

# Public Speaking

## COMM-1110

Fall 2020 Section 01 3 Credits 08/12/2020 to 12/05/2020 Modified 07/28/2020

### Description

A study of the principles and practice of public speaking with an emphasis on the organization of material and the vocal and physical aspects of delivery in various public speaking situations.

#### Requisites

Prerequisites:

Corequisites:

### Contact Information

Dr. Melanie Conrad

Email: [mconrad@westga.edu](mailto:mconrad@westga.edu)

Office: HU 218

Office Hours: Mon./Wed. 12:30-3:00

Phone: (706) 839-4930

### Meeting Times

### Materials

## Stand Up, Speak Out: The Practice and Ethics of Public Speaking

Price: OER

[Stand Up, Speak Out: The Practice and Ethics of Public Speaking \(https://open.umn.edu/opentextbooks/textbooks/77\)](https://open.umn.edu/opentextbooks/textbooks/77)

#### Reading Assignments

Basic of Public Speaking	Chap. 1 & 3, 14
Demonstration	Chap. 9-11, 15
Informative	Chap. 5-6, 12, 16
Extemporaneous	Chap. 7-8, 13
Persuasion	Chap. 2, 4, 17

## Course Objectives:

- Identify, evaluate, and use information, language, or technology appropriate to a specific purpose.
- Prepare and deliver an effective oral presentation on an appropriate and meaningful topic

## Course Outcomes:

- To expose the student to a variety of public speaking situations.
- To help the student learn to control and put their nervousness about the speaking situation to good use.
- To help the student become a more effective listener.
- To develop critical thinking skills.
- To familiarize ourselves with the credible sources of information and learn how to use them when discussing contemporary events and issues.

## Evaluation

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Final grades will be based on a total of 635 points. The grades will be computed on a percentage basis such that 90-100% = A, 80-89.9% = B, etc.

## Assignments

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### Speeches (if submitted electronically)

- It is preferable that speeches be uploaded to YouTube. You may also attach the video file if you prefer. The link needs to be posted to the appropriate discussion forum AND submitted to the appropriate assignment folder.
- Speeches must be delivered standing up to a live audience of at least two people. The speaker must be talking to the audience, not the camera. Speeches that fail to meet one, two or all of these criteria (standing, audience, eye contact with audience) will receive a grade deduction of up to 25%.

Introductory Speech: 10 pts. Students will record a brief speech (1-2 minutes) introducing themselves. In the speech students should state their name, discuss their background, job, interests, goals, hobbies, and pet peeves.

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### Demonstration/How-to Speech:

75 pts. 5-7 minute speech in which the student will describe how to accomplish a particular task or attain a particular goal. Topics must be appropriate for a college level audience. Outside sources, if used, must be verbally cited. Proper outlining techniques will be utilized.

### Informative Speech:

75 pts. 5-7 minute speech in which the student will describe will describe a concept, process, object or event that would be of interest to the audience. The information should be relatively new to the audience. Your task is to inform, not to persuade. A minimum of three credible sources must be used and verbally cited in the speech. Proper outlining techniques will be utilized.

### Extemporaneous:

75 points. 4-6 minute speech answering a question of the instructor's choosing. The speech must incorporate a minimum of three credible sources that are verbally cited in the speech. The question will address current issues and require the student to explain and

advocate for their position. The student will have 46 hours to prepare, deliver, and upload the speech. This is not a self-paced assignment.

#### Persuasion:

125 points. 6-8 minute speech, delivered with minimal notes. Students will choose a topic/issue in which they have a strong personal interest. In this speech the student will advocate a position and/or ask the audience to take an action. The speech must incorporate a minimum of three credible sources that are verbally cited in the speech. Parts of the speech will be submitted throughout the class using the designated assignment folder or discussion. These parts include a topic paragraph, annotated bibliography, outline, introduction, and audience analysis worksheet. The due dates for these assignments are listed on the syllabus, Due Dates/Reading Assignment document and in the course calendar. Each part is worth 10 points and will be included in the overall speech grade. Students must turn in each part on the date scheduled to ensure consideration for points. Students must decide on their topics by the end of the second week. **The topic of the speech cannot be changed after September 8. No credit will be given for speeches on topics significantly different than the one originally chosen.**

#### Speech Evaluation:

Students will write one 750-1000 word paper evaluating a speech that they attended live outside of class. Examples of such speeches would be sermons, presentations made at city government meetings, or community talks. The student will *briefly* summarize the content and purpose of each speech. A majority of the paper will be devoted to assessing the strengths and weaknesses of the speeches by focusing on such things as content, delivery, style, and situational factors. **This paper is due one week after viewing the speech and must be submitted by October 23. Late papers will not be accepted. (50 points)**

#### Quizzes:

There will be a quiz at the conclusion of each module with the exception of the Orientation to Public Speaking. These will be multiple choice questions. Each quiz is worth 25 points. The material for the questions will be drawn from the reading assignments and from information posted in the module. There will also be an Introduction to Public Speaking quiz that tests your understanding and expectations of the course. This quiz is worth 10 bonus points. This quiz is due August 19. **Quizzes will not be self-paced.**

#### Discussions:

Discussion posts will be used to submit speeches and introductions for feedback from classmates. Students will receive 10 points for providing *feedback* on each of the following assignments: Introductory Speech, Practice Introduction, Demonstration, Informative, Extemporaneous, Persuasion Introduction, Persuasion. Additionally students will receive 10 points for their own Practice Introduction, Introductory Speech, and Persuasive Introduction (see Speeches above). The total possible points for Discussions are 90 points.

- Practice Introduction: After learning about the parts of an introduction to a speech, the student will write and submit an example of an introduction on an assigned topic.
- Students will comment on other classmates' Practice Introductions, speeches and Persuasion Introductions. They will comment submissions that do not already have a comment so that everyone receives feedback. Comments must address two positive qualities of the submission and two suggestions for improvement.

## Schedule

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Aug. 16	Self-Introduction
19	Intro to PS Quiz

	22	Practice Introduction
	27	Basics Quiz
	29	Persuasion Paragraph
Sept.	6	Demonstration Speech
	9	Discussion comment
	12	Demonstration Quiz
	19	Annotated Bibliography (for Persuasive)
	26	Informative Speech
	30	Discussion Comment
Oct.	2	Informative Quiz
	9	Persuasion Outline
	14	Extemp. Questions posted at 12 am
	15	Extemporaneous speeches
	17	Discussion Comment
	21	Extemp. Quiz
	30	Speech Evaluation Paper
Nov.	6	Audience Analysis Worksheet
	13	Persuasion Introduction (Submitted to Discussion)
	15	Comment on Persuasive Introduction
Dec.	2	Perusasive Speech
	4	Discussion Comment
	6	Persuasive Quiz

## \* Course Policies and Resources

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### Class Rules:

- All papers must be handed in, tests taken, and speeches given on or by the date they are scheduled. If a conflict arises the instructor must be notified at least on day prior to the due date. No credit will be given for work missed without prior approval.
- Any student found guilty of plagiarism or cheating will fail the course. **NO EXCEPTIONS!** Plagiarism is defined as “The appropriation or imitation of the language, ideas, and thoughts of another author, and representation of them as one’s original work.” ([Webster’s Encyclopedic Unabridged Dictionary of the English Language](#); 1996; New York: Gramercy Books p. 1100). Other forms of plagiarism would include paraphrasing large portions of a work from another author or passing someone else’s speech or paper off as your own.

- Extra credit will be offered on rare occasions. When it is offered it will be made available to everyone in the class. The points earned from extra credit will count towards the student's overall point total.
- If technical issues arise, the instructor must be notified within 24 hours of when the assignment was due in order to receive credit for the assignment and to inquire about other channels for submission. Students should not wait until the last minute to upload speeches. Due to the size of the files and internet issues, uploading times can be longer than anticipated.
- Students must dress appropriately for their speeches, and not in a manner that distracts from their overall perception of credibility.
- The official method for contacting the instructor is through Course Den email.
- The instructor reserves the right to make subjective judgments. This right will be used if a student speaks or acts in a manner that denigrates a person or class of people based on race, gender, religious beliefs, etc.
- The instructor will abide by all student privacy laws. Further, the instructor will not release academic information or have discussions of a student's academic progress or attendance issues with a parent or guardian. College students are adults and are expected to behave accordingly.
- Research, papers, assignments, etc from another course may be used in this course.

## 🎯 College/School Policies

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### Mass Communications Degree Program Learning Outcomes

**ACEJMC Professional Values and Competencies:** The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview\\_program.php?catoid=11&poid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

### 6 X 6 MASS COMM SUCCESS

[6 X 6 MASS COMM SUCCESS](https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)  
([https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6\\_MC\\_Success\\_Graphic.JPG](https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG))

(click to view image)

1. Freedom of Speech & Press
2. History
3. Diversity
4. Global Impact
5. Theory
6. Ethics
7. Think Critically & Creatively
8. Research & Evaluate
9. Write Effectively
10. Self-Evaluate
11. Apply Numbers & Statistics
12. Apply Technology

## Film & Video Production Degree Program Learning Outcomes

**Overview:** The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

## Institutional Policies

### Academic Support

**Accessibility Services:** Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

**Center for Academic Success:** The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or [cas@westga.edu](mailto:cas@westga.edu).

**University Writing Center:** The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or [writing@westga.edu](mailto:writing@westga.edu).

### Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online](#)

[\(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

## Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

## UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

## Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

## HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional\\_information#](http://www.usg.edu/hb280/additional_information#) ([http://www.usg.edu/hb280/additional\\_information](http://www.usg.edu/hb280/additional_information))

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

## Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

## ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

## COVID-19

**Proctored Exams/Online Instruction:** Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

**Face Coverings:** Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

**Student FAQs:** For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](#) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

## Additional Items

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