

COM 110: Public Speaking

Summer 2019

Instructor: Dr. Katharine P. Zakos

Class Time: Monday–Thursday, 10:45am–12:45pm

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Location: Classroom #2

Course Description

This introductory-level course is designed to enable students to develop their public speaking skills. Students will learn the fundamentals of effective communication in a variety of formats and settings, and will be evaluated based on the quality of their written materials and oral presentations, as well as on their class participation. Effective public speaking is vital in today's society. This course aims to improve students' performance and confidence by providing a firm grounding in the fundamentals of speech communication, along with the necessary practice in delivering both prepared and impromptu speeches. The goal is to become a more polished and confident speaker.

Course Objectives

At the end of the semester, students will be able to:

1. Research, prepare, and deliver a clear, compelling speech.
2. Adapt communication style and content to diverse audiences.
3. Utilize critical thinking and active listening skills to evaluate the public speaking of other individuals.
4. Develop confidence in their ability to communicate effectively in personal and professional contexts.

Classroom Policies

- **Attendance and Participation:** Your classroom attendance is vital to your success in this course, and thus, is a requirement. You will need to be in class to complete some assignments and to know when future assignments are due. If you are not present for in-class assignments, you cannot get credit for the work done by others during class time. You are responsible for all material covered in class. If you are absent, it is your responsibility to find out what you missed from another student. Due to the extremely condensed nature of the course, there is a ZERO ABSENCE policy in this class. For each absence, 20 points will be subtracted from your participation grade.
- **Make-up Exams and Late Work:** Make-up exams will not be given except in the case of a documented illness or family emergency. If you have extenuating personal or medical circumstances, contact me as soon as possible via e-mail. You will be required to submit valid documentation within one week. Furthermore, late assignments will be penalized 3 points per day late.
- **Technology:** The use of cell phones, laptops, tablets, and other electronic devices is prohibited unless explicitly required by the instructor in order to complete class-related work. All cell phones will be collected at the beginning of every class period, so please make sure that they are turned off or set to vibrate. Failure to follow these policies will result in a ZERO for that day's participation grade (which is the equivalent of being counted absent and will be recorded as such).
- **Etiquette:** Please remember to be courteous and respectful at all times. If you do not understand something, please ask. (Chances are pretty good that somebody else has the exact same question.)

Required Textbook

O'Hair, D., Stewart, R., & Rubenstein, H. (2017.) *A Speaker's Guidebook* (7th ed.). Boston, MA: Bedford/St. Martin's.

Additional handouts and links to web-based resources will be posted to Moodle.

Course Assignments

Speeches (250 points total): Students will be required to create and deliver a total of **FOUR** speeches throughout the course of the semester; these speeches will consist of one of each of the following: an **Introductory Speech (25 points)**, an **Impromptu Speech (25 points)**, an **Informative Speech (100 points)**, and a **Persuasive Speech (100 points)**. Additional details regarding the parameters of each assignment will be discussed in class.

Exams (100 points each; 200 points total): There will be a midterm exam and a final exam; each exam is worth 100 points.

Attendance and Participation (50 points): Attendance and participation are vital to your success in this course; furthermore, participation increases the likelihood that you will do well on the exams and course assignments, so it is in your best interest to participate (and you may even enjoy it!). Students are expected (and required) to participate in class discussions/activities every class; the goal is to dialogue about course topics and actively engage with ideas. As stated above, due to the extremely condensed nature of the course, there is a ZERO ABSENCE policy in this class. For each absence, 20 points will be subtracted from your participation grade. **If you are absent, it is your responsibility to find out what you missed from another student.**

Grading

Assignment	Points
Introductory Speech	25
Impromptu Speech	25
Informative Speech	100
Persuasive Speech	100
Midterm	100
Final Exam	100
Participation	50
TOTAL	500

Points Earned	Letter Grade
465-500	A
450-464	A-
435-449	B+
415-434	B
400-414	B-
385-399	C+
365-384	C
350-364	C-
300-349	D
299 and lower	F

OU Policies

Withdrawals and Incomplete Grades: Standard university policies on withdrawals/incompletes as outlined in the most current edition of the Bulletin apply to this course.

Disability Services: If you are a student with a disability or a disability-related issue and feel that you may need a reasonable accommodation to fulfill the essential functions of the course as listed in the syllabus, you are encouraged to contact Disability Services in the Academic Success Center by phone (404-364-8869) or via email (disabilityservices@oglethorpe.edu).

Academic Honesty: Persons who come to Oglethorpe University for work and study join a community that is committed to high standards of academic honesty. The honor code contains the responsibilities we accept by becoming members of the community and the procedures we will follow should our commitment to honesty be questioned.

The students, faculty and staff of Oglethorpe University expect each other to act with integrity in the academic endeavor they share. Members of the faculty expect that students complete work honestly and act toward them in ways consistent with that expectation. Students are expected to behave honorably in their academic work and are expected to insist on honest behavior from their peers.

Oglethorpe welcomes all who accept our principles of honest behavior. We believe that this code will enrich our years at the University and allow us to practice living in earnest the honorable, self-governed lives required of society's respected leaders.

Our honor code is an academic one. The code proscribes cheating in general terms and also in any of its several specialized sub-forms (including but not limited to plagiarism, lying, stealing and interacting fraudulently or disingenuously with the honor council). The Code defines cheating as "the umbrella under which all academic malfeasance falls. Cheating is any willful activity involving the use of deceit or fraud in order to attempt to secure an unfair academic advantage for oneself or others or to attempt to cause an unfair

academic disadvantage to others. Cheating deprives persons of the opportunity for a fair and reasonable assessment of their own work and/or a fair comparative assessment between and among the work produced by members of a group. More broadly, cheating undermines our community's confidence in the honorable state to which we aspire."

The honor code applies to all behavior related to the academic enterprise. Thus, it extends beyond the boundaries of particular courses and classrooms *per se*, and yet it does not extend out of the academic realm into the purely social one.

Examples of cheating include but are not limited to:

- 1.1 The unauthorized possession or use of notes, texts, electronic devices (including, for example, computers and mobile phones), online materials or other such unauthorized materials/devices in fulfillment of course requirements.
- 1.2 Copying another person's work or participation in such an effort.
- 1.3 An attempt or participation in an attempt to fulfill the requirements of a course with work other than one's original work for that course.
- 1.4 Forging or deliberately misrepresenting data or results.
- 1.5 Obtaining or offering either for profit or free of charge materials one might submit (or has submitted) for academic credit. This includes uploading course materials to online sites devoted, in whole or in part, to aiding and abetting cheating under the guise of providing "study aids." There is no prohibition concerning uploading exemplars of one's work to one's personal website or to departmental, divisional, University or professional society websites for purposes of publicity, praise, examination or review by potential employers, graduate school admissions committees, etc.
- 1.6 Violating the specific directions concerning the operation of the honor code in relation to a particular assignment.
- 1.7 Making unauthorized copies of graded work for future distribution.
- 1.8 Claiming credit for a group project to which one did not contribute.
- 1.9 Plagiarism, which includes representing someone else's words, ideas, data or original research as one's own and in general failing to footnote or otherwise acknowledge the source of such work. One has the responsibility of avoiding plagiarism by taking adequate notes on reference materials (including material taken off the internet or other electronic sources) used in the preparation of reports, papers and other coursework.
- 1.10 Lying, such as: Lying about the reason for an absence to avoid a punitive attendance penalty or to receive an extension on an exam or on a paper's due date; fraudulently obtaining Petrel Points by leaving an event soon after registering one's attendance and without offering to surrender the associated Petrel Point, or by claiming fictitious attendance for oneself or another; forging or willfully being untruthful on documents related to the academic enterprise, such as on an application for an independent study or on a registration form.
- 1.11 Stealing, such as: Stealing another's work so that he/she may not submit it or so that work can be illicitly shared; stealing reserve or other materials from the library; stealing devices and materials (such as computers, calculators, textbooks, notebooks and software) used in whole or in part to support the academic enterprise.
- 1.12 Fraudulent interaction on the part of students with the honor council, such as: Willfully refusing to testify after having been duly summoned; failing to appear to testify (barring a *bona fide* last-minute emergency) after having been duly summoned; testifying untruthfully.

Students pledge that they have completed assignments honestly by attaching the following statement to each piece of work submitted in partial fulfillment of the requirements for a course taken for academic credit:

"I pledge that I have acted honorably." (Followed by the student's signature)

The honor code is in force for every student who is enrolled (either full- or part-time) in any of the academic programs of Oglethorpe University at any given time. All cases of suspected academic dishonesty will be handled in accordance with the provisions established in this code. The honor council has sole jurisdiction in matters of suspected academic dishonesty. Alternative ways of dealing with cases of suspected academic fraud are prohibited. In cases of alleged academic dishonesty on the part of students, the honor council is the final arbiter.

The full Honor Code is Section 11 of the current University Bulletin.

This syllabus provides a general plan for the course; deviations may be necessary and will be made at the discretion of the instructor.

Course Calendar – Summer 2019

Wk	Date	Topic(s)	Readings	Assignments
1	7/1 7/2 7/3 7/4	GO Program Orientation (<i>No Class</i>) Preparing Your First Speech <i>Speech Workshop</i> Introductory Speeches	Ch. 1-2	DUE THURS. 7/4: Introductory Speech
2	7/8 7/9 7/10 7/11	Public Speaking Basics Audience Analysis & Topic Selection Supporting the Speech Organizing and Outlining	Ch. 3-5 Ch. 6-7 Ch. 8-10 Ch. 11-13	DUE WED. 7/10: Informative Speech Topic
3	7/15 7/16 7/17 7/18	The Informative Speech Introductions/Conclusions/Language Vocal and Nonverbal Delivery Midterm Exam (Ch.1-19, 23)	Ch. 23 Ch. 14-16 Ch. 17-19	DUE TUES. 7/16: Informative Speech Draft/Ref. List
4	7/22 7/23 7/24 7/25	<i>Speech Workshop</i> Informative Speeches The Persuasive Speech <i>Speech Workshop</i>	Ch. 24-26	DUE MON. 7/22: Persuasive Speech Topic DUE TUES. 7/23: Informative Speech/Ref. List DUE THURS. 7/25: Persuasive Speech Draft/Ref. List
5	7/29 7/30 7/31 8/1 8/2	<i>Speech Workshop</i> <i>Speech Workshop</i> Persuasive Speeches Other Formats and Settings Final Exam (Ch. 24-27, 29-31)	Ch. 27, 29-31	DUE WED. 7/31: Persuasive Speech/Ref. List