



COMM1315.0hn1
Public Speaking – CV Honors
Patricia Totusek, PhD
Spring 2026, F-T-F Format
11:30AM – 12:45PM, T/Th, SCI 3.260

Professor's Contact Information

Email Address Patricia.totusek@utdallas.edu
Office Location Jonsson (JO) 5.608G
Office Hours Student Visiting Hours are Tuesdays/Thursdays, 10-11AM, Thursdays, 1-2PM, and by appointment at other times. Do not hesitate to email me to arrange an in-person or virtual appointment at another time as I know my office hours will not be convenient for everyone. Meeting with students is one of my favorite activities.
Other Information Email is the best way to contact me. Student emails are answered within two business days.

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

Gregory, Hamilton. Public Speaking for College & Career: 2025 Release. McGraw Hill, 2025.

ISBN10: 1265266875 | ISBN13: 9781265266875

NOTE: The earlier, 12th edition, will not suffice for this course.

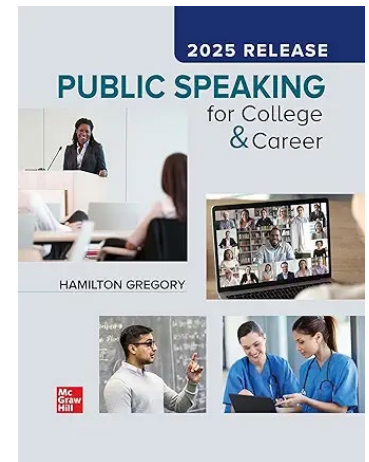
The publisher provides the lowest price options for the 2025 text at:

<https://www.mheducation.com/highered/product/public-speaking-for-college-and-career-gregory.html?pd=search&viewOption=student#mh-ecomm-he-product-accordion-34496518-heading-mh-ecomm-accordion-list-b6ae944ab3>

NOTE: Use of the required text begins in Week 1. As a courtesy, copies of the first chapters will be available on our eLearning course site if you are waiting for your text arrival. A copy of the text is also available for in-library use only, on Course Reserves, at the Service Desk, 2nd floor, McDermott Library.

Course Navigation

Access COMM1315 on eLearning by using your UT Dallas NetID to login to the [eLearning](#) website. The Announcement Page on the COMM1315 course site provides introductory information and directs you to the menu on the left where essential course components appear. Begin with “Start Here” to view the Syllabus and take the Syllabus Quiz. At the “Weekly Learning Folders” tab in the left menu you can view the learning objectives and your homework and assignment links for each week. To become familiar with the eLearning tool, see the [Student eLearning Tutorials](#) webpage and [Getting Started with eLearning](#)



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), an email request service, and an online chat service.

Some assignments will be recorded. Most students record assignments using their personal cell phone. You will be responsible for posting recorded assignments in eLearning using a Box share link. For assistance with all matters that are Box-related, see: issupport@utdallas.edu Instructions for using Box share links will be provided in class.

Assignments

Assignments	Points
Quiz Syllabus Quiz	10 points
Present-Past- Future Speech (C/NC)	20 points
“What’s My Name?” Speech Outline (50 pts.), Presentation (50 pts.)	100 points
Informative Speech Working Outline (50 pts.), Full-Sentence Outline (100 pts.) Speech Bootcamp (CR/NC, 30 pts.) Informative Speech PowerPoint (40 pts.) Informative Speech Presentation (100 pts.) Self-Assessment (30 pts.)	350 points
Impromptu Speech	30 points
Speech of Presentation/Speech of Acceptance (C/NC)	30 points
Practical Applications Practical Application 1: Taming Anxiety (30 pts.) Practical Application 2: Evaluating Online Sources (30 pts.)	60 points

Assignments	Points
Team Persuasive Speech Getting Started Form (Team Grade, 50 pts.) Working Team Outline (Team Grade, 50 pts.) Full-Sentence Outline (Team Grade, 50 pts.) Team PowerPoint (Team Grade, 40 pts.) Team Presentation (Team Grade, 100 pts.) Team Peer Evaluation (Individual Grade, 50 pts.)	340 points
Course Reflections Midsemester Survey My Three Takeaways Course Evaluation	20 points 30 points 10 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.” There is no grade negotiation at the end of the semester. Monitor your grade closely throughout the semester so you stay in control of it.

Grading Scale

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

Extra Credit

A maximum of **20 extra credit points** can be earned during the course. These are the only extra credit options.

- Visit with me during office hours (in person at JO 5.608G or virtually) in a 15-minute get-acquainted session (10 extra credit points). This option is available through Week 13 only.
- Practice the Informative Speech (individually) or Team Presentation (entire team) with a COMMLab coach (10 extra credit points per coaching visit).
- Receive assistance with your Informative Speech Outline or Team Presentation Outline from a COMMLab coach (10 extra credit points per consultation).
- 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.)

To see how to make a COMMLab appointment, where to go, what to expect, and how to obtain a report to send to your instructor to confirm your attendance for extra credit, visit: [Welcome to the SSC CommLab](#)

Class Attendance Policy

COMM1315 is primarily a “hands-on” application course. Much of the instruction centers upon class exercises, class and team discussions, and practice and formal speaking activities.

NOTE: Attendance is mandatory for Informative Speech and Team Debate presentations.

You are expected to attend every class and arrive on time. If you have personal circumstances that cause you to miss class frequently, see me as soon as possible. It may be that you need to take the class another semester when your timely physical attendance is more assured. Unexcused absences allowed to accumulate without teacher involvement will not

be negotiated at the end of the semester. Attendance is taken within the first 15 minutes of class. There are no allowances for arrivals after 15 minutes, unless there are unusual circumstances which should be communicated to the instructor. There are only two exceptions for class absence.

- **Excused Absences.** Absences are excused for observance of religious holidays. If documentation is provided, absences are also excused for 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 the absence is anticipated. The excused absence policy for family deaths can be found here: [Student Bereavement Policy](#)
- **Bonus Absences.** You have two unexcused absences without penalty, if the absence does not occur on a day when Informative Speeches or Team Debates are delivered. Use these absences when you have uncertain health, are studying for another class, slept in, arrive at campus late, have a doctor’s appointment that cannot be rescheduled, etc. Your first two unexcused absences are counted as bonus absences. Subsequent unexcused absences result in a deduction of 10 points each. Track absences in “My Grades” at our COMM1315 eLearning course site.

Academic Calendar

Week Number	Tuesday Topics and Activities	Thursday Topics and Activities	Sunday Assignments
Week 1 1/19 – 1/25	<p>Getting Acquainted COMM1315 in a Flash eLearning Tour</p> <p>Chapter 1 Highlights <i>The Speaker’s Responsibilities</i></p> <p>Briefing: Present-Past-Future Speech Deliver: Present-Past-Future Speech to partners</p>	<p>Chapter 2 Highlights <i>Managing Nervousness</i> Briefing: Practical Application 1, Dealing with Anxiety</p> <p>Chapter 3 Highlights <i>The Listener’s Responsibilities</i></p> <p>Briefing: Four-Step-Peer Evaluations Exercise: Evaluate a PPF Speech using the Four-Step-Peer Evaluation</p> <p>Before Class Find: The “Start Here” tab in the left menu in our course site in eLearning and review the COMM1315 Syllabus</p> <p>Complete: The Syllabus Quiz, unlimited attempts allowed</p> <p>Skim: Chapters 2 and 3 (See “Text Chapters” in left menu)</p>	<p>By Sunday, 11:59PM Review: Chapter 2</p> <p>Post: Practical Application 1 in Week 1 folder</p>

Week Number	Tuesday Topics and Activities	Thursday Topics and Activities	Sunday Assignments
Week 2 1/26 – 2/1	<p>Briefing: “What’s My Name?” Speech</p> <p>Chapter 4 Highlights <i>Reaching the Audience</i></p> <p>Exercise: Class Demographics Survey</p> <p>Practice Speaking: Roaming Eye Contact</p> <p>Note: Going forward, skim all chapters assigned for a class session, focusing on the chapter summaries.</p>	<p>Chapter 5 Highlights <i>Selecting Topic, Purpose, and Central Idea</i></p> <p>Chapter 10 Highlights <i>Devising Main Points, Organizing Main Points, Supplying Transitions</i></p> <p>Exercises: One Idea Per Main Point, Choosing Organizational Patterns, and Transition Repair Shop</p> <p>Practice Speaking: Volume</p>	<p>By Sunday, 11:59PM Post: “What’s My Name” Outline in Week 2 folder</p> <p>View: Feedback for “What’s My Name?” Outline as it becomes available in My Grades and edit as needed</p> <p>View: “How to Practice a Speech or Presentation,” by Dr. Alex Lyon in Week 2 folder and begin practicing your “What’s My Name?” speech.</p>
Week 3 2/2 – 2/8	<p>Briefing: Informative Speech</p> <p>Chapter 6 Highlights <i>Locating Information</i></p> <p>Exercises: Search Terms, The Database vs Google Debate, and Preplanning Search Strategy.</p> <p>Practice Speaking: Pause and Emphasis</p> <p>Before Class Have the wording of your central idea and main points from the Introduction of your “What’s My Name?” speech easily accessible for class practice speaking.</p>	<p>“What’s My Name?” Presentations</p> <p>Exercise: “What’s My Name?” in-class listening quiz</p> <p>Before Class Prepare: “What’s My Name?” Presentation for classroom delivery. Note cards are permissible if used as a prompt and not a crutch.</p>	<p>Select: Two possible topics for your Informative Speech and be ready to present them for instructor and class assessment in Tuesday class.</p>
Week 4 2/9 – 2/15	<p>Discussion: Topic Approvals</p> <p>Briefing: Practical Application 2, Evaluating the Research Sources for your Working Outline</p> <p>Chapter 7 Highlights <i>Evaluating Information</i></p> <p>Exercise: Do you trust this source?</p> <p>Chapter 8 Highlights <i>Supporting Information & Avoiding Plagiarism</i></p> <p>Exercise: Building Main Points and Oral Footnotes</p>	<p>Chapter 12 Highlights <i>Outlining the Speech</i></p> <p>Outline Bootcamp Come to class prepared to work on your Practical Application 2 or your Working Outline. Instructor Consultation will be available.</p>	<p>By Sunday, 11:59PM Post: Practical Application 2 in Week 3 folder</p> <p>Post: Working Outline in Informative Speech folder</p> <p>View: Feedback on Working Outline as it becomes available and make edits as necessary</p>

Week Number	Tuesday Topics and Activities	Thursday Topics and Activities	Sunday Assignments
Week 5 2/16 – 2/22	Teams Selected Briefing: Team Peer Evaluation Chapter 11 Highlights <i>Introductions and Conclusions</i> Exercise: Open Strong, Finish Strong Chapter 14 Highlights <i>Delivering the Speech</i> Practice Speaking: Transitions	Chapter 15 Highlights <i>Speaking to Inform</i> Exercise: From Formal Voice to Conversational Voice Exercise: Evaluate an Informative Speech with Four-Step-Peer-Review Practice Speaking: Smiles and Posture	By Sunday, 11:59PM Post: Full-Sentence Outline in Informative Speech folder View: Feedback on Full-Sentence Outline as it becomes available and make edits as necessary
Week 6 2/23 – 3/1	Chapter 9 Highlights <i>Presentation Aids</i> Briefing: Informative Speech PPT Briefing: UTD Box share links Briefing: Self-Assessment of Informative Speech Displaying PPT Note Cards Review Practice Speaking: Movement	Speech Bootcamp (30 points) To obtain credit for Bootcamp: Note cards must be fully completed before beginning of class and available for instructor inspection. No electronic note cards are allowed. See Week 6 folder for instructions.	By Sunday, 11:59PM Post: Informative Speech PPT in Informative Speech folder View: Feedback on PPT as it becomes available and make edits as necessary
Week 7 3/2 – 3/8	Day 1 Informative Speeches Peer Critiques Before Class: Day 1 speakers plan professional attire and note cards; post Final PPT in Class Discussion Board as Microsoft PPT (pptx) the night before the presentation; have phone available to record speech. By 11:59PM: Day 1 speakers: Post Box Share Link for video in Class Discussion Board	Day 2 Informative speeches Peer Critiques Before Class: Day 2 speakers plan professional attire and note cards; post Final PPT in Class Discussion Board as Microsoft PPT (pptx) the night before the presentation; have phone available to record speech. By 11:59PM: Day 2 speakers: Post Box Share Link for video in Class Discussion Board	By Sunday, 11:59PM Complete: Midsemester Survey in Week 7 folder
Week 8 3/9 – 3/15	Day 3 Informative Speeches Peer Critiques Before Class: Day 3 speakers plan professional attire and note cards; post Final PPT in Class Discussion Board as Microsoft PPT (pptx) the night before the presentation; have phone available to record speech. By 11:59PM: Day 3 speakers: Post Box Share Link for video in Class Discussion Board	Completion of Course Objectives: Green, yellow, or red progress? Impromptu Speeches (30 points)	By Sunday, 11:59PM Post: Self-Assessment of Informative Speech in Week 8 folder

Week Number	Tuesday Topics and Activities	Thursday Topics and Activities	Sunday Assignments
Week 9 3/16 – 3/22	Spring Break	Spring Break	No Assignments
Week 10 3/23 – 3/29	Chapter 16 Highlights <i>Speaking to Persuade</i> Exercise: Personal Finance Course? Chapter 17 Highlights <i>Persuasive Strategies</i> Exercise: Heart, Head, or Both?	Exercise: Persuasion Barter Activity For this activity you will be leaving the classroom and may be walking outside. Wear weather-appropriate clothes.	No Assignments
Week 11 3/30 – 4/5	Exercise: Zombie Apocalypse Chapter 19 Highlights <i>Speaking in Groups</i>	Briefing: Team Debate Assignment Review: Team Peer Evaluation Briefing: Getting Started Topics Selected Team Planning	<u>By Sunday, 11:59PM</u> Post: Getting Started Form in Team Assignments folder, one submission per team
Week 12 4/6 – 4/12	Exercise: Tug- of- War Case Study: Picking Up the Slack Briefing: Working Team Outline Exercise: Persuasion Scale	Team Planning	<u>By Sunday, 11:59PM</u> Post: Working Outline in Teams Assignment folder, one submission per team
Week 13 4/13 – 4/19	Instructor Consultations Teams 1-3	Instructor Consultations Teams 4-6	<u>By Sunday, 11:59PM</u> Post: Full-Sentence Outline in Team Assignment folder, one submission per team
Week 14 4/20 – 4/26	Briefing: Last Assignments -My Three Takeaways -Peer Evaluations -Course Evaluation -Speeches of Presentation and Acceptance Staging the Presentation Team Planning	Team Planning in the Classroom *If instructor is notified in advance, teams can be excused from class for team rehearsal at COMM Lab or elsewhere	<u>By Sunday, 11:59PM</u> Post: Team PPT in Team Assignment folder, one submission per team
Week 15 4/27 – 5/3	Day 1 Team Debates	Day 2 Team Debates	<u>By Sunday, 11:59PM</u> Post: Peer Evaluations in Team Assignment and Submissions folder

Week Number	Tuesday Topics and Activities	Thursday Topics and Activities	Sunday Assignments
Week 16 5/4 – 5/8	Day 3 Team Debates	Team Closure (30 pts. C/NC): Speeches of Presentation (Team Leaders) Speeches of Acceptance (Team Members) Completion of Course Objectives: Green, yellow, or red progress? Assignments by 11:59PM: Post: My Three Takeaways in Course Reflections folder Post: Course Evaluation at https://eval.utdallas.edu/	

Course Policies

Class Materials	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 Student Code of Conduct .
Class Participation	Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic and team difficulty. Class participation includes whole-class discussions and engaging in team or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures.
Class Recordings	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 Student Code of Conduct .
Make-up Exams	Makeups are available for documented, excused absences only and are due within one week of your return to class unless otherwise allowed. Track absences in “My Grades” at the COMM1315 eLearning course site.
Late Work	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 60 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. Having said this, if extenuating personal or family issues are affecting your class attendance and assignment submission/ completion, please discuss your situation with me before your grade suffers. I cannot help you if I do not know your circumstances.

Classroom Citizenship	<p>Take ownership of your education. Purpose to learn in every class.</p> <ul style="list-style-type: none"> • Check email daily (M-F) and read the weekly announcements. Course emails will begin with the course prefix and number (COMM1315), and your emails to me should do the same. • Study and apply all course materials to your work. Complete all readings and assignments by deadlines and with excellence and submit your work per instructions. • Attend all class meetings and engage with me and your classmates with respect.
Assignment Submission	<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 to receive a grade.</p>
Plagiarism	<p>All work 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, or AI writers to write any assignment requiring text unless specifically indicated by the instructor. More detail on UTD's research policies can be found in the UTD Student Code of Conduct and Generative AI Use in Academic Work policies at UTD Academic AI Work Policy More detail on the specific writing expectations for this class can be found in "Plagiarism Policy," Informative Speech folder, at the course eLearning site.</p>
Comet Creed	<p><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></p>
Academic Support Resources	<p>The information contained in the following link lists the University's academic support resources for all students. Please go to http://go.utdallas.edu/academic-support-resources.</p>
UT Dallas Syllabus Policies and Procedures	<p>The information in the following link shows the University's policies and procedures segment of the syllabus. Please review the sections regarding the credit/no credit grading option and withdrawal from class at http://go.utdallas.edu/syllabus-policies</p>

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