

syllabus  
for

# Introduction to Public Speaking

COMM 111 section 01

fall 2016

**Meeting Times** ..... 1:50-2:50 p.m. MWF  
**Meeting Place** ..... AC S118  
**Instructor** ..... Paula Lovell

**Office Location** ..... AC S138  
**Phone Number** ..... 424-7049  
**E-mail Address** ..... lovellp@uwosh.edu

**Office Hours** ..... 12:40 - 1:40 p.m. Mondays and Wednesdays

**Required Text:** Lucas, S. E. (2009). The Art of Public Speaking (10<sup>th</sup> ed.). New York: McGraw-Hill.

**Course Objectives:** This course is an introduction to the study of communication. The course is designed to help students develop a deeper understanding of the role of communication in their lived experiences. Specifically, the course will help students:

- understand the theories and principles of speech communication.
- articulate and practice an ethical and audience-centered approach to public speaking.
- critically listen to and assess public speeches.
- conduct research appropriate to preparing a speech topic.
- demonstrate organization and structure in a complete outline.
- incorporate the effective use of visual aids/evidence.
- deliver an informative and persuasive speech extemporaneously.
- understand the reasoning undergirding a persuasive speech.

## USP Quest Course Overview

The University Studies Program (USP) is your gateway to a 21st century college education at the University of Wisconsin Oshkosh. This Quest Speaking course begins the series of courses you will take to introduce you to the campus and all it has to offer, the vibrant Oshkosh community, and the challenges and opportunities of academic life as you pursue a liberal education. In these courses, you'll be exposed to three "Signature Questions" that are central to a UW Oshkosh education:

- How do people understand and engage in community life?
- How do people understand and create a more sustainable world?
- How do people understand and bridge cultural differences?

The Quest classes are designed to provide a solid foundation for the rest of your education here, no matter which major you choose. Your USP courses will also provide the opportunity for you to Explore and Connect as you begin your college education. You and your classmates are part of a learning community that includes our speech class, a paired course, and a peer mentor.

Our COMM 111 class will focus on civic knowledge and engagement. Civic knowledge consists of an awareness and understanding of the various political and social processes that impact the nature and quality of life in local, state, national, or global communities. It also encompasses the cultivation of skills which may be useful in public life, like effective communication and ethical reasoning. Civic engagement means having an appreciation for and applying the values gained from civic knowledge in real world settings, directed at improving the quality of life in the communities of which one is a part. Civic knowledge and civic engagement emphasize learning, reflection, and action in order to create better communities.

The course objectives of COMM 111 align with the Association of American Colleges and Universities' goals for civic learning, which include:

- the ability to listen eloquently and speak confidently, and
- the ability to express one's voice to affect change.

For further information about the unique general education at UW Oshkosh, visit the University Studies Program website.

## **Attendance**

Due to the participatory nature of the course, your attendance is absolutely necessary. Unannounced quizzes and other graded in-class activities will be used to reward regular attendance. Points lost from failure to participate in these exercises may not be made up. Additionally, there will be no opportunity for extra credit.

Presentation dates will be jointly agreed upon by the student and instructor. Whether a scheduled speaker or a valued audience member, your presence is crucial. Presentations will be postponed only in the most exceptional cases. Failure to prepare in advance is not an acceptable excuse. Neglecting to present on the given date will result in the loss of all allotted points. Similarly, students who are absent from the audience on presentation days will be docked one letter grade.

Writing assignments will be collected at the beginning of class on the date due. Late work will automatically sustain a point reduction equivalent to one full letter grade for each day past the due date. Papers submitted after the first five minutes of class will be considered one day late.

Students who foresee excessive absences due to extracurricular involvement or special personal circumstances are encouraged to consult with the professor.

## **Electronic Devices**

You may not use any electronic devices during class. Place your phone and other devices in your backpack or under your desk until class is dismissed. Additionally, if your phone rings during a classmate's presentation, you will forfeit 10 points. If you text during the professor's or another speaker's presentation, you will forfeit 10 points. If you check your phone or open your laptop the day of a quiz or exam, I will assume you are cheating and discard your quiz or exam. Exceptions will only be made in the case of emergencies or if the device is necessary in the delivery of a speech or other instructor-approved activity.

## **Academic Honesty**

The University of Wisconsin Oshkosh is committed to a standard of academic integrity for all students. The system guidelines state: "Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors" (UWS 14.01, Wisconsin Administrative Code).

Students are subject to disciplinary action for academic misconduct, which is defined in UWS 14.03, Wisconsin Administrative Code. Students on the UW Oshkosh campus have been suspended from the University for academic misconduct.

Students are encouraged to review the procedures related to violations of academic honesty as outlined in Chapter UWS 14, Wisconsin Administrative Code. The system guidelines and local procedures are printed in the University of Wisconsin Oshkosh Student Discipline Code 2014-2015.

Specific questions regarding the provisions in Chapter UWS 14 (and institutional procedures approved to implement Chapter UWS 14) should be directed to the Dean of Students.

## Assignments

You will be expected to present and critique a number of impromptu and prepared speeches. Except in the case of impromptu speeches, detailed instructions will be provided in advance of each assigned speech.

All five of your speeches this semester will focus on civic engagement. In your speech of self-introduction, for example, you will tell us about ways you have been involved in your community. For the first informative speech, you will teach us about a group in our campus community.

In the second informative speech, you will teach us about a local, statewide, national, or international civic organization. The second informative speech additionally will be recorded to enable you to write a self-critique paper. That paper will be the artifact from our class that you will upload to your ePortfolio.

Next you will give a persuasive speech proposing a solution to an issue that is impacting our community. Finally, we will end the semester with a commemorative speech paying tribute to a civic leader or group you admire.

You will create three preparation outlines with reference pages this semester. The due dates are listed in the assignments overview and in the daily schedule at the end of this syllabus. You will need to submit your outlines on D2L and print a copy to hand to the professor at the beginning of class on each of the three due dates.

Reading assignments also will be given to supplement class discussions and facilitate greater understanding of the communication process. Quizzes and in-class exercises will be used to promote accountability.

## Exams

Three examinations will be administered to check for understanding of the fundamental principles and processes of human communication. You will take these exams in the campus' testing center, which is located in Room 2 of Polk Library. Be sure to bring your student I.D. and a pencil with you for each exam.

<u>Exam</u>	<u>Relevant Readings</u>
Exam I .....	Chapters 1, 2, 4, 5 and 14
Exam II .....	Chapters 6-10 and 12-13
Exam III.....	Chapters 3, 11 and 15-17

Students with anxieties or concerns about the requirements of this course are strongly encouraged to consult with the instructor.

## Assignments Overview

<u>Assignments</u>	<u>Points Possible</u>	<u>Due Dates</u>
Quizzes	_____ / 20	unannounced
Speech of Self-Introduction	_____ / 10	September 19 & 21
Informative Outline I	_____ / 5	October 3
Informative Speech I	_____ / 20	October 3, 5 & 7
Exam I	_____ / 30	October 14 in Testing Center
Informative Outline II	_____ / 10	October 31
Informative Speech II	_____ / 50	Oct. 31, Nov. 2 & 4
Self-Critique Paper	_____ / 10	November 9
Exam II	_____ / 30	November 11 in Testing Center
Persuasive Outline	_____ / 5	November 28
Persuasive Speech	_____ / 50	Nov. 28, 30 and Dec. 2
Peer Evaluation	_____ / 5	Nov. 28, 30 and Dec. 2
Exam III	_____ / 30	December 9 in Testing Center
Commemorative Speech	_____ / 20	December 12, 14 & 16
Peer Evaluation	_____ / 5	December 12, 14 & 16
	_____ / 300 Total	

A	93-100 %	278-300
A-	90-92	269-277
B+	87-89	260-268
B	83-86	248-259
B-	80-82	239-247
C+	77-79	230-238
C	73-76	218-229
C-	70-72	209-217
D+	67-69	200-208
D	63-66	188-199
D-	60-62	179-187
F	00-59	0-178

## Resources for Success

**The Writing Center:** The Writing Center helps students of all ability levels improve their writing. Trained peer consultants help writers understand an assignment, envision possibilities for a draft, and improve their writing process. They even help writers learn to identify their own proofreading errors. Students can make a free appointment or stop by to see whether a consultant is available. For more information, view their website (<http://www.uwosh.edu/wcenter>), call 920-424-1152, email [wcenter@uwosh.edu](mailto:wcenter@uwosh.edu), or visit them in Suite 102 of the Student Success Center.

**Polk Library:** The campus library offers many professional librarians who can help you find library resources for your research. Specifically, Ted Mulvey, the Information Literacy Librarian, is available to assist you as you access, evaluate, and use information in University Studies Program classes. Phone: 920-424-7329; email: [mulveyt@uwosh.edu](mailto:mulveyt@uwosh.edu). You may also set up a research advisory session with a librarian at: [rap@uwosh.edu](mailto:rap@uwosh.edu).

**The Center for Academic Resources:** CAR provides free, confidential tutoring for students in most undergraduate classes on campus. CAR is located in the Student Success Center, Suite 102. Check the Tutor List page on CAR's website ([www.uwosh.edu/car](http://www.uwosh.edu/car)) for a list of tutors. If your course is not listed, click on a link to request one, stop by SSC 102 or call 424-2290. To schedule a tutoring session, simply email the tutor, let him/her know what class you are seeking assistance in, and schedule a time to meet.

**ePortfolio:** As you move through your courses at UW Oshkosh, you will archive your learning in an ePortfolio. The ePortfolio can be found in D2L. The ePortfolio will help you keep track of papers, speeches, reports, projects, and other assignments in your Quest and Explore courses, so that you can see your progress and connect ideas across different classes. You can continue to use this portfolio in your major classes, so that you are ready for your Capstone course or experience as you near graduation. You can even use the ePortfolio after you graduate to show evidence of your learning to employers or graduate schools. In each of your USP courses, specific assignments have been designated to be uploaded to your ePortfolio. More details will follow in class. Your peer mentor can assist you with getting your UW Oshkosh ePortfolio started.

**Early Alert:** After the fifth week of class, you will receive a grade for your overall progress in this course and each of the courses you are taking in your first semester. This process is called “**Early Alert.**” You will receive this information in an email during the 5th week of classes. Early Alert is designed to help you evaluate your study skills and your class attendance so that you know if you are on the right track. If you need to make some changes, there are resources available to support your academic success. These Early Alert grades are not permanent and will not appear on your transcript. Following your Co-Cultures Speech and Quiz 2, I will also provide you with an update on your course grade. Once you receive this update, feel free to come see me if you have any questions.

**MAP-Works:** Making Achievement Possible Works is a survey that is all about you! To help you have a wonderful first-year of college, we need you to take this survey. You will receive an email from [map-works@uwosh.edu](mailto:map-works@uwosh.edu) inviting you to take the survey. Advisors, hall directors, instructors and many other people on campus will use this information to help you be successful and to provide you with what you need. You will receive a report with suggestions on how achieve your goals; please review it.

**COMM 111: Public Speaking**  
Monday/Wednesday/Friday  
Tentative Course Schedule

<u>Date</u>	<u>Topic/Assignment</u>	<u>Advance Reading</u>
9/7	Course Overview	
9/9	Partner Introductions	
9/12	Speaking in Public	Chapter 1
9/14	Speaking in Public	
9/16	Ethics and Public Speaking	Chapter 2
9/19	<i>Speeches of Self-Introduction</i>	
9/21	<i>Speeches of Self-Introduction</i>	
9/23	Speaking to Inform	Chapter 14
9/26	Selecting a Topic and Purpose	Chapter 4
9/28	Selecting a Topic and Purpose	
9/30	Analyzing the Audience	Chapter 5
10/3	<i>Informative Speech I and Outlines</i>	
10/5	<i>Informative Speech I</i>	
10/7	<i>Informative Speech I</i>	
10/10	Exam I Review	Study Chapters 1, 2, 4, 5 & 14
10/12	Gathering Materials	Chapter 6
10/14	<i>Exam I</i> in Testing Center	
10/17	Supporting Your Ideas	Chapter 7
10/19	Organizing the Body of the Speech	Chapter 8
10/21	Beginning and Ending the Speech	Chapter 9
10/24	Outlining the Speech = <i>bring typed drafts</i>	Chapter 10
10/26	Delivery	Chapter 12
10/28	Using Visual Aids	Chapter 13

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 Monday/Wednesday/Friday  
 Tentative Course Schedule

(continued)

<u>Date</u>	<u>Topic/Assignment</u>	<u>Advance Reading</u>
10/31	<i>Informative Speech II and Outlines</i>	
11/2	<i>Informative Speech II</i>	
11/4	<i>Informative Speech II</i>	
11/7	Exam II Review	Study Chapters 6-10 & 12-13
11/9	<i>Self-Critique Paper for ePortfolio</i>	
11/11	<i>Exam II in Testing Center</i>	
11/14	Speaking to Persuade	Chapter 15
11/16	Methods of Persuasion	Chapter 16
11/18	Methods of Persuasion	
11/21	Listening	Chapter 3
11/23	THANKSGIVING BREAK . . . No Classes	
11/25	THANKSGIVING BREAK . . . No Classes	
11/28	<i>Persuasive Speeches and Outlines</i>	
11/30	<i>Persuasive Speeches</i>	
12/2	<i>Persuasive Speeches</i>	
12/5	Using Language	Chapter 11
12/7	Speaking on Special Occasions	Chapter 17
12/9	<i>Exam III in Testing Center</i>	Study Chapters 3, 11, and 15-17
12/12	<i>Commemorative Speeches</i>	
12/14	<i>Commemorative Speeches</i>	
12/16	<i>Commemorative Speeches</i>	