

COM 2400: Public Speaking  
Southern Polytechnic State University  
Department of English, Technical Communication & Media Arts  
Melissa Weaver – J352  
**Fall Semester 2009**

**Instructor:** Mrs. Melissa Weaver  
**Office Hours:** **Monday: 2:00-3:15pm & 5:00-6:00pm**  
**Tuesday: 12:00-1:30pm**  
**Wednesday: 2:00-3:15pm**  
**Phone:** (C) 404-432-7221 (O) 678-915-7202  
**Email:** mweaver2@spsu.edu or via webCT Vista

**Class Meetings:** **MW: 1:00-1:50 J-157**

**Texts:** O'Hair, Stewart, Rbuenstein. A Speaker's Guidebook, 4th Edition. Bedford/St. Martin's, 2004.

**Course Description:**

This is an introductory public speaking course. We will discuss methods of effective oral communication with an emphasis on speech preparation and presentation. Several speeches will be given to increase your comfort level and success with public speaking.

**Catalog Description:** A general course in public speaking designed for students with limited experience. This course deals with all aspects of effective planning, preparation, and presentation of different types of speeches. It focuses on basic principles of speech rather than on professional presentations.

**Objectives:**

- Be a more effective and ethical oral communicator with less public speaking anxiety.
- Have an increased understanding of speech communication as a means of influencing behavior.
- React logically and spontaneously to different types of communication behavior.
- Have enhanced listening skills.
- Understand and practice theories of selecting, analyzing, evaluating, organizing, developing, and communicating information, evidence and points of view.
- Critically evaluate speeches (your own and peers).

**Learning Outcomes:** Upon successful completion of this course students will:

- Be able to properly organize/outline a speech or presentation
- Be able to support their positions and use a variety of support materials in their speeches
- Be able to properly prepare and use visual aids regardless of the technology being used
- Be able to prepare and present a speech that has an introduction, body, and conclusion that will hold interest

- Be easy to follow, and be factually accurate based on appropriate research
- Be able to adequately analyze an audience and use that analysis in a speeches

### **Course Requirements:**

#### **Participation, class attendance, absence policy, missed assignments.**

For the most part public speaking is not a lecture class. Majority of class time will be spent on in-class presentations. Therefore, class attendance is mandatory. *Excessive absences will affect your final grade.* For a Tuesday/Thursday or Monday/Wednesday class you are entitled to *three (3) absences for ANY reason*, including sickness, funeral, emergency, work related and school sponsored etc. Each additional absence, beyond the number allowed, will result in a 10% reduction of your final grade. In addition, vacations and classes missed due to arrest will NOT be considered an excused absence.

It is your responsibility to contact the instructor regarding absences or missed assignments (preferably before the absence has occurred). Since assignments such as presentations and exams are announced in advance, a make-up will only be allowed in the case of *documented* illness or with prior consent from the instructor. Please remember that official documentation from your physician is required in order to make up work.

#### **Student conduct during class:**

Common courtesy is expected. All cell phones, pagers, palm pilots, etc, must be turned off during class time to avoid unnecessary interruptions. Also, because this class is largely made up of presentations it is disrespectful to walk into class late. When students are tardy they interpret the presentations of other students. If you find you are going to be late to class please do not knock on the door or enter the room during a presentation. **Most importantly, attendance will be taken at the beginning of class. Any student who is late will be counted absent for that class period and will not be permitted to enter that class.** *This includes days when students are scheduled to give a speech. Any student who is late on a speech day will not be allowed to enter the class to present their speech. The student will receive a zero for the assignment, unless appropriate documentation can be supplied to support their tardiness.*

**Out of Class Conferences:** Please feel free to visit during my office hours or contact me for an appointment.

**Students with Disabilities:** Any student with a documented disability needed academic adjustments is requested to notify the instructor as early in the semester as possible. Verification from SPSU disabled Student Support Services is required. All discussions will remain confidential.

**Testing Policy:** All cell phones should be turned off and put away during a test. Latecomers will not be allowed to take a test if at least one student has completed the test and left the room. All exams (including the final) will be given at the beginning of the assigned class time. Many of your tests may be given online via webct. When taking an online test you should prepare in the same manor as you would a paper test. Test will cover the chapters represented on the class syllabus. For online test you will be given a time limit and date range to complete the test. Test not completed by the specified time and date will result in a score of zero.

**Intellectual property protection:** Lectures given in this course are the property of the instructor and Southern Polytechnic State University. Lectures may not be electronically recorded without prior permission of the instructor or any guest lecturers that may speak in class. Recordings, including class notes, may not be used for commercial purposes without proper permission.

**Grading Sheets:** It is your responsibility to keep up with your grading sheets. The instructor does not carry extra grading sheets to each class period. If a student is scheduled to give a speech and does not have a grading sheet, he or she will receive a zero for that speech.

**Laptop Policy:** Laptops are permitted in class for note taking purposes only. Any student using a laptop in class must sit in the front row during lecture time. In addition, any student caught surfing the web, checking e-mail, or doing anything aside from taking notes will lose their privilege to use a laptop in class for the remainder of the term.

**Class Roll:** Attendance is taken daily in public speaking. It is your responsibility to sign your name to the roll. No student will be permitted to sign the roll late or on an alternate day.

**Grades:** The components which contribute to your grade are: TRADITIONAL

Assignment	Score	Possible Points
Self-Introduction Speech		50
Test 1		100
Test 2		100
Impromptu Speech		50
Informative Speech Outline & Reference Page		50
Informative Speech		100
Persuasive Speech Outline & Reference Page		50
Persuasive Speech		150
Peer Evaluations (3 =15 points each)		45
Self Reflection Sheets ( 4 = 15 points each)		60
Final Exam		100
<b>Total Possible</b>		<b>855</b>

855-769 = A                      768-684= B                      683 – 598 = C  
597 – 513 = D                      Below - 513=F

These percentages only apply when students meet attendance policies. Not meeting the attendance policy may reduce a student’s grade.

**Grades:** The components which contribute to your grade are: HYBRID

<b>Assignment</b>	<b>Score</b>	<b>Possible Points</b>
<b>Self-Introduction Speech</b>		<b>50</b>
<b>Test 1</b>		<b>100</b>
<b>Test 2</b>		<b>100</b>
<b>Impromptu Speech</b>		<b>50</b>
<b>Informative Speech Outline &amp; Reference Page</b>		<b>50</b>
<b>Informative Speech</b>		<b>100</b>
<b>Persuasive Speech Outline &amp; Reference Page</b>		<b>50</b>
<b>Persuasive Speech</b>		<b>150</b>
<b>Peer Evaluations (3 =15 points each)</b>		<b>45</b>
<b>Self Reflection Sheets ( 4 = 15 points each)</b>		<b>60</b>
<b>Final Exam</b>		<b>100</b>
<b>Weekly Assignments</b>		<b>100</b>
<b>Total Possible</b>		<b>955</b>

**955-858 = A                      857-764= B                      763 – 667 = C**  
**666 – 573 = D                      Below - 573=F**

These percentages only apply when students meet attendance policies. Not meeting the attendance policy may reduce a student’s grade.

**Academic Honesty:**

A faculty member reserves the right to remove any student from his or her course if the student's behavior is of a disruptive nature or if there is evidence of academic dishonesty. In instances of disruptive behavior and/or academic dishonesty, the faculty member will discuss the circumstances with the student(s) before taking final action. In the event the student cannot be reached, he/she will be given the grade of "Incomplete" until such time as he/she can be reached. The student shall have the right of appeal of the faculty member's decision first to the faculty member's department head and then to the appropriate school dean, and, if necessary, to the Vice President for Academic Affairs. Removal of a student from a course under this provision will result in the faculty member's issuing a grade of "F". A grade of "F" issued under these circumstances shall not be superseded by a voluntary withdrawal and will be included in the student's cumulative grade point average calculated for graduation purposes.

**Withdrawal Policy:**

Students desiring to withdraw from one or more classes before the end of the midpoint of the term must secure a Request to Withdraw form from the Records Office. After completing the form, and returning the completed form to the Records Office, the student

will be given a grade of "W" in the course(s). In cases where the student is no longer on campus, a written request from the student received by the Records Office on or before the prescribed date for official withdrawal will be honored.

Students who withdraw after the midpoint of the term are not eligible for a grade of "W" except in cases of hardship as approved by the faculty. Normally, students withdrawing after the withdrawal deadline date receive a grade of "WF" for the course(s).

A request for a grade of "W" past the deadline date is properly made on a Petition to the Faculty form available at the Records Office. The petitions must be completed, signed by the student's instructors, instructors' department head(s), and major department head, and bear sufficient documentation to support the hardship. The petition is reviewed by the Undergraduate Student Status Committee and students are advised in writing by the Records Office as to the action taken on the petition. Students should not assume that petitions requesting a grade of "W" will be approved until notification of the committee action has been received.

Incomplete petitions and/or failure to follow the prescribed procedures may result in the student not being approved for a grade of "W". The date that the completed withdrawal form or Petition to the Faculty (if later approved) is received by the Records Office is the official date of withdrawal.

No student will be allowed to withdraw from a course after the final class day of the term.

Students withdrawing from all classes during the refund period are entitled to a refund of a portion of the fees paid for the course(s). Students should check the Registration Bulletin to determine the date and amounts of refunds (if any) available. **No refund will be given to a student who partially withdraws from the university.**

## **Syllabus for Public Speaking (2400)**

All reading assignments may be changed through addition, deletion, or rearrangement. If there are any changes, I will give advanced warning; however, all reading and speaking assignments must be completed by the dates indicated.

### **WEEK ONE:**

**Monday, August 24th:**

Introduction to course, syllabus, & instructor

**Wednesday, August 26th:**

Chapter 1, "Becoming a Public Speaker"

### **WEEK TWO:**

**Monday, August 31st:**

Chapter 2, "Giving it a Try: Preparing Your First Speech"

**Wednesday, September 2nd:**

Chapter 3, "Listeners and Speakers"

### **WEEK THREE:**

**Monday, September 7th:**

**No Class – Labor Day**

**Wednesday, September 9th:**

Chapter 4, "Ethical Public Speaking"

### **WEEK FOUR:**

**Monday, September 14th:**

Chapter 5, "Managing Speech Anxiety"

**Wednesday, September 16th:**

**Self Introduction Speeches**

### **WEEK FIVE:**

**Monday, September 21st:**

**Self Introduction Speeches**

**Wednesday, September 23rd:**

Chapter 6, "Analyzing the Audience"

Chapter 7, "Selecting a Topic and Purpose"

### **WEEK SIX:**

**Monday, September 28th:**

**Exam 1 Chapters 1-7 online**

**Wednesday, September 30th:**

**Impromptu Speeches**

### **WEEK SEVEN:**

**Monday, October 5th:**

Chapter 11, "Main Points, Supporting Points, and Transitions"

**Wednesday, October 7th:**

Chapter 12, "Types of Organization Arrangements"

Chapter 13, "Types of Outline Formats"

### **WEEK EIGHT:**

**Monday, October 12th:**

Chapter 14, "Developing the Introduction"

Chapter 15, "Developing the Conclusion"

**Wednesday, October 14th:**

**Guest Speaker – Library Lecture**

Chapters 20-21 "Presentation Aids"

**WEEK TEN:**

**Monday, October 19th**  
**Wednesday, October 21st**

Chapter 23 “Informative Speaking”  
**Exam 2 Chapters 11-15 & 27 online**

**WEEK ELEVEN:**

**Monday, October 26th**  
**Wednesday, October 28th**

**Informative Speeches**  
**Informative Speeches**

**WEEK TWELVE:**

**Monday, November 2nd**  
**Wednesday, November 4th**

**Informative Speeches**  
**Informative Speeches**

**WEEK THIRTEEN:**

**Monday, November 9th**  
**Wednesday, November 11th**

**Informative Speeches**  
Chapter 24, “The Persuasive Speech”  
Chapter 25, “Developing Arguments for Persuasive Speech”  
Chapter 26, “Organizing the Persuasive Speech”

**WEEK FOURTEEN:**

**Monday, November 16th**  
**Wednesday, November 18th**

**Persuasive Speeches**  
**Persuasive Speeches**

**WEEK FIFTEEN:**

**Monday, November 23rd**  
**Wednesday, November 25th**

**Persuasive Speeches**  
**No Class – Thanksgiving Holiday**

**WEEK SIXTEEN:**

**Monday, November 30th**  
**Wednesday, December 3rd**

**Persuasive Speeches**  
**Persuasive Speeches**  
**Final Exam Chapters 20-21, 23-26 online**