



Course Syllabus – COMM 2500 Public Speaking

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Office Hours:

T & TH: 9:00 -10:00 am → Online

T & TH: 12:30 -1:30 pm → Holmes 024

Wed: 4:00 – 5:00 pm → Strode 403

OR by appointment

Sections:

Sec 012: T TH 11:00 – 12:15 (Brackett 322) ***NEED ORANGE 2-pocket FOLDER***

Sec 002: T TH 3:30 - 4:45 (Daniel 303) ***NEED PURPLE 2-pocket FOLDER***

Sec 014: T TH 5:00 - 6:15 (Daniel 108) ***NEED RED 2-pocket FOLDER***



Catalog Description:

Practical instruction in public speaking; practice in the preparation, delivery, and criticism of short speeches. Develops an understanding and knowledge of the process of communication.



Course Objectives:

- To learn to adapt to the communication environment.
- To be able to critically think, reason, and develop messages effectively.
- To communicate ethically.
- To practice speaking and listening effectively.

Required Materials: COMM 250 Text:

Hogan, M., Andrews, P.H., Andrews, J.R., & Williams, G. (2017). "Public Speaking and Civic Engagement." Clemson Edition. Boston: Pearson Education. 2-pocket Folder.

Important Dates:

Jan 6: Orientation

Jan 8: Classes begin

Jan 14: Last day to register or add a class or declare Audit

Jan 20: Martin Luther King Jr. holiday

Jan 22: Last day to drop a class or withdraw from the University without a W grade

Jan 29: Last day to apply for May commencement

Feb 19: e-Learning day, no in-class instruction

Feb 28: Last day for instructors to issue midterm evaluations

March 13: Last day to drop a class or withdraw from the University without final grades

March 16 - 20: Spring break

April 6: Registration for fall terms begins

April 23 – 24: Classes meet exams permitted for one-hour courses

April 27 – May 1: Examinations

May 4: Deadline to submit candidate grades (9AM)

May 6: Deadline to submit other grades (9AM)

May 7 - 8: Commencement

May 7: Doctoral hooding at Brooks Center



Communication: The best way to reach me is via e-mail. I will do my best to respond as quickly as possible, but sometimes it may take me 24 hours, if you send me an email and do not receive a response in 48 hours, follow up with me. Remember to be attentive to your email and Canvas announcements. This is a communication class, practice good communication behaviors and be respectful and professional in all emails (i.e., address me in all e-mails). Remember that email messages are not the same as text messages and should use appropriate language.

The first and most important policy: If you ever need my help or clarification of assignments, do not hesitate to come and see me. I am more than happy to assist you be successful as student and a person!

Let's work hard, let's learn, and let's have fun!

Attendance:

- I **do not** have an attendance policy - however, this course can be a bit fast-pace at times. Therefore, you are expected to attend class and keep in mind that each absence will have a negative impact on your grade.
- Contrary to popular belief, attendance means more than simply showing up to class every day and taking up a seat. You are expected to show up having read the material and prepared for the day.
- On speech days failure to attend class as an audience member, will result in a **20-point** deduction*
- On speech days failure to attend class as a presenter, will result in a **ZERO**, unless excused*
- If you are absent (or late - see policy below), it is **YOUR** responsibility to find out what you missed. i.e.: notes, announcements, activities (make nice with your classmates, and communicate with them). Make up assignments will NOT be offered.

- **Excused absences*** (are determined by university policies and the instructor's discretion)

Excused absences are:

- 1) University-authorized activities
- 2) Death in the immediate family
- 3) Participation in legal proceedings
- 4) Serious illness
- 5) Religious holidays
- 6) Once to go on a job interview, visit a graduate/medical school



You must present written documentation of an excused absence within **one week** of having missed the class. An email, Notification of Absence in MyCLE, Redfern note, or discussion in class **does not** serve as proper documentation. After one week, the absence will be officially noted as unexcused with no discussions or exceptions to this rule.

Note: If you have a medical condition that requires you to be absent often, you will need to speak to me before the second week of the semester.

Tardy Policy:

You are expected to be on time to class. If you arrive more than 5 minutes late for class, the door may be locked, and you will not be permitted entry. On speech days, if you arrive late (within the allotted 5 minutes) please wait outside of the classroom until you hear applause. If you walk into class during a speech presentation, I will deduct **10 points** from your speech grade.

Waiting Policy:

If I am late for class, please wait for 15 minutes. After that time, the class will be considered cancelled (unless you have been otherwise notified).

Late Work Policy:

I will not accept late assignments (speaker critiques, evaluations, etc.) unless due to an excused absence.

Assignment Submission:

All work must be turned in to me at the appropriate deadline. Assignments that are required to be submitted on Canvas **MUST** be submitted before the entry box times out. However, at times, I may request a hard copy of an assignment, a paper, PowerPoint presentation, Prezi, etc. as a supplement to your assignment. Papers that **DO NOT** meet the following guidelines will receive point deductions

For full credit, all assignments must have the following structure:

- Written in 12 size font, Times New Roman, Normal 1" margin, stapled in upper left corner, doubled spaced
- All assignments must have a heading in the upper left corner of the first page that includes:
- First and Last Name, Section Number, Date Submitted

Technology:

Please be sure to **silence** all cell phones/smart device before class begins. Laptops should only be used to take notes when I am lecturing, but when we are in a discussion, I expect them to be put away. Misuse of technology in my class will result in a warning and then being asked to leave **and** will be counted as an unexcused absence. **On speech days I should not see any laptops - 5 points will be deducted for the misuse of technology.**

Grades:

Assignments and exams will be graded in a timely manner. **You are responsible for keeping track of your grade!** Keep your graded speeches and assignments in your speech folder as record to check for any divergence with my grade records throughout the semester. They will serve as your proof for any potential change in my records. I will uphold the “**24/7 policy**”. This policy means that once a graded speech or assignment is handed back, there is a **24-hour** waiting period before a student can discuss contentions with the grade they earned. Grade issues that are not addressed within **seven days (one week)** will be closed for discussion. Grievances must be made in written form (typed, following the formatting guidelines above) and emailed to me with a concrete explanation and supporting evidence of your claim. You must **also** attach a photo of your graded instructor evaluation form for the graded assignment you are contesting.

Email Policy:

We will use email as the primary medium of communication for this class. You are responsible for checking your Clemson email account regularly. Additionally, the subject line **MUST** include your name and section number. If you email me the morning an assignment is due or late the night before, I will not likely have time to respond before class, so **Plan Ahead!** Before emailing me a question, please check your class notes, classmates, any class documents, and our syllabus to see if I have already answered it.

Classroom Etiquette:

- Respect is **demanded** in this classroom. This is a discussion-based class, which requires a lot of interaction and participation. **I expect every student to be respectful to your classmates, yourself, and me as your instructor in all aspects of our time together.**
- It is important that everyone feels comfortable in our classroom are valued as a member of our class. Public speaking produces a high level of anxiety for many people. Therefore, the more welcoming our classroom is, the less nerves you all will have. Discriminatory, offensive, or rude behavior, **WILL NOT** be tolerated!

Speech Days:

- **Failing to speak on your scheduled speech day will result in a zero UNLESS it is an excused absence.**
- Attire - Business casual / Professional attire is **required** for the ***informative and persuasive*** speech days.
- Behavior - If you arrive late on a speech day wait outside of the classroom until your classmate has completed their speech. Failure to do this **WILL** result in points being deducted from your speech grade.
- Prep - All of your visual aids and any other materials needed for your speech should be ready **before** you present. You should save visual aids onto a flash drive or a cloud-based service.
- It is imperative that you attend all speech days, even if you are not presenting. **Missing speech days as an audience member will result in a 20-point deduction from your speech grade per day.**
- ****On your speech day bring your speech evaluation sheet, a hard copy of your outline and reference list, and any other documents required (i.e. audience analysis summary, peer evaluation, etc.) in your two-pocket folder.**
- **Failure to not have a folder on speech days will result in a 5-point deduction from your speech grade.**
- If you miss a speech day, it is your responsibility to contact me and provide legitimate documentation in order for it to be considered excused. **This must be completed within a week.**
- **If you are absent on speech sign up days, your name will be filled in to present where available.**
- **It is your responsibility to be FULLY prepared on your speech day.**

Side Note:

- I want this to be an enjoyable and engaging class. There may be some days that seem rough and content heavy, but that's only one piece of the puzzle. One of the big things to remember is that I'm here to help you succeed. Please don't hesitate to ask me questions or voice any of your concerns. I'm available via email or during my office hours. **Let's make this a fun, positive and respectful environment to learn in.**



Ethics Policy:

I expect every student to be respectful to me and to his or her peers in all aspects of our time together. Public speaking carries with it a high level of anxiety for many people. Because of this anxiety, this policy is most strictly enforced during student speeches and class discussion. Any student in violation of this policy will be asked to leave for the rest of the class period and that day will be marked as an unexcused absence.

Academic Integrity:

“As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a ‘high seminary of learning.’ Fundamental to this vision is a mutual commitment to the truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.” “When, in the opinion of a faculty member, there is evidence that a student has committed an act of academic dishonesty, the faculty member shall make a formal written charge of academic dishonesty, including a description of the misconduct, to the Associate Dean for Curriculum in the Office of Undergraduate Studies. At the same time, the faculty member may, but is not required to, inform each involved student privately of the nature of the alleged charge.”

Message from Student Accessibility Services:

Clemson University values the diversity of our student body as a strength and a critical component of our dynamic community. Students with disabilities or temporary injuries/conditions may require accommodations due to barriers in the structure of facilities, course design, technology used for curricular purposes, or other campus resources. Students who experience a barrier to full access to this class should let the professor know and make an appointment to meet with a staff member in Student Accessibility Services as soon as possible. You can make an appointment by calling 864-656-6848, by emailing studentaccess@lists.clemson.edu, or by visiting Suite 239 in the Academic Success Center building. Appointments are strongly encouraged – drop-ins will be seen if at all possible, but there could be a significant wait due to scheduled appointments. Students who receive Academic Access Letters are strongly encouraged to request, obtain and present these to their professors as early in the semester as possible so that accommodations can be made in a timely manner. It is the student’s responsibility to follow this process each semester. You can access further information here: <http://www.clemson.edu/campus-life/campus-services/sds/>. I am more than happy to work with you individually to accommodate your documented needs.

The Clemson University Title IX (Sexual Harassment) Statement:

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran’s status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972. This policy is located at: <http://www.clemson.edu/campus-life/campus-services/access/title-ix>. If you believe you or someone else that is part of the Clemson University community has been discriminated against based on sex, or if you have questions about Title IX, please contact the Title IX Coordinator Alesia Smith who is also the Executive Director of Equity Compliance, at 110 Holtzendorff Hall, 864-656-3181 (voice) or 864-656-0899 (TDD).

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**Restricted Topics**

|                             |                                           |                              |
|-----------------------------|-------------------------------------------|------------------------------|
| Abortion                    | Eating Organic/ Vegetarianism/Gluten-free | Promotion of Hatred/Violence |
| AIDS                        | Euthanasia                                | Recycling/Going Green        |
| Animal Cruelty/Pet Adoption | Gay Rights                                | Religion                     |
| Blood Donation              | Going Greek                               | Seatbelt/Helmet Usage        |
| Bullying                    | Hygiene(washing hands, brushing teeth)    | Smoking                      |
| Cancer                      | Marijuana/Hemp                            | Social Media                 |
| Child Stars                 | Organ Donation                            | Studying Abroad              |
| Date Rape                   | Paying College Athletes                   | Teen Pregnancy/Safe Sex      |
| Drinking and driving        | Persuasive Politics                       | Texting and driving          |
| Drinking/Drinking Age       | Physical fitness                          | Well-known Athletes          |

\*\*Disclaimer: I have the right to turn down any topic not included on this list if deemed inappropriate or ineffective.

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Course Assignments	Point Value	Your Grade
Application Quizzes (5 x 20 points each)	100 Points	
Member Card	25 Points	
Introduction "Social Media" Speech	50 Points	
Informative Speech	120 Points (100 + 20)	
Persuasive Speech	150 Points (125 + 25)	
Group Speech Presentation	200 Points (135 + 40 + 25)	
Ceremonial Speech	75 Points	
Final Exam	150 Points	
Communication Center (2 x 15 points each) Informative & Persuasive Speech	30 Points	
Class Participation	100 points	
Total Points	1,000 Points	

***I DO NOT ROUND UP!!*Grading Scale:**

Grades in this course are calculated according to the following scale:

900-1000 points	(90%-100%)	A → is reserved for work that is exceptional
800-899 points	(80%-89%)	B → is reserved for work that is above average
700-799 points	(70%-79%)	C → is reserved for work that is average (meets criteria)
600-699 points	(60%-69%)	D → is reserved for work that is below average
599 points or fewer	(59% and lower)	F → is reserved for work that is failing, or not submitted

Overall, this should be a fun class filled with learning, self-development & personal growth, however that is up to you.

. Remember to: • Show up. On time. Every time.

• Do the work. All of it. On time. • Follow directions. All of them. All the time.

• Accept the consequences when you don't do all of the above.



Additional information:

Need help w/ research or sources? → Follow this link to access resources available to you from the library:

Ed Rock is an amazing resource to you!

<https://clemons.libguides.com/communication>

Need help w/ ANY part of your speech giving process? → Follow this link to access resources available to you from the Communication Center:

<https://www.clemson.edu/cbshs/centers-institutes/communication-center/index.html>

You're almost at the end. If you've made it this far, there's a special reward for accomplishing the following task: bring in 1 index card of any size and color to our first class!

Emergency Guidelines from Clemson University Police Department (Please Read)

All students and employees should be familiar with the following guidelines. For additional information about safety see <http://www.clemson.edu/cusafety/preparedness/>.

Evacuation:

- When evacuating buildings, do not use elevators as they may lose power, stranding riders.
- Familiarize yourself with the locations of stairwells and exits.
- Individuals needing assistance evacuating should move to a stairwell away from the hazard, dial 911, and provide the Dispatcher with their exact location and what they need regarding evacuation.
- When evacuating follow the instructions provided by Public Safety personnel to reach a safe place.
- To seek "Tornado Safer Places," get to the lowest level of the building time allows, stay away from areas with windows and glass, and put as many walls as you can between yourself and the outside. In public buildings, bathrooms typically have an additional wall.

Active Shooter:

- Always call 911 as soon as you possibly can.
- Run away from the area, if it is safe to do so, time allows and the gunman is not nearby.
- Hide if the gunman is too close to your location. Find a safer place, lock and barricade doors, turn lights out and cell phones off or to vibrate.
- Fight. As a last resort, resolve to fight the intruder with everything you have at your disposal.

A short video prepared and presented by the Department of Homeland Security can be found at the following link: dhs.gov/video/options-consideration-active-shooter-preparedness-video.

Academic Continuity Plan for this Class:

Clemson has developed an academic continuity plan for academic operations. Should University administration officially determine that the physical classroom facility is not available, class will be conducted in a virtual (online) format. The University issues official disruption notifications through email/ www/ test notification / social media. When notified, use one of the following links to navigate for Clemson Canvas, where you will find important information about how we will conduct class:

- Primary access link: www.clemson.edu/canvas
- Secondary access link, if needed: <https://clemons.instructure.com/>
- You can also use the Canvas Student App.





Tentative Daily Schedule
***THIS IS SUBJECT TO CHANGE! ***

<u>Date</u>	<u>Class Topic and Semester Schedule</u>	<u>Homework *BEFORE CLASS*</u>
Week 1		
Th 01/09	Course Introductions & Syllabus Review	Make sure you have read syllabus before our class!
Week 2		
T 01/14	Ch.1: Democratic Citizenship & the Ethics of Public Speaking Ch. 3: Speaking with Confidence Sign-up for Introduction Speech	Make sure you read Chapters 1 & 3 <i>Application Quiz 1 – on Canvas</i>
Th 01/16	Ch.2: Listening & Speaking in a democratic society Discuss introduction speech Member Card due in class today!	Read chapter 2 Come with questions about Intro speech
Week 3		
T 01/21	Ch.4: Diverse Audiences in a Democratic Society Ch.5: Developing Significant Topics Discuss introduction speech	Read chapters 4 & 5 <i>Application Quiz 2 – on Canvas</i>
Th 01/23	Introduction Speech – Social Media!!	PRACTICE YOUR SPEECH!!
Week 4		
T 01/28	Ch.6: Responsible & Productive Research Ch.13: Speaking to Inform Sign Up for Informative Speech	Read chapters 6 & 13
Th 01/30	Ch.7: Supporting Ideas Ch.8: Organizing Your Speech Discuss Informative Speech Info topic submission due = Friday 11pm!	Read chapters 7 & 8 Come with any questions about Info speech <i>Application Quiz 3 – on Canvas</i>
Week 5		
T 02/04	Ch.9: Outlining Ch. 10: Language Informative Speech Workday?	Read chapters 9 & 10 Ch.10: Beginning & ending your speech Ch.9: Outlining
Th 02/06	Informative Speech Workday	Read chapters 11: Delivery & 12: Visual Aid <i>Application Quiz 4 – on Canvas</i>
Week 6		
T 02/11	Informative Speech!!	PRACTICE YOUR SPEECH!!
Th 02/13	Informative Speech!!	PRACTICE YOUR SPEECH!!
Week 7		
T 02/18	Informative Speech!!	PRACTICE YOUR SPEECH!!
Th 02/20	Ch.14: Persuasive Speaking in a Democratic Society Ch.15: Arguing Persuasively Discuss Persuasive Speech Persuasive topic submission due = Friday 11pm!	Read chapters 14 & 15 Come with any questions about Persuasive speech
Week 8		

T 02/25	Ch.17: Speaking & Deliberating in Groups Info speech self-critique due = Today 11pm!	Read chapter 17 Come with any questions about Group speech
Th 02/27	Ch.16: Speaking on Special Occasions Persuasive Speech Workday?	Read chapter 16 <i>Application Quiz 5 – on Canvas</i>
Week 9		
T 03/03	Persuasive Speech Workday	Come with any questions about persuasive speech
Th 03/05	Persuasive Speech Peer Edit Day	Come with your draft outline ready for peer review
Week 10		
T 03/10	Persuasive Speech!!	PRACTICE YOUR SPEECH!!
Th 03/12	Persuasive Speech!!	PRACTICE YOUR SPEECH!!
Week 11		
T 03/17	SPRING BREAK!	
Th 03/19		
Week 12		
T 03/24	Persuasive Speech!!	PRACTICE YOUR SPEECH!!
Th 03/26	Persuasive Speech!!	PRACTICE YOUR SPEECH!!
Week 13		
T 03/31	<u>Discuss group speech</u> Make sure your surveys are sent out!	Using Monroe's Motivated Sequence outline guide, start brainstorming and inputting ideas for speech.
Th 04/02	Group speech workday! Persuasive speech self-critique due = Fri 11pm!	Work on MMS Outline as group on Google doc, share with me: jumahpt@gmail.com by 11:00pm
Week 14		
T 04/07	Group Meetings with Ms. Taweh	Let's chat to make sure your group is ready!
Th 04/09	Group speech workday!	FINALIZE YOUR SPEECH!!
Week 15		
T 04/14	Group Speech!!	PRACTICE YOUR SPEECH!!
Th 04/16	Group Speech!!	PRACTICE YOUR SPEECH!!
Week 16		
T 04/21	Ceremonial speeches Group Process Paper Due = Today 11pm	PRACTICE YOUR SPEECH!! Work on GPP as a group but one person submits
Th 04/23	Study for final!	Refresh your memory on class concepts!!
Week 17		
M 04/27	Final Exam (7– 9:30 pm)	MAKE SURE YOU STUDY!

Disclaimer:

This syllabus represents a “best” plan for this course. It is subject to changes made necessary by time, space, and personnel constraints. I reserve the right to update or make modifications to the syllabus on a continuous basis.