# COMS 2300-D03 PUBLIC SPEAKING
# SUMMER 2020

## INSTRUCTOR INFORMATION

**Instructor:**     Chaitra Kulkarni
**Email:**          chaitra.kulkarni@ttu.edu
**Virtual Office Hours in Blackboard Collaborate:**
        Monday 11am-12 pm.; Wednesday 5pm-6 pm
**Communication Plan:**
-   You can expect an email reply within 24 hours on weekdays, and within 48 hours on weekends.
-   I will be posting course related announcements in Blackboard every few days.
-   You can also interact with me and other students in the Q&A Forum under the Course Menu in Blackboard.

## COURSE INFORMATION

COMS 2300-D03, Public Speaking.
This course is delivered 100% online.
Summer 2020

## COURSE DESCRIPTION AND PURPOSE

Welcome to COMS 2300-Public Speaking! It is my hope that you will learn to enjoy the process of public speaking, while gaining confidence, improving your skills, and making new friends.

This course equips students with the skills necessary for successful public speaking. Students will learn to prepare and deliver effective presentations, adapt to various audiences, and adjust to different speaking contexts. COMS 2300 emphasizes the application of public speaking theory. This course satisfies the Texas Tech University core curriculum requirement in Oral Communication. There are no prerequisites for COMS 2300.

## STUDENT LEARNING OUTCOMES and ASSESSMENTS

By the end of this course, students will be able to:

1.  Demonstrate oral competency in effective delivery.
    -   Assessed by the Introductory Speech, Briefing Speech, Persuasive Policy Speech, the Debate and Listening Assignment, and the Special Occasion Speech.
2.  Demonstrate oral competency in organized content.
    -   Assessed by the Introductory Speech, Briefing Speech, Persuasive Policy Speech, the Debate and Listening Assignment, and the Special Occasion Speech.
3.  Demonstrate oral competency in appropriate analysis.
    -   Assessed by the Introductory Speech, Briefing Speech, Persuasive Policy Speech, the Debate and Listening Assignment, and the Special Occasion Speech.

**REQUIRED COURSE MATERIALS**
1. Textbook: O'Hair, D., Rubenstein, H., & Stewart, R. (2019). A Pocket Guide to Public Speaking (6th ed.). Boston: Bedford/St. Martins. ISBN for E-book: 9781319217099; ISBN for Spiral-Bound Hard Copy: 9781319102784

2. COMS 2300 TopHat supplement, with access to Acclaim

Upon purchase of your COMS 2300 Top Hat course, you will receive a separate email with your Acclaim access code and instructions for setting up your Acclaim account. If you have not set up your Acclaim account and enrolled in your instructor's course by your scheduled speech date, you will not be able to receive credit for that assignment.

Acclaim is a video uploading platform that you will use this semester to upload all of your speeches and provide feedback to your peers on their speeches. Acclaim is included in your TopHat textbook—there is no additional cost to you. To get started: Once you complete the Top Hat account creation, check out online and your purchase is complete you will receive your Acclaim access code within 24 hours via email.

**TECHNICAL REQUIREMENTS**
- Desktop or laptop computer
- High speed internet access
- TTU E-mail
- Microsoft Office (download from TTU eRaider)
- Adobe Reader (download from Adobe.com)
- Flash Player (download from Adobe Flashplayer)
- Silverlight Player (for MediaSite lecture videos)
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing and recording vlogs)
- Blackboard Collaborate system requirements:
    o https://help.blackboard.com/Collaborate/v12/Participant/Accessibility_Featur e s/System_Requirements
    o https://blackboard.secure.force.com/apex/publickbarticleview?id=kAB700000 008P8m

**RECOMMENDED COURSE MATERIALS**
- A USB headset with microphone or headphones (for video conferencing)
- Digital video recording equipment capable of recording up to 10 minutes of video footage
- A tripod

**TECHNICAL SKILL REQUIREMENTS**
Be comfortable with the following:

- Microsoft Word or word processor that can save Word compatible files (.doc)
- Using email for communication, attaching documents
- Internet search engines and browsers
- Recording and uploading video files. Not having a way to record speeches or vlogs will not be tolerated as an excuse for failure to submit assignments.
- The ability to download video files, or to stream files.

## COURSE ORGANIZATION
This course is organized into 15 learning modules. You can access the modules by clicking on the Modules link on the Course Menu in Blackboard. Modules will contain a combination of reading assignments, lecture videos or screencasts, links to additional readings and/or video material, and other content that will help you understand the focus of that particular module. Additionally, there will be various assessments included in each module, such as quizzes, learning activities, vlogs and vlog comments, video conferences, speeches, and peer and self-evaluations. Check the course schedule to see the specific assessments included in each module and specific due dates for each assessment.

## COURSE OUTLINE
Below you will find a brief outline of all 15 modules in the course. Check the Course Schedule in Blackboard for specific assignments and due dates for each module.
- Module 1: Online Presentations and Mediated Communication
- Module 2: Public Speaking Foundations
- Module 3: Introductory Speech Assignments
- Module 4: Managing Your Speech Anxiety
- Module 5: Analyzing Your Audience and Choosing Your Topic
- Module 6: Crafting Your Speech and Finding and Citing Your Sources
- Module 7: Organizing Your Speech
- Module 8: Styling Your Speech
- Module 9: Delivering Your Speech
- Module 10: Briefing Speech Assignment
- Module 11: The Art of Persuasion
- Module 12: Debate and Listening Assignment
- Module 13: Navigating Presentation Aids
- Module 14: Persuasive Policy Speeches
- Module 15: Speaking in Special Occasions and Contexts
- Extra Credit Activity: Video Resume Assignment

## LEARNING ASSESSMENTS
The Department of Communication Studies supports and adheres to university policies of academic excellence as noted in the student handbook. Below you will find a brief description of the six major assessment categories in the course. More information and specific instructions about each assessment will be included in the modules under the Course Menu in Blackboard. Check the Course Schedule to locate specific due dates for each assessment.

There are 1,000 points possible in the course.

**Speeches (450 points)**
You will deliver four major speeches in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the modules. Below you will find basic information about each speech.

- The **Introductory Speech** (due in Module 3) will be delivered to your audience in real-time in the Introductory Speech Video Conference.
- The **Briefing Speech** (due in Module 10) will be submitted as a video file and viewed asynchronously by your audience.
- The **Persuasive Policy Speech** (due in Module 14) will be delivered to your audience in real-time in the Persuasive Policy Speech Video Conference. Additionally, this speech will require you to use a PowerPoint Presentation.
- The Special Occasion Speech (due in Module 15) will be submitted as a video file and viewed asynchronously by your audience.
- The extra credit **Video Resume** (due in the Extra Credit Module) will be submitted as a web link.

**Peer and Self-Evaluations (30 points)**
You will complete three peer evaluations and three self-evaluations. These evaluations will give you the opportunity to reflect on your own speeches and the speeches of your group members.

**Module Quizzes (100 points)**
You will take ten module quizzes based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each module.

**Learning Activities (170 points)**
You will complete seven learning activities designed to help you apply course material and prepare for your upcoming speeches.

**Vlog Entries and Vlog Group Comments (60 points)**
You will create two, 1-2 minute, vlogs (Video Blogs) related to course and module material. These vlog entries will require you to summarize content, apply content to your personal life, reflect on your experiences in the course, practice skills taught in the course, and ask questions of your group members. Additionally, you will respond to the questions posed in the vlog entries of your group members.

**Video Conferences (130 points)**
You will meet for four synchronous, one-hour video conferences with your instructor and group members. During these video conferences, you will have the opportunity to discuss course content and your upcoming speeches with your group members and instructor.

Final grades in this course will be based on the following assignments and point values. Check your Course Schedule in Blackboard for specific due dates and times.

| Course Assignment | Maximum Points |
|---|---|
| **Module 1** | |
| • Module 1 Video Conference | 25 |
| **Module 2** | |
| • Module 2 Quiz | 10 |
| **Module 3** | |
| • Introductory Speech | 50 |
| • Introductory Speech Peer Eval | 5 |
| • Introductory Speech Self-Eval | 5 |
| **Module 4** | |
| • Module 4 Quiz | 10 |
| • Module 4 Learning Activity | 20 |
| • Module 4 Vlog/Comments | 30 |
| **Module 5** | |
| • Module 5 Quiz | 10 |
| • Module 5 Learning Activity | 20 |
| • Module 5 Video Conference | 35 |
| **Module 6** | |
| • Module 6 Quiz | 10 |
| • Module 6 Learning Activity | 30 |
| **Module 7** | |
| • Module 7 Quiz | 10 |
| • Module 7 Learning Activity | 20 |
| **Module 8** | |
| • Module 8 Quiz | 10 |
| • Module 8 Vlog/Comments | 30 |
| **Module 9** | |
| • Module 9 Quiz | 10 |
| • Module 9 Video Conference | 35 |
| **Module 10** | |
| • Briefing Speech | 150 |
| • Briefing Speech Peer Eval | 5 |
| • Briefing Speech Self Eval | 5 |
| **Module 11** | |
| • Module 11 Quiz | 10 |
| • Module 11 Learning Activity | 40 |
| • Module 11 Video Conference | 35 |
| **Module 12** | |
| • Module 12 Learning Activity | 10 |
| • Module 12 Debate | 50 |
| • Module 12 Debate Report Worksheet | 10 |
| **Module 13** | |

| | |
|---|---|
| • Module 13 Quiz | 10 |
| • Module 13 Learning Activity | 30 |
| **Module 14** | |
| • Persuasive Policy Speech | 200 |
| • Persuasive Policy Speech Peer Eval | 5 |
| • Persuasive Policy Speech Self Eval | 5 |
| **Module 15** | |
| • Module 15 Quiz | 10 |
| • Special Occasion Speech | 50 |
| | **1000 Possible Points** |
| **Video Resume Module** | |
| • Video Resume | Up to 25 points |

## GRADING
You can access your grades on the Blackboard Course Menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for your instructor's assessment methods. Grades for graduating candidates will be posted on Blackboard 2 days before the Registrar's deadline.

Your final grade will be determined as follows:
- To earn an A, you need 900 points
- To earn a B, you need 800 points
- To earn a C, you need 700 points
- To earn a D, you need 600 points
- If your point total is 599 points or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, you will need to email your instructor or visit him/her in virtual office hours to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have one week after the grade has been posted in Blackboard to approach your instructor about your questions or concerns. After one week, your instructor will consider the matter closed. When you approach your instructor after viewing your grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by your instructor.

## A NOTE ABOUT SPEECH and ASSIGNMENT GRADES
We hold the same set of grading standards for all students enrolled in this course, regardless of academic major or discipline. Our instructors are trained to utilize standard speech grading rubrics when evaluating your speechwriting and delivery abilities. These rubrics can be found in the TopHat Textbook Supplement and we encourage you to refer to these documents as you prepare for your speeches so that you will be aware of our assessment methods.

It is also important to acknowledge that this course is unique in several ways. First, there is a performance element present. *Knowing about* effective communication/public speaking principles does not necessarily mean that one communicates effectively in public speaking settings. Secondly, the course is taught incrementally, meaning that we will gradually introduce more complex theory and application. Third, it is important to note that each student comes into the course with varying levels of public speaking experience and knowledge. Just as some students excel in math, history, science, art, or other disciplines, some students excel in communication and public speaking.

For individual assignments and speeches, you can expect to earn an "A" when you far exceed basic requirements and provide a model of excellence to your classmates, a "B" when you exceed basic requirements and demonstrate depth of application, a "C" when you meet basic/minimum requirements, a "D" when you do not meet basic requirements, and an "F" when you fall significantly short of the minimum requirements or when you do not complete the assignment.

## ASSIGNMENT SUBMISSIONS
You will submit all assignments through their designated submission link in Blackboard, Acclaim, or TopHat. You are required to title your assignment files in the following format: "lastname_firstname_assignmentname.doc".

## LATE WORK POLICY
Module quizzes, learning activities, vlogs/comments, speech uploads, and peer and self-evaluations are due by 11:59 pm Central Standard Time on the due date listed on the Course Schedule. Late work will not be accepted. The only exception that will be made will be for extended illnesses or a death in the family. In such instances, you must submit verifiable and official documentation to your instructor (e.g., a doctor's note indicating an extended illness or extenuating circumstance).

**Technological issues are not an excuse for late work.** Do your assignments, quizzes and speeches early to ensure you have time for any issues that might arise. Video Conferences, including video conferences when you will deliver synchronous speeches, can't be made up, as a major component of the assignment involves the synchronous audience. The only exception that will be made is in the event of a medical emergency. In such instances, you must submit verifiable and official documentation to your instructor (e.g., a doctor's note). If you are unable to commit to the video conferencing on the dates and times listed on the Course Schedule, you will need to drop the course.

## INSTRUCTOR'S EXPECTATIONS OF THE STUDENT
- You will be expected to log into the Blackboard course daily to be aware of possible announcements/reminders and to pace your progress in the course.
- TTU recommends that students plan to spend 2 hours of outside study for every 1 hour of in class time. For a 3 credit-hour, face-to-face course that means a total time investment of nine hours per week, or 135 hours per semester, in a 15-week course. Expectations for time investment are no less rigorous for online courses at TTU. According to this guideline, you should expect to invest 9 hours per week in this course, during a spring or fall semester; more in a summer course.
- Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.

- Students are expected to maintain an online environment conducive to learning, which includes "netiquette" (Internet etiquette). The following site includes basic rules for Online Discussion Netiquette. More importantly ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful. We will welcome diverse opinions in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others. Civility in the Online Classroom (the following are prohibited):
  o making offensive remarks in e-mail or the discussion board,
  o using inappropriate language or discussing inappropriate topics online,
  o spamming,
  o hacking,
  o using TTU or Blackboard e-mail or discussion board for commercial purposes,
  o using all caps (considered shouting in online communications), or o cyber-bullying or online harassment of any type.
- Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the TTU Code of Student Conduct.
- Note that students from other institutions are still bound by TTU policies in the course.
- Please Note: © The materials in this course are authored by the Course Director, Course Instructor, as well as other copyright protected authors. Therefore, materials may only be used for the use of students enrolled in the course, for purposes associated with the course, and for the time period of the current semester. Copyrighted course materials may not be retained or further disseminated. The videos and texts may not be used outside the confines of this course without the expressed, written consent of the Course Director or Instructor. Learn more about copyright from TTU's IT Division, Copyright.


## TECHNICAL DIFFICULTIES

**Getting Help**
- IT Help Central is available to assist with eRaider sign-in problems, browser errors, and other technical difficulties you may encounter. For technical assistance, please contact IT Help Central at (806) 742-HELP, email them at ithelpcentral@ttu.edu, or visit the IT Help Central website.
- For student assistance with Blackboard, visit Blackboard Student Support

**Computer Crash**
Not having a working computer or a crashed computer during the semester will not be considered as an acceptable reason for not completing course activities at a scheduled time. Note: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

**Server Problems**
When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date. If the server experiences unforeseen problems your course instructor will send an email.

**Lost/Corrupt/Disappeared Files**
You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

## TTU & COURSE POLICIES

**TTU OP 34.12 Grading Procedures**
It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension. 'Scholastic dishonesty' includes, but it not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

**TTU OP 34.19 Student Absence for Observance of Religious Holy Day**
"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**TTU OP 34.22 Establishing Reasonable Accommodation for Students with Disabilities**
Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services during the instructor's office hours. Please note: instructors are not allowed to provide classroom accommodations to a student until appropriate verification from Student Disability Services has been provided. For additional information, please contact Student Disability Services in West Hall or call 806-742-2405.

**TTU Resources for Discrimination, Harassment, and Sexual Violence**
Texas Tech University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment, and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at titleix.ttu.edu/students. Faculty and staff members at TTU are committed to connecting you to resources on campus. Some of these available resources are: TTU Student Counseling Center, 806-742-3674, https://www.depts.ttu.edu/scc/ (Provides confidential support on campus.) TTU Student Counseling Center 24-hour Helpline, 806-742- 5555, (Assists students who are experiencing a mental health or interpersonal violence crisis. If you call the helpline, you will speak with a mental

health counselor.) Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, voiceofhopelubbock.org (24-hour hotline that provides support for survivors of sexual violence.) The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, rise.ttu.edu (Provides a range of resources and support options focused on prevention education and student wellness.) Texas Tech Police Department, 806-742- 3931, http://www.depts.ttu.edu/ttpd/ (To report criminal activity that occurs on or near Texas Tech campus.)