

SPCM 1100: INTRODUCTION TO PUBLIC SPEAKING SYLLABUS

M-F 10:30AM-11:30AM – MLC 275

Instructor: Aaron [Preiss-] Martin

Office Address: 220 Terrell Hall

Office Hours: 11:30-12:45 MWF in Office. Due to the nature of summer schedules, feel free to contact the instructor about scheduling a meeting outside of the hours.

E-Mail Address: a.rush.martin@gmail.com or aaronrm@uga.edu *The gmail account is more likely to receive a swift response.*

Office Phone: I don't know what it is. Time spent looking it up, would probably be better applied to just sending me an email.

WebCT: SPCM 1100 (Preiss-Martin)

Required Textbook:

Lucas, S. E. (2009). *The art of public speaking* (10th ed.). Boston: McGraw Hill
(Additional readings will be available on-line through WebCT)

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:

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

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. Tina Harris (120 Terrell Hall).

Classroom Environment:

- Silence your cellphones please.
- Zero tolerance policy during speeches. That means no laptop, cellphones, PDA's, calculators, etc. Yes, even if you are just checking the time.
- Food and drinks are not allowed in class *on speaking days*.

Attendance:

Attendance will be taken during 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.

Attendance is required on all speaking days. You must be present both when you are scheduled to speak and when you are scheduled to be an audience member. *If you are absent on a speaking day when you are scheduled to be an audience member, the equivalent of a half letter grade will be deducted from your speech.*

Your regular attendance is necessary as examinations not only cover material from the book, but also material that is covered only in lectures. You have 4 excused or unexcused absences for the semester. For each absence exceeding this amount, you will be penalized 4% off your final average. Please note that if you should miss class, it is your responsibility to obtain missed materials from a classmate, not the instructor.

If you are tardy, please make sure that you enter with a minimum level of distraction. This means on speech days that you make sure you wait until a transition period between speeches to enter the classroom. This a relatively lenient policy, but until this leniency is abused, this policy will remain. Note that means it is subject to change; any change will be prominently announced during a class period. The one major caveat is that no leniency is provided to students on days they are scheduled to give a presentation. You are placing your grade in my potentially devious hands, so it is recommended to arrive extra early on days that you have a speech just in case

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. If for some reason it is entirely impossible to send me an email a message can be left with the department secretary. Please note an 'I am sick' email at 11:29 am accompanied by a doctor's note signed at 4 pm is not satisfactory. If you are bed ridden, you should have at least one friend that can send a message via proxy.

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.

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.

Exams:

Two exams are scheduled on the syllabus. Students are expected to take the exams on the dates assigned.

- **Make up exams are allowed** for full credit for excused absences with proper documentation. Students may make up their exam when they are absent due to a university sanctioned activity where prior notice has been provided, an emergency which has been documented through their advisor or Student Affairs, or an illness which has been verified in writing from your private physician or the Student Health Center. In the case of illness, you must get a note from either your private physician or from the Student Health Center signed by a clinician (Not a Health Center Nurse) that says something to the effect: “In my opinion, this student should not be in classes today and/or tomorrow (specify the particular date[s] involved).” Typically, a private physician or clinician will write a note for an illness for one or two days. However, if your illness lingers, you will need to recheck with the private physician or clinician and request an additional note to document your absence. The note does not have to indicate the specifics of your illness, but that the physician or clinician does not think you are well enough to attend class.
- **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.

Final Exam:

- The final exam will be held at noon on the 31st of July

Late 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:

- If a speech is not given on the assigned day due to an excused absence, then the speech may be made up and full credit will be available. Students may present their speech during the next class period, if time permits, when they are absent due to a university sanctioned activity where prior notice has been provided, an emergency has been documented through their advisor or Student Affairs, or an illness has been verified in writing from your private physician or the Student Health Center. Please see the above policy for a description of the required written verification to be provided by your private physician or the Student Health Center.
- 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 reduction. 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).*

- If a speech is not given on the assigned day due to an unexcused absence, the speech must be made up, but no credit will be given. Unexcused absences include: missing class to study for a test, oversleeping, not being ready to speak, and having to work at an outside job. Students who do not provide an acceptable reason for not giving their speech will make up the assignment at the instructor's discretion for zero points. *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).*

Assignments:

Assignments must be **typed** and **stapled** together. 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). 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. **Late work is not accepted and will receive a zero.**

Research Requirement:

As part of your participation in this class, you must satisfy a departmental research requirement. This requirement may be satisfied by either: (a) participation in a research project conducted by the Department of Speech Communication or (b) a summary and analysis of a communication research article. For information about all three options, see the attached document titled: *The UGA Speech Communication Research Participation: Information for Students*. 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.

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. I am not particularly defensive or vindictive so I would urge you to express any concern [within reason] that you may have.

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.

Please be aware that I enforce the “24/7 Rule” for all grade appeals. This rule requires you to hold off all appeals for 24 hours after you have received your graded assignment back from me, but after that 24 hours, you have 1 week to appeal the grade. That means no emails, phone calls, or discussion in class about your grade for 24 hours. Things like mathematical errors are exempt from this limitation.

Course Assignments:

Exams:

The midterm and final exams will each be worth 150 points. Each exam will be based on materials from lectures and the textbook and will consist of a combination of multiple choice, matching, and short answer. Yes, the final exam is cumulative.

Speeches:

Name Speech (50 points): This is a 2-3 minute extemporaneous speech in which you will tell the class about your name. You may choose to talk about your first name, last name, and/or a nickname. You might tell the class about the origin of your name, what it means, who else shares your name, and/or any other information relating to your name that you wish to share. You will be graded on completeness, organization, and preparation. You may use the lectern for this speech. An extemporaneous delivery style is required using no more than two 3x5 notecards (one side only).

(NOTE: You are required to use the same 'umbrella' topic for all of the remaining speeches but will be approaching this topic from three different angles. Such topics are controversial social, cultural, or political policy issues, either global or local, or historical or contemporary, in nature.. All topics must be cleared by me before you begin to research. No repeated topics are allowed. Topics and assigned speaking days will be approved on a 'first come, first serve' basis. Please note that are some topics that are simply not allowed, so having your topic cleared is of vital importance.)

Informative Speech (100 points): A 4-6 minute extemporaneous-style speech where you will provide information about both sides of your controversial umbrella topic while striving to avoid betraying your personal bias. This will represent your first major push into the research of the topic, and for this speech you need to orally cite at least four credible sources. On the day of the speech a typed formal outline with a works cited page is required. Please refer to the assignment guide for further details. You may use an unlimited number of note cards, which will be collected after the speech but not graded.

Persuasive Speech (200 points): A 5-7 minute extemporaneous-style speech using the same topic, but now your aim is to sway the audience towards a particular side. You can form, reform, or reinforce your classmates attitudes about your topic. Grading criteria includes all speech concepts learned up to that point in the semester. You will be expected to provide at least five oral citations throughout your speech, at least three of which must be new. Books and academic journals are encouraged; questionable internet sources are discouraged (be warned you may be called out publicly on any source you choose to use, so choose wisely). The same formal outline and works cited requirement is in effect. Again, you may use an unlimited number of note cards, which will be collected after the speech but not graded. An assignment guide with further details will be available as the deadline draws nearer.

Protest Speech (150 points): This is a 3-5 minute speech designed to further motivate an already motivated audience to some specific action or goal. So we assume that your persuasive speech did its job. You are now going to seek to call this converted audience to take specific action in regards to your chosen topic. Grading criteria includes all speech concepts learned up to that point in the semester. An outline and work cited are again required. Furthermore a detailed assignment guide will be forthcoming.

Out-of-Class/In-Class Assignments:

Formal Speech Outlines (included in speech grade): Each of the three major speeches will require a typed formal outline due on the day of the speech. No outline = no speech. No exceptions.

Participation/Attendance (80): This is a subjective estimation of your involvement with class discussions and activities. You must attend class and participate regularly to receive these points. Frequent tardiness can impact this.

Assignments/ Quizzes (120): This score consists of a combination of in-class activities, assignments, and quizzes. Your lowest score will be dropped.

Course Evaluation:

Point Distribution:

Each student will complete the following assignments for the following percentage of the final grade:

Midterm Exam	150
Final Exam	150
Name Speech	50
Informative Speech	100
Persuasive Speech	200
Protest Speech	150
Participation/Attendance	80
Class Assignments/Quizzes	120

Grading Scale:

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79 %
C	73-77%
C-	70-72%
D	60-69%
F	0-59%

Please Note: The Basic Course Director's Policy in Speech Communication is that no extra credit is allowed. Therefore, I cannot give extra credit to anyone.

Tentative Course Schedule

Date	Topic	Reading Due
Week 1		
F 6/5	Introduction	
Week 2		
M 6/8	Speaking in Public, Listening	Syllabus, 1, 3
T 6/9	Ethics	2
W 6/10	Audience, Topic Selection	4,5
R 6/11	Intros, Conclusions, Transitions	9
F 6/12	Organization	8
Week 3		

M 6/15	Name Speech	
T 6/16	Name Speech	
W 6/17	Outlining	10
R 6/18	Speaking to Inform	14
F 6/19	Credibility: Gathering Research	6
	- Potentially meet at Library	
Week4		
M 6/22	Arranging Supporting Materials	7
T 6/23	Using Language	11
W 6/24	Informative Speeches	
TR 6/25	Informative Speeches	
F 6/26	Informative Speeches	
Week5		
M 6/29	Informative Speeches	
T 6/30	Informative Speeches	
W 7/1	MID TERM	
R 7/2	Rhetorical Situation	WebCT
F 7/3	You are on your own here	
Week6		
M 7/6	Speaking to Persuade	15
T 7/7	Types of Persuasion	16
W 7/8	Delivery	12
R 7/9	Persuasion	
F 7/10	Persuasion	WebCT
Week 7		
Sat 7/11	Find a state with 7-11's and get a free slurpee	
M 7/13	Persuasion	WebCT
T 7/14	Persuasive Speeches	
W 7/15	Persuasive Speeches	
R 7/16	Persuasive Speeches	
F 7/17	Persuasive Speeches	
Week 8		
M 7/20	Wildcard (purpose TBD)	
T 7/21	Speaking in Protest	WebCT
W 7/22	Speaking in Protest	WebCT
R 7/23	Protest Speech	
F 7/24	Protest Speech	
Week 9		
M 7/27	Protest Speech	
T 7/28	Protest Speech	
W 7/29	Protest Speech	