Public Speaking
COMM1315. 0h1, Hybrid Format
Fall 2023
Day and Time of Class

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"As a comet, I pledge honesty, integrity, and service in all that I do."
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PROFESSOR

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COURSE DESCRIPTION
This course is an in-depth examination of the principles of public speaking, with an emphasis on the preparation and performance of speeches in informative, persuasive, and special occasion contexts. Speeches are presented in virtual and face-to-face settings, and individual speeches and a team presentation are required.

Course Prerequisites: COMM1315 is an introductory course that does not require prerequisites. It is assumed that students who enroll in the course have the grammatical, logical, and rhetorical skills necessary for university-level writing.

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MODALITY, EXPECTATIONS, AND COURSE OBJECTIVES

Instructional Mode	Hybrid mode: you must attend and participate in class one day a week and then complete specified assignments online.
Course Platforms	Online platforms include: eLearning, Turnitin, UTD email, and MS Teams.
Expectations	Students are expected to: 1. Purchase/rent the required text: Steven A. Beebe and Susan J. Beebe, *Public Speaking: An Audience Centered Approach,* 11th ed., Boston: Pearson. (10th edition can be used.) Suggested Reading Text: O'Hair, D., Rubenstein, H., & Stewart, R. (2018). *A Pocket Guide to Public Speaking,* 6th ed., Bedford/St. Martin's. 2. Check emails daily (M-F) and read weekly announcements. Course emails to me should show the course prefix and section number. 3. Read and complete all assignments on time according to instructions. 4. Submit all assignments online through eLearning unless otherwise specified. 5. Attend classes prepared to participate in activities and to treat others with respect. 6. Make me aware or any personal issues that are influencing your class attendance or completion of assignments. If addressed sufficiently early, we may be able to handle them in a mutually agreeable manner.

General Core Area 010 Communication
Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion, and audience.

Core Objectives

Critical Thinking	To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
Communication	To include effective development, interpretation, and expression of ideas through written, oral, and visual communication
Teamwork	To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
Personal Responsibility	To include the ability to connect choices, actions, and consequences to ethical decision-making

Course Objectives
Upon successful completion of this course, students will be able to:
1. Demonstrate ethical and critical thinking skills in selecting, researching, and adapting topics for informative, persuasive, and special occasion speeches.
2. Develop proficiency in creating formal speech outlines using audience-centered principles and strategies of public speaking.
3. Deliver extemporaneous speeches with effective verbal and nonverbal techniques in individual and group presentations.
4. Exhibit respect, responsibility, and restraint when collaborating with team members and providing feedback to classmates.

TECHNICAL REQUIREMENTS, SUPPORT, RESOURCES, AND SERVER UNAVAILABILITY
Technical Requirements
In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Technical requirements can be found at the Getting Started with eLearning webpage.

Technical Support
The Getting Started with eLearning webpage can show you how to access this course using your UT Dallas NetID and password on the eLearning website.

To become familiar with the eLearning tool, please see the Student eLearning Tutorials webpage.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The eLearning Support Center includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

Resources
Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the eLearning Current Students webpage for more information.

UTD aids all students requiring academic help. See the Academic Support Resources webpage to learn about the assistance that is available.

Server Unavailability

in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online eLearning Help Desk.

UTD DALLAS SYLLABUS POLICIES AND PROCEDURES AND COURSE POLICIES
UTD Policies
The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the sections regarding the credit/no credit grading option and withdrawal from class. Visit http://go.utdallas.edu/syllabus-policies for these policies.

Course Policies

Attendance	Regular class attendance is expected. During class, you will engage in group or other activities that solicit your feedback on homework assignments, readings, or materials covered in the lectures. You will also complete class assignments that will develop your research, outline, and speaking skills. If you do not attend, you cannot receive credit for the in-class assignments. If your attendance is impaired by personal issues, please let me know before your grade suffers. Multiple absences will impact your final grade. Your final grade may also be impaired by multiple tardy arrivals to class.
Excused Absences	UTD excuses absences related to the observation of holy days. If documentation is provided, UTD also excuses absences involving personal illness requiring a physician's assistance or hospitalization, emergencies related to a student's family (hospitalization or death), special curriculum requirements (field trip, etc.), official university activities, or military duty. Documentation for an excused absence is due upon your return to class. Makeups are available for documented, excused absences only. Makeup assignments are due within one week of your return to class unless otherwise allowed.
Plagiarism	UTD has a no tolerance policy for plagiarism, copyright infringement, or scholastic dishonesty. Failure to give in-text and end-of-text citations/oral footnotes for the sources you reference or failure to use quotation marks for direct comments is considered plagiarism. You cannot re-use a paper or portions of a paper you personally submitted in high school or in another college class. These links address academic integrity as well as what constitutes cheating at UTD: UTD Student Code of Conduct and Academic Dishonesty If you do not follow these UTD policies, your work will be sent to UTD's Office of Community Standards and Conduct for investigation.
Assignment Submission	Speeches will be posted on eLearning via a Box share link. Instructions for posting using a Box share link will be provided. Other assignments should be submitted using MS Word, MS PPT, or PDF. I cannot give feedback on assignments posted as Pages or Keys files.
Assignment Deadlines	All speech presentations and other assignments are due on the date assigned. If a speaker does not appear on the day assigned, the speaker will receive a zero for the assignment. You cannot receive credit for missed speeches or late assignments. If you experience extreme circumstances, contact me immediately. I cannot help you if you wait until late in the semester to explain your circumstances.

Citizenship and Communication	We are likely to discuss some controversial issues. It's also easy to misunderstand someone when communicating by text in discussion boards. Attacks against people, their beliefs, values, culture, race, sex, gender, sexual orientation, religion, or political affiliation will not be tolerated. I ask you to listen and ask questions before you make decisions. Monitor your language and try to understand other viewpoints, even if you do not support them. If we take extra effort to interact with an attitude of respect, restraint, and responsibility, we can create a comfortable class environment for everyone.

GRADING SCALE AND ASSIGNMENTS

Grading Scale
Grading is based on the UTD Undergraduate Catalog. Students can earn 1,000 points during the semester. Grades are awarded according to the points earned below:

Grade	Total Points Earned
A+	970-1000
A	930-969
A-	900-929
B+	870-899
B	830-869
B-	800-829
C+	770-799
C	730-769
C-	700-729
D+	670-699
D	630-669
D-	600-629
F	Less than 599

Assignments

Assessment	Points
Speech of Introduction uploaded from Box into eLearning	50 pts
Speech of Introduction Part 2 – Welcome your Peers and Review/Evaluate your Speech	50 pts
Research-oriented Informative Speech Outline	50 pts
Research-oriented Informative Speech	100 pts
Informative Speech Analysis/Reflection Paper	50 pts
Research-oriented Persuasive Speech Outline	100 pts
Research-oriented Persuasive Speech	200 pts
Persuasive Speech Analysis/Reflection Paper	50 pts
Team Project, Team Presentation – Special Occasion Speech	100 pts
Team Member Evaluation	50 pts
Participation Grade	50 pts
Digital Discussion Posts (four, 25 points each)	100 pts

Assessment	Points
My Three Takeaways paper/video	40 pts
Skills Assessment Survey	10 pts
Total	1,000 pts.

ACADEMIC CALENDAR

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Module 1			
In Class	Introduction to course	• Ice breaker introductions • Demo eLearning • NACE Top 10 Skills • Public Speaking as a transferable skill • Chapter 1 Introduction	• Introduce the Speech of Introduction video upload assignment
Online, after our first class	Speaking with Confidence	• Read Chapter 1 Speaking with Confidence 　• Access the Weekly Learning Module in eLearning to complete the online activities 　• Re-watch the video and re-read the article discussed in class to apply tips and training in your first speech	
Module 2			
In class	1. Perception of small talk - Apply it to the Transactional Model of Comm 2. Speech Preparation	• Go over Box, the video upload tool, and Skype tips • Watch Small Talk videos, discuss • Get in teams and practice small talking according to "Sustaining a Conversation" box on pg. 190 in the supplemental chapter in eLearning	• Go over Speech of Introduction video upload assignment • Show Speech of Intro video as an example • Go over Research-Oriented Informative Speech assignment • Hand out the Speech Form in class

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Online, after our second class	1. Presenting Your First Speech 2. Listening to Speeches	• Read Chapter 2 and Chapter 4 • Access the Weekly Learning Module in eLearning to complete the online activities • Read the article and **watch the student sample Speech of Introduction** video to apply tips and training in your first speech	1. Prepare your Speech of Introduction using the resources found in the speech folder on the course homepage and in Module 1 **2.** Upload Speech from your Box account into the Speech of Introduction link in eLearning on the left-hand side menu due by next week 10:00 AM prior to our next class date
Module 3			
In Class	1. Speech Preparation	• Cover the 4 main parts of speech preparation • Review speech rubric • View Amy Cuddy - Tips for overcoming nervousness • Go over Discussion #1 assignment • Go over Speech of Introduction Part 2	

Online, same pattern each week, after we meet in class	1. Introducing and Concluding Your Speech
	2. Delivering Your Speech
	3. Discussion Assignment #1 begins in eLearning
		• Read Chapter 9 and 11
		• Discussion Assignment #1 begins in eLearning
		• Access the Weekly Learning Module in eLearning to complete the online activities
		• Watch the videos to apply tips and training in your next speech
		• Your next speech will be graded on implementing the tips and training in Module 3
			1. Part 2 of the Speech of Introduction:
			  i. View and post welcoming comments on each of your classmates' Speech of Introduction videos due by 10:00 AM prior to our next class.
			  ii. View and evaluate your own Speech using the rubric. Details are in the eLearning Weekly Module 3
			2. Discussion #1 starts - Post your original post in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class

Module 4			

Format	Topic	Weekly To Do's	Assignment/Assessments Due
In Class	Speech Organization and the fundamentals of outlining	• Reflect, discuss Amy Cuddy's Power Pose video • Go over outlining and show examples of strong outlines • Analyze and brainstorm Attention Getters • Introduce MLA citations	• Apply chapter 8 towards your individual Informative Speech outline • Work on Speech Form
Online	1. Analyzing Your Audience 2. Organizing and Outlining Your Speech 3. Discussion #1 continues in eLearning	• Read Chapter 5 and 8 • Access the Weekly Learning Module in eLearning to complete the online activities • Watch the videos to apply tips and training in your next speech • Your next speech will be graded on implementing the tips and training in Module 4	1. Speech Form is due via email to me by 10:00 AM prior to our next class. Bring a copy to class as well 2. Discussion #1 continues - Post responses to four of your colleagues' posts in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class.
Module 5			
In Class	Research and Citations	• Discuss MLA video from Module 4 • MLA "cheat sheet" • Writing Center visits • Audience Analysis Poll activity • Go over Discussion #2 assignment	• Informative Speech Form is due today – via email to me and bring it to class

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Online	1. Developing Your Speech 2. Speaking to Inform 3. Gathering and Using Supporting Material 4. Discussion #2 starts in eLearning	• Read Chapter 6 and 13 and 7 • Access the Weekly Learning Module in eLearning to complete the online activities • Watch the videos to apply tips and training in your next speech • Your next speech will be graded on implementing the tips and training in Module 5	1. Discussion #1 wrap up: Read and reply to <u>one</u> of your colleague's response to your original post. Details for replying are in the Discussion assignment. 2. Discussion #2 starts - Post your original post in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class 3. Outline check in class next week – bring your outlines to class next week and email it to me by 10:00 AM prior to our next class
Module 6			
In Class	1. Public Speaking 2. Visual Aids	• Team Ice Breaker • Review the speech rubric • Create/review Key Word note cards • Practice Verbal Transitions • Visual Aids – when & when not to use them • Rethink PowerPoint • Persuasive Speech form introduced	• Create key word note cards in class today for me to review • Outline check in class – bring your outlines to class and email it to me

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Online	1. Speaking Freely and Ethically 2. Using Presentation Aids 3. Discussion #2 continues	• Read Chapter 3 and 12 • Access the Weekly Learning Module in eLearning to complete the online activities • Watch the videos to apply tips and training in your next speech • Your next speech will be graded on implementing the tips and training in Module 6 and all previous modules	1. Everyone submit your formal Informative Speech outline in eLearning in Turnitin by 10:00 AM prior to our next class 2. Practice your Informative Speech 5 or 6 times! 3. Discussion #2 continues - Post responses to four of your colleagues' posts in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class 4. Take the Speech Readiness Quiz in Module 6 in eLearning 5. Start to develop and draft the Persuasive Speech Form
Module 7			
In Class	1. **10** Research-Oriented Informative Speeches 2. Peer evaluations and feedback	• Speeches performed • Get into teams, go over Team Project and Team Presentation details and deadlines • Hand out Team Speech Form • Go over Discussion #3 assignment	• Mandatory Attendance! By observing your classmates, you will gain more exposure to public speaking skills • Formal Informative Speech Outlines are due today • Listening Assessments – Peer Critiques
Online	1. Using Persuasive Strategies 2. Understanding Principles of Persuasive Speaking 3. Discussion #3 starts in eLearning	• Read Chapter 14 and 15 • Access the Weekly Learning Module in eLearning to complete the online activities • Watch the videos to apply tips and training in your next speech • Your next speech will be graded on implementing the tips and training in Module 7 and all previous modules	1. Discussion #2 wrap up: Read and reply to <u>one</u> of your colleague's response to your original post. Details for replying are in the Discussion assignment. 2. Discussion #3 starts - Post your original post in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class 3. Continue to develop and draft the Persuasive Speech Form
Module 8			

Format	Topic	Weekly To Do's	Assignment/Assessments Due
In Class	1. **10** Research-Oriented Informative Speeches 2. Peer evaluations and feedback	• Speeches performed • Work in teams - monitor communication and participation • Chapter 14 and 15 reflection - Lesson on persuasive speeches • Analyze sample persuasive speech • How to handle Q&A • Go over the Informative Speech Reflection Paper	• Mandatory Attendance! By observing your classmates, you will gain more exposure to public speaking skills • Listening Assessments – Peer Critiques • Persuasive Speech Form is due by next class – via email to me and bring it to class
Online	1. Discussion #3 continues	• Appendix A Introduction "Speaking in Small Groups" • Access the Weekly Learning Module in eLearning to complete the online activities • Watch the videos to apply tips and training in your next speech • Your next speech will be graded on implementing the tips and training in Module 8	1. Team member emails me weekly progress – see Module 8 for details 2. Discussion #3 continues - Post responses to four of your colleagues' posts in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class 3. Persuasive Speech Form is due by next class – via email to me and bring it to class 4. Informative Speech Analysis/Reflection Paper is due via email to me by 10:00 AM prior to our next class
Module 9			

Format	Topic	Weekly To Do's	Assignment/Assessments Due
In Class	1. Persuasive outline workshop	• Get in teams and monitor progress and address communication dynamics • I will review each team's Speech Form and provide feedback • Appendix A Reflection "Speaking in Small Groups" • Go over Discussion Assignment #4 • Analyze sample persuasive speech • Visual Aids – when & when not to use them	• Listening Assessments – Peer Critiques • Mandatory Attendance! • By observing your classmates, you will gain more exposure to public speaking skills • Persuasive Speech form due today via email to me today and bring it to class • Informative Speech Analysis/Reflection Paper is due via email to me today

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Online	1. Discussion Assignment #4 begins in eLearning 2. Visual Aids	• Re-visit Chapter 12 • Access the Weekly Learning Module in eLearning to complete the online activities	1. Discussion #3 wrap up: Read and reply to <u>one</u> of your colleague's response to your original post. Details for replying are in the Discussion assignment. 2. Discussion #4 begins – post your original post in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class 3. Team member emails me weekly progress – details in Module 9 in eLearning 4. Formal Persuasive speech outline due via turnitin link in eLearning by 10:00 AM prior to our next class **5.** Take the Speech Readiness Quiz in Module 9 in eLearning
		Module 10	
In Class	**1.** **10** Research-Oriented Persuasive Speeches	• Speeches performed • Q&A conducted after each speech • Work in teams on the group project formal outline and the sample outlines as a guide • Decide/practice Attention Getter and Delivery • View team presentation rubric	• Formal Persuasive speech outline due today via turnitin link in eLearning • Listening Assessments – Peer Critiques • Mandatory Attendance! By observing your classmates, you will gain more exposure to public speaking skills.

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Online	1. Discussion Assignment #4 continues in eLearning 2. Speaking for Special Occasions and Purposes	• Read Chapter 16 Speaking for Special Occasions and Purposes • Access the Weekly Learning Module in eLearning to complete the online activities • Watch the videos to apply tips and training in your next speech • Your next speech will be graded on implementing the tips and training in Module 10 and all previous modules	1. Discussion #4 continues - Post responses to four of your colleagues' posts in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class 2. Team Speech Form is due by next class – via email to me and bring it to class 3. Team member emails me weekly progress – see Module 10 in eLearning for details 4. Learn how to use the communication skill Perception Checking
Module 11			
In Class	1. **10** Research-Oriented Persuasive Speeches	• Speeches performed • Q&A conducted after each speech • Get in teams, discuss and make progress on Delivery, Attention Getter, and Activity – prepare for Dress Rehearsal next week • In teams, work on team presentation outlines • Discuss team presentation rubric • Go over the Persuasive Speech Reflection Paper	• Mandatory Attendance! By observing your classmates, you will gain more exposure to public speaking skills. • Listening Assessments – Peer Critiques • Team Speech form due today via email to me today and bring it to class

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Online	1. Practice!	• We're done with chapter readings ☺ • Access the Weekly Learning Module in eLearning to complete the online activities • Watch the videos to apply tips and training in your next group project at work or in class	**1.** Discussion #4 wrap up: Read and reply to <u>one</u> of your colleague's response to your original post. Details for replying are in the Discussion assignment. 2. Draft of Team Formal Outline due in class next week 3. Teams practice your presentation 5 or 6 times to be ready for the speech coach! 4. Team member emails me weekly progress – details are in Module 11 in eLearning 5. Persuasive Speech Analysis/Reflection Paper due via email to me by 10:00 AM prior to our next class
	Module 12		
In Class	1. Special guests! Presentation skills coaching session and team communication activities	• Get coached on effective presentation skills, practice your "attention getter", and practice with the technology • Outline check – I will provide guidance and feedback on each teams' draft of the outline • Go over My Three Takeaways assignment • Appendix A Reflection "Speaking in Small Groups"	• Mandatory Attendance! • **Bring drafts of your Team formal outlines** and be ready to practice your presentation – you'll receive feedback and input on ways to improve your presentation and PowerPoint skills. Each team gets 10 minutes. • Persuasive Speech Analysis/Reflection Paper is due via email to me today
Online	1. My Three Takeaways begins in eLearning	• Access the Weekly Learning Module in eLearning to complete the online activities	1. ALL teams final Formal Outline due next week emailed to me by 10:00 AM prior to our next class 2. Teams practice presentation again based on coaching feedback 5 or 6 times! 3. Team member emails me weekly progress – last one! 4. My Three Takeaways begins – by 2 weeks, post your original post in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class

Format	Topic	Weekly To Do's	Assignment/Assessments Due
Module 13			
In Class	1. Team Project Presentations – Teams 1, 2, and 3 present	• Team Presentations • Q&A conducted • Peer evaluations completed • Course Reflection, Skills gained	• Mandatory Attendance! By observing your classmates, you will gain more exposure to public speaking skills. • ALL teams Formal Speech Outlines due today, emailed to me
Online	1. My Three Takeaways continues in eLearning		1. My Three Takeaways continues - Post responses to four of your colleagues' posts in eLearning using the Discussions link on the left-hand side of eLearning due by 10:00 AM prior to our next class
Module 14			
In Class	1. Team Project Presentations – Teams 4, 5, and 6 presents.	• Teams Presentations • Q&A conducted • Peer evaluations completed • How to represent COMM 1315 on your resume • Course wrap-up – NACE • My Three Takeaways wrap up in class	• Mandatory Attendance! By observing your classmates, you will gain more exposure to public speaking skills • My Three Takeaways wrap up in class
Online			1. Submit your Team Member Evaluation via the Turnitin link found in the Team Project Folder.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.