ADA-documented impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. Accommodations are coordinated through DRC in Room 101 of the University Inn, 7-2444 voice, 7-0740 TTY, or toll free at 1-800-259-2966. Please contact DRC as early as possible. Alternate format materials (Braille, large print or digital) are available with advance notice.

Academic Misconduct

In accordance with university policy (as articulated in the Student Code, see: <http://www.usu.edu/studentservices/pdf/StudentCode.pdf#page=4>), academic misconduct—including cheating, fabrication, and plagiarism of written or spoken work—is not tolerated in this course. Do not present or turn in work for this class that you have turned in for other classes. You do not have my permission to submit work from this class to fulfill requirements in other classes. Plagiarism is submitting/presenting someone else's work as your own as well as quoting others without giving credit. Any quotation or paraphrasing of sources must be cited in text as well as orally during your speeches. Plagiarism can result in an F for the assignment, an F for the course, and other disciplinary measures. If at any time you are unsure whether your actions constitute academic misconduct, please see the instructor in order to clarify the matter.

Assignments**Reading a Children's Book****10 points**

Come to lab prepared to read a children's book (of your choosing) to the class. Your book should take no longer than 3 minutes to read out loud. The purpose of this assignment is to get you up in front of the class through a fun and nonthreatening activity. Be aware of your comfort level and feel free to engage the audience as you see fit (voices, showing pictures, eye contact etc.).

Introduction Speech**20 points**

This speech is designed to introduce the speaker to speaking, the listener to listening, and the student to the class. You should plan to speak about yourself for 2-3 minutes (**One point will be subtracted from your final grade for every 10 seconds you are under or over the time allotted**). The purpose of this speech is to get you up, speaking in front of a group of people. Make sure you engage your audience and follow the required organizational guidelines for your speech. When you practice, work on reducing your nervousness. Bring an SD card for this speech.

Topic Suggestions

- 1) relate an interesting experience you have had
- 2) provide a chronology of your life
- 3) describe your career goals and your motivations behind them
- 4) describe one of your hobbies and how you became interested in the hobby
- 5) bring an object to class that reflects part of who you are (e.g. an art or design piece)
- 6) describe an important person in your life and why that person is important to you (e.g. his/her qualities, impact, a shared experience)

**These are merely suggestions. You may, of course, select a topic of your own.

Tribute Speech**50 points**

You will have to commemorate a person (do not choose a friend or family member) in this 3 to 5 minute speech (**One point will be subtracted from your final grade for every 10 seconds you are under or over the time allotted**). Develop a clear central purpose that is similar to an informative speech because you are giving information about a person. You should cite a minimum of 2 sources in your speech. Bring an SD card for this speech. When you practice, work on maintaining eye contact with individual audience members.

Informative Speech**75 points**

Because you had to give a tribute speech about a person, you should not pick a person as your topic for this speech. By this time, you should feel more confident, have strong time management skills, and be able to maintain eye contact with individual audience members. The skills you should practice for this speech involve organization, presentation aids, and research. Your organizational pattern should be clear to you and your audience. You need to employ a presentation aid for this speech. And you should incorporate at least 4 sources in this 4 to 6 minute speech (**One point will be subtracted from your final grade for every 10 seconds you are under or over the time allotted**). Bring your SD card because you will have to do a self-evaluation for this speech.

Persuasive Speech**75 points**

This 4 to 6 minute speech should demonstrate your skills in delivery, research, organization, and argument construction (**One point will be subtracted from your final grade for every 10 seconds you are under or over the time allotted**). You need to try to persuade your audience, not simply present information. Although a presentation aid is not required, it might help you persuade your audience. You should incorporate at least 4 sources to support your arguments. Bring your SD card because you will have to do a self-evaluation for this speech.

Persuasive Speech (Reverse Argument)**100 points**

You should adapt the same topic you chose for your first persuasive speech but from an opposing perspective. For example, if you persuade for gun control in your first speech, your second speech needs to be persuading your audience against gun control etc. This speech will be 4 to 6 minutes long and should have at least 4 sources (**One point will be subtracted from you final grade for every 10 seconds you are under or over the time allotted**).

Quizzes

(6x20 points each)

120 points total

Throughout the semester, you will take 6 multiple-choice quizzes on Canvas. I strongly recommend that you change Canvas notifications to alert you in advance of these quizzes. No make-ups will be granted without a written/verifiable excuse. Each quiz is worth 20 points. They will be cumulative with a focus on the most recent material. Quizzes open at 6am and close at midnight on the due date. Anyone who will be absent for a University Approved activity should make arrangements with me to take the quiz early.

Peer Evaluations

(4x10 points each)

40 points total

For the introductory, tribute, informative, and first persuasive speeches, you will need to evaluate a peer in your lab section. Peer evaluations must be done in the lab for which you are registered on the day you are not speaking. You should fill out the form available on Canvas and submit it to your TA before you leave class that day. Each peer evaluation is worth 10 points and must be completed in the lab for which you are registered.

Self Evaluations

(4x10 points each)

40 points total

For the introductory, tribute, informative and first persuasive speeches, you need to do a self-evaluation. Bring your SD card to lab so your TAs can record your speech. (S)he will return it to you immediately after your speech. You should watch it and fill out the self-evaluation form (available on Canvas) by your lab session the following week. Each self evaluation is worth 10 points. If you miss your scheduled speaking time, there is no guarantee you will be able to record your speech for evaluation.

Attendance

A baseline assumption for this class is that you attend both lecture and lab. **Do not be late**—it is inconsiderate to your instructors and your classmates who have made arrangements to be here on time. Lecture attendance will be taken randomly through the use of iClickers which means you need to bring your iClicker to every class. Each time attendance is taken in lecture, you will earn 2 points toward your final grade. These points cannot be made up.

You are required to attend all lab sessions (in their entirety) whether you are speaking or not and attendance will be taken. Peer evaluations may only be completed during the lab session in which you are NOT speaking and only in the section for which you are registered. Never enter a room while a speech is being given. If you fail to attend at minimum of 10 of the 13 labs during this semester you will automatically receive a failing grade. This includes absences for university excused events (athletics, military, greek, ambassadors etc.). For example, if you are a member of an athletic team and know you will be traveling on Fridays, you cannot be registered for a Friday lab and hope to pass this course.

Make-up Policy

Each student will be allowed one speech make-up in the case of a documented, extenuating

circumstance. If you are unable to attend lab on your scheduled speaking day, you are required to email your TAs immediately and request a makeup day. Makeup speeches must be scheduled in advance with your TAs. Do not assume that you will be allowed a makeup speech time. If you give all of your speeches on time and do not utilize a makeup, five points will be added to your lowest speech grade.

A hard copy of your outline must be given to your TAs prior to giving your speech. Additionally, an electronic copy of your outline must be uploaded to canvas, using an appropriate software format (*Valid file types are MS Word, Acrobat PDF, Postscript, Text, HTML, WordPerfect (WPD) and Rich Text Format*) on your assigned speaking day. Failure to complete these tasks before giving your speech will result in receiving a zero for the assignment.

Late peer and self-evaluations will not be accepted.

If circumstances will prevent you from taking quizzes on time, please make arrangements with me to take the quiz early. No makeups will be granted.

You must attend the lab for which you are registered.

Grading Scale

A = 93-100%	B+ = 87-89.9%	C+ = 77-79.9%	D+ = 67-69.9%
A- = 90-92.9%	B = 83-86.9%	C = 73-76.9%	D = 63-66.9%
	B- = 80-82.9%	C- = 70-72.9%	D- = 60-62.9%
			F = 0-59.9%

Expectations of Students

You are expected to demonstrate the following basic courtesies to instructors, teaching assistants and peers. You should turn off ALL electronic devices when entering lecture and labs. Be on time to class, and do not enter a lab when a student is already presenting. Wait until the presentation is completed. Complete reading assignments before coming to class.

We will maintain our classrooms as safe and productive places to learn. There is a possibility that you may hear a presentation which challenges your views. Since we know going in that we will each need to be open to observing, discussing and reflecting upon our own and others' communicative behaviors in order to learn, each one of us will need to be conscious of our role in providing a place where every class member, given all our differences, will feel comfortable participating and contributing to class discussion and activities. It is expected that all students will act in a respectful manner toward one another. This class is a forum for growth and research. As such, sometimes words may not come out as planned. You are expected to be supportive of your peers in the stressful situation of public presentation.

A performance/skill based course requires work outside of the classroom setting. This is one course in which you will need to spend time reading, researching, preparing, and practicing the material. Also, just "doing the work" does not justify an "A" in the course. **Meeting the minimum criteria set forth for a presentation will generate a "C" or average score.** To achieve a "B" (above average) or "A" (outstanding) your work must not only meet the minimum requirements, but must also go beyond the minimum expectations. Additionally, I (we) expect you to improve. You are graded on how well you meet course goals and assignment objectives, not just how much you improve. Grading on improvement would not help you be prepared for higher level classes or jobs that require public speaking.

Spring 2014 Tentative Schedule

Week #	Monday	Wednesday	Reading	Lab Assignment
1	January 6th Class Orientation Welcome, Syllabus Review, and Lecture	January 8th Lecture Continued	pp. 2-8; 14-22	Ice Breaker
2	January 13th Lecture Organizational Basics	January 15th Organizational Basics Cont'd Choosing a topic	pp. 8-14; 49-57 93-130; 218-219	Children's Stories
3	January 20th No Class MLK Jr. Day	January 22nd Language and Style Methods of Delivery	pp. 131-153	Introduction Speeches
4	January 27th Supporting Materials	January 29th Library Presentation Canvas Quiz #1	pp. 57-83; 221-222	Workshop Day
5	February 3rd APA Style Citing Sources	February 5th Outlining a Speech, Speech Review	pp. 83- 91; 110-121	Tribute Speeches
6	February 10th Speaking to Inform	February 12th Visual Aids Canvas Quiz #2	pp. 154-164; 175-188	Tribute Speeches
7	February 17th No Class President's Day (We Will Not Be Meeting on Tuesday February 18 th)	February 19th Visual Aids (Con't) Speech Review		Workshop Day
8	February 24th Audience Analysis	February 26th Elements of Persuasion Canvas Quiz #3	pp. 37-48; 188-217	Informative Speech (visual aid required)
9	March 3rd Speaking to Persuade	March 5th Persuasion Cont'd		Informative Speech (visual aid required)
10	March 10th	March 12th	No Lecture or Labs This Week Spring Break	
11	March 17th Ethics	March 19th Speech Review Listening Quiz #4	pp. 23-35	First Persuasive Speech

12	March 24th How to alter your speech to fit a new audience.	March 26th TBD		First Persuasive Speech
13	March 31st TBD	April 2nd Quiz #5		Workshop Day
14	April 7th TBD	April 9th TBD		Second Persuasive Speech
15	April 14th Best Speeches	April 16th Best Speeches		Second Persuasive Speech
16	April 21st Best Speeches	April 23rd Best Speeches		Make up Day
Monday April 28 th 9:30- 11:20am	Final Exam Period: Top Four Speaker Awards Quiz #6 MANDATORY ATTENDANCE – Do not plan on leaving town prior to the final exam period. You must be here in order to take the final quiz. No Exceptions.			