**COMM 1020: Introduction to Public Speaking**

**Syllabus – Fall 2014**

**Instructor: Mr. Scott O. Chappuis**

**Class Meeting: M/W/F 3:30-4:20 PM, Education 347**

**Office: West Hall 219B**

**Phone: 419-372-3437**

**E-Mail: scottoc@bgsu.edu**

**Office Hours: M/W 1:30 – 3:00 or by appointment**

**Required Text**

Beebe, Steven A., Susan J. Beebe. *Public Speaking Handbook Custom Edition for Bowling Green State University.* Pearson. ISBN: 978-1-269-33040-4.

Anzicek, Emily B. and Matthew Meier. *COMM 1020: Introduction to Public Speaking*. Hayden-McNeil. ISBN: 978-0-7380-6235-8.

**Student Learning Objectives**

1. Expand your expertise in the principles, concepts, and theories of public speaking.
2. Learn strategies for communicating ethically.
3. Adapt your message to diverse audiences ethically and effectively.
4. Learn strategies for managing communication apprehension.
5. Inform diverse audiences on topics of interest to you.
6. Persuade diverse audiences ethically and effectively.
7. Use presentational technology effectively.
8. Develop and improve your research, organizational, and critical thinking skills.
9. Apply your public speaking skills to varied presentational contexts (professional, impromptu, and personal).
10. Perform critical evaluations of yourself and others.
11. Understand the power of communication to solve social problems and increase civic awareness.
12. Speak in front of an audience with preparation, polish, and authority.

**Assignments**

You will have 1000 points to earn for the semester. You will earn those points as follows:

***Attendance and Participation (150 points)***

In COMM 1020, your attendance is essential to your success. You are expected to participate in class discussions and activities and to be an active audience member on speech days. Because your presence and participation are so integral to your COMM 1020 experience, attendance will be graded for the duration of the semester. Attendance and participation are worth 150 points or 15% of your final grade. You will be awarded ten points for attendance and participation each week. Point allotment for each class meeting depends on how many your section meets:

3-days-per-week sections: 3.33 points per class meeting

2-days-per-week sections: 5 points per class meeting

1-day-per-week sections: 10 points per class meeting

Because there are 16 weeks in each semester – which provides the opportunity for you to earn 160 points – you may miss up to one full week of class meetings without jeopardizing your grade in any way. Each absence thereafter will result in a reduction of your overall attendance and participation grade. What is more, your presence in class does not guarantee full credit for that session. You are awarded points not only for your presence but also for your *full participation*. Failure to participate actively will result in the forfeiture of that day’s credit. You will not, for any reason, receive a grade for attendance and participation that is higher than 150 points.

***Quizzes (150 points)***

Six quizzes will be given via Canvas over the course of the semester. Dates for the quizzes are on your course calendar. Each quiz will be worth 30 points and your lowest quiz grade will be dropped for a total of 150 points.

***Artifact Speech (100 points)***

The artifact speech is a 2-3 minute speech designed to evaluate students’ level of comfort and skill in public speaking. You will introduce yourself and explain the special meaning of an artifact to your life and identity. Detailed instructions for this assignment appear on page 17 of your course manual.

***Informative Speech (150 points total)***

The informative speech is a 5-6 minute speech in which you will inform your audience about a topic of interest to you and them. Detailed instructions for this assignment appear on page 35 of your course manual.

***Persuasive Speech (200 points total)***

Your major individual speaking assignment of the semester is a persuasive speech of 6-8 minutes in length. You will use Monroe’s Motivated Sequence to persuade your audience. Detailed instructions for this assignment appear on page 57 of your course manual.

***Impromptu Special Occasion Speech (100 points)***

This assignment gives you an opportunity to experience two of the most common types of public speaking: ceremonial speeches and impromptu speeches. Scenarios for this speech will be assigned when you walk into class, and you will have about five minutes to prepare your 2-3 minute speech. Detailed instructions for this assignment appear on page 77 of your course manual.

***Group Speaker Analysis Speech (150 points total)***

In small groups, students will work together to examine and critique an important speech from American history. This speech will serve as your final exam and will be presented during your section’s regular final exam period. Detailed instructions for this assignment appear on page 85 of your course manual.

**Course Policies:**

All course policies appear on pages 7-12 of your course manual; however, they are duplicated here for your convenience. These policies are the same across ALL sections of COMM 1020 under the direction of Dr. Emily Anzicek.

**Attendance**

*“Excused” vs. “Unexcused” Absences*

In COMM 1020, we do not recognize a distinction between excused and unexcused absences. If you are present and participate, you will earn your points. If you are not present and do not participate, you will not earn your points. If you need to be absent for a university-sanctioned event, proper documentation of that event must be submitted to your instructor prior to your absence.

In the event of extreme extenuating circumstances – such as extended hospitalization – the attendance policy may be amended. Such amendments will be made on a case-by-case basis and will only be made by the Course Director. Students seeking an exception for extreme extenuating circumstances will need to meet with the Course Director and provide documentation that explains their absence.

*Absences During Exams and Presentations*

If you are scheduled to speak and you miss class, you will be awarded a zero for the presentation portion of the assignment. Make-up speeches are not permitted except in the case of extreme extenuating circumstances. In such a case, the following procedure must be followed. *Failure to follow any part of this procedure will result in a zero for the speech assignment.*

1. Contact your instructor within 24 hours of the missed presentation. If you are aware of your need to be absent prior to the presentation, you should contact to your instructor *before* missing the assignment.
2. By the next class session you attend, give your instructor documentation of your absence (see below for criteria for acceptable documentation).
3. Your instructor will then take your documentation and consult with the Course Director, who will make the final decision as to whether or not you are permitted to make up the presentation.
4. Make-up presentations will only be granted for *documented* absences.

*Acceptable Documentation*

For absences due to illness, you must provide a doctor’s note, dated, and signed by the doctor on official letterhead or prescription pad. Please note that the Student Health Center does not provide such notes and will only confirm that you visited the Health Center, not that you were ill. For university sponsored events, you must have documentation from a coach, faculty advisor, or other staff member responsible for the event you are attending.

**Completion of All Major Assignments**

In order to pass COMM 1020, you must complete ALL five (5) speeches. Failure to present even one speech will result in an automatic grade of F in COMM 1020.

**Academic Honesty**

Students are expected to be familiar with and to follow the codes of conduct described in the BGSU Student Handbook (http://www.bgsu.edu/offices/sa/studentdiscipline/index.html). Please also see the discussion of cheating and plagiarism in your course manual. Violations of the student code of conduct will be pursued to the fullest extent the university allows. Cheating and plagiarism can result in a score of zero on an assignment, outright failure of the course, or in some cases expulsion from the university. All violations of the Code of Academic Conduct will be reported to the Course Director who will in turn report the violation to the Associate Dean of Student Services in the College of Arts and Sciences. The Dean of the student’s home college (if not the College of Arts and Sciences) will also be notified.

**Disability Policy**

In accordance with university policy, if a student has a documented disability and requires accommodations to obtain equal access to the course, he or she should contact the instructor at the beginning of the semester to make this need known. Students with disabilities must verify their eligibility through the Office of Disability Services, 413 South Hall, 419-372-8495.

**Writing Policy**

For this course, all written assignments must be typed in a 12-point Times New Roman or Helvetica font, double spaced, spellchecked, and grammatically correct. For all assignments requiring the use of sources, proper MLA or APA style will be standard (your instructor will specify which style he or she expects you to use). If you need help with writing, please take advantage of the excellent assistance offered by the writing consultants at The Learning Commons (1st floor of the Jerome Library, 419-372-2823, tlc@bgsu.edu).

**Religious Holidays**

It is the policy of the University to make every reasonable effort allowing students to observe their religious holidays without academic penalty. In such cases, it is the obligation of the student to provide the instructor with reasonable notice of the dates of religious holidays on which he or she will be absent. Absence from classes or examinations for religious reasons does not relieve the student of responsibility for completing required work missed. Following the necessary notification, the student should consult with the instructor to determine what appropriate alternative opportunity will be provided, allowing the student to fully complete his or her academic responsibilities. (As stated in The Academic Charter, B-II.G-4.b at: http://www.bgsu.edu/downloads/bgsu/file919.pdf).

**University Closure**

In most cases, the University will not close for winter conditions unless the Wood County Sheriff’s Department declares a Level 3 emergency. Information about University wide closures is communicated by the Office of Marketing and Communications, which will notify the University Fact Line, local FM & AM radio stations and the four Toledo television stations (see Weather Policy for lists). For changes in individual class meetings, please refer to the class Canvas site for postings by the instructor.

**Reading**

The textbook is absolutely essential for this course. Do not expect to be able to pass the class without purchasing the textbook. Our textbook provides the groundwork for the concepts your instructor will cover in class. Furthermore, since we have so much material to cover in such a short amount of time, your instructor cannot cover in class everything that will appear on quizzes and assignments. However, you are still responsible for that material.

**Your Grade**

Please note that your instructor does not give you a grade, you earn it. You have 16 weeks to make sure that you get the grade you want or need in the course, so take that responsibility seriously. If a problem arises and you need help, seek out your instructor immediately. Don’t wait until your grade is too far gone to save. A few important notes about grades in COMM 1020:

1. No presentation or assignment grade will ever be curved in COMM 1020.
2. Final grades are not rounded up (an 89.5% is a B, not an A).
3. Extra credit is generally not offered, and when it is, it is the decision of the Course Director.

**Grade Appeals**

Grade appeals should be highly unusual in COMM 1020 because instructors provide ample feedback on assignments and expectations of students are clearly explained in the course manual and in the syllabus. However, in the rare case that an appeal is necessary, you should adhere to the following procedure:

1. You must begin the procedure within seven days of the assignment in question being returned to you. Appeals after that point will not be considered.
2. You will need to provide to your instructor a written statement of why you believe the grade is incorrect. This written appeal should include concrete evidence from the assignment description, course manual, textbook, syllabus, or other source to support your position. Your written statement should be detailed and specific.
3. Your instructor will then take 24-48 hours to consider your appeal. After that point, he or she will provide a response in writing, approving or denying your appeal.
4. Should you disagree with the instructor’s decision, you may take your appeal to the Course Director. Please note, however, that it is exceedingly rare for the Course Director to overrule an instructor’s decision.

Please keep in mind that grade appeals are for specific assignments, not for your overall, final grade in the course. The BGSU Academic Charter is extremely specific and limited about what constitutes a legitimate final grade change in a course. We cannot consider grade appeals based on the need to achieve a certain grade to keep a scholarship or place on an athletic team, or because you plan to graduate at a certain time. It’s your responsibility to do the work to earn the grade you want or need in the course.

**Course Director**

In the event that you need to talk to the Director of COMM 1020, her information is as follows:

Dr. Emily Anzicek

219 A West Hall

419-372-8951

emilya@bgsu.edu

Office Hours: TTH 11:00 AM – 4:30 PM

**Ethical Communication**

Under no circumstance will racist, sexist, homophobic, or any other type of oppressive, prejudiced language be tolerated in COMM 1020. Please take the responsibility to think before you speak and consider your words carefully. Your instructor reserves the right to ask you to leave, with no credit for attendance, if your language crosses this boundary.

We all need to respect one another’s opinions, even when we disagree with them. This is not to say that debate is unwelcome. Rather, we expect healthy, reasoned, thoughtful debate that in all ways respects and values the individual person. Be prepared to provide evidence and support for your arguments. There is to be no ridiculing, laughing at, or disparaging anyone in this class. Giving speeches is difficult enough without having to worry about one’s classmates making the situation more uncomfortable.

**Electronic Device Use**

*Cell Phones* – There is to be no cell phone usage (including texting) during class, as it tends to serve as a distraction rather than as a tool that enhances learning. Your cell phone needs to be turned off for class and stowed away out of sight.The first time that I hear or see your cell phone out during class, you will give an impromptu 1-2 minute speech about classroom etiquette. If I hear or see your cellphone after this, **you will be dismissed from class and receive an absence for the day.**If I hear or see your phone while someone is giving a speech, you will be dismissed from class and receive an absence for the day. Additionally, 20 points will be deducted from your own speech grade.

*Laptops/Tablets* – As we are in the 21st century, I will allow laptops and tablets to be used as a means of note-taking during class. HOWEVER, if you choose to use your laptop/tablet in class, you must send me any notes that you take by the end of class. Failure to do so will result in the loss of participation points for that day.

**Professionalism and Respect**

All students are expected to be respectful toward the instructor and other members of the class. Disruptive behavior in the classroom will not be tolerated. Three late arrivals will result in one absence for the student (being late is not only rude to the instructor, but also to the other students as it INTERRUPTS class). If you are more than 15 minutes late, you will be absent for the day. On speech days, tardiness is not acceptable. If you are late and someone is in the middle of a speech, please wait in the hall until you hear applause. If you are more than 15 minutes late, you will be absent. Additionally, if you arrive more than 15 minutes late and you are assigned to speak that day, you will not be permitted to speak. Finally, there should be no exiting and re-entering the classroom during speech presentations.

On speech days, you will be expected to dress professionally. Thus, you cannot wear tennis shoes, flip flops, jeans, torn pants, sweatpants, pants that sag past your waist, pajamas, hooded sweatshirt, sweatshirt without hood, baggy tee shirt, tank top, spaghetti strap shirt, see-through clothing, showing the midriff, showing the gluteal crack, showing cleavage, wearing a coat, jacket, and anything else that does not look professional.

On speech days, talking while your classmates are presenting is unacceptable. If you are talking during someone else’s speech, 20 points will be deducted from your own speech grade.

Finally, as this class is scheduled until 4:20 PM, I will be teaching each day until the end of class. Do not pack up your belongings until I dismiss the class. Engaging in noticeable leave taking behavior before class ends is not only disrespectful to me, but also your fellow classmates.

**Contacting Me**

I will do my very best to address any concerns via email as soon as possible. My policy is that I will try to respond to emails within 24 hours. Any emails sent to me after 10:00 pm will not be addressed until the next day. Additionally, I will not address any emails on Saturdays. I will resume responding to emails after 3:00 pm on Sunday afternoon.

When you send an email, please use proper grammar and spelling. Emails using text speak will not be addressed. In the past, I have received many emails that could be easily answered by looking at either the syllabus or the course calendar. If you email me with a question that can be answered by looking at either the syllabus or course calendar, I will tell you to look at the appropriate document. Feel free to email me if you are confused about an assignment or if you have an emergency.