**COMS 1301 Fundamentals of Public Speaking**

**Instructor:** Taniedra Wooten **Office:** FA 2116 **Phone:** 817-272-2656 **E-mail:** [taniedra.wooten@uta.edu](file:///C%3A%5CUsers%5CTaniedra%5CAppData%5CLocal%5CTemp%5Ctaniedra.wooten%40uta.edu)

Facility profile: <https://mentis.uta.edu/explore/profile/taniedra-wooten>

**Meeting days/times/classroom:** MWF 9am (COMS 1301-002)

 MWF 10am (COMS 1301-004)

 MWF 11am (COMS 1301-006)

 MWF 1pm (COMS 1301-008)

**Office Hours:** MWF 11:00 am -12:00pm **Mailbox:** Box 19107

 Mon. 2pm-3pm (by appointment only)

\*I will respond to all emails within 48 hours. (excluding weekends)

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

**Course Description:**

This Course satisfies the University of Texas at Arlington core curriculum requirements in communication.This course is designed to development 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, or USB for each of your major speeches or
* SanDisk UHS-1 Card for Video and Photos 8GB 120 minutes (sold at campus bookstore)

**UNIVERSITY POLICIES**

**Attendance**: I will take attendance 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 to excuse your absences (see “Late Work/Missed Speeches” below). \*\*Only tuition paying students, registered for COMS 1301 during this class time and section are allowed in class. Any visitors must be approved by the instructor in advance.

**Official Documentation**

Original doctor’s statement (not emailed), original letter from an official representative of the university on school letterhead, or an original letter from the military on military letterhead (not emailed).

**Grading:** *All grades will be posted on Blackboard. This course is based on a 500-point system.*

\*There is no curve for this class. You earn points for meeting the various requirements of the course/assignments/speeches and exams, then assigned a grade accordingly. *Grades are not given or negotiated; they are earned.* There will be an opportunity to earn 10 points of extra credit.

**Late Work/Missed Speeches and Exams**

Late work/speeches and exams will be accepted at the discretion of the instructor. If accepted a 15% late penalty will be deducted for **ALL** late and/or missed speeches, assignments or exams. You must provide a valid official/original documented excuse (official college business, documented illness, or documented COMPELLING personal difficulty).

Missed speeches, assignments or exams must be made-up within **one** class sessions after you return from an absence. (You must provide your documented excuse within **one** class sessions)

\*\*There is no guarantee you will be allowed to make up your speech, because there simply may not be enough class time available for you to make-up a missed speech.

**\*\***Youare responsible for all notes/assignments/speeches or exams that you may have missed during your absence.

\*\*Please do not email late assignments or bring late assignments by my office.

\*\*I will not accept outlines for missed speeches.

Please feel free to approach me about all grades earned. If there is a discrepancy with your grade, you will need to discuss it with me within one week of receiving your grade. You are responsible for keeping track of your own grades and attendance.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see “Student Support Services,” below.

**Make-up Exams:** A ***15% late penalty*** will be assessed If you miss an ***exam***. You must be prepared to take the exam immediately upon your return and provide **the original/official documentation from a credible source to excuse your absence *the next scheduled class period*.** Because you will 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.

**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 speeches, exams or group meeting activities.

**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/aao/fao/).

**Disability Accommodations**: UT 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), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) 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.

**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 or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

**Academic Integrity**: Faculty are encouraged to discuss the Honor Code and the consequences of cheating, including plagiarism with their students.

*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.*

UT Arlington faculty members may employ the Honor Code in their courses by 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. Additional information is available at https://www.uta.edu/conduct/. Students are encouraged to review these guides on plagiarism http://libguides.uta.edu/researchprocess/plagiarism http://libguides.uta.edu/copyright/plagiarism

**Electronic Communication**: 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.

**Campus Carry**: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations

the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

**Student Feedback Survey**: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

**Final Review Week**: for semester-long courses, 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.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and they will make arrangements to assist individuals with disabilities.

 **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 http://www.uta.edu/universitycollege/resources/index.php.

**University Tutorial & Supplemental Instruction (Ransom Hall 205):** UTSI offers a variety of academic support services for undergraduate students, including: 60-minute one-on-one tutoring sessions, Start Strong Freshman tutoring program, and Supplemental Instruction. Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsi or call 817-272-2617.

The IDEAS Center (2nd Floor of Central Library) offers FREE tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

**The English Writing Center (411LIBR):** The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. http://library.uta.edu/academic-plaza

**COURSE POLICIES**

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.

***Prohibited Speaking Material***

When presenting your speeches there will be no firearms, toy guns, no illegal drugs, no alcohol, no nudity. no live animals. The topic(s) you pick for your speeches and the language you use in your speeches must be appropriate. This means that cursing, sexually explicit topics and/or language, and the endorsement of unethical practices will not be permitted.

**Prohibited Topics**

Abortion, Anime, Death Penalty, Assisted Suicide, Controversial Politics, Texting and Driving, Drinking and Driving, any Content Sexual in Nature. Please confirm your topic with me prior to your speech*.*

DIGNITY: NO GROUPME ALLOWED for class purposes. 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. *This is not subject to negotiation*

**INTERRUPTIONS**: DO NOT interrupt a classmate’s speech by talking, 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.

COMMUNICATON: All request and interactions regarding this course must be submitted to your instructor via UTA email. Feel free to see me or email me about any questions regarding this course. I check my email everyday assume a minimum 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! Please do not send me an email of your outline the night before your speech. I will not have an opportunity to respond.

**ATTIRE**

All students are required to wear business casual attire on presentation days. NOjeans with holes, NO shorts, NO tee-shirts, NO hats, NO sweat shirts, NO sweat pants.

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

* You must know how to use Blackboard.
* You must have Blackboard and email alerts downloaded to your phone/tablet. **I send all notifications and assignments via Blackboard announcements and UTA email.**
* You must take notes each class session.
* You must bring your syllabus to every class session.
* You must be in class and participate to receive credit for Team Workshop.
* You cannot make-up in-class/group assignments. (Team Workshop, Poem Speech, Impromptu Activity)
* You must have access to a printer and copy paper. You will be responsible for printing items for your presentations and some class work. Not having ink in your printer, paper or money on your account to print is not an acceptable excuse for not having your assignment.
* Just doing an assignment does not warrant an automatic ‘A’ or a ‘B’. Speaking & writing is a skill that can be learned and developed, but it requires a lot of practice to improve and perfect the skill.
* 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.
* I expect you to read the assigned material to be prepared for discussions. *If you are not prepared to participate in discussions.*
* Typically, I will not change grades for any speech/assignment. However, if there is an oversight or error on my part, I will change the grade in your favor.
* Please don’t make excuses for not completing your assignments. Having to study for an exam or complete assignments for another class is **NOT** an acceptable excuse. (Please do not say it to me)
* Everyone has a life outside of class, please make the necessary adjustments in your schedule to complete your work in a timely manner.
* I will respond to emails within 48 hours. If you email me after 6pm. I probably will not see it until the next morning.
* I will not discuss grades via email.
* No electronic devices are allowed during class time unless specified by the instructor.
* Email me or let me know in class if you want to meet with me during my office hours to ensure I am not meeting with another student.

* Do not pack up early. You will be dismissed when class is over.
* **“3 before me”:** Please consult 3 resources before asking your instructor to clarify an assignment that you may not understand. 1) Read the instructions carefully; 2) Check Blackboard 3) Read the textbook/lecture notes/PPT; (If you still do not understand, ask me)

\*\*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. I also want you take ownership of our education.

**Grading standards**

***An “A” Speech***—This is a speech that fulfills all the requirements of the assignment. The speaker has also provided a speech that goes above and beyond what was required in that it stands out from the other speeches. This may be due to creativity, verbal and nonverbal delivery or exceptional organization.

***A “B” Speech***—This is a speech that fulfills all the requirements of the assignment, but does not stand out as exceptional.

***A “C” Speech***—This is a speech that does not fulfill all the requirements of the assignment. Some parts may be missing or the presentation was lacking.

***A “D” Speech***—This is a speech that is missing several parts of the assignment. The general organization of the speech is poor and the presentation of the speech is poor as well. The material included in the speech may not be of a high standard and is not chosen well.

***An “F” Speech***—This is a speech that basically has very poor organization, poor delivery, poor material content, etc. This is a speech that grossly violates the requirements of the speech.

**Grading: This class is based on a 500-point scale.** This course utilizes a points system. The maximum scale is 500 points. The point system and grade ranges are provided below. You should consider the exact number of points that you will need to achieve to obtain your desired grade. See the grade breakdown below… **I will not round to the higher number, please don’t ask!**

|  |  |
| --- | --- |
| **Assignment** | **Grading Scale** |
| **Speeches:*** Introductory
* Informative
* Persuasive
* Ceremonial
 | **45%** |
| **Exams** | **40%** |
| **Activities**  | **15%** |
| 450-500=A 350-399=C 299 and below=F400-449=B 300-349=D |  |

***NOTE: There will be NO rounding up of grades.***

**Introduction 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 6-8 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 7-10 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 Workshops:** In creating the informative and persuasive 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. 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.**

**Emergency Phone Numbers**: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381