



**COMM1315.0h2 & 0h7**  
**Public Speaking, Hybrid Format**  
**Melissa Hernandez-Katz, PhD**  
**Fall 2024**  
**ATC 3.205**

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### Professor's Contact Information

<b>Office Location</b>	JO 3.542
<b>Email Address</b>	mhkatz@utdallas.edu
<b>Office Hours</b>	Student Visiting Hours are Tuesdays 10 – 11 am (MS Teams or in person) and by appointment at other times Please feel free to email or send a chat message via TEAMS. I check email at least once a day between 9 am – 3pm M-F.
<b>Other Information</b>	Please allow 2 business days to respond. If you email or send a message over the weekend the 2 business days response time applies.

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### General Core Area 010 Communication

**Description:** 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.

**Objectives:** **Critical Thinking (CT)**—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information  
**Communication (COM)**—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication  
**Teamwork (TW)**—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 (PR)**—to include the ability to connect choices, actions, and consequences to ethical decision-making

### General Course Information

**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.

**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.

## Student Learning Objectives

Upon successful completion of this course, I am both confident and hopeful that students will be able to:

1. Demonstrate ethical and critical thinking skills in selecting, researching, and adapting topics for informative and persuasive 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.

## Required Textbook

Steven A. Beebe and Susan J. Beebe, *Public Speaking: An Audience Centered Approach*, 11<sup>th</sup> ed., Boston: Pearson. (10<sup>th</sup> edition can be used.) ISBN-10: **0135709717** ISBN-13: **978-0135709719**

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

## Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

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.

## Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

## Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, the AccessAbility Resource Center, and many others. Please see the [eLearning Current Students](#) webpage for more information.

## Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, 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](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

### Assignments

Assignment	Points
Informative Speech Working Outline Informative Speech PPT Informative Speech Presentation	50 points 100 points 100 points
Team Persuasive Speech Working Team Outline (team grade) Team PPT (team grade) Team Presentation (team grade) Team Peer Evaluation (individual grade)	50 points 100 points 100 points 100 points
Other Assignments Impromptu Speech My Three Takeaways Quizzes (5x10) Discussion Boards (5x20) In Class Activities (5x20)	100 points 50 points 50 points 100 points 100 points
Total	1,000 points

### Grading

Grading is based upon the UTD Undergraduate Catalog. Points are accumulated for a total of 1,000 points possible for the semester. Your grade will be based upon the total number of points you earn, not the percentage of points acquired. As a result, there is no “rounding up.”

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

### Extra Credit

(A maximum of 20 extra credit points can be earned during the course.)

- Share a meal or have a snack with your teammates before your team presentation and document the event by sending two pictures to your instructor. All teammates must be present. (10 extra credit points)
- Practice the Informative Speech and/or the Team Presentation with a COMM Lab coach before the presentation is due (10 extra credit points per coaching visit).

**To make a COMM Lab appointment, see <https://studentsuccess.utdallas.edu/programs/commlab/>** Once there, information is provided for attending in-person and virtual appointments and “pulling” (accessing) your extra-credit report to send to your instructor for confirmation of your visit.

### **Academic Calendar**

Week 1 8/19-8/23	Introduction to course	
Week 2 8/26/8/30	Chapter 1 & Chapter 2	
Week 3 9/2-9/6	Chapters 3, 6, 13	
Week 4 9/9-9/13	Chapters 4 & 5	
Week 5 9/16-9/20	Chapters 7 & 8	
Week 6 9/23 – 9/27	Chapters 9 & 10	
Week 7 9/30-10/4	Chapters 11 & 12	
Week 8 10/7-10/11	Chapters 14 & 15	
Week 9 10/14-10/18	Informative Speech	12 people present
Week 10 10/21-10/25	Informative Speech	12 people present
Week 11 10/28-11/1	TBD	
Week 12 11/4 – 11/8	Group Work Day	
Week 13 11/11 – 11/15	Team Presentations	3 Teams Present
Week 14 11/18-11/22	Team Presentations	3 Teams Present
Week 15 11/25-11/29	Fall Break – No Class	
Week 16 12/2 – 12/6	Impromptu Speeches	

## Course Policies

<p><b>Class Materials</b></p>	<p>Class materials will be available to all students registered for this class to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p>
<p><b>Class Attendance/ Participation</b></p>	<p>Arrive on time as roll is taken within the first 15 minutes of class. Tardiness is disrespectful to your professor and classmates and absenteeism will prevent you from acquiring the skills essential for good communication. You may miss two classes without penalty; additional absences will result in a deduction of 20 points each from your final grade. Two tardy arrivals will count as one unexcused absence. If you arrive after attendance has been taken, it is your responsibility to inform the instructor immediately after class. If you miss a class, consult the Syllabus and then the current Weekly Folder. Attendance is mandatory on days Informative Speeches and Team Presentations are delivered.</p>
<p><b>Class Recordings</b></p>	<p>Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p>
<p><b>Make-up Assignments</b></p>	<p>Makeups are available for documented, excused absences only and are due within one week of your return to class unless otherwise allowed. 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, or before the missed class if anticipated.</p>
<p><b>Late Work</b></p>	<p>Late work is not permitted without a documented excuse. Assignments posted after the due date receive a grade of zero. Technical difficulty with eLearning is not an adequate excuse unless the difficulty is system-wide. Allow at least 30 minutes to post an assignment, especially videos, as eLearning backups occur and if not submitted by the deadline you will receive zero for the assignment. If a personal or family crisis is affecting your class attendance and assignment completion, please discuss your situation with me before your grade suffers. I want you to succeed in this class and am willing to work with you to accomplish this if challenges exist.</p>
<p><b>Classroom Citizenship</b></p>	<p>Take ownership of your education. Purpose to learn in every class.</p> <ul style="list-style-type: none"> <li>• Check email daily (M-F) and read the weekly announcements. Course emails will begin with the course prefix and number (COMM1311.section number), and your emails to me should do the same.</li> <li>• Study and apply all course materials to your work. Complete all readings and assignments by deadlines and with excellence. Submit your work per instructions.</li> <li>• Attend all class meetings and engage with me and your classmates with respect.</li> </ul>
<p><b>Assignment Submission</b></p>	<p>Submit all documents in MS Word, MS PPT, or PDF formats. Documents saved as Google Docs or as a keys or pages file are not acceptable and will need to be submitted again in the proper format.</p>

<b>Plagiarism</b>	All drafts and final works will be written by students themselves, working individually or in groups as directed by assignment instructions. You may not use writing services, another’s work, your work from other classes, or AI writers to write content for you. More detail on UTD’s research policies can be found in <a href="#">the UTD Student Code of Conduct</a> . More detail on the specific writing expectations for this class can be found in “Plagiarism Policy” at the course eLearning site.
<b>Comet Creed</b>	<i>This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same: “As a Comet, I pledge honesty, integrity, and service in all that I do.”</i>
<b>Academic Support Resources</b>	<i>The information contained in the following link lists the University’s academic support resources for all students. Please go to <a href="http://go.utdallas.edu/academic-support-resources">http://go.utdallas.edu/academic-support-resources</a>.</i>
<b>UT Dallas Syllabus Policies and Procedures</b>	<i>The information in the following link shows the University’s policies and procedures segment of the syllabus. Please review the sections regarding the <a href="#">credit/no credit</a> grading option and withdrawal from class at <a href="http://go.utdallas.edu/syllabus-policies">http://go.utdallas.edu/syllabus-policies</a></i>

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