Public Speaking COMM-1110

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

Instructor: Dr. Melanie Conrad

Email: mconrad@westga.edu
Office: HUM 218
Phone: 678-839-4930

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

Meeting Times

Lecture

Monday, Wednesday, 9:30 AM to 10:45 AM, Pafford 212

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)

Reading Assignments

<table>
<thead>
<tr>
<th>Basic of Public Speaking</th>
<th>Chap. 1 &amp; 3, 14</th>
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<tbody>
<tr>
<td>Life Skills</td>
<td>Chap. 9-11, 15</td>
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<td>Informative</td>
<td>Chap. 5-6, 12, 16</td>
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<td>Extemporaneous</td>
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<td>Persuasion</td>
<td>Chap. 2, 4, 17</td>
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Outcomes

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.

Evaluation

Final grades will be based on a total of 615 points. The grades will be computed on a percentage basis such that 90-100% = A, 80-89.9% = B, etc.

Assignments

Speeches will be delivered in class in front of your classmates unless health or pandemic-related issues make that impossible. Contact your instructor ASAP if these issues arise so that an alternative can be arranged.

Life Skills/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 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. Students will submit an outline and bibliography that is worth an additional 10 points.

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 present the speech. This is not a self-paced assignment. Students will submit an outline and bibliography that is worth an additional 10 points.

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 1. No credit will be given for speeches on topics significantly different than the one
originally chosen. This assignment will be used for general education assessment.

Speech Evaluation:

See CourseDen for complete description of this assignment. This paper is due November 15. Late papers will not be accepted. (50 points). This Assignment will be used for General Education Assessment.

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.

Discussions:

Discussion posts will be used to critique speeches and introductions for feedback from classmates. Students will receive 10 points for providing feedback on each of the following assignments: Practice Introduction, Demonstration, Informative, Extemporaneous, Persuasion Introduction, Persuasion. Additionally students will receive 10 points for their own Practice Introduction, and Persuasive Introduction (see Speeches above). The total possible points for Discussions are 0 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. Each student will be assigned a student to critique. Critiques must address two positive qualities of the submission and two suggestions for improvement. Each post must be a minimum of 100 words.

Schedule

Tentative Schedule

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<th>Aug.</th>
<th>11</th>
<th>Introduction</th>
<th>Watch Intro/Conclusion Videos</th>
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<td>16</td>
<td>Practice Speech Writing</td>
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<td>Online</td>
<td>Watch Delivery Video. Intro Critique</td>
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<td>Practice Speeches</td>
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<td>Visual Aids Lecture</td>
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<td>Audience Analysis Lecture</td>
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<td>Labor Day</td>
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<td>8</td>
<td>Demonstration Speech</td>
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<td>Demonstration Speech</td>
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<td>Critique of Demonstration</td>
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Informative Speech

Oct.
4 Informative Speech
6 Informative Speech Inform. Quiz
11 Extemp. Lecture Critique of Informative
13 Pro/Con Debates Persuasion Outline
18 Birthday Speeches
20 Extemp. Speeches
25 Extemp. Speeches
27 Extemp. Speeches Extemp. Quiz

Nov.
1 Persuasion Lecture Critique of Extemp.
3 Arguments/Fallacies Audience Analysis Worksheet
8 Persuasion Defense
10 Edit Outlines Persuasion Intro. (In class)
15 Practice Speech Evaluation Due
17 Persuasion
22 Thanksgiving
24 Thanksgiving
29 Persuasion

Dec.
1 Persuasion Critique of Persuasion due Dec. 3

Final Exam Window:
Dec. 6 @ 8:00 am-Dec. 8 @ 11:59 pm

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 Policies and Resources*

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 and cheating would include paraphrasing large portions of a work from another author or passing someone else's speech or paper off as your own, rogeting, or chegging.

• 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 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

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 School of Communication, Film, and Media 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 School of Communication, Film, and Media 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 School is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The School 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 or ACEJMC - Standard 2. Curriculum and Instruction.

6 X 6 MASS COMM SUCCESS

| 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).

**Center for Academic Success**: The [Center for Academic Success](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.

**University Writing Center**: The [University Writing Center](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.

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/) 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).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares](http://www.westga.edu/UWGCares/) site. [Online counseling](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 visit the [Office of Community Standards](https://www.westga.edu/administration/vpsa/ocs/index.php) site.
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)

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

The health and safety of our students, faculty, and staff remain the University of West Georgia's top priority.

For the most recent information on coronavirus disease (COVID-19) visit:

- Georgia Department of Public Health (https://dph.georgia.gov/)

Additional Items