

Instructor Information:

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The Question & Answer Discussion Forum on Canvas is the preferred method of communication for most student questions. Questions of a confidential or personal nature should be sent by email. I do not accept assignments by email. I typically check email once daily during business hours Monday to Thursday. Additional information is available below in my email policy.

Office Hours

Office hours are reserved specifically for meetings with students in my classes. Contact me by email to set up an appointment. Please include multiple times that work for you in your email to speed up scheduling. My availability this semester is:

- Mondays, from 9:30 am to 11:20 am, US Eastern Time
- Wednesdays, from 9:30 am to 11:20 am, US Eastern Time
- Thursdays from 2:00 pm to 2:50 pm, US Eastern Time

I am typically available by Zoom during office hours, but to preserve bandwidth on Campus I do not keep Zoom active when I do not have an appointment. You can still "drop in" virtually. The best way is to call my office phone line and I will log in. Use the same Zoom link you use for class meetings.

Course Information:

- Semester: Spring, 2022
- Lecture time: 11:00 am to 12:20 pm, US Eastern Time
- Lecture location: Garland Library, Room 108
- Zoom link: <https://tusculum.zoom.us/j/95312191625>
- Final Exam: Tuesday, May 3, 2022 from 12:00 pm to 1:50 pm, US Eastern Time

Course Description:

Speaking clearly and comfortably in public is an essential skill set. This course prepares students for a variety of professional situations in which formal presentations are expected. Topics will include cultural conventions of speech, verbal and nonverbal messaging, and techniques of oral presentation and persuasion. Students will learn to research, outline, and deliver a variety of

speeches (e.g. demonstrative, informative, persuasive, special occasion, etc.) of varying lengths.

Required Materials:

- Text: “A Speaker’s Guidebook” (O’Hair, Stewart, & Rubenstein). 6th edition or newer is needed.
- In addition to the textbook, you will need access to a video recording device (such as a phone). White 3x5 index cards work well for your speech notes. You may find a YouTube account helpful.

Student Learning Objectives:

Upon successful completion of this course, students will be able to:

1. Students will employ presentation aids which clearly and accurately enhance their presentations. The **Graded PowerPoint** for the **Persuasive Presentation** will be used to measure this learning outcome.
2. Students will complete a presentation delivered through communication technology. The **Mediated Presentation** will be used to measure this learning outcome.

General Education Student Learning Outcomes:

1. Writing: Students will structure evidence to convincingly support their arguments. The **Preparation Outline** of the **Persuasive Presentation** will be used to measure this learning outcome.
2. Public Speaking: Students will create messages appropriate to the audience, purpose, and context. The **Assessment Worksheet** provided in the final weeks of the class will be used to measure this learning outcome.
3. Public Speaking: Students will evaluate personal communication strengths and weaknesses. The **Assessment Worksheet** provided in the final weeks of the class will be used to measure this learning outcome.

Course Assignments and Grade Determination:

There are three major components of your grade in this class:

- Prepared Presentations (60%)
 - 30% Best Presentation
 - 20% Middle Presentation
 - 10% Worst Presentation
- Content Knowledge (25%)
 - 15% Quizzes
 - 10% Final Exam
- Participation and Professionalism (15%)
 - 4% Phase 1

- 4% Phase 2
- 4% Phase 3
- 3% Phase 4

Prepared Presentations:

Prepared presentations contribute a total of 60% of your final grade. You will have the opportunity to give three prepared presentations: a **Support Presentation**, a **Mediated Presentation**, and a **Persuasive Presentation**. The presentation grades will be weighted according to how well you do on each of them. Your highest scoring presentation is worth 30% of your final grade, the middle presentation is worth 20% of your final grade, and the lowest presentation is worth 10% of your final grade. Nearly half (40%) of the score on each of the prepared presentation comes from the preparation work (outline, visual aid, etc.), the rest (60%) comes from the presentation itself. **You must present to a live audience to pass this class.**

Professionalism and Engagement:

Professionalism and Engagement contributes 15% of your final grade. Displaying basic professionalism is an expectation in this class and one of the most useful skills to have when you graduate. Class activities (formative assessments) are designed to help you understand the class content and to help you develop your prepared presentations. These class activities include example activities, drafts, and the Peer Feedback you provide about your peer's presentations. Your professionalism and engagement scores will be totaled for each phase of the class.

Content Knowledge:

Demonstrating content knowledge contributes a total of 25% of your final grade. Your understanding of the course material will be assessed through multiple choice quizzes and a final exam. The lowest two quiz scores will be dropped, and the average of your remaining quiz scores will contribute 15% of your final grade. The final exam will draw heavily from the quizzes given in class and will contribute 10% of your final grade.

Extra Credit:

Students can earn up to a maximum of a 4.5% bonus on their final grade. A **Speech Critique** is the primary way of earning extra credit, and is worth up to 4.5%. Only one Speech Critique may be submitted. Additional extra credit opportunities may also be announced as they become available. Any additional opportunities will not raise the cap of 4.5%. Extra credit may not be turned in after the last regular class meeting.

Final Exam Policy:

Tusculum University's full-semester courses include a final exam week. During the final exam week, students are required to be available for any form of final assessment (e.g. exams, papers, presentations) planned by the instructor according to the Tusculum University Final Exam Schedule and listed in the syllabus. Missing any planned final assessment during final exam week without prior written approval by the course instructor will result in a zero for the assessment. Travel, family, or other plans that conflict with the planned day/time of the final assessment are not acceptable excuses for missing a final assessment or for requesting a change of schedule. Instructors are under no obligation to accommodate a request for a change of day/time for the final assessment; an exception to this policy made by one instructor has no bearing on the decision of another instructor.

Grading Scale:

Final grades are allocated according to the official University grading scale for undergraduate courses:

Grading Scale

A+	100-98	4.0
A	97-93	4.0
A-	92-90	3.7
B+	89-87	3.5
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.5
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.5
D	66-63	1
F	62-0	0

Course Schedule:

THESE FOUR ASSIGNMENTS ACCOUNT FOR 70% OF YOUR GRADE IN THIS CLASS:

- The **Support Presentation** (Live Audience Required!):
 - The **Outline** is due on Thursday, February 10, 2022
 - The **Visual Aid** is due on Tuesday, February 15, 2022
 - The live **Support Presentations** start on Tuesday, February 22, 2022

- The **Mediated Presentation**:
 - The **Outline** is due on Thursday, March 17, 2022
 - The **Visual Aid** is due on Tuesday, March 22, 2022
 - The **Mediated Presentations** must be submitted by Tuesday, March 29, 2022
- The **Persuasive Presentation** (Live Audience Required!):
 - The **Outline** is due on Thursday, April 7, 2022
 - The **Visual Aid** is due on Tuesday, April 12, 2022
 - The **Persuasive Presentations** will start on Thursday, April 14, 2022
- The **Final Exam** is on Tuesday, May 3, 2022 from 12:00 pm to 1:50 pm, US Eastern Time

The instructor reserves the right to modify this schedule as necessary during the course.

Phase 1:

The instructor reserves the right to modify this schedule as necessary during the course.

Major Assignment Overview

- There are **NO** major assignments due during this phase of the class.

Tuesday, Jan. 18 (Meeting #1)

- **Lesson 0: Communication as a Field of Study**
- **Lesson 1: Choosing Topics**
- Complete before class:
 - **Practice Presentation Topic Sign-up**

Thursday, Jan. 20 (Meeting #2)

- **Lesson 2: Introductions, Transitions, & Conclusions**
- Complete before class:
 - **Syllabus Quiz**
 - **Quiz 1: Choosing Topics**
 - **Assessment Pre-test**

Tuesday, Jan. 25 (Meeting #3)

- **Lesson 3: Preparation Outlines**
- Complete before class:
 - **Quiz 2: Introductions, Transitions, & Conclusions**
 - **Practice Presentation Outline**
 - **Practice Presentation Visual Aid**

Thursday, Jan. 27 (Meeting #4)

- **Any recorded Practice Presentation submissions are due before class begins this day**
- **Lesson 4: Organizing Informative Presentations**

- Live **Practice Presentations**
- Complete before class:
 - **Quiz 3: Preparation Outlines**

Phase 2:

The instructor reserves the right to modify this schedule as necessary during the course.

Major Assignment Overview

- There is **1** major assignment due during this phase of the class, the **Support Presentation**:
 - The **Outline** is due on Thursday, February 10, 2022
 - The **Visual Aid** is due on Tuesday, February 15, 2022
 - The live **Support Presentations** start on Tuesday, February 22, 2022
- IMPORTANT: All recorded submissions are due before the live presentations begin!

Tuesday, Feb. 1 (Meeting #5)

- **Lesson 5: Supporting Evidence**
- Complete before class:
 - **Quiz 4: Organizing Informative Presentations**
 - **Peer Feedback (Practice Presentation)**

Thursday, Feb. 3 (Meeting #6)

- **Lesson 6: Plagiarism & Intellectual Property**
- Complete before class:
 - **Quiz 5: Supporting Evidence**
 - **Support Presentation Topic Sign-up**

Tuesday, Feb. 8 (Meeting #7)

- **Lesson 7: Visual Aid Design**
- Complete before class:
 - **Quiz 6: Plagiarism & Intellectual Property**

Thursday, Feb. 10 (Meeting #8)

- **Lesson 8: Finding and Using Images**
- Complete before class:
 - **Quiz 7: Visual Aid Design**
 - **Support Presentation Outline**

Tuesday, Feb. 15 (Meeting #9)

- **Lesson 9: Verbal and Nonverbal Delivery**
- Complete before class:
 - **Quiz 8: Finding and Using Images**
 - **Support Presentation Visual Aid**

Thursday, Feb. 17 (Meeting #10)

- **Lesson 10: Visual Presentation of Data**
- Complete before class:
 - **Quiz 9: Verbal and Nonverbal Delivery**

Tuesday, Feb. 22 (Meeting #11)

- **All recorded Support Presentation submissions are due before class begins this day**
- Live **Support Presentations** Begin
- Complete before class:
 - **Quiz 10: Visual Presentation of Data**

Thursday, Feb. 24 (Meeting #12)

- Live **Support Presentations**, Continued

Phase 3:

The instructor reserves the right to modify this schedule as necessary during the course.

Major Assignment Overview

- There is **1** major assignment due during this phase of the class, the **Mediated Presentation**:
 - The **Outline** is due on Thursday, March 17, 2022
 - The **Visual Aid** is due on Tuesday, March 22, 2022
 - The **Mediated Presentations** must be submitted by Tuesday, March 29, 2022

Tuesday, Mar. 1 (Meeting #13)

- **Lesson 11: Preparing Mediated Presentations**
- Complete before class:
 - **Phase 1 & 2 Survey**
 - **Peer Feedback (Support Presentations)**

Thursday, Mar. 3 (Meeting #14)

- **Lesson 12: Crisis Response Presentations**
- Complete before class:
 - **Quiz 11: Preparing Mediated Presentations**
 - **Mediated Presentation Topic Sign-up**

Tuesday, Mar. 8 (No Class Meeting)

- Spring Break

Thursday, Mar. 10 (No Class Meeting)

- Spring Break

Tuesday, Mar. 15 (Meeting #15)

- **Lesson 13: PowerPoint Tips and Tricks**
- Complete before class:
 - **Quiz 12: Crisis Response Presentations**

Thursday, Mar. 17 (Meeting #16)

- **Lesson 14: Hostile Audiences**
- Complete before class:
 - **Quiz 13: PowerPoint Tips and Tricks**
 - **Mediated Presentation Outline**

Tuesday, Mar. 22 (Meeting #17)

- **Lesson 15: Civic Debate (Advocating for Change in Your Community)**
- Complete before class:
 - **Quiz 14: Hostile Audiences**
 - **Mediated Presentation Visual Aid**

Thursday, Mar. 24 (Meeting #18)

- **Lesson 16: Organizing Persuasive Presentations**
- Complete before class:
 - **Quiz 15: Competitive Debate**

Tuesday, Mar. 29 (Meeting #19)

- **All Mediated Presentation submissions are due before class begins this day**
- **Mediated Presentations**
- Complete before class:
 - **Quiz 16: Organizing Persuasive Presentations**

Phase 4:

The instructor reserves the right to modify this schedule as necessary during the course.

Major Assignment Overview

- There are **2** major assignments due during this phase of the class, the **Final Exam** and the **Persuasive Presentation**:
 - The **Outline** is due on Thursday, April 7, 2022
 - The **Visual Aid** is due on Tuesday, April 12, 2022
 - The **Persuasive Presentations** will start on Thursday, April 14, 2022
- IMPORTANT: All recorded submissions are due before the live presentations begin!
- The **Final Exam** is on Tuesday, May 3, 2022 from 12:00 pm to 1:50 pm, US Eastern Time

Thursday, Mar. 31 (Meeting #20)

- **Lesson 17: Presenting in a Team**
- Complete before class:
 - **Peer Feedback (Mediated Presentation)**
 - **Persuasive Presentation Topic Sign-up**

Tuesday, Apr. 5 (Meeting #21)

- **Lesson 18: Question & Answer Sessions**
- Complete before class:
 - **Phase 3 Survey**
 - **Quiz 17: Presenting in a Team**

Thursday, Apr. 7 (Meeting #22)

- **Lesson 19: Special Occasion Presentations**
- Complete before class:
 - **Quiz 18: Question & Answer Sessions**
 - **Persuasive Presentation Outline**

Tuesday, Apr. 12 (Meeting #23)

- **Lesson 20: Presenting Beyond the Classroom**
- Complete before class:
 - **Quiz 19: Special Occasion Presentations**
 - **Persuasive Presentation Visual Aid**

Thursday, Apr. 14 (Meeting #24)

- **All recorded Persuasive Presentation submissions are due before class begins this day**
- Live **Persuasive Presentations** Begin
- Complete before class:
 - **Quiz 20: Presenting Beyond the Classroom**

Tuesday, Apr. 19 (Meeting #25)

- Live **Persuasive Presentations**, Continued

Thursday, Apr. 21 (Meeting #26)

- Live **Persuasive Presentations**, Continued

Tuesday, Apr. 26 (Meeting #27)

- Final Exam Review
- Complete before class:
 - **Phase 4 Survey**
 - **Peer Feedback (Persuasive Presentation)**
 - **Assessment Post-test**
 - Please remember to complete your course evaluation (the system sends this link to your official university email)
 - **Last chance to submit a Speech Critique (Extra Credit)**

Thursday, Apr. 28 (Meeting #28)

- Feedback session

Tuesday, May 3 (Final Exam)

- **Final Exam** 12:00 pm to 1:50 pm, US Eastern Time

Course Policies (Attendance, Assignments, Assessments):

Any issue not directly addressed by existing class or college policy shall be determined at the sole discretion of the instructor. All student interactions, whether face-to-face or digital, may be recorded for quality assurance purposes.

Appropriate Behavior Policy

We are a community of learners, and your classmates are entitled to the standard professional courtesies. Each student is required to conduct themselves in an appropriate manner at all times. Show respect for every person in the class. Complete your assigned work on time. Be ready for discussion and activities. Ask questions. Be supportive audience members. Racist, sexist, or other offensive or discriminatory language will not be tolerated. Unprofessional behavior will result in penalties to your Participation and Professionalism grade.

COVID-19 Mask Wearing Policy

The university's policy regarding mask wearing is outlined in the Pioneer Pathway document that is found on the campus safety webpage. Scroll down and click on the COVID-19 tab to locate the document. Faculty are authorized to enforce all guidelines outlined in the Pioneer Pathway document.

Email Policy

The Question & Answer Discussion Forum on Canvas is the preferred method of communication for most student questions. Questions of a confidential or personal nature should be sent by email. I do not accept assignments by email. I check and respond to my email once daily during business hours, however I dedicate my Fridays to research and larger projects. I typically do not see emails sent late on Thursday or during the day Friday until Monday the next week.

Engaging in professional communication with your professors and the university staff is important. I am unlikely to respond to emails that do not contain any questions. Emails asking course-related questions of a non-confidential nature will be answered in the Question & Answer Discussion Forum on Canvas. Brief emails asking questions which are already answered in course documents (syllabus, calendar, assignment descriptions, etc.) will typically receive brief replies referring to course documents.

The privacy of student educational records is protected by the Family Educational Rights and Privacy Act (FERPA). I will not respond to any communication about a student which does not come from an official school email address.

Grade Challenge Policy

If you believe that you have been graded unfairly, wait 24 hours after receiving the grade, review the rubric, and schedule a meeting to discuss it with me. Come to this meeting prepared to provide *evidence* supporting the need for a grade change. Grades are considered final one week after they are posted in Canvas. Because student grades are protected under FERPA, I will not discuss your grades publicly outside of a meeting scheduled for that purpose.

Late Work Policy

Presentations must be ready to present by the deadline. No late presentations of any kind are accepted. See the alternate deadline policy below in the event that you have an emergency that would prevent completing a presentation by the deadline. There is a 24-hour grace period for all other assignments in the class. Late work received during the grace period will not lose any points. No late work of any kind is accepted after the grace period.

Technology Problems

Using technology is a basic expectation of students at this level of study. You are responsible for the functionality of any and all personal or third-party devices and software you use. Issues with these are not an excuse for late or missing work. If you encounter a problem with technology owned or operated by the university, **report the problem to information services**. After the issue is resolved, include a copy of your messages with information services along with any requests for alternate deadlines to my email address.

Alternate Deadlines

In some cases an emergency may require you to turn in work after the assigned due date. These situations are handled on a case-by-case basis and, depending on the situation and documentation, this work may be assigned an alternate deadline. Coursework assigned an alternate deadline is graded for full credit, but will not receive feedback.

Alternate deadlines will not be assigned for events that can be planned for – this includes school-sponsored events, such as athletics.

Tusculum Syllabus Policies and Supports:

To access Tusculum Syllabus Policies and Support click **here**