

Public Speaking

COMM-1110

Spring 2021 Section 08 3 Credits 01/09/2021 to 05/11/2021 Modified 01/11/2021

Description

A study of the principles and practice of public speaking with an emphasis on the organization of material and the vocal and physical aspects of delivery in various public speaking situations.

Requisites

Prerequisites:

Corequisites:

Contact Information

Adjunct Instructor: Beverly M. Kirk

Email: bkirk@westga.edu

Office: Hum 213

The best means for contacting me is through CourseDen email. I will respond within 24 hours Mon - Thurs. and within 48 hours Fri-Sunday.

Office Hours

Available after class as needed

TLC 1303

Meeting Times

Face to Face

Tuesday, Thursday, 5:30 PM to 6:45 PM, TLC 1303

Materials

Stand Up, Speak Out: The Practice and Ethics of Public Speaking

Availability: <https://open.lib.umn.edu/publicspeaking/>

Outcomes

Introduces the student to the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual presentations, analysis of ideas presented by others and professionalism.

Evaluation

Speeches 50%
Headline Speech 5%
Process Inf. Speech 10%
Informative Speech 15%
Persuasive Speech 20%

Quizzes 15%
Assignments 35%
Total 100%

Criteria Breakdown

Grade	Range	Notes
<h3>Grade Distribution</h3>		
	90 – 100	A
	80 – 89	B
	70 – 79	C
	60 – 69	D
	0 – 59	F

☰ Assignments

Speeches: Speeches

Headline Speech 5%

This speech is to be 2-4 minutes

You are required to choose an article from a recognized publication which details a recent current event. Your article cannot have been originally published more than two weeks prior to your speaking day. Your assignment is only to summarize the article for your audience. You are not to editorialize (provide your opinion) the topic or the article. You need to choose an article which you believe will hold the interest of your audience.

IF YOU PRESENT YOUR OPINION DURING YOUR SPEECH, YOU WILL EARN A GRADE OF ZERO

IF YOU PRESENT INFORMATION FROM MORE THAN ONE ARTICLE, YOU WILL EARN A GRADE OF ZERO

You will need to provide your instructor with a hard copy of the article.

The article cannot be from a blog, or a social media outlet. Note cards will be allowed. Manuscripts will not be allowed.

Appropriate attire is required.

Process Informative Speech 10%

This speech is to be 3-5 minutes.

Many fields require explanations of processes to coworkers, patients and clients. You likely engage in these various processes many times. You could repeat the process in your sleep! This informative speech will give you the opportunity to teach your audience how to create, design, make, bake, or play something. It will be necessary to remember to provide listeners all the steps necessary to repeat the process. You will also have to determine if your process is of relevance and interest to your audience. You will be required to use two credible sources and verbally cite your sources as you present that source's information. Visual aids are not required, but the topic may require an object or depiction of that object. Three (3) notecards are allowed, no manuscripts. Remember the extemporaneous speaking style uses key terms. Appropriate attire is required

Informative Speech 15%

This speech is to be 4-6 minutes.

You are able to teach listeners about a person, place, object or event you believe they will be interested in learning about. This speech will require a minimum of three credible sources and the citation of all your sources. Visual aids are not required. However, the topic may require visual aids. Four (4) notecards are allowed, no manuscripts. Appropriate attire is required.

Persuasive Speech 20%

This speech is to be 6-10 minutes.

There are many issues you believe in which your audience may not be aware of or have not formed an opinion. This speech can use Monroe's Motivated Sequence or the problem/cause/solution pattern of organization. You are required to use a minimum of three credible sources and verbally cite all your sources. Five (5) notecards are allowed, no manuscripts. Appropriate attire is required.

Schedule

When	Topic	Notes
Tentative Weekly Schedule		
Week 1 1/11		<ul style="list-style-type: none">Review Course and SyllabusChapter 1 Why Is Public Speaking ImportantComplete Personal Communication Anxiety Survey
Week 2 1/18		<ul style="list-style-type: none">Chapter 2 Speaking ConfidentlyDiscussion board post: "What Am I Nervous About" due by Sunday, at 11:30 p.m.
Week 3 1/25		<ul style="list-style-type: none">Discussion Board Post: "Effective Listening"Chapter 4 The Importance of ListeningAssign Headline Speech
Week 4 2/1		<ul style="list-style-type: none">Chapter 14 Delivering the SpeechDiscussion board post "Impact of Delivery" due Sunday, at 11:30 p.m.Sample Speech with Questions - Delivery, Due by Sunday, 11:30 p.m.Submit Headline Speech, 2-4 minutes
Week 5 2/8		<ul style="list-style-type: none">Chapter 5 Audience AnalysisQuiz 1 Chapters 1, 2, 4, 14
Week 6 2/15		<ul style="list-style-type: none">Chapter 16 Informative SpeakingChapter 6 Finding a Purpose and Selecting a TopicSample Speech with Questions - Informative Speaking, Due by Sunday, at 11:30 p.m.Discussion board post: "Demonstration Speech Topics" due by Sunday, at 11:30 p.m.Assign Demonstration Speech
Week 7 2/22		<ul style="list-style-type: none">Chapter 7 Researching Your SpeechChapter 8 Supporting Ideas and Building ArgumentsResearch Assignment Due by Sunday, at 11:59 p.m.Assign Informative SpeechQuiz 2 Chapters 5, 6, 16

When	Topic	Notes
		<ul style="list-style-type: none"> Chapter 10 Creating the Body of a Speech
3/1		<ul style="list-style-type: none"> Chapter 12 Outlining Sample Speech with Questions - Organizing the Body of Your Speech, Due by Sunday, at 11:30 p.m. Discussion Board Post "Informative Speech Topics" due by Sunday, at 11:30 p.m. Submit Demonstration Speech Quiz 2 Chapters 5, 6, 16
Week 9 3/8		<ul style="list-style-type: none"> Chapter 9 Introductions Matter Chapter 11 Concluding With Power Sample Speech with Questions - Introduction and Conclusion, Due by Sunday, at 11:30 p.m. Discussion Board Post "Informative Speech Progress" Due by Sunday, at 11:30 p.m.
Week 10 3/22		<ul style="list-style-type: none"> Chapter 15 Presentation Aids: Design and Usage Sample Speech with Questions - Visual Aids, Due by Sunday, at 11:30pm Quiz 3 Chapters 7, 8, 9, 10, 11, 12
Week 11 3/29		<ul style="list-style-type: none"> Submit Informative Speech Final Outline and Works Cited Due Self Evaluation Due
Week 12 4/5		<ul style="list-style-type: none"> Chapter 17 Persuasive Speaking Sample Speech with Questions - Persuasive Speaking due by Sunday, at 11:30 p.m. Discussion Board Post "Persuasive Speech Topics", Due by Sunday, at 11:30 p.m Quiz 3 Chapters 7, 8, 9, 10, 11, 12
Week 13 4/12		<ul style="list-style-type: none"> Emotional Appeal and Fallacies Fallacies Work Sheet Due by Sunday, at 11:30 p.m. Discussion Board Post "Persuasive Speech Progress," Due by Sunday, at 11:30 p.m.
Week 14 4/19		<ul style="list-style-type: none"> Team Communication

When	Topic	Week 15	· Submit Persuasive Speech
		4/26	· Final Outline and Works Cited · Self Evaluation · Complete Post Personal Communication Anxiety Survey
			· Quiz 4 Chapters 17, 18, Emotional Appeal, Fallacies, Team Communication

* Course Policies and Resources

You are a college student. You must expect all of your college courses in general and core courses specifically to challenge you as no other classes have challenged you. You MUST begin working seriously and tenaciously from Day 1, not Day 30. You must not wait until the end and beg for extra credit to improve your low average. If you work hard beginning on Day 1, you will not need extra credit. Consider, too, if you can complete extra credit work, why not complete your course assignments? As a rule, extra credit assignments will not pull up the overall average of a student who has a consistently low average anyway.

The instructor reserves the right to make changes to this course schedule. It is the student's responsibility to be aware of these changes as announced in class or to be aware of these changes as posted in the Blackboard course.

You are a college student.

You **MUST** possess an internal motivation to succeed.

No one else's desire – not your parents', friends' high school teachers', or college instructors' desire –for your success will not engender your success. You must want to succeed regardless of failing a class or two or three along the way. If failing a class results in your decision to give up, you are not ready for college-level academics. If failing a class results in obstinate determination to retake a class as many times as necessary to master the material and to receive the grade you desire, you are ready for college-level academics.

The takeaway: This class and other core and even major courses SHOULD and WILL challenge you. If they do not, then why are you attending college? You are an adult college student.

Attendance - It is the student's responsibility to attend class - on a good faith basis that demonstrates the students desire to be a genuine partner in the education process. Attendance will be taken. The roster will be available as you enter the classroom.

Based on the guidance from the Provost's Office (see below), you are expected to be in class. If you miss class, you are responsible for all material, turning in assignments on time, and taking tests when scheduled.

[Attendance Expectations from the Office of the Provost](#) (December 17, 2020)

The University of West Georgia expects students to attend all regularly-scheduled classes for instruction and examination. In hybrid courses, students are expected to participate fully in both the online and face-to-face portions of the course. These two components of the course complement each other; one is not a substitute for the other.

When a student is compelled for any reason to be absent from class, the student should immediately convey the reason for the absence directly to the instructor. The student is responsible for all material presented in class and for all announcements and assignments.

Students who stop attending class may be administratively withdrawn (with or without academic penalty); a grade of W may be

assigned when students fail to attend 10 percent of any class meetings prior to the midpoint of the term; a grade of WF will be assigned when students stop attending after the Withdraw with a W Deadline.

Individual instructors or departments may have attendance policies stricter than that of the university, as long as the policies are stated in the class syllabus.

Extenuating circumstances for which an absence may be excused include, but are not limited to, participation in university-sponsored activities, hazardous weather conditions, personal hardship, extended illness or hospitalization, family emergencies, or death in the immediate family.

Instructors may request documentation to verify the extenuating circumstances for illness or self-isolation related to COVID-19. Treatment Records are protected under the Family Educational Rights and Privacy Act (FERPA) instead of the Health Insurance Portability and Accountability Act (HIPAA). Please be sure all requests adhere to the UWG policy on [FERPA](https://www.westga.edu/administration/policy/assets/docs/UWGProcedure8.3.1-FERPA-signed8.3.16.pdf) (<https://www.westga.edu/administration/policy/assets/docs/UWGProcedure8.3.1-FERPA-signed8.3.16.pdf>).

Note: This course is designated as a Hybrid course, which is defined by the University as follows: *H (1-50 percent = Hybrid) – Technology is used to deliver 50 percent or less of class sessions, but at least one class session is replaced by technology.* Additionally, the Department of Mass Communications is following the directive of the Board of Regents of the University System of Georgia (see below) to offer as many in-person courses as possible in the Spring 2021 semester. And, for those courses that are hybrid, like this one, the Board encourages as much in-person interactive instruction as possible. Given these guidelines, this hybrid class will primarily meet in-person with limited online instruction. This course is not offered via dual modality during the Spring 2021 semester; thus, there is no option to engage in the class fully online. If the University System of Georgia issues new guidelines for delivery options for the health and safety of everyone during the ongoing pandemic, we will adjust accordingly.

BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

A RESOLUTION OF THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA

WHEREAS, the Board of Regents of the University System of Georgia is focused on supporting its institutions continuing to return to safe in-person instruction; and

WHEREAS, the Board is focused on the continued success of Georgia students.

BE IT RESOLVED, that the Board of Regents of the University System of Georgia believes in-person instruction maximizes the well-being and mental health of each student; and

IT IS RESOLVED, that each campus is to maximize safe in-person instruction; ensure hybrid instruction includes a vast majority of in-person interactive instruction where appropriate and safe; promote transparency in the modality of instruction prior to registration; and collect data on the effectiveness of student engagement and face to face interaction with their instructors. (Adopted October 13, 2020)

Attendance is required for all speaking days. You will know in advance when you are scheduled to speak. If you have a verifiable need to be absent on your scheduled speaking day, you are required to make arrangements at least one week prior. There will be no time to make up speeches.

Students who arrive ten (10) minutes or later will not be allowed in the classroom. Also, once speeches have begun, the door will not be opened. Students are required to be ON TIME for speaking days. If you arrive 1 minute late, on a speaking day, you will not be allowed to enter the classroom.

Leaving Early – If you have to leave class early, do not come to class.

SUBMIT YOUR ASSIGNMENTS ON TIME. I DO NOT ACCEPT LATE WORK, ESPECIALLY LATE SPEAKING ASSIGNMENTS. Since you know on the first day of class all weekly assignments, make sure you do not miss the due dates. Last minute illness, unexpected work requirement at your place of business, last minute power outages, et cetera are not excuses for missing assignment due dates.

Electronic Devices –

NO phone calls, texting, or internet usage during class. Electronic devices are to be turned off and put up during class. Do not talk during lecture or when your classmates are asking questions.

You must not have your phone out during class, tests or speeches. If you would rather look at your phone than participate in class, you may use your phone outside the classroom.

If your phone rings, vibrates or makes any sound while another speaker is presenting, you will incur a 50 point deduction from your speech grade.

Plagiarism will not be tolerated. Please read the link "Honor Code"

Plagiarism will result in a zero grade and possibly a failing grade for this course.

College/School Policies

Mission

Fair, just, and productive societies require the free flow of news, information, and ideas from communicators of knowledge, skill, and integrity who reflect the diversity of the people they serve. Therefore, the Department of Mass Communications strives to provide high quality academic and experiential learning opportunities to prepare students for successful integration into the global community as industry professionals, leaders, and thinkers in the fields of convergence journalism, digital media and telecommunication, film and video production, and public relations.

Vision

The Department of Mass Communications is committed to empowering students to communicate clearly, act responsibly, think critically, and understand context(s) to enhance their personal, civic, academic, and professional lives, facilitating active participation in an evolving and increasingly diverse society.

Strategic Priorities

Invested Teaching

To inspire and equip students to discover their personal, intellectual, and professional potential through personalized teaching, academic coaching, and career mentoring.

Experiential Learning

To offer students early and on-going multiple and diverse hands-on learning to develop and enhance personal, intellectual, and professional growth.

Connectedness

To serve as the hub that connects and cultivates partnerships among key stakeholders to enhance personal, intellectual, and professional growth. Key stakeholders include administrators, faculty, staff, students, alumni, industry, community, and friends.

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

6 X 6 MASS COMM SUCCESS

[6 X 6 MASS COMM SUCCESS
\(https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG\)](https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)

(click to view image)

1. Freedom of Speech & Press
2. History
3. Diversity
4. Global Impact
5. Theory
6. Ethics
7. Think Critically & Creatively
8. Research & Evaluate
9. Write Effectively
10. Self-Evaluate
11. Apply Numbers & Statistics
12. Apply Technology

Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities

beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](#) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

Additional Items
