

# Public Speaking

## COMM-1110

Spring 2021 Section 10 3 Credits 01/09/2021 to 05/11/2021 Modified 01/11/2021

### 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

Amy E. Mendes, [amendes@westga.edu](mailto:amendes@westga.edu)

My student contact hours are :

Monday, 10am-1pm (online only via Google Meet)

Wednesday, 10am-noon (online only via Google Meet)

During these hours, I am committed to being available on short notice. I will be at my desk working, and should see notifications of someone trying to reach me.

### Meeting Times

Comm 1110-05, M/W 5:30-16:45, Humanities 312

Comm 1110-10, M/W 3:30-4:45, Colisuem 2100

### Materials

Textbook: Barton, K. & Tucker, B. (2017). Exploring public speaking, 4<sup>th</sup> Edition.

This textbook is an open educational resource sponsored by an Affordable Learning Georgia grant (this means it is a free, online textbook). The textbook link can be found on our class CourseDen page, or can be accessed or downloaded here [Exploring Public Speaking](#)

### 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

---

### Criteria

All written assignments (excluding Discussion posts) are to be turned in via upload to an Assignment dropbox in CourseDen. I will not accept assignments in person. The only file format I will accept is Microsoft Word, or documents with file extensions ending in .doc or .docx.

All written assignments (excluding Discussion posts) should contain the following information in the header, on the top right-hand corner of the page: Line 1: Student's name, Line 2: Assignment Name

Several of the assignments this semester will require you to shoot and post small videos to YouTube or CourseDen. While I cannot provide individualized technical support to each of my students, I give instructions in class for how this may be done. I will also encourage you to visit ITS if you have trouble. **Technical difficulties will not be considered an acceptable excuse for failing to turn in an assignment, or for turning it in significantly late. (The exception to this is, of course, if CourseDen is down – this sometimes happens and I certainly understand that it is not your fault.)**

Each assignment will be scored out of 10 points. That is, the grade you receive on any assignment will be 0-10. However, to understand how each of these assignments will count toward your overall grade, you will need to know their individual "weight." This can be found by looking at the gradebook function in CourseDen. At the end of the semester, the sum of all earned points will indicate your grade:

90-100 =	A
80-89 =	B
70-79 =	C
60-69 =	D
<60 =	F

### Breakdown

You will have the opportunity to demonstrate your learning in a variety of ways: performance of speeches, written assignments, traditional exams, and through your class participation. I use a weighted grading system, with the following pattern:

25%	General	(classwork and Discussion Posts)
50%	Speeches	(How-To, Info, Pers, Epi)
10%	Critiques	(Info, Pers)
15%	Exams and Quizzes	(Unit quizzes, Final Exam)

## ☰ Assignments

---

### 📅 Schedule

---

Week 1, 1/11 Unit 1 Finding Your Voice (3 weeks)

Intro to course. Read Chapter 1 for next week. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts.

## **Week 2, 1/20**

Introductory speeches. Discuss How-To speech assignment. Go over chapter 1. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts. Read Chapters 3 and 4 for next week.

## **Week 3, 1/25**

Quiz over Unit 1 due 1/31. Unit 1 Discussion due 1/31. Intro Speech Feedback Discussion due. Read ch. 6, 8, and 9

## **Week 4, 2/1 Unit 2 Demonstration Speech: Functional Public Speaking(2 weeks)**

Go over ch. 6, 8 and 9. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts. Unit 2 Discussion due 2/7. Demo speech Outline due 2/7 in dropbox.

## **Week 5, 2/8-2/10**

Demonstration speeches in class. Unit 2 Quiz due 2/14. Read ch. 5, 7, 12 for next week.

## **Week 6, 2/15 Unit 3 Informative Speaking: Facts Matter (4 weeks)**

Go over 5, 7, 12. Unit 3 Discussion due by 2/21

## **Week 7, 2/22**

Outline workshop. Annotated Bibliography due by 2/28

## **Week 8, 3/1**

Watch Informative speeches, discuss. Outline due by 3/7 in dropbox.

## **Week 9, 3/8-3/10**

Informative Speeches. Unit 3 Quiz due by 3/14. Unit 3 Peer Critique due by 3/21. Read ch. 2, 13, 14 for next week (after Spring Break).

**3/15-3/19 SPRING BREAK**

## **Week 10, 3/22 Unit 4 Persuasive Speaking: Agents of Change (3 weeks)**

Go over ch. 2, 13, 14. Unit 4 Annotated Bibliography due by 3/28. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts.

## **Week 11, 3/29**

Have in-class debate. Unit 4 Discussion (outline rough draft) due 4/2. Unit 4 Final Persuasive Outline due in dropbox by 4/4. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts.

## **Week 12, 4/5-4/7**

Persuasive speeches. Unit 4 Quiz due by 4/11. Unit 4 Peer Critique due in Dropbox by 4/11. Read ch. 15 for next class. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts.

## **Week 13, 4/12 Unit 5 Epideictic Speaking: Rising to the Occasion (2 weeks)**

Go over ch. 15. Watch example speeches. Unit 5 Discussion (manuscript feedback) due by 4/16. Final manuscript due in Assignment Dropbox by 4/19. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts

## Week 14, 4/19

Do Epideictic Speeches. Unit 5 Quiz due by 4/25. Check CourseDen calendar for weekly assignments, including Dropboxes, Quizzes, and Discussion Posts.

## Week 15, 4/26 Unit 6 Impromptu Speaking : Your New Superpower (2 weeks)

Discuss strategy for impromptu speaking, practice in class. Unit 6 Discussion post due by 5/2.

## Week 16, 5/3

Graded Impromptu speeches.

# \* Course Policies and Resources

---

## 🎯 College/School Policies

---

### Mission

Fair, just, and productive societies require the free flow of news, information, and ideas from communicators of knowledge, skill, and integrity who reflect the diversity of the people they serve. Therefore, the Department of Mass Communications strives to provide high quality academic and experiential learning opportunities to prepare students for successful integration into the global community as industry professionals, leaders, and thinkers in the fields of convergence journalism, digital media and telecommunication, film and video production, and public relations.

### Vision

The Department of Mass Communications is committed to empowering students to communicate clearly, act responsibly, think critically, and understand context(s) to enhance their personal, civic, academic, and professional lives, facilitating active participation in an evolving and increasingly diverse society.

### Strategic Priorities

#### *Invested Teaching*

To inspire and equip students to discover their personal, intellectual, and professional potential through personalized teaching, academic coaching, and career mentoring.

#### *Experiential Learning*

To offer students early and on-going multiple and diverse hands-on learning to develop and enhance personal, intellectual, and professional growth.

#### *Connectedness*

To serve as the hub that connects and cultivates partnerships among key stakeholders to enhance personal, intellectual, and professional growth. Key stakeholders include administrators, faculty, staff, students, alumni, industry, community, and friends.

## 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](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

<p><a href="https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG">6 X 6 MASS COMM SUCCESS</a> (<a href="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</a>)</p> <p>(click to view image)</p>	<ol style="list-style-type: none"><li>1. Freedom of Speech &amp; Press</li><li>2. History</li><li>3. Diversity</li><li>4. Global Impact</li><li>5. Theory</li><li>6. Ethics</li><li>7. Think Critically &amp; Creatively</li><li>8. Research &amp; Evaluate</li><li>9. Write Effectively</li><li>10. Self-Evaluate</li><li>11. Apply Numbers &amp; Statistics</li><li>12. Apply Technology</li></ol>
--	--

## 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

---