 **COMS 1301-01: Fundamentals of Public Speaking**

**Fall 2018**

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***(UTA policy states that all students/faculty/staff use UTA e-mail for official university correspondence.)***

**Faculty Profile:** <https://www.uta.edu/mentis/profile/?12744>

**Office Hours:** MWF 9-10; TTH: 11-12

**Class meeting times/days:** TTH 9:30-10:50

**Classroom:** TBD

***\*\*The instructor reserves the right to change ANY information contained in this document. Adequate notice will be given to students during the semester in the event any changes are required.***

**Course Description**

**This course satisfies the University of Texas at Arlington core curriculum requirement in communication.**

Development of the individual's speaking abilities and confidence in a variety of speaking situations.

**Texas Core Curriculum Objectives:**

* **Critical Thinking Skills (CT):** to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
* **Communication Skills (COMM):** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
* **Teamwork (TW):** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
* **Personal Responsibility (PR):** to include the ability to connect choices, actions, and consequences to ethical decision-making.

**Student Learning Outcomes**

1. To learn how to develop messages appropriate to the subject, occasion, and audience (**CT, COMM, PR)**
2. To learn how to successfully develop informative, persuasive, and special occasion messages using credible evidence, reasoning, and sources (**CT, COMM, PR**)
3. To learn how to effectively present messages employing appropriate visual aids and effective presentational skills (**COMM**)
4. To develop proficiency in listening, observing, and critiquing (individually and in groups), in both the preparation and presentation of messages (**CT, COMM, PR, TW**)
5. To develop skills in impression management, self-presentation, and public performance of specific speech tasks as they are mandated by particular rhetorical situations. (**COMM**)

**Required Materials**

Lucas, S. E., (2015). *The Art of Public Speaking.* (12th Ed.) Boston, MA: McGraw-Hill.

***Other Materials***

* Enough recording space on your smart phone/tablet, etc., for each of your major speeches; and/or USB if another classmate can record you. OR if you don’t have that capability, consider the following:
	+ SanDisk UHS-1 Card for Video and Photos 8GB 120 minutes (sold at the campus bookstore)
	+ Optional: Digital Flashcard Reader (so you can read the disk, if you don’t already have a reader with your computer/laptop)

**Attendance Policy**

As in the professional world, punctuality and attendance are vital to success. Likewise, students should attend class to learn theory and practical applications of writing and speaking. In addition to learning and applying theory, your attendance is **crucial** as you will serve as support/audience for your peers during oral presentations.

Attendance will be taken each day at the beginning of class (within the first 5 minutes). If you are not in class when I take attendance you will be counted absent. ***For those enrolled in the MWF class, you will be granted three unexcused absences. For those enrolled in the TR class, you will be granted two unexcused absences.*** For each additional unexcused absence after that, one percentage point will be deducted from your final grade. It is your responsibility to bring in any official documentation for excused absences (see “Late Work/Missed Speeches” below).

***\*\*Only tuition paying students are allowed to attend class. Any visitors must be approved by the instructor in advance.***

**Late Work/Missed Speeches and exams**

Late work will be accepted at the discretion of the instructor. If accepted, points will be deducted for late and/or missed assignments, exams, and speeches that do not have a valid official/original documented excuse (official college business, documented illness, or documented COMPELLING personal difficulty).

**Assignments/Grading**

|  |  |  |
| --- | --- | --- |
| **Assignment** | **Grading Scale** | **Due Date** |
| **Speeches:*** Introductory
* Informative
* Persuasive
* Special Occasion
 | **45%** |  |
| **Exams** | **40%** |  |
| **Activities**  | **15%** |  |

**Grading Scale**

**A** = 90% - 100%

**B** = 80% - 89%

**C** = 70% - 79%

**D** = 60% - 69%

**F =** 59% or lower

**Introductory Speech:** This first presentation will allow you to introduce yourself or a topic of interest. The focus will be on inclusion of basic informative structure, rhetorical devices for support, and foundational public speaking skills.

**Informative Speech:** In this presentation you will work to increase audience awareness and/or understanding of a topic through the development of a message following one of the key informative organization patterns discussed in class. The focus will be audience analysis, structure, strength of evidence/support, and credibility of sources. In addition to building upon foundational extemporaneous public speaking skills, a useful and well-presented visual aid is required. (A typed outline and references are required.) (Time Range: anywhere from 5-8 minutes)

**Persuasive Speech:** In this presentation you are attempting to motivate your audience to action or attitude/behavioral change. The focus will be on audience analysis and development of your persuasive message according to Monroe’s Motivated Sequence, strength of evidence/support, and credibility of sources. In addition to building upon extemporaneous public speaking skills, a useful and well-presented visual aid is required. (A typed outline and references are required.) (Time Range: anywhere from 6-10 minutes)

**\*The Persuasive Speech will serve as the Signature Assignment for assessment of the core objectives (CT, COMM, PR).**

**Special Occasion Speech:** This presentation provides you with the opportunity to bring together your understanding of audience analysis and message development in the creation of a eulogy, a toast, a commencement address, a tribute to a special person, giving or accepting an award, or commemorating a special day. Appropriate presentational style should be determined given the chosen event. A visual aid is not required.

**Team Workshop:** In creating at least one of the four required speeches, you will work in teams to provide constructive feedback, both in terms of content and presentational style, to fellow team members in an effort to ensure each member presents his/her best speech for final evaluation. Following presentation of the speech(es), you will confidentially evaluate all of your team members via the Team Evaluation Rubric. The team evaluation total for each member will be included in the Activities grade category.

**\*The Team Workshop will serve as the Signature Assessment for the TW core objective.**

**University Policies:**

**Americans with Disabilities Act (ADA)**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Student Support Services**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit*[*uta.edu/eos*](http://www.uta.edu/hr/eos/index.php)*.*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated.*For information regarding Title IX, visit* [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](file:///F%3A%5CUTA%20B%26P%5Cjmhood%40uta.edu).

**Academic Integrity**

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Drop Policy**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Electronic Communication Policy**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey**

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week ***unless specified in the class syllabus***. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Kapellusch Course Policy Specifics:**

1. **Attendance Policy/Make-Up Work:**Late and/or missed assignments, exams, and speeches will not receive credit unless a valid official/original documented excuse (official college business, documented illness, or documented COMPELLING personal difficulty) is provided. ***Let me be clear, it is an extremely rare incident where I will be willing to accept late work…your future boss won’t either.***
	1. \*\*Once I have collected the assignment, late entries may not be accepted. Emailing/ bringing it by my office, etc., is not allowed.
	2. **\*\***A ***15% late penalty*** will be assessed to **any** late speech. If you provide me with official documentation for an absence (see above), I will try to make accommodations for you to make up your speech, but there are no guarantees there will be class time to allow this. There is no guarantee you will be allowed to make up your speech, because the nature of this class requires class time to complete these speeches. We may simply not have enough class time available for you to make it up.
	3. **\*\***If you miss an ***exam*** in one of these RARE instances, you must be prepared to take the exam immediately upon your return and provide **the official/original documentation from a credible source to excuse your absence *the next scheduled class period*.** Because you would be taking a make-up exam, the format of the make-up exam and the questions on the make-up exam may be different from the original exam given in class. However, the content of the exam would remain the same.
	4. **\*\*You** are responsible for any notes/assignments you may have missed during your absence.
2. Exams will not be passed out after the first student turns their exam in. So if you are late, you may not be allowed to take the test/quiz.
3. **Expectations for Out-of-Class Study**: For ANY college course a general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc. Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 2-4 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, group meetings, etc.
4. **Decorum:** The use of laptops, cell phones, text messaging, PDA’s, hand held video games etc, is prohibited in this class, unless otherwise specified!!! Severe penalties will be assessed on violator’s…turn it off BEFORE you come to class! You get one warning – this one – should you choose to use technology outside of designated times you will be marked absent for that class period.
5. Do NOT interrupt a classmate’s speech by either walking in/out during their presentation or working on other material. It is extremely rude, so please take note of speech dates and wait for applause to enter the classroom. Any interruption will reduce YOUR speech grade by 5 points.
6. *\*\*If you expect to use your computer for taking notes during lecture/discussion periods then I will expect to receive some documentation from the coordinator for students with disabilities. Learn to use a pen or pencil and paper. This is not subject to negotiation*
7. **GRADES:** Please feel free to approach me about all grades earned. You may contest a grade; however, you will need to discuss this with me within one week of receiving your grade. You are responsible for keeping track of your own grades and attendance.
8. Feel free to see me or email me about any questions. Do not assume I check my email everyday – assume a 48-hour response time. I am happy to assist you with the development of speech topics and the construction of your speech outlines, either in person or via email, but be sure and seek help early! Emails sending me your outline the night before your speech will receive no response. *I have a family and other commitments, so responses to emails after 5pm and over the weekends will likely not be answered until the following business day.*
9. The point system (and grade ranges provided below) account for the exact number of points that you will need to achieve a certain grade level. I follow the law of mathematics! Typically, though, I will round up any grade that is .5 and above, if it is below then it is that number. I will not round to the higher number, so don’t ask!
10. Do not pack up early. You will be dismissed when class is over, do not anticipate…it is rude.
11. **Copyright protection for course materials:** “The materials used in this class, including but not limited to, the syllabus, assignment materials, presentation materials, all lecture materials, exams, quizzes and homework assignments are copyrighted works. Any unauthorized copying of the class materials is a violation of federal law and may result in disciplinary actions being taken against the student. Additionally, the sharing of class materials without the specific, express approval of the instructor may be a violation of the University's Student Code of Conduct and an act of academic dishonesty, which could result in further disciplinary action. This includes, among other things, uploading class materials to websites for the purpose of sharing or selling those materials with other individuals.”
12. **“3 before me”:** Take responsibility for your own learning. This policy refers to you needing to consult 3 resources before asking your instructor to clarify an assignment and/or most material that you may not understand. 1) Read the instructions carefully; 2) Read the textbook/lecture notes/PPT; 3) Ask a classmate…or GOOGLE IT! \*\*Please understand this is not because I’m unwilling to help, it is that my instructions are typically very detailed and in most cases the answer has already been provided.

**My general Philosophy as it relates to my job as well as your expected performance:**

* As your teacher, remember that it’s my job to tell you the truth, evaluate/criticize your work, push you to excel, and uphold my policies (which means I get paid to ‘kick you in the rear end’ from time to time). The truth is sometimes hard to hear but I’m committed to your improvement and success so please keep that in mind when you read my feedback- it’s not personal, it’s just me doing my job.
* I love my job. I want to be here. I assume you want to be here as well. I expect you to **own** your choices as well as your method of pursuing formal, higher education at an incredible university.
	+ *\*\*Please consider that the habits you form in college will be the habits you keep after you leave. Don’t wait until you leave college to start “acting professionally.”*
* Just doing an assignment does not warrant an automatic ‘A’ or a ‘B’ on them. Speaking & writing is a skill that can be learned and developed but it requires A LOT OF PRACTICE in order to improve (some of you will have to practice more than others based on your level of skill coming into the class just as some of you are naturally better at Math while others of you have to work really hard just to get a ‘C’). I can’t grade on your efforts, only on the outcome!
* While I can provide you with all the tools and help you will need to succeed, your grade must be earned **through your consistent attendance and hard work.** If you want to improve but you don’t know how, ask for help sooner rather than later, it is very difficult for me to help you the week before finals.
* I will not insult your intelligence by reading from the textbook. I expect you to read the assigned material to be prepared for discussions. *If you are not prepared to participate in discussions – don’t expect a good grade in the class.*
* I am not in the habit of changing grades for any assignment. That is not to say that I am infallible; however, as you will learn, a great deal of communication is subjective and open to interpretation. As such, I am the final judge for any grading issue. Of course any outright errors on my part will be changed in your favor.
* Don’t make excuses for not completing work. Everyone has a life outside of class, and I’m sure your life is important. You figured out how to get to college, you figure out how to get your work done. Trust me on this – your boss won’t care about the reason.

**Overall Grading Expectations: *Grades are neither given nor negotiated; they are earned.***

There is no curve for this class, nor should you expect extra credit. You earn points for meeting the various requirements of the course and are then assigned a grade accordingly.

"F" is given for an assignment that fails to meet the mechanical or conceptual requirements of university work.

"D" is given for work which meets the requirements established (deadlines, mechanics etc.) but demonstrates serious flaws either in conceptual formation or mechanical limits.

"C" work is marked by timely completion of the assignment, demonstrating a solid grasp of the material. "C" work shows me that you understand the material under consideration. "C" is the standard grade, and all assignments are constructed and selected with this in mind.

"B" work is marked by a timely completion of the assignment, demonstrating not only a grasp of the material under consideration, but the ability to synthesize the material rather than simply repeat what you have learned. "B" represents an effort, which is above average.

"A" work constitutes superior handling of the mechanical and conceptual material covered in class, also show some originality of thought, a very high degree of clarity in expression, and an ability to contextualize ideas, explore implications, and/or raise meaningful questions. "A" serves as a reward for superior presentation of extremely diligent consideration given to conceptually complex work.

***In short, “C” is average, “B” is good, and “A” is exceptional.***

***Course Calendar TBD…***