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# Public Speaking

COM 202 – Wesleyan College

Syllabus

Summer 2023, May 29 - June 30

## Professor Contact Information

**Professor:** TBA

**Office Hours:** by appointment

**Contact Information:** TBA

**Text/ISBN:** *Pocket Guide to Public Speaking*, by Dan O' Hair, ISBN: 9781319087654, Mac Higher Edition: 5<sup>th</sup>

**Materials Needed**

Microsoft Word and PowerPoint Computer with Internet access

Note: You will be expected to have read the text on the assigned day. This class will be text and class note based. Exams will be based on a combination of all, so please take good notes.

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## Policies and Procedures

### Course Goals

To provide students with the theory and practice of public address through a wide variety of experiences.

### Credit Hours

3

### Participation and Grading

Your grade in this course will be determined by your performance in the following categories:

Assignments	Percentage
Self-Introduction Discussion	10%
Informative Speech	15%
Persuasive Speech	20%
Midterm	10%
Final Exam	10%
Other Assignments	35%
<b>Total</b>	<b>100%</b>



Assignment	Possible Points
Self-Introduction Discussion	100
Informative Outline	100
Informative PowerPoint	50
Informative Presentation	150
Informative Presentation Reflection	25
Persuasive Outline	100
Persuasive PowerPoint	50
Persuasive Presentation	200
Persuasive Reflection	25
Exams Midterm <u>/100</u> Final <u>/100</u>	200
<b>Total</b>	<b>1,000</b>

**Introductory Discussion:** For this assignment you will write a brief introduction about yourself and introduce yourself to the class. In about 2 paragraphs you will tell us your name, age, where you are going to school, major, and career aspirations. Then, you will discuss some personal content about yourself such as interests, hobbies, likes/dislikes, where you are from and family. Finally, I would like for you to discuss why you are taking this class and what you hope to learn from it.

**Informative Speech:** For this speech, you will be placed into groups of 5-10 students and will be researching an organization of your choice. You will prepare a PowerPoint presentation to accompany your speech. In your speech, you will discuss the background and history of the topic, current information, and any additional elements you consider noteworthy. Your speech requires sources, an outline, and should be 6-8 minutes in length. (Do NOT exceed the maximum time limit.) After the presentation you will complete a reflection paper based on your thoughts on different parts of the speech, your participation and the group.

**Persuasive Speech:** For this speech you will be in groups of 5-10. As a group assignment, each group member is expected to do his/her part in researching, developing, and presenting the presentation which should be 8 to 10 minutes in length. (Do NOT exceed the maximum time limit.) Each group member will be required to present a section of the speech. Your speech must make a clear call to action, have a minimum of 4 sources, and build upon the experiences you had. Students are expected to dress professionally on the day of the presentation. There will be a required PowerPoint to be used during the presentation, an outline prior to the speech and a reflection after the speech.

**In-Class Assignments:** There will be in-class assignments throughout the course session. You must be in class to receive credit for these assignments.

- Outlines-Bullet point format discussion of all aspects of the speech. Must include sources in proper MLA format.
- PowerPoints-Minimum of 6 slides with sources, content, and photos must be used for the informative and persuasive speech.



- Reflections-This 1-2 page essay style paper will be completed after each presentation, where the student will assess their performance during various aspects of their speech.

**FINAL GRADES:** Failure to do a single speech, for any reason, will result in the loss of one letter grade. Failure to do two speeches, for any reason, will result in the student failing course, no matter what their current standing grade may be.

Your final grade will be based on the work you submit and exams. The level of effort you have expended, the urgency of your need to pass this course, the personal circumstances that burden you this term, and all other such considerations are not relevant.

**Grading Scale:**

The grading scale in the class will be as follows:

- A=90-100%
- B=80-89%
- C=70-79%
- D=60-69%
- F=59% And Below

You may track your running point total throughout the term via our course site. Please be aware, however, that the course grade you see in the site will reflect only assignments and activities you have already completed and that your professor has graded.

**Academic Integrity**

Wesleyan’s College expects student to show integrity in all of their work. Cheating, plagiarism, unauthorized collaboration, inventing or falsifying information, turning in work for more than one class without authorization, or helping someone else are all violations of the Honor Code and are not tolerated. Any of these forms of cheating will not be tolerated and will be grounds for a grade of zero on the exam or assignment and a grade of F for the course, in addition to any penalties imposed by the Provost.

**Potential Changes to Course Schedule**

The following week-to-week schedule is a general plan for the course. Deviations may be necessary and will be announced in advance via announcement and/or e-mail. Students should check their course site announcements and emails at least once every twenty-four hours throughout the term to watch for updates regarding this course.



## Course Schedule

Week	Date	Class Activities / Homework Assignments
Week 1	Mon	<p><b>List of Videos for the Day</b></p> <ol style="list-style-type: none"> <li>1. Introduction to Course and Professor Introduction</li> <li>2. Selected Studies Information</li> <li>3. Self-Introduction Discussion Assignment Information</li> </ol> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Read Chp. 1- Becoming a Public Speaker and Chp. 2-From A to Z: Overview of a Speech</li> <li>○ Self-Introduction Discussion</li> </ul>
	Tue	<ol style="list-style-type: none"> <li>4. Chp. 1- Becoming a Public Speaker</li> <li>5. Chp. 2- From A to Z: Overview of a Speech</li> </ol> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Read Chp. 3- Managing Speech Anxiety and Chp.4 Ethical Public Speaking</li> </ul>
	Wed	<ol style="list-style-type: none"> <li>6. Chp. 3- Managing Speech Anxiety</li> <li>7. Chp. 4- Ethical Public Speaking</li> </ol> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Read Chp. 5- Listeners and Speakers and Chp. 6-Analyzing the Audience</li> </ul>
	Thur	<ol style="list-style-type: none"> <li>8. Chp. 5- Listeners and Speakers</li> <li>9. Chp. 6-Analyzing the Audience</li> </ol> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Read Chp. 7- Selecting a Topic and a Purpose and Chp. 8- Developing Supporting Material</li> </ul>
	Fri	<ol style="list-style-type: none"> <li>10. Chp. 7- Selecting a Topic and a Purpose</li> <li>11. Chp. 8- Developing Supporting Material</li> <li>12. Week 1 Review</li> </ol> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Read Chp. 9- Finding Credible Sources in Print &amp; Online and Chp. 10- Citing Sources in Your Speech</li> </ul>
Week 2	Mon	<ol style="list-style-type: none"> <li>13. Chp. 9- Finding Credible Sources in Print &amp; Online</li> <li>14. Chp. 10- Citing Sources in Your Speech</li> <li>15. MLA Lesson</li> </ol> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Read Chp. 11- Organizing the Body of the Speech, Chp. 12- Selecting an Organizational Pattern, Chp. 13- Outlining the Speech</li> </ul>



	Tue	<p>16. Chp. 11- Organizing the Body of the Speech  17. Chp. 12- Selecting an Organizational Pattern  18. Chp. 13- Outlining the Speech</p> <p>Homework:  o Read Chp. 22-Informative Speaking</p>
	Wed	<p>19. Chp. 22-Informative Speaking  20. Midterm Review Part 1  21. Midterm Review Part 2</p> <p>Homework:  o Study for Midterm textbook Chp. 1-13, &amp; 22</p>
	Thur	<p><b>Midterm Exam</b></p> <p>Homework:  o Read Chp. 14- Developing the Introduction &amp; Conclusion, Chp. 15- Using Language and Chp. 16- Methods of Delivery</p>
	Fri	<p>22. Chp. 14- Developing the Introduction and Conclusion  23. Chp. 15- Using Language  24. Chp. 16- Methods of Delivery  25. Week 2 Review</p> <p>Homework:  o Read Chp. 17-21</p>
Week 3	Mon	<p>26. Chp. 17- Your Voice in Delivery  27. Chp. 18- Your Body in Delivery  28. Chp. 19- Speaking with Presentation Aids  29. Chp. 20- Designing Presentation Aids  30. Chp. 21- Using Presentation Software</p> <p>Homework:  o Review Informative Speech Guidelines and Groups</p>
	Tue	<p>31. Informative Speech guidelines and Presentation video requirements  32. Informative Speech outline requirements  33. Informative Speech outline examples</p> <p>Homework:  o Informative Outline</p>



	Wed	<p>34. Informative Speech PowerPoint with examples 35. Example Informative Speech Video with feedback</p> <p>Homework: o Informative PowerPoint</p>
	Thur	<p>36. Informative Reflection with example</p> <p>Homework: o Informative Video Presentation</p>
	Fri	<p>37. Week 3 Review</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>o <b>Informative Video Presentation</b></li> <li>o Informative Reflection</li> <li>o Read Appendix C- Preparing for TV and Radio Communication, and Appendix D- Tips for Non-Native Speakers of English</li> </ul>
Week 4	Mon	<p><b>Informative Video Presentations</b></p> <p>38. Appendix C- Preparing for TV and Radio Communication, 39. Appendix D- Tips for Non-Native Speakers of English</p> <p>Homework: o Read Chp. 23- Principles of Persuasive Speaking and Chp. 24- Constructing Persuasive Speech</p>
	Tue	<p>40. Chp. 23- Principles of Persuasive Speaking 41. Chp. 24- Constructing Persuasive Speech</p> <p>Homework: o Review Persuasive Speech Guidelines</p>
	Wed	<p>42. Persuasive Speech guidelines and Presentation video requirements 43. Persuasive Speech outline requirements 44. 45. Persuasive Speech outline examples</p> <p>Homework: o Persuasive Outline</p>
	Thur	<p>45. Persuasive Speech PowerPoint with examples 46. Example Persuasive Speech Video with feedback 47. Persuasive Reflection with example</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>o Persuasive PowerPoint</li> <li>o Read Chp. 25- Speaking on Special Occasions, Chp. 26- Preparing Online Presentations</li> </ul>



	Fri	<p>48. Chp. 25- Speaking on Special Occasions  49. Chp. 26- Preparing Online Presentations  50. Week 4 Review</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Persuasive Presentation</li> <li>○ Read Chp. 27- Communicating in Groups, Chp. 28- Delivering Group Presentations, and Chp. 29- Business &amp; Professional Presentations</li> </ul>
Week 5	Mon	<p><b>Persuasive Presentation</b></p> <p>51. Chp. 27- Communicating in Groups  52. Chp. 28- Delivering Group Presentations  53. Chp. 29- Business &amp; Professional Presentations</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Persuasive Reflection</li> <li>○ Read Chp. 30- Presentations Assigned across the Curriculum, and Chp. 31-36</li> </ul>
	Tue	<p>54. Chp. 30- Presentations Assigned across the Curriculum  55. Chp. 31-36 Speaking in Other College Courses</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Read Interview and Job Selection on page 39 of textbook</li> </ul>
	Wed	<p>56. Interview and job selection-pg. 39 tip</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Prepare for Final Exam</li> </ul>
	Thur	<p>57. Final Exam Review Part 1  58. Final Exam Review Part 2</p> <p>Homework:</p> <ul style="list-style-type: none"> <li>○ Study for Final Exam (Part 4-6, Chp. 23, 24, &amp; 25)</li> </ul>
	Fri	<p><b>Final Exam</b></p> <p>60. Course Summary</p>

### Civility in the Academic Community

Students, faculty, and staff are expected to treat one another with respect in all interactions both during class meetings and on the Moodle course site. Rude, disruptive and/or disrespectful behaviors as determined by a faculty member interfere with other students' rights and with the professor's ability to teach. Therefore, any student exhibiting unacceptable behaviors during a class meeting or Moodle collaborative activity will be asked to leave and will be counted absent for that class period or activity. Failure to cooperate with this process will result in disciplinary action that may include withdrawal from the class or dismissal from the College. Violations will be reported to the Provost.



## **Disabilities Statement**

Wesleyan College is committed to equal education, full participation and access to facilities for all students. Any student who requires reasonable academic accommodations, use of auxiliary aids or facility access for a class must first register with Disability Resources by contacting Jill Amos, Director of Disability and Advocacy Services, [jamos@wesleyancollege.edu](mailto:jamos@wesleyancollege.edu) or (478) 757-5219. If reasonable accommodations are established, students should request Accommodation Letters from Disability Resources then schedule an appointment to meet with the professor to determine how the accommodations will be implemented for each class as early in the semester as possible. Accommodations require advance notice to implement and will not be retroactively administered for the semester. Accommodations that decrease the integrity of a course will not be approved.

## **Privacy in Teaching & Learning Spaces**

In order to promote an environment in which ideas may be freely expressed, the interior offices; in-person and virtual classrooms; and Moodle course sites at Wesleyan are private spaces. The unauthorized creation of photographic images, audio recordings, or video recordings of students or faculty in these spaces is considered to be disruptive behavior which may result in a student's removal from class according to the professor's discretion. The distribution of unauthorized images or recordings, or of class meeting recordings shared by a professor for instructional purposes, without the express written permission of the College is strictly prohibited and is subject to disciplinary action by the Provost of the College.