

COMM 27: Public Speaking Course Syllabus, Fall 2019

Head Instructor Information

Dr. Jeremy David Johnson

Lecturer, Department of Communication

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Office: PSY/COM, Communication 2B

Office Hours: M 2:00 – 3:00 pm; T 1:30 – 3:00 pm; R 2:00 – 3:00 pm; other times by appointment

This syllabus may be changed at any time during the semester due to unforeseen circumstances, life events, and student needs. Any changes will be communicated via Canvas and announced in class.

Course Meeting Times

Lecture 1	M 11 – 12:15	Rotunda 107	Jeremy David Johnson
Lecture 2	M 12:30 – 1:45	Rotunda 107	Jeremy David Johnson

Discussion Sections

Section	Days	Times	Location	TA
01	WF	11 – 12:15	Colliver 201	Jessica Nguyen
02	WF	11 – 12:15	Art Center 209	Megan Chatelain
03	WF	11 – 12:15	Psy/Comm 012	Ali Pellegrini
04	TR	8 – 9:20	McCaffrey Spruce	Ali Pellegrini
05	TR	11 – 12:15	Wendell Phillips 243	Jessica Nguyen
06	WF	11 – 12:15	Psy/Comm 137	Malik Henry
07	TR	11 – 12:15	Classroom B1	Malik Henry
08	TR	11 – 12:15	Art Center 209	Megan Chatelain

Course Text

Lucas, S. (2014). *The art of public speaking* (12th ed.). New York: McGraw-Hill. (ISBN: 978-0073523910)

Course Description

This course is designed to help students develop and improve their public speaking skills. The course trains students to research efficiently, organize appropriately, adapt messages to audiences, and deliver speeches effectively.

COMM 27 offers development in the following departmental Learning Outcomes:

Craft Messages

Craft a variety of oral messages for public audiences in the classroom and private audiences in the in-class and out of class critiques.

Critically Analyze and Evaluate Messages and Audiences

Use communication theories and ideas to analyze, critique, evaluate, and problem-solve the dynamics and impacts of particular communication situations and their audiences with the out-of-class critiques as well as in-class oral critiques.

Deploy Communication Technologies

Select and use communication technology suitable to the message, audience, and purpose, and articulate

how choices are informed by communication theory and practical challenges through the different speech types.

COMM 27 offers development in the following University-wide Learning Outcomes:

Critical Thinking

Critical thinking is a purposeful and self-regulated evaluative process that engages cognitive, affective, and ethical tools intended to interrogate, to understand and to respond to complex ideas or situations.

Information Literacy

Students will be able to recognize when there is a need for information, identify and locate information, evaluate information, effectively and responsibly use information, and communicate that information for a variety of purposes.

Oral Communication

The speaker makes strategic rhetorical choices to engage the listener's attention and advance shared understanding.

Written Communication

Upon course completion, students will be able to “make strategic stylistic choices to engage a reader's attention and advance shared understanding.”

Assignments & Exams

Graded Speeches	Length	Points Possible
Oral Interpretation	3 - 5 minutes	100 points
Formal Speech of Introduction	5 - 7 minutes	125 points
Speech to Inform with Visual Aids	7 - 9 minutes	125 points
Speech to Persuade	8 - 10 minutes	150 points

Written Assignments	Length	Points Possible
Out-of-Class Speech Critique #1	3 pages	30 points
Out-of-Class Speech Critique #2	3 pages	30 points

Examinations	Points Possible
Exam #1	100 points
Exam #2	100 points

Class Participation	Points Possible
Impromptu & Mini-Speeches	100 points
Discussion (10 Written In-Class Speech Critiques)	100 points
Discussion (Participation in Oral Speech Critiques)	40 points

Total Points Possible	1000 points
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Point Ranges for Final Course Grades

920-1000 points	A
900-919 points	A-
880-899 points	B+
820-879 points	B
800-819 points	B-
780-799 points	C+

720-779 points	C
700-719 points	C-
680-699 points	D+
620-679 points	D
619 and below points	F

Note: To maintain consistency in the course, grades will not be rounded or curved. If you earn 899 points, for example, you will earn a B+ in the course. You should stay aware of your current grade

standing and adjust your performance accordingly if your grade is not where you'd like it to be. Extra credit opportunities are rare; however, if any extra credit becomes available, please take advantage of it right away.

If the course is taken for Pass/No Credit, a C- must be earned in order to receive a Pass. Students majoring in Communication must earn a C- or higher to have the course count for the major. Students majoring in Communication must have a 2.5 average GPA in COMM 27, COMM 31, and COMM 43 to continue in the major.

Attendance Policy

Attendance is required in your discussion sections and strongly recommended for lectures. If you miss more than three classes without a valid and documented excuse, 20 points will be deducted from your final point total for the course for each day that you miss class. Documentation for an excused absence must be provided within two weeks of the date of the absence; documentation will not be accepted after the last day of class for the semester.

You must present speeches on the days you are assigned to speak. If you miss class on a day you have been assigned to speak without a valid and documented excuse, you will receive zero points on the assignment. If you are unable to present a speech on a day you are scheduled to speak due to an illness or emergency, you must contact your teaching assistant before class and provide your teaching assistant with a copy of your speech outline. You will also need to provide your TA with documentation for the absence.

You must show up for class on time. Your TA reserves the right to count significant tardiness (>15 minutes) as an absence. If you arrive late to class, please listen before entering the classroom because a student may be presenting a speech. If you expect to be late or need to leave early, please communicate with your TA before the class period.

If you must miss class on the day of an exam due to an authorized university event or other legitimate conflict, contact the head instructor by e-mail in advance of the exam date. Students who do not contact the head instructor prior to the date of an exam may receive a zero on the exam.

Accommodations for Students with Disabilities

The instructors for Comm 27 are committed to accommodating students with disabilities. If you are a student with a disability who requires accommodations, please contact the Director of the Office of Services for Students with Disabilities (SSD) for information on how to obtain an Accommodations Request Letter. We will then follow a 3-Step Accommodation Process:

1. Student meets with the SSD Director and provides documentation and completes registration forms.
2. Student requests accommodation(s) each semester by completing the Request for Accommodations Form.
3. Student arranges to meet with his/her professors to discuss the accommodation(s) and to sign the Accommodation Request Letter.

To ensure timeliness of services, it is preferable that you obtain the accommodation letter(s) from the Office of SSD at least a week before any graded assignment.

The Office of Services for Students with Disabilities is located in the McCaffrey Center, Rm. 137. Phone: 209-946-3221. Email: ssd@pacific.edu. Online: www.pacific.edu/disabilities.

Pronoun Usage

Knowing and applying the names and pronouns that students wish to use is a crucial part of developing a productive learning environment that fosters safety, inclusion, personal dignity, and a sense of belonging across campus. Please let us know your preferred name and pronoun anytime throughout the semester.

Electronic Devices

Students are encouraged to use laptops and tablets to take notes, to look up information relevant to our discussions, and to generally supplement the classroom experience using technology. If your technology use is disruptive (eg. if you are doing something you should not be doing, or if your technology is distracting your classmates), you may be asked to turn it off or move to the back of the classroom. If you are using technology inappropriately, you will be docked participation points from your overall grade.

If you ever need to leave on your cell phone or electronic device, please communicate that with your teaching assistant prior to class. Emergencies arise and that some communications (eg. job calls) are vital. We will be flexible with such occasions if you let us know first.

Please note: If you attempt to use your cell phone or other device or leave it on during an exam, you will be considered to have finished your exam and your exam will be collected.

General Information Pertaining to Speaking Assignments & Grading of Speeches

Speech grades are based on the following criteria: (1) the appropriateness of the topic for the assignment, (2) clear organization of the speech, (3) adaptation of the speech for the audience, (4) appropriate use of source citations, (5) appropriate and convincing rhetorical appeals, (6) effective word choice, (7) effective delivery techniques, (8) the quality of the outline, and (9) the length of the speech. Handouts will be provided listing the specific requirements and grading criteria for each of the speeches.

All graded speeches must be presented extemporaneously with an outline. Two copies of the outline are required for each speech. One copy of the outline will be given to your teaching assistant prior to presenting the speech. You will use the second copy to deliver your speech. Failure to provide your teaching assistant with copies of the outlines before presenting the speeches (the start of your scheduled discussion class) will result in a lower grade on the speech assignments.

The use of complete and credible source citations is crucial. Each speech will require a minimum number of full oral source citations. You will be provided with a handout explaining how to present sources orally for different types of source materials.

Grades earned on the speeches will be lowered if they are over time or under time. As a general rule, five points will be deducted for every thirty seconds (or portion thereof) that a speech is under or over time.

Your teaching assistant will evaluate and grade each speech. Oral and written comments will be provided. Students listening as audience members will be called upon to provide comments about the speeches. Providing constructive feedback for your peers' speeches will count as part of your participation points for the course.

In-Class Speech Critiques

Students are required to complete ten one-page critiques of speeches presented by other students in the class. Two critiques are required for each of the following speeches: Oral Interpretation & Formal Speech of Introduction. Three critiques are required for each of the following speeches: Speech to Inform with Visual Aids & Speech to Persuade. The critiques will be reviewed by your teaching assistant and shared with the speaker who gave the speech. The critiques must be turned in on the days that the speeches are presented.

Out-of-Class Speech Critiques

Students are required to complete two (three-page) out-of-class speech critiques. The critiques will require you to view two live public speaking events. The speaking events cannot include lectures by professors or guest speakers for classes. A handout will be distributed in your discussion section concerning this assignment. The due dates for the two papers are listed on the course schedule.

Honor Code

The Honor Code at the University of the Pacific calls upon each student to exhibit a high degree of maturity, responsibility, and personal integrity. Students are expected to:

- act honestly in all matters
- actively encourage academic integrity
- discourage any form of cheating or dishonesty by others
- inform the instructor and appropriate university administrator if she or he has a reasonable and good faith belief and substantial evidence that a violation of the Academic Honesty Policy has occurred.

Violations will be referred to and investigated by the Office of Student Conduct and Community Standards. If a student is found responsible, it will be documented as part of her or his permanent academic record. A student may receive a range of penalties, including failure of an assignment, failure of the course, suspension, or dismissal from the University. The Academic Honesty Policy is located in Tiger Lore and online at <http://www.pacific.edu/Campus-Life/Safety-and-Conduct/Student-Conduct/Tiger-Lore-Student-Handbook-.html>

Student Care

The instructors of Comm 27 are committed to your well-being. If you are experiencing personal, financial, medical, emotional, or other challenges that are preventing you from being successful in this class, please contact the Care Managers in the Office of the Dean of Students to discuss resources and support that are available to you. These resources include, but are not limited to, counseling services, advising, disability services, and victim advocacy. We will work with the Care Managers and with any necessary services to ensure your success.

The Care Managers office is located on the first floor of Hand Hall and is open Monday through Friday between 8:30am and 5:00pm, with walk-in hours every day from 1-3pm. To schedule an appointment, please call (209) 946-2177 or email caremanagers@pacific.edu

Assessment Policy

Copies of student work from this course may be retained by the professor or the department for assessment purposes.

Course Schedule

Note: The scheduled dates of speech presentations may be altered by your TA. It is your responsibility to know when your speeches must be presented in class.

Week 1

M	Aug 26	Course Overview Lecture: Citizenship, Civic Engagement, and the Art of Rhetoric
T/W	Aug 27/28	Discussion: Characteristics of a Competent Public Speaker
R/F	Aug 29/30	Discussion: Ethics & Listening (Chapters 2 & 3) Dealing with Nervousness (Chapter 1)

Week 2

M	Sep 2	No Class: Labor Day Holiday!
T/W	Sep 3/4	Discussion: Selecting Topics, Gathering Materials & Citing Sources (Chapters 5 & 7) Prep for Speaking Activity: Classmate Introductions Interviews
R/F	Sep 5/6	Discussion: Outlining (Chapter 11) Speaking Activity: Classmate Introductions

Week 3

M	Sep 9	Lecture: Oral Interpretation of Literature Organizing, Intros, Conclusions (Chapters 9 & 10)
T/W	Sep 10/11	Mini-Speeches: Classmate Introductions Speaking Groups established
R/F	Sep 12/13	Oral Interpretation Speech, Groups 1 & 2

Week 4

M	Sep 16	Lecture: Audience Analysis and Adaptation (Chapter 6), Supporting Materials (Chapter 8)
T/W	Sep 17/18	Oral Interpretation Speech, Groups 2 & 3
R/F	Sep 19/20	Oral Interpretation Speech, Groups 3 & 4

Week 5

M	Sep 23	Lecture: Style & Delivery (Chapters 12 & 13)
T/W	Sep 24/25	Oral Interpretation Speech, Groups 4 & 5
R/F	Sep 26/27	Impromptu Speeches

Week 6

M	Sep 30	Lecture: Speaking to Inform (Chapters 14 & 15) Review for Exam #1
T/W	Oct 1/2	Formal Speech of Introduction Presentations—Group 2
R/F	Oct 3/4	Fall Break – No Class

Week 7

M	Oct 7	Exam #1 (Chapters 1,2,3,5,6,7,8,9,10, & 11)
T/W	Oct 8/9	Formal Speech of Introduction Presentations—Group 3
R/F	Oct 10/11	Formal Speech of Introduction Presentations—Group 4

Week 8

M	Oct 14	Lecture: Power, Responsibility, and Activism
T/W	Oct 15/16	Formal Speech of Introduction Presentations—Group 5
R/F	Oct 17/18	Formal Speech of Introduction Presentations—Group 1 Out of Class Critique #1 Due

Week 9

M	Oct 21	Lecture: Persuasive Speaking (Chapters 16 & 17)
T/W	Oct 22/23	Speech to Inform with Visual Aids Presentations—Group 3
R/F	Oct 24/25	Speech to Inform with Visual Aids Presentations—Group 4

Week 10

M	Oct 28	Lecture: Argumentation, Logic, and Persuasive Reasoning
T/W	Oct 29/30	Speech to Inform with Visual Aids Presentations—Group 5
R/F	O31/N1	Speech to Inform with Visual Aids Presentations—Group 1

Week 11

M	Nov 4	Lecture: Facts, Proof, and Truth
T/W	Nov 5/6	Speech to Inform with Visual Aids Presentations—Group 2
R/F	Nov 7/8	Speech to Inform with Visual Aids Presentations—Overflow Impromptu Speeches Persuasive Speech Topic Meetings

Week 12

M	Nov 11	Lecture: Communication Beyond the Speech
T/W	Nov 12/13	Speech to Persuade Presentations—Group 4
R/F	Nov 14/15	Speech to Persuade Presentations—Group 5

Week 13

M	Nov 18	Lecture: Digital Politics and Persuasion Review for Exam #2
T/W	Nov 19/20	Speech to Persuade Presentations—Group 1
R/F	Nov 21/22	Speech to Persuade Presentations—Group 2

Week 14

M	Nov 25	No Class – Thanksgiving Break
T/W	Nov 26/27	No Class – Thanksgiving Break
R/F	Nov 28/29	No Class – Thanksgiving Break

Week 15

M	Dec 2	Examination #2 (All chapters excluding 4, 18, & 19) Out-of-Class Speech Critique #2 Due
T/W	Dec 3/4	Speech to Persuade Presentations—Group 3
R/F	Dec 5/6	Speech to Persuade Presentations—Overflow Ceremonial Speeches