2014

101-04 Public Speaking

Thomas Wagner
Public Speaking  
Xavier University  
COMM 101  
Fall 2014, Monday, Wednesday, Friday 9:00-9:50

Instructor: Dr. Thomas Wagner  
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Phone: 745-1046  
Office hours at 314 Schott Hall: 10:00 -11:45 MWF, 2:00-3:00 MW, and by appointment at many other times.

Required Texts:

Readings:
There will be approximately 5 required readings that will supplement the textbook. I will post these to Canvas and announce each in class. There will be discussion question assignments and quizzes related to these readings. You should read beforehand and bring these readings to class on the specified date.

Objectives:
(1) Develop proficiency and confidence in the presentation of material to audiences.  
(2) Develop proficiency in the practical application of communication theory.  
(3) Develop proficiency in evaluating speeches. 

Dr. Wagner’s Teaching Philosophy: We are all here to learn. I am excited and honored to be your professor! I believe in the value of you and the value of you as an educated person. I am called to help fulfill Xavier’s mission and challenge students with high standards. Any grade above a C is reserved for work that is above and beyond the basic expectations and requirements of assignments.

One of my highest priorities in the classroom is to facilitate an environment where everyone has the opportunity to learn. I am committed to providing an excellent and supportive learning experience. I teach with the belief that you are here to be fully engaged in the educational process, challenged, responsible, and have fun. I trust that you will respect classmates, come to class prepared (completed reading assignments before class begins), and try to make this a positive and fun experience. I will strongly encourage this environment and grade you accordingly.

Graded Assignments
Written Work: Writing quality is very important. The majority of the weight in grading will be placed on the clarity, focus, mechanics, and the elaboration/development of writing. All written work must be 11-point font, typed, one-inch margins, and double-spaced unless otherwise noted. Make use of the Writing Center and a good writing reference. Use APA 6th ed. style guidelines for all written work.

Speech Guidelines: A sign-up sheet will be provided in class prior to speaking dates. Students may sign up on a first come, first served basis. Once you have selected a date to speak, you are committed to that date. An outline and researched sources will be required for each speech. It is your responsibility to be prepared on your selected speaking date. Absence on your speaking date will result in a 20-point reduction for that speech if the speaker performs the speech on the makeup day. Otherwise, the grade will be a zero for that speech. In the case of an extreme emergency or illness, for which documentation is required, a makeup speech will be permitted without the point reduction. It is the student’s responsibility to contact the instructor in these situations. You will deliver a total of three major speeches and several short speeches during the semester. You will be given further instructions prior to each round of speeches.

Readings: To do well in this course, you must keep pace with the assigned readings. Chapters and articles on the schedule must be read for that day. Students who do the readings when assigned get more from the lectures, participate more effectively, and usually do better on exams. You should be prepared to ask and answer questions, provide thoughtful commentary, and engage in meaningful discussions of assigned readings by the due dates listed on the schedule. Please ask questions when you feel lost or confused.
Class Participation: To maintain consistent, active learning and to add to the overall knowledge base of the class, every time a reading assignment is due, all students will have the opportunity to share and contribute to the class. Participation will be assessed in four ways:

1. Discussion Questions
To maintain consistent, active learning and to ensure that we can learn from each other, each student has a greater responsibility to come to class prepared to learn and contribute to the ideas discussed. Students will be expected to participate meaningfully and enthusiastically to class discussions. There will be approximately one of these assignments due per week and the assignments will be announced in the class prior. Your answers to discussion question will be thoughtful, typed, well written, and succinct. These assignments are due at the start of class. I will drop your lowest two grades for these assignments. The answers will be discussed during class. These assignments, in aggregate, will account towards half of your participation grade.

These assignments are graded using this scale:
- 5 = Answered all the questions completely, correctly, and with insight.
- 4 = Answered all the questions, but not all answered completely, correctly, or with insight.
- 3 = Answered some, but not all questions. Answers incomplete or incorrect.
- 0 = Anything less than above.

2. Peer Evaluations on Speech Days
Evaluations will be completed on a form distributed in class. Feedback must be meaningful, positive, and respectful.

3. Quizzes
Quizzes will be announced in the class prior. The aggregate of these will be used for your final grade.

4. Participation
Your participation grade will be improved by the extent to which you:
- Bring examples, ideas, writing, video clips, etc… to class that are related to that day’s topic.
- Ask good questions. Think through what we are learning and bring new ideas or challenges to class.
- Engage the class with meaningful and insightful contributions.
- Demonstrate knowledge of the material through discussion.
- Connect/integrate humor with the concepts and theories.
- Bring in great examples of the concepts in action.

Your participation grade will be reduced by the extent to which you:
- Create a distracting learning environment.
  PLEASE: put your phone away, no reading other materials, no side conversations, etc...)
- Behave disrespectfully to others in class
- Show up late and/or leave early
- Miss Class

Exams: There will be two objective tests given. The material covered in this course is cumulative. Test questions will be multiple choice, fill-in, and short answer/mini essay analysis. A make-up test will be given only in the case of an extreme emergency.

Grading: Your final course grade will be computed as follows:
- Exams (2) (20% each) 40%
- Discussion Questions, Quizzes, Peer Review, Participation 15%
- Speeches (3) (15% each) 45%

Grading Scale: The evaluation of your work is reflective of the following scale:

A  93-100        B-  80-82        D+  67-69
A-  90-92        C+  77-79        D  63-66
B+  87-89        C  73-76        D-  60-62
B  83-86        C-  70-72        F  59 and below

A = Excellent execution, well beyond requirements of the assignment
B = Good execution, beyond requirements of the assignment
C = Average execution, meets requirements of the assignment
D = Poor execution, below requirements of the assignment
F = Very poor execution, well below requirements of the assignment
Course Policies

Professionalism: Please make every effort to respect your fellow classmates’ right to learn and help create an excellent learning environment.

It is more difficult to learn in an environment where people are holding separate conversations, eating crunchy foods, text messaging, etc… For the sake of everyone’s learning, don’t engage in these activities. In short, please show respect for everyone’s learning.

This is especially true when it comes to speech days. The challenge of trying to deliver a speech that exceeds the thorough expectations of the assignment is challenge enough without additional distractions. Please give your classmates your best in terms of attention and respect.

Attendance Policy: Because this course emphasizes live speeches as well as class discussion, attendance is crucial. We need you in class! Your questions, contributions to discussions, and participation in group activities are crucial to everyone’s learning. Active attendance is expected. Active attendance includes being attentive, contributing to an effective learning environment. According to Xavier University’s Undergraduate Academic Policies and Regulations, “in order to earn credit in any course for which he/she is registered, the student is required to attend classroom and laboratory exercises regularly and promptly.” Missing class negatively impacts your participation grade. Each speech day missed will result in a letter grade reduction of your class participation grade. Missing more than 5 total classes will lower your final course grade by a letter grade. If more than 5 classes are missed and you want an exception to this policy, you must consult with me and the Dean of the College of Arts and Sciences about your extreme circumstances and documentation for every absence (including the 5 initial classes missed). Make every effort to attend all classes on time.

Cheating and Plagiarism: University standards apply with regard to plagiarism and cheating. Please review the policy in your student handbook if you have any questions. It is unethical to use as your own, a speech or outline prepared in whole or in part by someone else. Collusion is cheating (for example, telling other students the content of an exam they have not yet taken). It is unethical to use as your own, a writing prepared in whole or in part by someone else. Think twice before resorting to plagiarism or cheating because both are wrong and students are caught regularly in both of these dishonest activities. The value of your degree is dependent upon maintaining standards of academic honesty and integrity. Students who plagiarize any part of their work or cheat on an exam will fail the assignment/exam, may fail this course, and possibly have academic sanctions placed upon them by the university.

Late Work: If you know you are going to miss any class in advance, you must turn the assignment in on time. You may always turn in an assignment early. Assignments are due at the start of class on the appropriate dates. Only in the case of an extreme emergency, for which documentation is required, will late work be accepted without a grade reduction. It is the student’s responsibility to contact the instructor promptly in these situations. For all other late work, there is a reduction of one letter grade (10%) for work less than 24 hours late, 20% for work 24-48 hours late, and 30% for work 49-72 hours late, after which no late work will be accepted.

Student Responsibility: It is the responsibility of every student to read, understand, and follow the course policies, student conduct, and procedures as explained in this syllabus, student handbook, and any additional materials and/or handouts provided during the semester. Not being aware of stated policies is not an acceptable excuse for failing to follow stated policies.
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<tr>
<th>Week 1</th>
<th>Lecture</th>
<th>Text/Assignment Due</th>
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<tr>
<td>8/25</td>
<td>Introduction to Course and Each Other</td>
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<tr>
<td>8/27</td>
<td>Why Public Speaking Matters</td>
<td>Chapter 1</td>
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<td>8/29</td>
<td>Ethics in Public Speaking</td>
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<td>9/3</td>
<td>Ethics and Free Speech</td>
<td>Chapter 2</td>
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<td>Communication Apprehension</td>
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<tr>
<td>9/8</td>
<td>Speaking Confidently: Reducing Apprehension</td>
<td>Chapter 3</td>
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<td>9/10</td>
<td>Listening</td>
<td>Chapter 4</td>
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<td>9/12</td>
<td>Audience Analysis</td>
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<td>9/15</td>
<td>Selecting a Topic</td>
<td>Chapter 6</td>
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<td>9/17</td>
<td>Researching your Topic</td>
<td>Chapter 7</td>
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<td>9/19</td>
<td>More Researching Topics</td>
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<td>Using Research as Support</td>
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<tr>
<td>9/22</td>
<td>Effective Introductions</td>
<td>Chapter 9</td>
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<td>9/24</td>
<td>Organizing Ideas and Creating the Body of a Speech</td>
<td>Chapter 10</td>
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<td>9/26</td>
<td>Concluding With Power</td>
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<th>Week 6</th>
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<th>Text/Assignment Due</th>
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<tbody>
<tr>
<td>9/29</td>
<td>Outlining</td>
<td>Chapter 12</td>
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<tr>
<td>10/1</td>
<td>Outlining</td>
<td>Chapter 12</td>
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<tr>
<td>10/3</td>
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<tr>
<td>10/6</td>
<td>Language and Exam Review</td>
<td>Chapters 1-13</td>
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<td><strong>Exam 1</strong></td>
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<tr>
<td>10/13</td>
<td>Informative Speaking</td>
<td>Chapter 16</td>
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<td>10/15</td>
<td>Delivering the Speech</td>
<td>Chapter 14</td>
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<td>10/17</td>
<td>Your First Speech</td>
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<tr>
<td>10/20</td>
<td>Nonverbal Communication</td>
<td>Articles:</td>
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10/22  Speech Day: Informative Speech
10/24  Speech Day: Informative Speech

Week 10
10/27  Speech Day: Informative Speech
10/29  Speech Day: Informative Speech

10/31  Speech Make Up Day/ Persuasive Speaking  Chapter 17

Week 11
11/3   Persuasion Theory  Article:
11/5   Persuasion Theory  Article:
11/7   Presentation Aids  Chapter 15

Week 12
11/10  Presentation Aids  Chapter 15
11/12  Speech Day: Persuasive Speech
11/14  Speech Day: Persuasive Speech

Week 13
11/17  Speech Day: Persuasive Speech
11/19  Speech Day: Persuasive Speech
11/21  Speech Make Up Day/ Call To Action Speech Preparation  Monroe’s Motivated Sequence

Week 14
11/24  Monroe’s Motivated Sequence  Article:
11/26 & 11/28

Week 15
12/1   Speaking to Entertain  Chapter 18
Call to Action Speech Preparation
12/3   Call to Action Speech
12/5   Call to Action Speech

Week 16
12/8   Call to Action Speech
12/10  Call to Action Speech

12/12  Speech Make Up Day: Call to Action Speech/ Review For Final

Week 17
12/19 Call to Action Speech  8:00-9:50  FINAL EXAM