



SPEECH 1315 — Public Speaking Course Outline

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Methods of Instruction

This course uses a variety of methods, including lecture, video, occasional small or large group discussion, and peer evaluation. You may expect that some speeches —not all — will be videotaped for analysis, either by yourself or by your instructor.

Much of the class content is related to managing the presentation of oneself with confidence and professionalism. Some techniques of classroom management are intended to reinforce stated this goal.

Class Handouts and Other Materials

The many of your class materials will be made available to you through Blackboard. It's essential for you to be able to log on and access your class.

Class Policies

Attendance policy: There is no such thing as an “excused.” An absence *is* an absence and subject to the following policies:

No credit for Speech 1315 will be given to any student who has 7 absences (3 in a night class). Students with 4 absences may have their final course grade lowered to reflect less than satisfactory class attendance. If you are on financial aid, please take note. You have a self-interest in understanding this policy is enforced.

You should understand that persistent tardiness is a form of disruptive behavior. Therefore, a pattern of tardiness may be counted as a class absence. Traditionally, ***three tardies*** have been used as the equivalent of ***one absence***.

I will check the class roll each meeting. It is your responsibility to see that the class roster accurately reflects your class attendance. *In other words, if you come to class late, YOU must be sure I change the absence to a tardy.*

Attendance incentives: Students with perfect attendance for the semester will have 5 extra credit points added to their lowest speech grade. Thereafter, extra points are scaled one point per absence, with three absences being the maximum (3 absences = 2 extra

points.) No additional points for attendance are given to anyone who has more than three absences.

Late Work / Make-up Work: Students who miss class on the day a speech is due, or who attend class but are unprepared, fail to fulfill the requirements of the assignment. Late work *will* be penalized. **Late speeches will be penalized 10 points.** An additional penalty may be applied if a student is not prepared the on day set aside for make-ups.

Late work will be made up at a time determined by the instructor.

Some speeches require a written plan. Usually this is a worksheet or outline from which speaking notes have been made. Written work must be submitted to your instructor *prior* to presentation of the speech. Handwritten work will *not* be accepted. **Students who do not have the required written work may not give a speech.** The policy for late work applies in this requirement.

Work missed as a result of a college sanctioned activity may be made-up without penalty. Students who miss a speech for a college activity will be allowed to give the speech, if possible, on the day they return to class. The absence policy applies to college sponsored activities.

Incomplete Grades: At the end of the semester, an “I” grade will be given only in appropriate circumstances. There must be an arrangement with the instructor about how and when that incomplete grade will be removed before the incomplete will be given.

Academic Dishonesty: Plagiarism is using, stating, offering or reporting as one’s own idea the idea, expression, or production of another person. All speeches and written work must be your own. Plagiarism of any speech or other written material will result in a failing grade.

Last Day to Drop: Drop slips may be obtained in the Admissions Office or in the Counseling Center. Students who stop attending class — or who have excessive absences — but do NOT drop or withdraw may receive a grade of “W” at the instructor's discretion.

Classroom Etiquette: In order to maintain a appropriate classroom environment, please demonstrate a respect for others. You are asked to observe these rules during class time:

1. Do not enter the class while another student is making a presentation.
2. Avoid physical distractions while speaking in public. You will not be allowed to make a public presentation while wearing a hat, a dew rag, a t-shirts with a logo or other inappropriate clothing.
3. Set all cell phones and beepers in the “off” position while in the classroom.
4. Keep to your seats once class has begun.
5. Do not create a distraction by rummaging in your backpack or whispering to another student while others are giving speeches.
6. Do not lay your head on your desk while another student is speaking.

Grading Criteria:

Speeches will be evaluated for preparation and delivery. Preparation includes evidence that a speech has been practiced orally using speaking notes and are organized following an assigned format.

A traditional grading scale will be followed: A (95-90), B (89-80), C (79-70), D (69-60), F (under 60). Missing assignments, including tests, will be averaged as a “0” grade. As the semester progresses specific criteria will be discussed for “A,” “B,” and “C” speeches.

The primary purpose of a final grade is to reflect as accurately as possible the progress students make in improving their public speaking skills and their understanding of the components of effective communication. Final grades will be based on the following percentages:

Speeches	70%
Tests, Quizzes, Activities	30%

Keep copies of all evaluations, tests, and other graded material in the event a question is raised about your course grade.

Course Requirements:

Each student will be required to complete series of speaking assignments. (These assignments may include both oral and written components) Other speaking requirements may include short impromptu presentations (1-2 minutes), practice exercises in developing speech components, and written critiques of speeches.

To receive a grade of “C” or better on a speech a student must meet the minimum specified requirements:

1. The speech topic must be appropriate for the audience and the occasion.
2. The speech must have a clear sense of purpose.
3. The speech must have a clearly identifiable introduction, body, and conclusion.
4. The speech must be delivered extemporaneously, not read or memorized.
5. The speech must be appropriate and satisfy any specific requirements of the assignment (i.e. references, outlines, visual aids).

Written assignments may include selected chapter quizzes, a mid-term exam, and a final exam. Additionally, students may be asked to provide written reactions to their own speaking experiences or critiques of other speakers’ speeches.

Course Content Outline

The following list suggests the underlying organization of Speech 1315 and presents the materials from which the course will be taught.

Reading Assignments

Selections from chapters in *Building a Speech, 6th edition* will be assigned at appropriate times during the semester.

Speech Assignments

Students will give at least four speeches during the semester. The order of the speeches may vary.

A speech of self-introduction	Informative speech
Special Occasion speech	Persuasive speech

Test and Quizzes

Occasional chapter quizzes, as needed
Tests, as assigned

Course Activities

Activities of the course will be chosen from, but are not limited to, the following:

Discussion of the class syllabus and course outline	Evaluation criteria for speeches
Purposes of a speech class	Peer evaluation groups
Types of communication	Critiques of speeches (including self-critiques)
Communications model	General and specific purposes
Oral vs. written Language	Thesis statements
Controlling nervousness	Principles of outlining
Extemporaneous style of delivery	Peer review of student outlines
Speaking notes	Preparation and use of visual aids
Basics of speech organization	Use of source materials in speeches
Presentation of student speeches	Monroe's Motivated Sequence
Videos for study	Group work