

COMMUNICATION 1110
PUBLIC SPEAKING
Spring 2005

INSTRUCTOR: Mr. Chris McDowell (Mr. McD)

OFFICE HOURS: 144 Humanities Building;
9:30 am – 12:30 Monday & Wednesday,
9:00 – 11:00 am Tuesday & Thursday

CONTACT INFO: 678-839-4935; cmcdowel@westga.edu

REQUIRED: Stephen E. Lucas, *The Art of Public Speaking*, Eighth Edition, 3 x 5 index cards, two-pocket folder the color of which is to be determined in class, blank video recording medium; two scantron sheets (#229633); materials for visual aids

COURSE DESCRIPTION: This course exposes students to the principles behind and the practices of basic public speaking.

COURSE OBJECTIVES: (1) To expose the student to a variety of public speaking situations; (2) to train the student in research, preparation, organization, and delivery of public speeches; (3) to help the student to learn to control nervousness and put it to good use; (4) to help the student become a more effective listener and speaker; (5) to develop critical thinking skills.

DUE DATES: All written assignments must be completed before the start of class on the day on which the assignment is due. On occasion there will be assignments handed back on days between classes which will require modification prior to the next class period. Make-up opportunities are solely at my discretion and will be permitted only if the situation warrants and permits time. There is no guarantee that a student will be permitted to make up work, regardless of excuse. I will consider allowing a student to make up a speech, midterm, or final without penalty if 1) the student notifies me in advance and 2) there is sufficient time to allow for a make-up. Otherwise, the student loses at least 10% of the maximum points for the speech; the student will lose all points for the speech/exam/assignment if we do not have time for a make-up or if I am dissatisfied with the excuse. If accepted, all late work will be penalized. **See the outlines section for details on late written assignment penalties.** In most cases a written assignment will not be accepted more than one week after its due date.

ATTENDANCE POLICY: Your attendance and active participation are essential elements of this course. Not only do your classmates deserve an audience to address, but you improve your skills as a speaker by listening critically to speeches by other people. Though you should be present and on time for every class meeting, you will be permitted up to three absences, with two tardies or early departures counting as one absence. Every

absence after the third will result in 20 points being deducted from your **FINAL** grade. Students with perfect attendance will receive a 20 point attendance bonus; students who miss only one class will receive a 10 point bonus. **If you arrive late, you must see me after class to assure that I change the roster from “absent” to “tardy.” If you do not do this immediately following that class period you will be counted as “absent.”**

EXTRA CREDIT: I may choose to add one or more optional extra credit assignments during the semester; the total points available for extra credit will not exceed 30.

ORIGINALITY: All work you turn in or present in class **MUST** be your own work. Any academic dishonesty, such as plagiarism or cheating, will not be tolerated. Be warned: several speeches will be checked against speeches located on the Internet to assure originality. All outside source material must be documented, then given credit and referenced in the speech (written and oral). Any non-original work will result in **failure** of the assignment and possibly of the course. Appropriate action (including referral to the Student Judicial Board for a disciplinary hearing and possible expulsion from school) will be taken against a student involved in academic dishonesty.

ASSIGNMENTS AND GRADING:

<u>Activity</u>	<u>Weight</u>
Self-Intro Speech	not graded
Impromptu Speech	not graded
Class Participation & Assignments	80 points
Library Orientation	20 points
Outline 1: Informative	50 points
Speech 1: Informative	100 points
Outline 2: Process / Demonstration	50 points
Speech 2: Process / Demonstration	100 points
Form for Speech 2: Self-Critique	25 points
Mid-Term Exam	100 points
Outline 3: Persuasive	50 points
Speech 3: Persuasive	100 points
Form for Speech 3: Self-Critique	25 points
Outline 4: Commemorative	50 points
Speech 4: Commemorative	100 points
Final Exam	150 points

A = 900 to 1000

B = 800 to 899

C = 700 to 799

D = 650 to 699

F = 649 and below

Library Orientation: You must attend a regularly scheduled orientation to Galileo (“Introduction to Online Library Research”). Check the library website and as soon as they post a training schedule, sign up for and go to the orientations. Early attendance is suggested as they have a limited number of seats per session. Do not wait until the end of the semester.

Thesis Topics: Thesis topics need to be posted by their due dates. If you do not post your thesis topic by the due date it is not guaranteed I will approve it in time for your outline due date. Thesis topics **must** be approved in order to proceed in writing a speech outline. Turning in an outline using an unapproved topic may result in me handing you back your outline and requiring you to write on a topic of my choice. Yes, this means the work you did on the **unapproved** topic will be useless. The method for posting is listed below.

Method: Go to www.westga.edu, click on “MyUWG” in the top right corner, log in, click on the MY COURSES tab then on PUBLIC SPEAKING, click on the post called THESIS TOPICS for the APPROPRIATE SPEECH (Ex: Persuasive Thesis Topics) in the message-board part of the screen. Click on “show all replies” in order to see any classmates’ postings of their topics. Be sure that 1) You are not duplicating a speech topic, 2) when you “post a message” as a REPLY to my TOPIC, put your thesis topic in the subject line, and 3) check back **often** for my replies to see if your topic is approved, disapproved, or more information is needed! If you do not follow these directions your post will be DELETED and you will not receive credit for posting. If your “MyUWG” does not show Public Speaking as one of your options come see me or call me about it **immediately** so that I can speak with ITS and get the situation resolved.

Outlines and Written Assignments: Outlines should be submitted on their due date. Should you not submit your outline on time and **with all sources**, it will be counted as late and I may not have it graded prior to your speaking day which **will result in you speaking late** therefore at least 10 points will be deducted from your speech.

Late written work will be accepted at **HALF CREDIT IF IT IS ACCEPTED AT ALL.**

Note: The “events over which the student had no control” clause in the “due dates” section does **not** apply to sport, club, or social organization activities. Also, printer or computer problems do **not** justify late outlines. If you must, e-mail yourself the outline, go to a lab, the library, or a friend’s computer and print it out. Most written work is to be completed outside of the classroom; time management is an important aspect of college and life. **Only typewritten work with all the appropriate documentation of sources will be accepted. Incomplete materials for submittal will be refused and considered late work.**

The outlines are “the best work that YOU can do on your OWN.” Outlines you give to me will be graded. Then make modifications to them prior to giving your speech so that you can benefit from my comments. All graded outlines **MUST** be modified according to comments and you will hand me a **FINAL** outline on your speaking day.

Speaking Days: You are responsible for providing all your materials on speaking days. Failure to bring your revised outline, the original graded outline, your keyword, your visual aids, your recording medium such as a VHS tape (on specified days), or your documented sources will result in **your speech being penalized as if it were late work, you may still have to speak** (purely upon my discretion), **and your speech will suffer penalties for the missing materials.** Speaking days are much like meetings in the business world. You would not expect to pitch your idea to an investor without being prepared, the same goes for speeches. Make yourself a checklist and adhere to it.

If you are absent on your speaking day, are not ready to give your speech, or have not turned in an outline prior to your speaking day, your speech will be given the grade of a **ZERO**. See the “due dates” section for the make-up policy.

I will warn you now, regardless of excuse, only one delinquent speech will be accepted. Save those sick days for when you are *really, horrendously, tragically* sick. No offense to those that believe in reincarnation, but for the purposes of this class, grandma only dies once. Show up on speaking days whether you feel prepared or not. Something is better than nothing. If you are not prepared by your speaking day it is your own fault.

Self-Critique: For two of our speeches we will write self-critiques. After watching the recording of your speech, you must complete the Self-Critique (an essay format for which directions will be handed out in class). Deadlines for turning them in will be announced.

Mid-Term and Final Exams: These exams cover *all* course material, including the library orientation, all readings, lectures, and discussions.

HANDOUTS AND LECTURE NOTES: You are responsible for finding out what you missed on days you were absent. If you missed getting a handout, come to my office hours and I will give you a copy but it is your responsibility to take that initiative. Should you be absent on a lecture day it is also your responsibility to cooperate with your classmates and get notes as well as to come see me in my office hours to assure you did not miss something imperative to know for your next speech. Most handouts and power-point presentations will be posted to the website but presentation slides lack the class discussion and many of the fine details you are responsible for knowing on the exams, as well as helpful hints for doing well on speeches and outlines.

As an Audience Member: Disruptive, discourteous, and disrespectful behavior is unacceptable and will, at minimum, result in a person being asked to leave with his/her attendance for that day being changed to absent. This penalty may not be waived. Please respect your classmates. They all deserve an attentive audience. Working on other classwork, reading, and talking during speeches are all considered discourteous behavior. If you are discourteous during a classmate’s speech your speech may suffer a point penalty (typically 5 or 10 points depending on the disruption).

SPEECHES: All speeches are to fall within their time requirement. An extremely short speech will result either in a grade of an “F” or (at my discretion) in the requirement that the speech be redone (with a 10% penalty). I may choose to call an end to speeches as I see fit, whether due to lengthy time or a noticeable lack of preparation. The same penalty as to an excessively short speech applies.

- No two speeches can be delivered on the same topic.
- Visual aids may not include alcoholic beverages, illegal drugs, firearms or other weapons, open flames, live animals, hazardous materials, airborne pathogens, etc.
- Hats and sunglasses are not allowed during any speech. If your prescription calls for you to wear sunglasses or your religion warrants that you wear a hat at all times, be ready to provide proof.

The speeches to be given in class are as follows;
Ungraded: Self-Introduction Speech
Ungraded: Impromptu Speech
Speech 1: Informative
Speech 2: Process / Demonstration
Speech 3: Persuasive
Speech 4: Commemorative

Descriptions of speeches will be given in class lecture.

GRADE EXPECTATIONS CAUTION:

I understand that for many of you this is your first year in college. Let me address how collegiate level classes are different than high school classes insofar as grading is concerned. This is not a joke.

Do you want to make an F? = Do nothing. Attend twice. Have a party. Waste your money on your own time, not mine. Learn to panhandle now.

Do you want to make a D? = Do very little. Miss seven or eight classes. Stay out until 3 a.m. and don't worry that you have an outline due tomorrow. Flip fries forever.

Do you want to make a C? = Do everything that is required. That's right. Do everything that is required. Doing what is required will **not** earn you an "A" like it did in high school. Average work is awarded the grade of a "C." 'Average' means doing everything that is required. Congratulations, you're average for doing all your work! You'll do alright in life but do you always want to have that feeling you could've done better?

Do you want to make a B? = Do well. Do more than what is expected. Put more effort into your speeches than '*just writing them and giving them.*' Make them special by going that extra mile. You will do well with B's, perhaps middle-management.

Do you want to make an A? = Do an excellent job! Do much more than what is required. Do much more than what is expected. Take initiative to not just *do the assignments* but to also *learn from the assignments*, then actually **apply what you learn**. Make your outlines and speeches very special and demonstrate a genuine interest in improving yourself through the work you present. You will excel in life!

GENERAL CLASS RULES:

1. Recognize that this course involves a lot of work; budget your time accordingly. This is not a “breeze-through” class.
2. **GET ORGANIZED, STAY ORGANIZED.**
3. Answer the review questions at the end of each chapter.
4. Start work on your next speech immediately upon receiving an approved topic.
5. Remember to study for exams. ANYthing we cover in class is material you will likely see on an exam, as well as material from the chapters in the book.
6. Practice, **PRACTICE, PRACTICE** your presentations!
7. Come talk to me about problems, concerns, needs, interests, etc. Make use of my office hours; feel free to ask for alternate meeting times if you are not free during my normal office hours.
8. Turn **OFF** all cell phones, beepers, watches, radios, lawnmowers, and other electronic devices when entering the classroom – every day!
9. No food, open drink, or tobacco products are allowed in the classroom.
10. You must be courteous and respectful of all speakers. Do not talk, read, etc. when anyone is speaking. If you must leave or enter the classroom, do so during a break in class activity. This includes waiting outside the door during a speech until you hear applause.
11. All class comments and speeches should be respectful of the diversity of the other participants in the classroom.

YOU CAN DO WELL IN THIS CLASS!! I WILL HELP YOU IN ANY WAY I CAN!!