

COURSE NUMBER: COURSE NAME ONLINE (SECTION #)

SEMESTER YEAR SYLLABUS

DEPARTMENT NAME

INSTRUCTOR

Name: Instructor's Name

Physical Office: Instructor's Physical Office Building and Number

E-mail: Instructor's Email Address (preferred method of communication)

Office Phone: Instructor's Phone Number

Office Hours: Instructor's Office Hours

Skype: Instructor's Skype Address (you may contact me via Skype during my office hours)

Class Meeting Times: Online Asynchronous, All Activities and Assignments Due Central Standard Time (CST)

COURSE INFORMATION

Course Credit: 3 semester hours

Frequency of Scheduling: Each Fall

Nature of Course: Required for Undergraduate (Sophomore Level)

COURSE DESCRIPTION AND PURPOSE

Public Speaking (COMM 2301) is a communication course designed to help students across academic majors learn how to communicate effectively in public by understanding and analyzing the audience and situation and then creating an appropriate message. Core public speaking skills are message clarity, audience analysis, research, organization, language, delivery, and the use of multimedia/presentation technology. Emphasis will be placed on presenting a variety of speeches.

You will develop skills in expressing yourself through public speeches. You will learn how to find and use resources to support your points, and learn to analyze and critically evaluate ideas, arguments and points of view that you might fully understand your topic or the issue at hand. This course will help you become a better communicator in all aspects of your life: academic, personal, and professional.

STUDENT LEARNING OUTCOMES WITH CORRESPONDING ASSESSMENTS

STUDENT LEARNING OUTCOMES	ASSESSMENTS
Essential: Developing skill in expressing oneself orally or in writing	Student will demonstrate competency through delivering four speeches: 2 informative, 1 persuasive, 1 special occasion.

Important: Learning to apply course material (to improve thinking, problem solving, and decisions)	Student will demonstrate knowledge of course material and ability to problem solve through online group discussions, reasoning exercises, course integrated activity, and assignments.
Important: Learning how to find and use resources for answering questions or solving problems	Student will demonstrate competency through exercises, library quiz, and by utilizing scholarly research within all four speeches.
Important: Learning to analyze and critically evaluate ideas, arguments, and points of view	Student will demonstrate ability to analyze and think critically through the persuasive speech assignment, reasoning exercises, midterm and final exams, and peer critiques.

REQUIRED COURSE TEXTBOOK, MYSPEECHLAB REGISTRATION, AND OTHER MATERIALS

Touching Tomorrow Through Public Speaking. (2010). Custom Edition for Angelo State University. ISBN: 978-0-558-75848-6

MySpeechLab Registration: You must register for MySpeechLab for this course. An access key code card will accompany your textbook. Registration and login information will be provided in a subsequent document.

Other required materials:

- Computer with a MAC or Windows Operating System, Microsoft Office Word (97-2003 or 2007)
- High Speed Internet
- Webcam (optional, but highly recommended to Skype/communicate with instructor)
- Refer to Angelo State University's Distance Education website for further technology requirements: http://www.angelo.edu/distance_education/

PREREQUISITE SKILLS

Students must be familiar with Microsoft Word 2003 and/or 2007. All required assignments must be completed using Word.

Students must be familiar with how to record and upload speech presentations to the Media Center with MySpeechLab. Instructions will be given in a subsequent document.

Other skills:

- Ability to use devices to communicate with other systems to access data, upload, download
- Ability to use e-mail to create, send, respond, use attachments
- Ability to use presentation graphics such as PowerPoint to create slides, displays
- Ability to create multimedia presentations
- Ability to use word processing
- Ability to navigate systems such as Blackboard and the Internet
- Ability to navigate a Windows or MAC operating system to manipulate files using file manager, determine active printer, access installed applications, create and delete directories and files.

This class is taught entirely online using Blackboard Learning Management System software. Thus, students must know how to use Blackboard. You can access the course website using the following link: <http://blackboard.angelo.edu/>. If you need support for the Blackboard system, you can contact the IT Helpdesk at (325) 942-2911 ext. 1.

Students should spend a minimum of 5-7 hours per week on course material and lectures, researching, practicing and preparing presentations. To access your ability to succeed in an online classroom, please take a moment to complete the following survey: [Online Learner Self-Assessment Survey](#)

PARTICIPATION REQUIREMENTS

To be successful in an online learning course, it is important you access the BlackBoard course website frequently, at least every other day for announcements and discussions. Specific participation requirements are included as a part of the course evaluation system. Please refer to the document *“Classroom Discussion Guidelines”* before participating in online discussions.

COURSE ASSIGNMENTS AND ACTIVITIES EVALUATION

You will be required to complete the following assignments. More information and assessment rubrics will be given for each activity and assignment on the Blackboard course website:

STUDENT ASSIGNMENT OR ACTIVITY	POINTS	ASSIGNMENT SPECIFICS
Individual Assignments	120	3 Individual Assignments, 40 pts. each
Asynchronous discussions (participation)	100	4 discussion postings, 25 pts.
Specific purpose statements and central idea assignments	100	4 specific purpose statements, 25 pts.
*Persuasive speech	150	Required to pass course
*Informative speech presentation	100	Required to pass course

*Informative speech multimedia presentation	100	Required to pass course
*Commemorative speech	100	Required to pass course
Reflective Activity	60	Self Evaluation of Persuasive Speech Performance
Quizzes	60	3 quizzes, 20 pts. each
Midterm and Final Exams	100	2 exams, 50 pts. each
Total	990	
<i>*Speaking outline, bibliography, and research articles must accompany the presentation in a zip file and emailed to me on the day of your presentation. Peer critiques are included in each speech grade.</i>		

GRADING & EVALUATION

Your grade will be dependent upon how many points you have earned throughout the semester. The following is the point/grade breakdown:

Grading	Evaluation		Evaluation	Grade
	Individual Assignments	12%		
Discussions	11 %	80% - 89%	B	
Specific Purpose Statements	10%	70% - 79%	C	
Speech Presentations	45%	60% - 69%	D	
Reflective Activity	6%	59% and Below	F	
Quizzes	6%	90% and Above	A	

COURSE OUTLINE & SCHEDULE

DATE	TOPICS	ACTIVITIES/DUE DATES
Week 1	Course Introduction	Due by Aug. 29th at 11:59 PM
Week of		<ul style="list-style-type: none"> Post Self-Introduction Take Practice Quiz

Aug. 23rd		<ul style="list-style-type: none"> • Sign and Email ASU Academic Honor Code Agreement
Week 2 Week of Aug. 30th	Module 1 Chapters 1, 2 & 4 (Overview of speaking publicly, ethics, and developing listening skills)	Due by Sept 5th at 11:59 PM <ul style="list-style-type: none"> • Read Chapters 1, 2, and 4 • Contribute to Critical Thinking Discussion: Ethics • Complete Ethical Listener/Speaker Assignment • Take Quiz #1: Covers Module 1
Week 3 Week of Sept. 6th	Module 2 Chapters 3, 5 & 6 (Audience analysis, general purpose, selecting and developing a topic)	Due by Sept 12th at 11:59 PM <ul style="list-style-type: none"> • Submit Specific Purpose Statement and Central Idea for Persuasive Speech to instructor for approval
Week 4 Week of Sept. 13th	Module 3 Chapter 7 (Researching topic, supporting material, utilizing the Academic online databases)	Due by Sept 19th at 11:59 PM <ul style="list-style-type: none"> • Read Chapter 7 • Contribute to Critical Thinking Discussion: Evaluating Sources • Complete Critical Thinking Assignment: Supporting Your Ideas • Take Quiz #2: Covers Modules 2 and 3
Weeks 5 & 6 Weeks of Sept. 20th & 27th	Module 4 Chapter 12 (Speaking to persuade, determining your target audience, logic and reasoning, seeking immediate action from audience)	Due by Oct. 3rd at 11:59 PM <ul style="list-style-type: none"> • Complete and Submit Critical Thinking Assignment: Reasoning and Logic • Submit Monroe's Motivated Sequence Outline to Instructor for Review • Construct and Submit Audience Analysis Questionnaire • Upload Audience Analysis Questionnaire Link to Discussion Posting After Survey is Approved by Instructor
Week 7 Week of Oct. 4th	Persuasive Speech Presentations	Due by Oct. 10th at 11:59 PM <ul style="list-style-type: none"> • Upload presentation to MySpeechLab Media Center • Submit Outline, Bibliography, and Research Articles in a Zip File Instructor via Blackboard Assignment submission tool Due by Oct. 14th at 11:59 PM <ul style="list-style-type: none"> • Complete Peer Review Assignment: Critique Speeches of Assigned Classmates. • Submit peer critiques to instructor

Week 8 Week of Oct. 11th	Module 5 Chapter 11 (Speaking to Inform)	Due by Oct. 17th at 11:59 PM <ul style="list-style-type: none"> • Submit Purpose Statement and Central Idea for Informative Speech to instructor for approval • Complete and Submit Reflection Activity for Persuasive Speech Performance
Week 9 Week of Oct. 18th	Midterm Exam	Due by Oct. 24th at 11:59 PM <ul style="list-style-type: none"> • Take Midterm Exam: Covers Modules 1-5, Chapters 1-7, 11-12
Week 10 Week of Oct. 25th	Informative Speech Presentations	Due by Oct. 31st at 11:59 PM <ul style="list-style-type: none"> • Upload presentation to MySpeechLab Media Center • Submit Outline, Bibliography, and Research Articles in a Zip File Instructor via Blackboard Assignment submission tool Due by Nov. 4th at 11:59 PM <ul style="list-style-type: none"> • Complete Peer Review Assignment: Critique Speeches of Assigned Classmates • Submit peer critiques to instructor
Week 11 Week of Nov. 1st	Module 6 Chapter 10 (Visual aids and multimedia presentations)	Due by Nov. 7th at 11:59 PM <ul style="list-style-type: none"> • Submit Purpose Statement and Central Idea for Multimedia Informative Speech to instructor for approval
Week 12 Week of Nov. 8th	Module 7 Chapter 9 (Delivery)	<ul style="list-style-type: none"> • Practice Speech with PowerPoint Presentation • Review PowerPoint Presentation using Visual Aid Checklist
Week 13 Week of Nov. 15th	Informative Multimedia Speech Presentations	Due by Nov. 21st at 11:59 PM <ul style="list-style-type: none"> • Upload presentation to MySpeechLab Media Center • Submit Outline, Bibliography, and Research Articles in a Zip File Instructor via Blackboard Assignment submission tool Due by Nov. 23rd at 11:59 PM <ul style="list-style-type: none"> • Complete Peer Review Assignment: Critique Speeches of Assigned Classmates • Submit peer critiques to instructor

Nov. 25-28	Thanksgiving Holiday	
Week 14 Week of Nov. 29th	Module 8 Chapter 14 (Speaking to commemorate, use of language, stylistic devices) Commemorative Multimedia Speech Presentations	Due by Dec. 1st at 11:59 PM <ul style="list-style-type: none"> • Submit purpose statement for Commemorative Speech to instructor for approval • Due by Dec. 5th at 11:59 PM • Upload presentation to MySpeechLab Media Center • Submit Outline, Bibliography, and Research Articles in a Zip File Instructor via Blackboard Assignment submission tool Due by Dec. 7th at 11:59 PM <ul style="list-style-type: none"> • Complete Peer Review Assignment: Critique Speeches of Assigned Classmates • Submit peer critiques to instructor • Contribute to Critical Thinking Discussion: Using Language Clearly, Accurately, and Vividly
Week 15 Week of Dec. 6th	Final Exam	Due by Dec. 10th at 11:59 PM <ul style="list-style-type: none"> • Take Comprehensive Final Exam: Covers Modules 1-8, Chapters 1-12, 14

GENERAL CLASS POLICIES

If your presentation is not posted on your assigned speaking day, **YOU WILL FAIL** the course. However, if you have a legitimate emergency on the day you are assigned to present, you must provide the following in an email to me to stay in the class: 1) valid documentation of emergency, 2) outline, bibliography, speech, and research articles. I **DO NOT** accept late work or allow make-up work on discussion postings, quizzes, exams, and assignments unless documentation of a valid emergency can be presented.

Note on Netiquette: Address your emails to me as follows: Instructor Name. Please write in complete sentences and sign off with your first and last name, course name: FD1 online.

ACADEMIC INTEGRITY

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook. The current student handbook is found on the ASU web site is under "publications" at this URL:

<http://www.angelo.edu/forms/pdf/honorcode5.pdf>

Cheating on exams or other assignments will not be tolerated. Cheating, plagiarizing, fabricating, or misrepresenting (ie. any violation of the Academic Honor Code in this class) will result in a zero for the assignment, and an F in the course, as well as possible disciplinary action through the Dean of the College of Liberal and Fine Arts. Any material which is not your original work should be properly cited, and the author(s)/creator given credit. Do your own work!

ATTENDANCE REQUIREMENTS

To be successful in an online learning course, it is important you access the Blackboard course website frequently, at least every other day for announcements and discussions. Specific participation requirements are included as a part of the course evaluation system.

UNIVERSITY POLICIES

Notice to Students with Disabilities: Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at (325) 942-2191. If you need disability accommodations in this class, please see me as soon as possible.

Academic Advising: The College of Liberal Arts and Department of Communication, Drama, and Journalism require that students meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student, faculty advisor, and the department chair. Communication, Drama, or Journalism majors who have questions about advising or declaring a major in the department, can call (325) 942-2031. Undeclared majors are supported by ASU's Center for Academic Excellence located in Library A312, and can be reached at (325) 942-2710.

Grade Appeal Process: As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc.

Academic Regulations from the 2009-2010 General Catalog:

http://www.angelo.edu/dept/admissions/documents/undergrad_catalog09_10.pdf

Incomplete Grade Policy: As stated in the Angelo State University Operating Policy and Procedure (OP 10.11: Grading Procedures), the grade *I* is given when the student is unable to complete the course because of illness or personal misfortune. An *I* that is not removed before the end of the next long semester automatically becomes an *F*. A graduate student will be allowed one year to remove a grade of *I* before it automatically becomes an *F*. To graduate from ASU, a student must complete all *I*'s.

Religious Observances: As stated in the Angelo State University Operating Policy and Procedure (OP 10.19: Student Absence for Observance of Religious Holy Day), a religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

ATTENTION

All students must submit an email to the instructor (instructor's email address) stating their agreement with the terms of this syllabus and Angelo State University's Academic Honor Code prior to the first due date – August 29th, 2010.