

Communication 111-03

Intro to Public Speaking

Instructor & class information

Shirley Willihnganz

Class MWF 9:00-9:50 a.m., Strickler 305
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Required Materials:

1 - REVEL access – An online interactive textbook and learning tool that serves as the primary method of text assignments and quizzes. REVEL may be purchased online at Pearson.com or at your local bookstore.

2 – Speech Communication Course Resource Tool (CRT) – available at area bookstores.

3 - A video-capable device – phone, ipad, computer or some other recording device to record and save each of your speeches.

Supplemental Materials:

Hard copy text: Beebe & Beebe. Public Speaking: An Audience Centered Approach. Ninth edition, published by Pearson. May be purchased along with an online access code for the required REVEL program at Pearson.com or at local bookstores.

• **Course Description**

- In this course you will prepare and deliver the required speeches. Since this is an oral communication (speaking) course most of your grade will be based on these speeches. The classes will also include discussions of concepts and theories relevant to public speaking, various activities, impromptu speeches, and applications/extensions of the lecture materials covered in class.
- Your performance in this course is improved by your active participation. Active participation means regular attendance in class, reading the text on time and contributing in a helpful manner to relevant discussion, taking the REVEL chapter quizzes, and of course, presenting your speeches. Examples of poor participation include being late or absent, looking at your phone or other device during class, hindering productive classroom conversation, and being unprepared for discussion. You will be provided informational material on public speaking, communication skills and applications necessary for becoming competent speakers, listeners, and communicators.
- As noted in the CRT, this course meets the General Education requirement in oral communication (SP). Note: Credit may *not* be received for this course and COMM 112. This course may not count toward the Communication major.
- One goal of the course will be to practice and develop effective communication skills. Key elements of effective communication include: clear articulation of your speech purpose in a tone and manner suitable to your audiences, evidence of coherent and logical organization, demonstration of ability to analyze and/or synthesize the concepts and evidence, use of appropriate speaking conventions and style vital to good communication. Class discussions and analysis of your work and other speeches (video and live) will be used to help you

develop these skills. Your progress in this area will be assessed through outlines, speeches, quizzes, and classroom work.

- **Course Aims**

- Introduce students to informative and persuasive speaking strategies
- Examine appropriate verbal and non-verbal delivery skills
- Develop students' organizational and research skills
- Develop students' critical thinking skills

- **Student Learning Outcomes**

- Speak publicly, in both formal and informal contexts, demonstrating skills such as appropriate selection of topic and supporting evidence and materials, clear organization, effective presentation, and the ability to analyze and adapt to various audiences, settings, and occasion factors;
- Participate effectively in discussion;
- Analyze and critique the oral communication of oneself and others

- **Other course learning outcomes** include demonstrated knowledge of:

- Persuasive and informative strategies
- Appropriate audience analysis and adaptation strategies
- Appropriate verbal and non-verbal delivery skills
- A complete sentence preparation outline, speaking notes, and bibliography page
- Appropriate and effective supporting material choice and use
- Effective development of and use of visual aids
- Appropriate organizational pattern choice and use
- Appropriate transitions and summaries
- Effective introductions and conclusions

The assignments in this course are designed to help you achieve these outcomes. Textbook readings, class lectures, class activities, online REVEL chapter quizzes, and presentations will provide you with information about major concepts of oral presentational communication and the opportunity to experience and practice these concepts.

- **Course Requirements and Policies**

- Plagiarism is strictly prohibited in any form, written or oral! Familiarize yourself with the University of Louisville policy regarding plagiarism and outcome of anyone who violates such policy.
- Class discussion and activities may not permit in-depth coverage of reading material. Students are responsible for reading all of the assigned material, as it will be assessed on the chapter quizzes portion of your grade and the information will be incorporated into your speeches.

- **Attendance**

- This is a skills-based course. In order to be successful in this course, the student must be present! We will cover a substantial amount of material in each class. Therefore attendance at every class is a priority and students are expected to be present in every class; not to miss any classes.
- **All days are critical to your learning about speaking.** In general, speeches, quizzes, and in-class activities cannot be made up. Please refer to **page 8** in the CRT.

- **If an emergency should occur on your assigned speech day, you must contact the instructor (through call or email) WITHIN 24 HOURS of the absence.** Your instructor will then determine if the speech or test can be made up, but that will not be likely without documentation to support your claim requiring the absence (doctor's note, accident report, etc.)
- Obviously, if you miss an activity for a particular class, you miss out on those points. **Activity points cannot be made up.** To be clear, you are expected to deliver your speech on your assigned day. There are no exceptions! **If you fail to deliver your speech on the assigned day you will receive ZERO points on that speech.**
- Students **must** present their speeches on the date assigned.
- For those students who have had 0 absences, you will be awarded an extra 5 points at the end of the semester. (This may not seem like much, but with +/- grading system, it can make a big difference in your grade.)

The above notes are just highlights of the attendance policy on page 9 in the CRT, so refer to that for more explanation. Attendance policies will be strictly adhered to throughout the semester.

- **Speeches:** consist of one or more of the following types:
 - an introductory speech,
 - informative speeches
 - persuasive speeches
 - impromptu speeches
 - Speech guidelines and helpful worksheets and tips for each speech are located in the CRT on pages 45-86. Scoring rubrics for each speech are located in the CRT on pages 113-136.
 - Final decisions pertaining to the speeches and this course will be at the discretion and convenience of the individual instructor.
- **Quiz material**
 - There are 200 points allotted to tests/quiz types of assignments. Your reading assignments and related quizzes are due before class discussions on those chapters. You will take the short quizzes for each chapter in **REVEL**. It is your responsibility to ensure you have access to a computer/laptop/phone/tablet in order to complete this aspect of the course. (If you are waiting on financial aid to begin REVEL, you may still begin progress via their 30-day trial, so you're expected to maintain the same schedule assigned to everyone else.)
 - The daily class schedule outlines when you are to read/do something and also when items are due. The REVEL assignment schedule lists clear due dates as well. If you miss the REVEL deadline, quizzes will not be re-opened for any reason. You can work ahead up to three weeks to ensure no special circumstances at the last minute cost you a chance to take your quiz.
 - These online REVEL quizzes after sections in the text are designed to aid in your understanding and retention of key concepts and theories, facilitate discussion in class of the daily class material and foster improvement on your speeches.
 - Your grade on the REVEL quizzes are a percentage (not the actual points) of the 200 points listed on Blackboard. In essence, your REVEL score will be calculated to a 200 point value and that will account for 20% of your overall grade.

- Come to class having read the material and taken the section quizzes as designated on the class schedule. Both your REVEL grade and your professionalism/participation grades could be negatively affected if you are not prepared.

- **Evaluation tools**

You have a total of nine (9) speech evaluations to complete during this semester: four (4) on yourself (one for each speech), four (4) on your peers, “real time” peer evaluation of a speaker during each of the four speaking events, and one (1) on an outside speaker’s utilization of the concepts we are using in this course.

- You’ll fully complete the **peer evaluation** form found toward the end of your CRT. You will be assigned one speaker per round of speeches to evaluate.
- You will need to have a recording of your speech, so you may watch it as you fully complete the **self evaluation** form, also found in your CRT.
 - You are to then write a **1-2 page paper** on your findings and plan for improvement to be stapled to and turned in along with the Self Evaluation form the next class period. This written evaluation is in addition to the form you complete and is to be stapled to your self-evaluation form. One turned in without the other will automatically lower your grade by ½ of the points. The format is standard university font size, spacing, and margins.
- The **outside critique** will not have a form in the CRT, but you will be required to follow the guidelines you use for speech presenting as we discuss in class and you address in your own self-evaluations. The outside evaluation **must be 2-3 full pages in length**.

- **Outlines**

- A typed full complete sentence preparation outline is required for all speeches. A working copy of your outline is to possibly be turned in, discussed with your peers, and definitely seen by the instructor on speech outline day.
- Also, a brief keyword-only set of speaking notes (worth 10 points per speech) will be required for all speeches.
- The final preparation outline with bibliography and the four (4) questions answered along with your speaking notes will be turned in on the day of your speech and will be a part of your speech grade.
- Full complete sentence preparation outline with bibliography and four (4) questions answered will be worth 15 points per speech outline.
 - The four questions are:
 - What type of introduction did I use and WHY.
 - What type of conclusion did I use and WHY.
 - What was my pattern of organization and WHY.
 - On informative speeches – was my speech about an object, concept, process or event and WHY.
 - On persuasive speeches – was my speech a claim of fact, value, policy, and WHY do I believe it was.

- **Speaker’s Center and Speech Mentors – page 3 in the CRT**

- Please visit the Speaker’s Center, located in the basement of Strickler Hall LL021.
- Students can get help with all aspects of speech preparation.
- You can find their office hour information on the web at: commcourses.com/oc
- Use them! They really help your speeches.
- You may earn up to 5 points extra credit per speech for discussing your speech with them. A possible total of 20 points extra credit is available and you’ll be more confident as well.

- You **must** be prepared to discuss your speech with them. There will be **no credit** if you are not prepared to work with them. Please be respectful to the mentors – they are one of your greatest supports and and more helpful allies.
- **Class Conduct**
 - It is imperative that you are respectful and courteous to your peers.
 - No cell phones or texting, and no laptop computers open and in use during speeches.
 - There is a class professionalism grade (as a speaker AND listener) this will be based on your behavior, maturity, and respect for your classmates. It will be determined by the instructor.
 - NO hats are to be worn during speeches. Look the part and dress presentably/professionally on speech day
 - If you are late on speech day, wait until the speaker concludes their speech before entering the room
- **Disabilities**
 - Refer to page 11 in the CRT. The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. Students with disabilities, who need reasonable modifications to successfully complete assignments and otherwise satisfy course criteria, are encouraged to meet with the instructor as early in the course as possible to identify and plan specific accommodations. If you are a student with a disability and believe your require accommodation to participate in and complete requirements for this class, contact the Disability Resource Center (119 Stevenson Hall, 852-6938) for verification of eligibility and determination of specific accommodations. Students may be asked to supply a letter from the Disability Resource Center or other documentation, which will assist in modification planning.
- **Counseling Center**
 - Please see pages 11-12 in the CRT for more detailed information on this topic that may prove useful to you in your career and in college
 - College can be a stressful experience. If you are feeling overwhelmed, troubled, or just need to talk to someone, please contact the University of Louisville Counseling Center at (502) 852-6585.
- **Dean of Students**
 - Please see page 12 in the CRT for more detailed information on this topic that may prove useful to you in your career and in college
 - Please get acquainted with the Dean of Students' office and their available services. They "promote a positive learning experience and make available opportunities for students to achieve their full academic and personal potential." If you are having issues or need help and guidance academically, please contact them. W 301 Swain Student Activities Center, online at <http://louisville.edu/dos>, or by phone at (502) 852-5787
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- **Title IX/Cleary Act Notification**
 - Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University Policies. Students experiencing such behavior may obtain **confidential** support from the PEACC program (852-2663), counseling center (852-6585), and campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Other resources to help you with your college experience are on page 12 in the CRT and include:

- REACH
- Career Development Center
- The Writing Center

Grading Scheme

Assignment	Points
Speech #1 (Introductory)	50
Speech #2 (Informative)	125
Speech #3 (Persuasive)	150
Speech #4 (Persuasive)	175
Outlines- (4 preparation – 15 each) (4 Speaking Notes – 10 each)	100
Activity Points /Professionalism (approx. 100 points) Outside Speaker Evaluation (20 pts) Self Evaluations (4@20) (total combined 100)	200
REVEL Chapter Quizzes (20% of the overall grade)	200
Total	1000

Extra credit points

- Visit Speaker’s Center and the Speech Mentors (once per speech +5 points, max of 4 times, see notes above about preparation) Total points possible: (+20)
- Perfect attendance in class (+5)
- Attendance at speech program sponsored event (+5)

Total Points

Final Grade

1000	A +	770 – 799	C+
930 – 999	A	730 – 769	C
900 – 929	A-	700 – 729	C-
870 - 899	B+	670 – 699	D+
830 – 869	B	630 – 669	D
800 – 829	B-	600- 629	D-
		Below 600	F