

SPCM 1100: INTRODUCTION TO PUBLIC SPEAKING

Instructor: Melanie McNaughton
Office Address: 222 Terrell Hall
Office Hours: See WebCT
E-Mail Address: melanymc@uga.edu; do NOT email me through WebCT

Required Textbook:

Lucas, S. E. (2007). *The art of public speaking* (9th ed.). Boston: McGraw Hill

Required Readings:

Additional readings are available on-line through WebCT in the corresponding folder.

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.

A Note on My Teaching Philosophy:

I like my job: I choose to be here. I assume the same of you – college is only one of many options available to you. Many of you are here to prepare for a career; don't wait until you graduate to start "acting professionally." The habits you form in college will be the habits you keep after you leave. More to the point, while you are in college, school is your job and I expect you to treat it as such. As a job, you should be devoting 40 hours a week to your studies. With a standard course load of 5 classes, that means in order to perform on an outstanding level, you

should, on average, put in approximately 8 hours a week into this class, 3 of which are taken up by lecture. As in the professional world, when assignments are due, you may need to put in overtime—just as I put in overtime to ensure a timely return of assignments.

My role as your instructor is to present you with clear lectures and assignment instructions, create a comfortable class environment, and offer you constructive feedback to improve your critical thinking and public speaking skills. Such an environment cannot be achieved without your active participation. To that end, the number one rule of this class is respect – for me, for each other, and for yourselves. A performance-based class such as this is only successful to the degree that each student contributes to each class period, either through class discussion, activities, speaking, or attentive listening.

The good news here is that class time, through in-class activities and critical analysis, will focus on helping you develop and hone all of the skills you will need to perform well and meet the specific deliverables for assignments.

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. Barge (127 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. **Attendance on speech days is mandatory**, unless the absence qualifies as a University excused absence.

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 3 excused or unexcused absences for the semester (if you anticipate you may need to be absent more than this for university sanctioned absences such as athletic events, you must discuss this with me at the beginning of the semester so that we can establish accommodations). For each absence exceeding this amount, 10 points off your final point total will be subtracted. Please note that if you should you 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. Being late consistently may result in being marked absent for each three times you are late. Additionally, leaving class early is strongly discouraged, and may result in being marked absent for the day.

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, let me know ahead of time by sending me an email.
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*).
 - (a) **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 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.
 - (b) **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:

- (a) **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 (unless the student is physically incapacitated and therefore unable to send an email –for example, the student was in a car accident on the way to class – the student must email the instructor prior to the time the speech was supposed to be given), or an illness has been verified in writing from your private physician or the Student Health Center(unless the student is physically incapacitated and therefore unable to send an email –for example, the student was in a car accident on the way to class – the student must email the instructor prior to the time the speech was supposed to be given). 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.
- (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**

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).*

(c) **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).*

7. **Assignments:** All assignment instructions will be made available solely on WebCT. 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, 1 letter 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. **Research Requirement:** As part of your participation in this class, you must satisfy a departmental research requirement. For information about all three options, see the document on WebCT titled: *Research Participation*. 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.
9. **Receiving a Final Grade:** Students must complete all exams, speeches, and the research requirement to receive a grade.
10. **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.
11. **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 noted below:

**** FINAL EXAM: see course schedule for date & time**

12. 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. Please note that questions relating to grades fall under a 24/7 rule. If you have a question about a grade, you must wait 24 hours before seeing me, and not wait more than one week (7 days) after receiving your assignment back from me (we cannot accurately or adequately discuss specific issues weeks after an assignment was completed). 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. Tina Harris. She will need a written grade appeal in order to help you.
13. Cell Phones: In this technology-driven era, I assume that most (if not all of you) possess cell phones. Please ensure that your cell phones are turned OFF before you enter class. If your phone consistently goes off in class or you consistently use your phone to text during class, you may be marked absent for that day.
14. Feedback on Assignments: 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 happy to assist you with the development of speech/paper topics and the construction of your outlines, but be sure to seek help early. We can't repair the assignment after it has been completed and handed in to be graded.

If you would like assistance with an assignment, you must request feedback a minimum of 2 days before the due date. For example, if your speech is due on Thursday, the latest you may contact me regarding questions or to review a draft is Tuesday night. Emails the day/night before the due date will receive no response.

Course Assignments and Evaluation:

Assignments:

Each student will complete the following assignments for a total of 1000 points:

Exam 1(Midterm)	180
Exam 2 (Final Exam)	210
Speech of Introduction	50
Speech of Imitation	135
Speech of Demonstration	185
Speech of Exposition	240
Research Requirement	Required

Exams:

Two exams will be given throughout the semester. Each exam will consist of a combination of multiple choice, definition/identification, and some paragraph answer questions and each will cover approximately ½ of the course material.

Speeches:

For an overview of my speech grading rubric, please see the 'Grading Criteria' document on WebCT for details.

- 1. Speech of Introduction:** This is a 1-2 minute speech designed to provide you with: early public speaking practice, an opportunity to get to know each other, and experience using a visual aid. Bring to class an item that represents something of personal interest or concern and explain what it represents and why it is important to you. Use the object as a launching point into a story that happened to you and then the significance of that story, event, or object for who you are as a person. Grading criteria are relatively loose for this early assignment (see 'Introduction Speech Assignment' on WebCT for details).
- 2. Speech of Demonstration:** This is a 4-6 minute extemporaneous speech. Your goal is to show the audience how to do something (i.e. carve a pumpkin, make brownies, shoot a basketball, etc.) while explaining the process as you do it. This speech requires you to balance your visual aid(s) while clearly speaking to your audience. Grading criteria includes all concepts learned up to that point in the semester (see 'Demonstration Speech Assignment' & 'Demonstration Speech Evaluation' documents on WebCT for details).
- 3. Speech of Imitation:** This is a 4-6 minute extemporaneous / pseudo-manuscript speech. In this speaking assignment, you will effectively deliver a passage from a famous speech, book, short story, or poem. Your goal is to interpret the text in an appropriate manner and to deliver it in a natural style. You do not need to clear your selection with me, UNLESS you feel that it may be particularly offensive (edgy or graphic language is fine, as long as it isn't abusive or insulting). Grading criteria includes all concepts learned up to that point in the semester (see 'Oral Interpretation Assignment' & 'Oral Interpretation Evaluation' documents on WebCT for details).
- 4. Speech of Exposition:** This is a 5-7 minute extemporaneous informative speech. As a topic suggestion, students may elect to compare and/or contrast an aspect of two (sub)cultures or discuss an aspect of one (sub)culture in detail. Grading criteria includes all concepts learned up to that point in the semester (see 'Informative Speech Assignment' & 'Informative Speech Evaluation' documents on WebCT for details). This speech will require effective and appropriate use of PowerPoint. A short brainstorming exercise will compose a portion of your grade for this assignment.

Written Assignments:

1. **Topic/Brainstorming Exercise:** You will be required to complete and hand in a written topic and brainstorming exercise, which will comprise a portion of your grade for your Speech of Exposition (see WebCT for details).
2. **Reasoning Analysis:** You will be complete a 2 page analysis of a documentary viewed in class (see WebCT for details). This take-home assignment will comprise a portion of your final exam grade.
2. **Formal Speech Outlines:** Each of the three major speeches (Demonstration, Imitation, Exposition) will require a typed formal outline due on the day of the speech. Problems with computers ("my printer crashed this morning") are not acceptable excuses. Plan to have enough time to deal with any technical emergencies.

Any and All Written Material: All written assignments must be typed, in Times New Roman 12 point or Arial 11 point font, double spaced, with one-inch margins, and all pages stapled together. Failure to submit assignments in this format will result in grade deductions.

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 requirement, see the document entitled: *Research Participation* on WebCT. This requirement may be satisfied in one of three ways: (a) participation in a research project conducted by the Department of Speech Communication, (b) a summary and analysis of a communication research article, or (c) attendance at and a written analysis of a colloquium presentation at the Department of Speech Communication.

Grading:

UGA has recently adopted a Plus/Minus Grading system for the university. For any questions on this system, please access the University website:

<http://www.bulletin.uga.edu/PlusMinusGradingFAQ.html>.

		B+	880-899	C+	780-799		
A	930-1000	B	830-879	C	700-779	D	600-699
A-	900-920	B-	800-829			F	<590

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

SPCM 1100 Course Schedule
 Spring 2008
 * subject to change *

The material assigned for a particular date should be read and analyzed by the start of class on that date. Come to class prepared to discuss the material. Bring both texts to class each day.

Week 1

Monday	January 7	Reading: Agenda:	Syllabus Introduction to the course
Wednesday	January 9	Reading: Agenda:	Chapter 1 Introduction to public speaking
Friday	January 11	Reading: Agenda:	Chapter 2 Ethics

Week 2

Monday	January 14	Assignment:	Speeches of Introduction
Wednesday	January 16	Reading: Agenda:	Chapter 4 Finding a topic
Friday	January 18	Reading: Agenda:	Chapter 3 Listening

Week 3

Monday	January 21	NO CLASS	HAPPY MLK DAY!!
Wednesday	January 23	Reading: Agenda:	Chapter 14 Informative speaking
Friday	January 25	Reading: Agenda:	Chapter 5 Audience Analysis

Week 4

Monday	January 28	Reading: Agenda:	Chapter 9 Introductions & conclusions Speaking dates assigned
		Assignment:	Topic for Demonstration Speech due
Wednesday	January 30	Reading: Agenda:	TBD TBD

Friday	February 1	Reading: Agenda:	Chapter 10 Outlining
Week 5			
Monday	February 4	Reading: Agenda:	Chapter 8 Organizing
Wednesday	February 6	Reading: Agenda:	N/A Organizing cont'd
Friday	February 8	Reading: Agenda:	N/A Organizing and outlining cont'd
Week 6			
Monday	February 11	Assignment:	Speech of Demonstration
Wednesday	February 13	Assignment:	Speech of Demonstration
Friday	February 15	Assignment:	Speech of Demonstration
Week 7			
Monday	February 18	Assignment:	Speech of Demonstration
Wednesday	February 20	Assignment:	Speech of Demonstration
Friday	February 22	Assignment:	Speech of Demonstration
Week 8			
Monday	February 25	Reading: Agenda:	Chapter 13 Visual aids
Wednesday	February 27	Reading: Agenda:	PowerPoint Appendix PowerPoint
Friday	February 29	Assignment:	MIDTERM
Week 9			
Monday	March 3	Assignment:	Bring \$0.50 to class!!!!
Wednesday	March 5	Reading: Agenda:	Chapter 7 Using research
Friday	March 7	Reading: Agenda:	Chapters 11 & 12 Language & delivery
Week 10			
Monday	March 10	NO CLASS	HAPPY SPRING BREAK!!

Wednesday	March 12	NO CLASS	HAPPY SPRING BREAK!!
Friday	March 14	NO CLASS	HAPPY SPRING BREAK!!
Week 11			
Monday	March 17	Reading: Agenda:	N/A Language & delivery cont'd
Wednesday	March 19	Reading: Agenda:	Chapter 15 Speaking to persuade
Friday	March 21	Reading: Agenda:	N/A Work with speeches
Week 12			
Monday	March 23	Assignment:	Oral Interpretation
Wednesday	March 25	Assignment:	Oral Interpretation
Friday	March 27	Assignment:	Oral Interpretation
Week 13			
Monday	March 31	Assignment:	Oral Interpretation
Wednesday	April 2	Assignment:	Oral Interpretation
Friday	April 4	Reading: Agenda:	Chapter 16 Reasoning
Week 14			
Monday	April 7	Reading: Agenda:	N/A Reasoning documentary
Wednesday	April 9	Reading: Agenda:	N/A Reasoning documentary cont'd
Friday	April 11	Reading: Agenda:	N/A Work with speeches
Week 15			
Monday	April 14	Reading: Agenda: Assignment:	Chapter 17 Ceremonial speaking Reasoning Analysis due
Wednesday	April 16	Assignment:	Speech of Exposition
Friday	April 18	Assignment:	Speech of Exposition

Week 16			
Monday	April 21	Assignment:	Speech of Exposition
Wednesday	April 23	Assignment:	Speech of Exposition
Friday	April 25	Assignment:	Speech of Exposition
Week 17			
Monday	April 28	Assignment:	Speech of Exposition
Final Exam:	May 2	12:00 - 3:00	FINAL