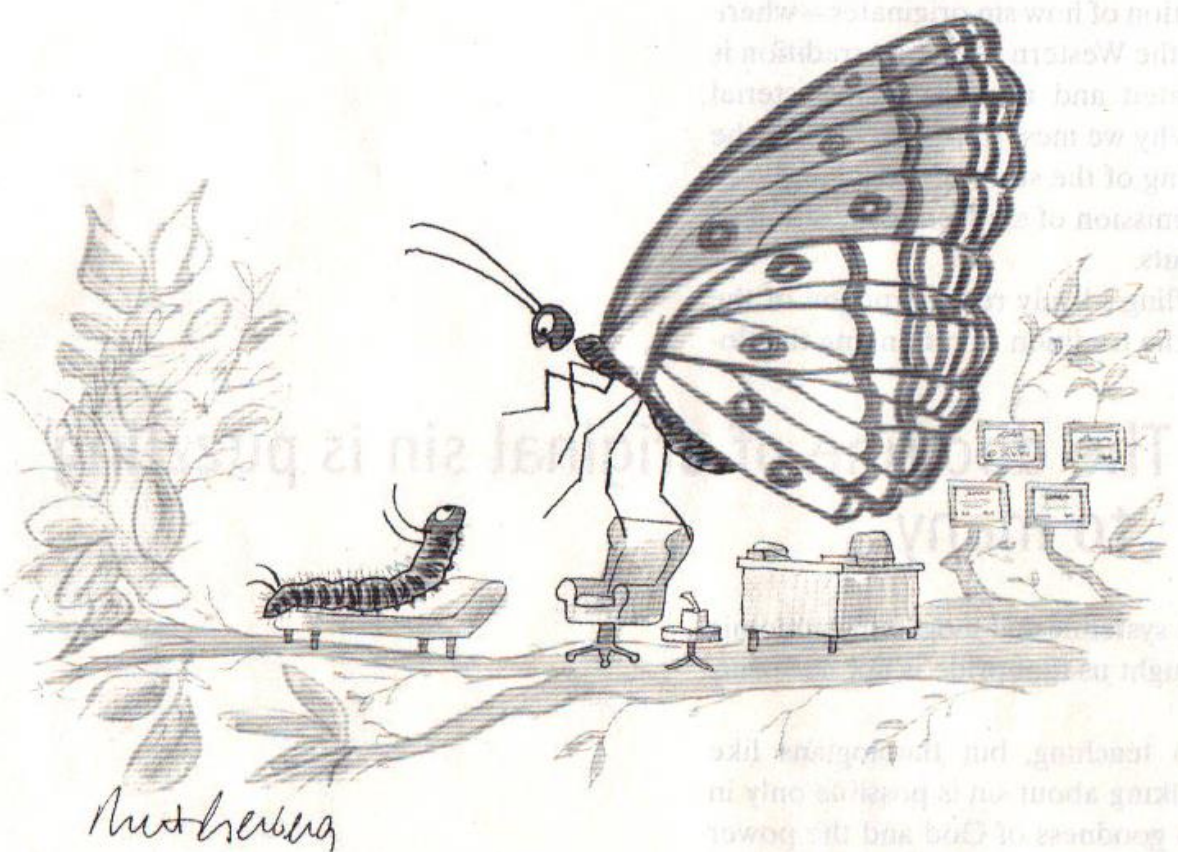


**Public Speaking –FALL 2017**  
**COMM 1315-11 12:45 – 2:05 pm TR**

Ruth Stanley, M.Ed., MA-COML, Instructor

Email: Ruth.Stanley@Lamar.edu

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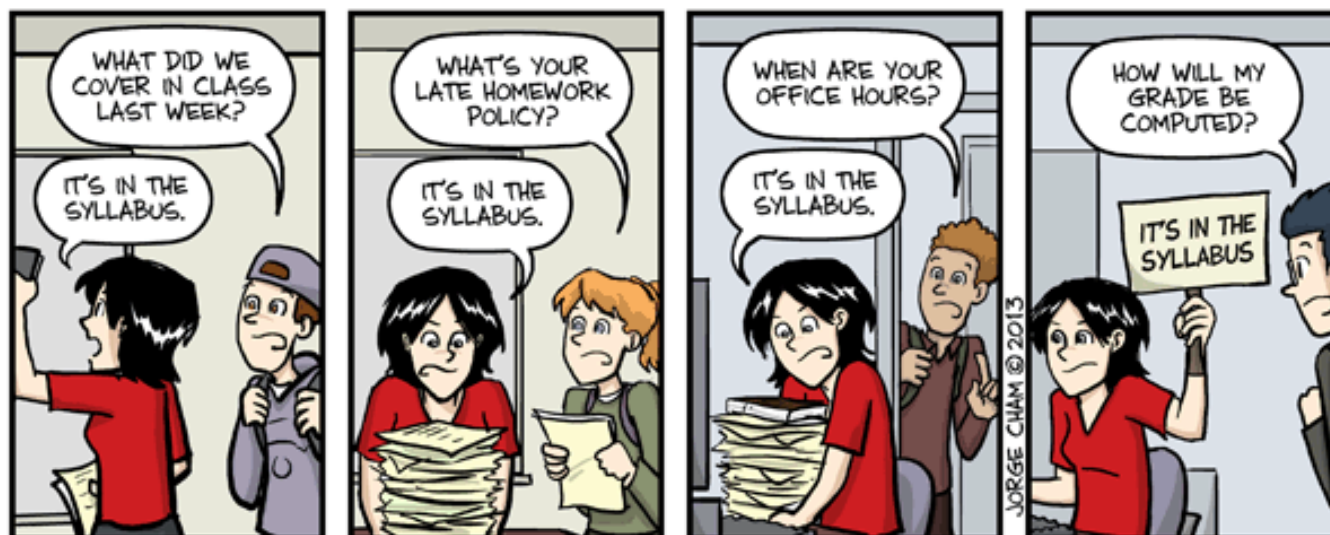
*"The thing is, you have to really want to change."*

Christian Century June 25, 2014

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# IT'S IN THE SYLLABUS

This message brought to you by every instructor that ever lived.

[WWW.PHDCOMICS.COM](http://WWW.PHDCOMICS.COM)

**There is a LOT of information in this syllabus.**

**You are expected to read it and know the course policies and requirements.**

**Please consult this syllabus for your questions about this course.**

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Ruth Stanley, M.Ed., MA-COML, Instructor

Email: Ruth.Stanley@Lamar.edu

**Course Description:** Principles and practices of public speaking. (transfers as TCCN SPCH 1315)

**Prerequisites:** none

**Required Texts:**

- 1) Dwyer, Karen Kangas. (2012) *iConquer Speech Anxiety: A Workbook to Help You Overcome Your Nervousness about Public Speaking*. Omaha, NB:KLD Publications. ISBN 978-0985585600
- 2) Rothwell, J.D. (2017). *Practically Speaking*, 2<sup>nd</sup> ed. New York: Oxford University Press. ISBN 978-0-19-045732-7. Loose-leaf: 978-0-19-064916-6. eBook: 978-0-19-045734-1.
- 3) Michalski, N.L., and Stanley, R.J.H., Editors. (2014). *Public Speaking Workbook*. Southlake, TX: Fountainhead Press. ISBN 978-1-59871-766-2  
*This book is a custom workbook sold only at Kampus Korner bookstore and the Lamar University Barnes and Noble Campus Bookstore. Do not buy a used book or rent.*  
***You MUST purchase a new workbook. The custom workbook contains all of your speech assignments and grade forms.***

**Media:** You will need a minimum 2GB USB drive that you can dedicate to this class. This is for your audio files, PPT files, outlines, research, etc.

**Journal:** You will need a journal for the semester. This can be anything you want, from a nice journal to notebook paper to journaling on your computer and emailing or turning in the printouts. The *important* thing is for you to be comfortable writing in this journal so you can examine your thoughts on the journal starter information carefully.

**Student Learning Objectives:** At the end of this course, you should be able to:

1. Explain the meaning, causes, occurrence, and effects of communication apprehension (CA).
2. Define and apply techniques to reduce CA when speaking in public.
3. Organize, prepare, and deliver a speech in a small or large group situation. Students should be aware of and apply elements of preparation for and delivery of researched material.
4. Utilize a variety of delivery and language techniques to improve the impact of your message.
5. Present a message in a coherent and appealing manner.
6. Recognize the necessity of audience adaptation and apply it within your presentations.
7. Identify and utilize a variety of listening skills.
8. Present yourself with increased confidence and competence in public speaking situations.

**Core Area Objectives:**

- **Communication:** students will apply the basic tenets of good public speaking through the development and presentation of three individual speeches and a group presentation, this will include clearly implementing the parts of a speech, the creation of a clear message and appropriate delivery; visual communication skills will also be demonstrated through the creation of , and appropriate use of, visual aids; written communication skills will be demonstrated through the completion of the listener report.

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### **Core Area Objectives [cont]:**

- **Teamwork:** students will evaluate the success with which their teammates enact these same skills.
- **Critical Thinking:** Students will also demonstrate an understanding of reasoning through the creation of their motivated sequence speeches as they explain the problem, determine its causes and select an appropriate solution. They will also demonstrate an understanding of critical thinking through a segment of the exam that deals with reasoning and tests of evidence.
- **Personal responsibility:** students will demonstrate an understanding of personal responsibility through the development and presentation of a persuasive speech detailing a choice and its consequences as well as through a portion of the exam which assesses their knowledge of ethical issues including plagiarism and First Amendment issues.

### **How to Contact Mrs. Stanley:**

My preferred method of contact is email or text.

- Please **email** me at **Ruth.Stanley@Lamar.edu** When you email, **please include your first and last name and the class and section in which you are enrolled.**
- Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others.
- If you do not receive an email or text reply from me within 24 hours please email or text again. Occasionally messages do not come through and I want to be certain I get your message!
- **DO NOT MESSAGE ME THROUGH BLACKBOARD! SEND ALL EMAILS TO THE EMAIL ADDRESS LISTED ABOVE.**

### **Course Etiquette:**

You should be on time to class. Once the classroom door is closed to begin our class time, please do not come in. There should be no talking while instructor or classmates are speaking. Turn off all pagers and cell phones. When classmates are giving speeches, please do not talk, move about the room, or do anything that is distracting to the speaker, audience or instructor. Students are expected to be attentive and practice ethical listening as described in the text.

### **Attendance:**

1. Due to the nature of this class, attendance is **mandatory**. You will not be able to improve without the continual input, self-monitoring, and journaling. If you are ill or have to be out for any reason, please contact Mrs. Stanley by phone at 1-409-293-8616 AND/OR by email **Ruth.Stanley@Lamar.edu**
2. For evaluated activities such as tests or presentations **no absences** will be allowed. Excuses will be considered only where conditions are clearly beyond the student's control and must be documented. See the Late Work Policy.
3. Students who are tardy and arrive after the door is closed are marked as absent. You are expected to be ON TIME and have all materials you need to begin class. Three [3] tardies = 1 absence.
4. You will be docked one-half letter grade for every absence after 4 absences. **Absence from the course which exceeds 25% of the class meetings will result in failure of the course.**  
**It is possible to fail this class on the basis of attendance only!!!**

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<b>Assignments:</b>	<b>Points possible</b>	<b>Points earned</b>
<b>*One Minute Speech 1 – Introduction</b> Workbook p. 115 & 116	<b>30</b>	
<b>*One Minute Speech 2 – Newspaper</b> Workbook p. 117 & 118	<b>30</b>	
<b>*One Minute Speech 3 - Leisure Time</b> Workbook p. 119 & 120	<b>40</b>	
<b>*Test 1 (Dwyer)</b> study guide on Blackboard	<b>100</b>	
<b>Journal 1</b> [1 – 12 at end of each chapter of Dwyer]	<b>50</b>	
<b>*Group Informative Speech</b> Workbook p. 29, 31, 33, 37-43	<b>150</b>	
<b>*Problem-Solution Speech (Persuasive)</b> Workbook p. 69, 71	<b>100</b>	
<b>Self-Evaluation of Problem-Solution Speech</b> Workbook p. 49-50	<b>50</b>	
<b>Listening Report</b> Workbook p. 15	<b>100</b>	
<b>*Monroe's Motivated Sequence Option 1</b> Workbook p. 21 & 23	<b>150</b>	
<b>Self-Evaluation of MMS</b> Workbook p. 51 -52	<b>50</b>	
<b>*Test 2(Rothwell)</b> Study guide on Bb	<b>100</b>	
<b>Journal 2</b> [13 – 17 found in syllabus]	<b>50</b>	
<b>TOTAL</b>	<b>1000</b>	
<b><i>You must complete all major assignments to pass this class.</i></b>		
<b><i>*Major assignments are ALL speeches and exams.</i></b>		

(at any point, to see how you stand in the class, simply add up the points you have and divide by the total possible points to date. Multiply that number by 100 to get your current percentage.)

A =	90% - 100%	B =	80% - 89%	C =	70% - 79%	D =	60% - 69%	F =	<60%
A =	900 – 1000	B =	800 - 899	C =	700 - 799	D =	600 - 699	F =	<600

### **Late Work Policy**

**Part of learning to give speeches with less anxiety is also doing your speech on time.**

- One Minute Speeches may be made up within a week of the assigned date, at a 25% penalty per class day late.
- Informative and Monroe's Motivated Sequence Speeches can only be made up with the instructor's permission – therefore, if you are having issues about getting your speech ready on time, please contact Mrs. Stanley.
- Group Speeches may not be made up.
- Late speeches will incur a 25% grade penalty per class day late.

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### **Blackboard**

This course utilizes Blackboard to post the syllabus, PowerPoint presentations, grades and various other items vital to your success in this course. For help with your username or password, call (409) 880-2222. Students who are not familiar with Blackboard can participate in an online tutorial at <https://luonline.blackboard.com>. Blackboard may be accessed at <https://luonline.blackboard.com>.

### **Forwarding LU email**

**It is your responsibility to be sure that you receive the emails sent from Blackboard for this course.** Students are advised that the instructor uses Lamar University email as a **primary form of communication**. You should either check your LU email daily, or forward your email into an account that you DO check daily.

### **Major Speech Outline Requirements**

Students are required to submit an outline for all major speeches according to the following directions:

1. Your outline should be typed, Times New Roman 12-point font. Be certain that your name appears on your paper. **A full-sentence preparation outline as described by your text is required for all speeches.**

**If you do not have an outline you will not be allowed to give your speech.**

2. At the top of the first page, you must include the following paragraph and sign and date:

**I hereby confirm that I have written the following speech/outline. I utilized sources in forming my thoughts and opinions, I have cited those sources [verbally and in print] where I used them, and the resulting speech/outline is my own work.**  
**[Signed] [Date]**

3. Your reference page should be in APA format, with at least the assigned minimum sources required for each speech. At least two [2] of your sources should be academic articles. References should be stated within the text of your speech, cited within the text of your outline, and listed on the Reference page in APA format.
4. **DO NOT PLAGIARIZE.** You cannot afford a grade of zero [0] and/or class failure that automatically results from a plagiarized paper. Please refer to the Academic Integrity Policy in the syllabus.

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**Academic Honesty:** Plagiarism, or academic dishonesty of any form, will not be tolerated. A grade of 0 will be recorded for any attempts of cheating. Depending on circumstances, you may fail the class. This includes data, research and information obtained via the internet. This is a serious issue and will be reported to administration. You are required to read the communication department's academic integrity policy, sign the consent form and turn it in within the first week of class. You can find the policy on our class' blackboard site under content. You will also be held accountable under the university's academic honesty policy which can be found in the student handbook.

**For this course, you may not submit work that you have done for other classes, unless approved by the instructor in your previous course AND your current instructor. Doing so without permission is a form of plagiarism and will result in a zero on that assignment.**

### **Students with Disabilities**

Lamar University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is located in the Communications building room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

#### **For students:**

- If you have, or think you may have, a disability (e.g., mental health, attentional, learning, chronic health, sensory, or physical), please contact the DRC at 409-880-8347 or drc@lamar.edu to arrange a confidential appointment with the Director of the DRC to explore possible options regarding equitable access and reasonable accommodations.
- If you are registered with DRC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

For students with disabilities, this course will comply with all accommodations prescribed by the Lamar University Disability Resource Center (DRC). **It is the responsibility of the student to insure that the instructor has been informed of all prescribed accommodations.**

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### **Emergency Procedures**

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at:

<http://www.lamar.edu/about-lu/administration/risk-management/index.html>. Following are procedures for the first two:

#### **Severe Weather:**

- Follow the directions of the instructor or emergency personnel.
- Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.
- If you are in a multi-story building, and you cannot get to the lowest floor, pick a hallway in the center of the building.
- Stay in the center of the room, away from exterior walls, windows, and doors.

#### **Violence/Active Shooter (CADD):**

- **CALL** - 8-3-1-1 from a campus phone (880-8311 from a cell phone). Note: Calling 9-1-1 from either a campus phone or cell phone will contact Beaumont City Police Dispatch rather than University Police.
- **AVOID**- If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.
- **DENY**- Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.
- **DEFEND**- Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

#### **Campus Closure/Course Continuation**

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to login to Lamar University's website's homepage ([www.Lamar.edu](http://www.Lamar.edu)) for instructions about continuing courses remotely.



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## **Journal Assignments**

### **#13 Facing Public Speaking**

Ok, we've learned about Communication Apprehension and all of the ways to help yourself. Now you're facing 'real', longer, researched speeches. How do you feel going into this stage of your Public Speaking class?

### **#14 Considering the Audience**

At what steps of developing a speech do you need to consider the Audience? How does this change your perspective on giving a speech?

### **#15 Potential Topics**

List at least 5 topics you've considered writing a speech on. Which idea is your favorite? How do you think you will enjoy researching this topic? How do you think the audience will like your topic?

### **#16 My Firing Mechanism and My Speech**

List your first two firing mechanisms from the Dwyer Text. What are you doing to help lessen the stress and anxiety these cause? What steps do you need to take to help yourself lessen the impact of your firing mechanisms?

### **#17 How I Feel about Public Speaking now that the Semester is Almost Over.**

List at least 5 things you've learned about yourself in relation to Public Speaking. How have your attitudes and feelings changed this semester? How will these changes affect your life? What will you remember about the interventions you've learned in this class, and how they affect your future speaking opportunities?

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**Course Schedule**

**\*\*\*\*This schedule is tentative and subject to change\*\*\*\***

Date		Day	Class	Journals
Aug	29	T	Intro, syllabus	
	31	R	Dwyer 1,2,3, 6	1,2,3
<b>POST Syllabus Agreement &amp; Academic Integrity Agreement on Blackboard by 1/24 11:59 pm</b>				
Sept	5	T	Dwyer 5, 7	
	7	R	<b>Present OMS 1</b> Dwyer Ch 5	5,7
	12	T	Ch 8	6
	14	R	Dwyer 4, 8	4, 8
	19	T	<b>Present OMS 2</b> Review SD	9, 11
	21	R	Dwyer 9, 10, 11 SD	10, 12
	26	T	<b>Present OMS 3</b> Dwyer 12	
	28	R	<b>Test 1: Dwyer Comprehensive Exam; Journals 1 – 12 Due</b>	<b>Turn in</b>
Oct	3	T	<b>ALL further chapters from Rothwell text.</b> Ch 1, 2, 3 Overview; Analyzing Audience	
	5	R	Ch 4, 14 Informative Speaking; Topics & workshop	13(syllabus)
	10	T	Ch. 5, 13 Developing Your Speech; Types of Info, Ch. 9, 10 Delivery	
	12	R	Ch 7 Introductions, Conclusions & workshop	14(syllabus)
	17	T	<b>Group Speech Assignment and Workday</b>	
	19	R	Ch 8 Outlining; APA Citation; Assign Listening Report	
	24	T	Ch 11 Designing and using Presentation Aids	
	26	R	<b>Group Speech Assignment and Workday</b>	
	30	T	<b>Group Speeches Group 1&amp; 2</b>	15(syllabus)
Nov	2	R	<b>Group Speeches Groups 3, 4, &amp; 5</b>	
	7	T	Ch. 4, 5, 9, 12, 13 Research	
	9	R	Ch. 15, 16 (Persuasive Speaking)	16(syllabus)
	14	T	<b>Problem-Solution Speech</b>	
	16	R	<b>Problem-Solution Speech</b>	
	21	T	Ch. 15, 16 (Persuasive Speaking) MMS	
	23/24	R	<b>Thanksgiving Break</b>	
	28	T	Ch. 15, 16 (Persuasive Speaking) MMS	
	30	R	<b>Monroe's Motivated Sequence Persuasive – Option 1</b>	17(syllabus)
Dec	5	T	<b>Monroe's Motivated Sequence Persuasive – Option 1</b> <b>Listening Report Due</b> <b>Last TR Class</b>	<b>Turn in</b>
	12	T	FINAL 12:45 class @ 11 am – 1:30 pm	