

SPCM 1100: INTRODUCTION TO PUBLIC SPEAKING SYLLABUS

“Communication is civilization itself.” Thomas Mann

Instructor: Kevin Marinelli

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Required Textbook:

Lucas, S. E. (2008). *The art of public speaking* (10th ed.). Boston: McGraw Hill

Additional readings may become available on-line through the library reserve.

Course Goal:

The goal of this course is to help students become better communicators. We intend to teach students how to speak effectively in public. We intend to help students understand why some people are more effective and others less effective as public speakers. In short, we seek to help students become better speakers and critics of public communication.

Course Objectives:

1. Students will understand the need for effective public speaking skills in contemporary society.
2. Students will develop research, organizational, and delivery skills for the preparation and presentation of speeches.
3. Students will enlarge their ability to listen critically and analyze public speeches.
4. Students will be able to articulate and practice an ethical approach to public speaking.
5. Students will be able to analyze and articulate differing rhetorical situations and create speeches that are appropriate to the situation.

Course Policies:

1. Registration: Only students who are officially enrolled in the class may attend. If you are not officially enrolled and wish to add the class, please see Dr. Harris (120 Terrell Hall).

2. Attendance:

Attendance will be taken at every class. Absences due to university activities (e. g., debate, sports, etc.) must be discussed with the instructor no **later than one week before** the relevant class period(s). Written documentation for a university sanctioned absence must be provided. Arrangements concerning absences are at the instructor's discretion.

Your regular attendance is necessary as examinations not only cover material from the book, but also material that is covered only in lectures. Additionally, class activities and pop quizzes will be scattered throughout the semester. Such activities will go toward your final course grade, and cannot be made up regardless of the reason for the absence. Please note that if you should miss class, it is your responsibility to obtain missed materials from a classmate, not the instructor.

Tardiness is not appropriate and will not be tolerated. Ensure that you allow yourself enough time to be in class before it begins. Additionally, leaving class early is strongly discouraged.

**** Put simply**, because this is a compressed session, each student is allowed only one absence. After that, each absence will count against your participation grade (one point per day), regardless of the reason. So use these with caution!

3. Learning Accommodations: Any students who need special accommodations for learning or who have particular needs are invited to share these concerns or requests with me as soon as possible. The Disability Resource Center (542-8719, Clark Howell Hall) provides written documentation that specifies the needed modifications (i.e., note taker, extra time for tests) to the instructor. If you have not contacted The Disability Resource Center to request a letter be sent to your instructor, please do so.

4. Emergencies: If an emergency arises and you know that you will not be able to get to class on an exam or speech day, please let me know ahead of time by sending me an email or leaving a message with the department secretary.

5. Exams: 2 exams are scheduled on the syllabus. Students are expected to take the exams on the dates assigned. (See also the *Final Exam Policy*).

Make up exams are not allowed without proper documentation. Make-up exams are not allowed for any type of unexcused absences, including missing class to study for a test, oversleeping, not being ready to take the exam, or having to work at an outside job. You will receive a **ZERO** for that exam.

6. Speeches: Public speech presentations are clearly scheduled on the syllabus, and you will be assigned specific times and dates to present your speech(es). Students must speak on their assigned day.

The following policies apply to students who do **NOT** speak on their assigned day:

- (b) **If a speech is not given on the assigned day and the student provides a compelling reason, the speech may be made up with a one letter grade deduction.** Students who provide a compelling excuse (based on instructor's discretion) may present their speech with a letter grade deduction during the next class period if time permits or at the instructor's discretion (e.g., time and location). If a "compelling" excuse is not provided, the instructor is under no obligation to allow the student to earn points to make up the speech. *Reminder: To receive a grade for this class, you have to complete all the speeches (whether or not you earn a grade for the speeches).*
7. Assignments: If you are sick the day an assignment is due, please have a friend or roommate drop the assignment off in my mailbox at the Speech Communication Main Office (110 Terrell Hall). Each day an assignment is over due, 10% of the grade is deducted. Overdue starts at the end of the class period the assignment is due. If you do not come to class on the due date, please make sure the secretary in the Speech Communication Main Office puts the time and date the assignment was received on your assignment before she puts it in my mailbox.
8. Receiving a Final Grade: Students must complete all exams, speeches, and the research requirement to receive a grade.
9. Academic Honesty: "Academic honesty is – defined broadly and simply – the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed" (From the Preamble to "A Culture of Honesty"). The University, the Department of Speech Communication, and I personally take academic honesty very seriously. Every student at the University of Georgia should be familiar with the booklet, "A Culture of Honesty: Policies and Procedures on Academic Dishonesty." If you are not, please obtain one of these booklets and read it carefully. This document has a thorough presentation of four types of academic dishonesty including plagiarism, unauthorized assistance, lying/tampering, and theft, as well as the procedures that are in place to adjudicate alleged incidents of academic dishonesty. The policies and procedures described in "A Culture of Honesty" will be strictly followed.
10. Final Exam Policy: The final exam will be given at the assigned time per the official University schedule. The final exam will **NOT** be given early or at a different time unless changed by the University. There are no exceptions to this

policy. Please mark your calendars and make your travel plans based on the final exam times as they become available.

11. Grievance Procedure: Occasionally, students are unsatisfied with some dimension of the course. If you have a concern at any time during the course, please come speak with me directly either during office hours, by appointment, or via email.

If you want to appeal a grade, the department policy is that you *must* make the grade appeal in writing to me. Prepare and submit a typed argument indicating what your specific appeal is and what grade you believe you deserved. Turn in the appeal before or after class, during office hours, or at a scheduled appointment within one week of the grade being returned. If you have employed these measures and are still dissatisfied, or feel that an appropriate resolution may not be reached by working with me, then I encourage you to contact the Basic Course Director Dr. Harris at tmharris@uga.edu . She will also need a written grade appeal in order to help you.

Course Assignments and Evaluation:

Each student will complete the following assignments for a total of 200 points:

Midterm Exam	20
Final Exam	20
Self-Introduction	participation
Epideictic Speech	10
Announcement	10
Informative Speech	30
Persuasive Speech 1	40
Persuasive Speech 2	40
Outline 1	5
Outline 2	5
Participation	20
Research Requirement	(no research for summer session)

Exams:

Two examinations will be given throughout the semester with each one counting for 20 points (or 10 % of your final grade, each). Each examination will consist of a combination of true-false, multiple choice, and some essay format items. Each test covers approximately one-half of the course material. Exams cover material from lectures and the textbook.

Out-of-Class/In-Class Assignments:

Formal Speech Outlines (part of speech grade): Each of the three major speeches will require a typed formal outline due on the day of the speech unless told otherwise. Problems with computers ("it ate my outline") are not acceptable excuses for failure to turn in an outline.

Class assignments: Students will be required to complete a variety of out-of-class and in-class assignments including pop quizzes. You must attend and complete these assignments to receive participation grade, which will go toward your final course grade, and cannot be made up regardless of the reason for the absence.

Research Requirement:

As part of your participation in this class, you must satisfy a departmental research requirement. For information about the three options for completing the research requirement, see the document entitled: *The UGA Speech Communication Research Participation: Information for Students* that is attached.

Please read and be aware of the choice you make. Failure to fulfill the research requirement will result in a grade of Incomplete (I) for this class. Note: You will need to complete a separate research project or paper for each Speech Communication class that requires or offers research participation.

Grading:

93-100%	A
90-92	A-
88-89%	B+
83-87	B
80-82	B-
78-79	C+
73-77%	C
70-72	C-
60-69%	D

Tentative Schedule

Tentative Schedule: This schedule is tentative and may change due to the needs of the class. Students should be prepared to discuss assigned readings in class (or take a pop quiz on assigned readings on the assigned day).

<u>Week 1</u>	7/6	Introductions Public Speaking & Public Space	
	7/7	Speech of Introduction Epideictic Speaking	Chapters 1- 2 Chapter 17
	7/8	Stages of Preparation Outlining	Chapter 4
	7/9	Arrangement and Development Workshop Speeches	Chapter 8
	7/10	Epideictic Speech	Chapter 9
	<u>Week 2</u>	7/13	Review speeches Speaking to inform
7/14		Incoming Freshmen Activity	Chapter 7
7/15		Defining Material Workshop Speeches	
7/16		Informative Speech	
7/17		Informative Speech	
<u>Week 3</u>		7/20	Workshop Speeches
	7/21	Midterm Exam Persuasive Speaking	
	7/22	Reasoning Reasoning Activity	Chapter 16
	7/23	Persuasive Speech	
	7/24	Persuasive Speech	
	<u>Week 4</u>	7/27	Ethos & Emotion Logical Fallacies
7/28		Style “Health Club Advertisement” Activity	Chapter 12
7/29		Persuasive Speech	
7/30		Persuasive Speech	
7/31		Final Exam	

* Not responsible for chapters 3, 6, 13, and 18.