

## CMST 1020 Public Speaking

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Fall 2016

Instructor: Clair Canfield

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Office: Main 002G

Office Hours: Wed. 9:30-10; Friday 9:30-11:30; flexible hours by appointment

Course Website: Canvas

Required Course Text: O'Hair, D., Rubenstein, H., & Stewart, R. (2013). *A Pocket Guide to Public Speaking* (4<sup>th</sup> ed.). Boston, MA: Bedford/St. Martins.

Lab fee: 40\$ for support of lab equipment and TAs

Please contact me if you have questions or concerns at any time. I will schedule appointments and do all I can to facilitate a positive learning environment. Email and the canvas messaging system is a good means of contacting me. If you use email be sure that you use your USU email account to enhance the likelihood of effective delivery and response. Please don't sit in silence with concerns until the end of the semester. Let's discuss them as they arise. I look forward to a productive semester!

### **GENERAL PURPOSE**

This course is designed to give you the fundamental knowledge and skills of speech preparation and delivery. Special emphasis is placed on knowing and accomplishing *your purpose* through *adapting to a specific audience*, using *effective repetition*, and understanding the communication process to *maximize the signal to noise ratio*. As such, you will have opportunities to implement these skills in varied speaking assignments. Through this practical component, it is hoped that you will be better prepared for speaking in a wide range of contexts. Extra attention will be placed on developing your confidence and **voice** in each speech.

### **LEARNING OUTCOMES:**

At the completion of this course, students should be able to:

1. Demonstrate increased effectiveness in oral communication in a variety of situations.
2. Develop critical thinking skills.
3. Understand communication's relationship to persuasion and social influence.

### **COURSE MECHANICS**

All coursework will be submitted through canvas. Detailed assignment explanations are available through the assignment links on canvas. If you are unfamiliar with canvas please ask your TA or myself for help. It is imperative that you familiarize yourself with that system as it will be used extensively for all aspects of the course.

ATTENDANCE & PARTICIPATION (100 points possible)

Attendance is imperative in a public speaking course: (1) so that the speaker has an audience, and (2) so that you can learn from the speaking experiences of others (3) so that you can learn and practice the skills needed to be successful as a speaker. Excessive absences (over the equivalent of one week) could have detrimental effects on your final grade. If you miss more than 25 minutes of a class period, you are considered absent. Excessive tardiness will also negatively impact your attendance grade. **If you are absent on a lab day, you will lose 5 points from your attendance grade.** The participation portion is based on completion of in-class assignments, involvement in activities, meaningful contributions that add to the overall learning environment of the class, and the demonstration of respect for your peers and instructors.

ASSIGNMENTS

Speech Assignments

Narrative Speech	4 minutes	(50 points)
Introduction Speech	5 minutes	(100 points)
Informative Speech	6 minutes	(150 points)
Persuasive Speech	7 minutes	(175 points)
Q&A Session	2-5 minutes	(25 points)
Visual Aid		(50 points)

**Please note that failure to speak on the assigned day will result in 0 points given for that speech. Make-ups will only be allowed if time is available and if you make prior arrangements with the instructor. You cannot receive a passing grade for the course without delivering all of your speeches regardless of your overall point total.**

Being conscious of time is an important aspect of public speaking. Pay close to attention to the timing of your speech as you practice and stay within the time constraints of the assignment. Failure to do so indicates a lack of preparation, practice and rehearsal on your part. If you do not meet the specified time limits, the following penalties will apply regardless of speech quality.

- less than one minute over/under no penalty
- more than one minute over/under - 10%
- more than two minutes over/under - 20%
- more than three minute over/under - 30%
- more than four minutes over/under - 50%

Speaking for more than four minutes over/under the specified time shows a lack of preparation on the part of the speaker. Additionally, speaking more than four minutes over the time limit shows a disregard for other class members who need to

speak. If a speech extends more than 4 minutes over the allotted time the speaker will be asked to stop. Rehearse your speech and remember to practice, practice, practice!

### Written Assignments

**Speech Outlines:** A speech outline is required for the informative and persuasive speeches you present. The outlines are due as specified and must be typed.

**Self Evaluation:** You will have an opportunity to reflect and write about your public speaking experience. Evaluations should include what you learned during the preparation and delivery stage of your speech, what you did well, what improvements you would like to make, and how you plan to make those improvements. Each evaluation is worth 50 pts.

**Audience Analysis:** For your persuasive speech you will create, distribute and analyze an audience questionnaire or focus group. You will use this analysis to develop your persuasive goal. 50 pts.

**Outside Speaker Evaluation:** For this opportunity you will have the opportunity to attend a speech in person. You will evaluate the speech as well as use it to learn how to continue improving your own speaking abilities.

**Peer Feedback:** You will have an opportunity to provide valuable feedback to your peers on both their outlines and presentation of speeches. Points will vary by assignment.

**QUIZZES:** Between 3 and 5 quizzes will be given that cover both class discussions and material found in your book.

### GRADING SCALE

A range 90-100%

B range 80-90%

C range 70-80%

D range 60-70%

F below 60%

### UNIVERSITY POLICIES SECTION

#### **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.

Various Assignments will be checked through the turnitin component of canvas for plagiarism.