

**Instructor Information:**

Dr. Laura Beth Daws \* ldaws@spsu.edu (**the best way to reach me!**) \* educate.spsu.edu/ldaws  
**Twitter:** @lbdaws \* **Office phone:** 678-915-7208 (voice only) **Cell (voice/text & preferred phone number):** 678-250-DAWS (3297). *NOTE: this is a Google Voice number that I will respond to regularly on weekdays from 8 am-5 pm. Voicemails and texts received before/after that will be handled on the next business day.*

**Office Hours:** My office is in J318. I'm there on Mondays & Wednesdays, 1:30-3:30; Tuesdays & Thursdays, 10-11; other times by appointment. Please **come in anytime my door is open** if you have questions, concerns or just to say "hi!" If you need advising or have a more serious issue for which you need my undivided attention, though, please schedule an appointment with me. That way, you get priority in my schedule!

**Textbook:** O'Hair, D., Stewart, R. & Rubenstein, H. (2012). *A speaker's guidebook (5<sup>th</sup> ed)*. Bedford/St. Martin's.

**Course Description as stated in the SPSU Catalog:** Students will learn the skills and strategies needed to prepare and deliver ceremonial, informative, persuasive speeches. Special consideration is given to adapting communication styles and content to diverse speakers and audiences. This course emphasizes how to compose meaningful and coherent messages; how to conduct responsible research on appropriate topics; and how to argue, develop, and polish effective presentation skills.

**Learning Outcomes for COMM2400**

1. Organize and write informative and persuasive messages.
2. Develop an argument using a variety of support materials.
3. Become competent with using visual aids of varying levels of technology.
4. Prepare and deliver a speech that has an introduction, body and conclusion that can hold an audience's attention, be easy to follow, and factually accurate based on appropriate research.
5. Be able to effectively analyze an audience and adjust speeches for given audiences.

**Additional learning outcomes for Honors COMM2400:**

6. Create a digital presentation specifically for the web.
7. Learn how to effectively engage in a debate with one's peers about current social issues.

### **Course Objectives/Rationale**

During the course, you will be asked to stand before a group and deliver information, argue a position, speak with a group, or various other public presentations. It is important that you command the audience's attention and present yourself as a competent and credible speaker. In this course, you will be asked to present four speeches. The goal is for you to gain more confidence in communicating in public contexts. In addition, the following learning objectives will be met:

- Construct (research, outline, and organize) public speeches for delivery to audiences.
- Deliver ceremonial, informative, and persuasive speeches.
- Develop analytic and critical listening skills.
- Successfully manage apprehension about communicating in public contexts.

### **Attendance Policy:**

Attendance is expected each class period. If you must miss class due to an excused absence (illness with doctor's note, death in the immediate family with written verification, car accident with police report, etc.), you may turn in your work late with no penalty (see more details under "Late Work" below). Under no circumstances, excused or unexcused, may you make up the in-class participation points.

I start class on time every day. If you arrive to class late or leave early more than 3 times, each subsequent tardy or early leave from class will result in a 5 point deduction from your participation grade.

### **Attendance Policy on Speech Days:**

Punctual attendance is MANDATORY on speech days. Failure to attend class for ANY REASON on a speech day results in a 10% deduction from YOUR speech grade. **Under no circumstances are you to enter the room while a classmate is speaking.** If you arrive late on a speech day, please wait outside the room until you hear applause. Then you may enter. Late arrivals and early leaves from class on speech day for any reason will result in a 5 point deduction from your speech grade.

### **Late Work and Makeup Speeches:**

Don't say I didn't warn you: I'm a stickler for turning things in on time. **I do not accept late work**, except in the case of a documented excused absence (doctor's appointment with note, death in the family with written verification, car accident with accident report, etc.). If you have an excused absence, you may **email me your written work within 24 hours** as verification that you completed the assignment and then turn in a physical copy of the work to be graded, along with the written verification of your excuse, **by the next class period.**

Written assignments are due at the beginning of class. Written assignments must be typed. **Assignments turned in after class has started will be subject to a 10% grade penalty.** I do not accept assignments after the class period in which the assignment was due, except in cases of an excused absence. I do not accept emailed assignments, except in cases of an excused absence.

Due to the difficulty of scheduling and limited class time available, **no makeup speeches will be allowed without an excused absence.** If you fail to give your speech on your assigned day, your speech grade will be subject to a 30% penalty and you will be required to make up the speech outside of class within one week of your assigned speech date.

**Dress Code for Speeches:**

In this class, for each of your major speech assignments, you are required to wear **business casual clothing.** This means dress slacks, a collared shirt, dress socks and shoes for men, and a professional dress or blouse with slacks or a skirt, and dress shoes for women. Both men and women should wear minimal, non-distracting jewelry. Avoid denim, t-shirts with graphics, hats, flip-flops, pajamas, and athletic wear.

**SPSU Honor Code:**

As a member of the Southern Polytechnic State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire SPSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Southern Polytechnic State University community, I will not participate in any form of academic misconduct. I also understand that it is my responsibility to hold others to these same standards by addressing actions that deviate from the University-wide commitment to working, living, and learning in an environment conducive to a quality education. Thus, I affirm and adopt this honor code of Southern Polytechnic State University.

**ADA Procedures:** Southern Polytechnic State University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students in need of accommodations due to a disability should contact the ATTIC (Student Center 1<sup>st</sup> floor, extension 7361) for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester. More information is available at <http://www.spsu.edu/attic/index.htm>.

**In Case Of Emergency, Weather Crises, Impending Apocalypse, Zombie Attacks, etc.**

If you haven't done so already, please sign up for Hornet Alert by going to [www.spsu.edu/hornetalert](http://www.spsu.edu/hornetalert). This is SPSU's way of communicating with you in the event of a crisis/emergency that impacts campus (such as class cancellations due to weather). If I have to miss class unexpectedly (it RARELY happens), I will alert you via Desire2Learn – so it's not a bad idea to check in there before class starts. Oh, and in case of a zombie apocalypse... aim for their heads.

### **Classroom Policies:**

- Part of my job is to help you learn how to communicate in a variety of contexts. You should treat every written communication to me as a chance to practice professional written communication skills, and I expect you to adhere to standard conventions of grammar, spelling and language when writing to me. **I will ask you to correct grammar, spelling and punctuation in your emails just like I would correct them in a written assignment.** This is a class in communication, after all, and I'd hate to know you left my class thinking it was acceptable to contact potential employers, bosses, or other professionals with sloppy emails!
- Texting during class is rude and distracting; if you must communicate via cell phone during class hours, please walk out of the room to do so. Do not be surprised if I ask you to leave class after you've been caught texting in my class on more than one occasion.
- If you would like to use a laptop or tablet to take notes in this course, that's fine – as long as you disable your wireless connectivity so you won't be tempted to browse the Internet during class time or use the technological device to distract others. I reserve the right to ask you to cease use of electronic note taking devices if they become distracting to yourself or others.
- Class discussions should facilitate an open exchange of ideas. Debates should be healthy, and each individual should be respectful of others' opinions. Hate speech, or racist, sexist, ageist, or homophobic comments are not allowed.
- All written assignments must be printed on plain white 8.5" x 11" paper, using a computer/word processor and printer. Please **staple** all assignments that are two or more pages in length (do NOT dog-ear, fold corners, use paperclips or other binding methods). Unless I specify otherwise in class, hand-written assignments will not be accepted.
- I am happy to talk with you about any grade you earn in this course. However, please wait 24 hours before approaching me with questions about grades on speeches.
- **Plagiarism can result in failure of the course.** In this class, you are rewarded for correctly citing information, and severely punished for failing to credit where your ideas came from. If you are ever uncertain, ask me ahead of time.

### **Short Description of Assignments**

*Detailed grading rubrics will be provided before assignments are due.*

**Reading Quizzes:** To make sure you are keeping up with our required textbook reading, you will complete 10 quizzes over the course of the semester. You will complete the quizzes on our Desire2Learn website, and you will have **until 10 am** on the due date to complete them.

**Informative speech - Instructional Web Video:** This 3-4 minute informative speech created as a video will educate viewers about some aspect of effective public speaking skills. You will video record, produce, and edit your speeches, and upload the finished products to YouTube. You are encouraged to rely on creative formats for these speeches (skits, creative visual aids, unique settings, etc.), and you'll present your videos to the class with a one-minute

introduction/summary. For this speech, you are required to submit a written outline and bibliography, citing a minimum of 2 sources.

***Persuasive speech:*** This 6-8 minute speech will seek to persuade the audience to attend an event or visit a location in another part of the country or world. You are expected to submit a written outline and bibliography, citing a minimum of 4 sources.

***Debate:*** Debates will take place over 2 class periods. The class will be divided up into 4 teams, and 2 teams per day will engage in a debate. The class will be given a variety of topics relating to some current social/legal issue, and you'll be expected to show up to class prepared to debate the issue from a variety of perspectives (in other words, you won't know until class starts if you are arguing for or against the issue). Each team will be required to submit a bibliography of at least 8 sources that you may consult during the class period, as well as a rough draft outline of talking points that you may rely on during the debate.

***Awards, Toasts & Tributes:*** As a group, the class will prepare a series of cohesive and entertaining speeches to be presented in class. This program will be open to guests of honor that the students choose to invite (those who are being roasted, toasted or celebrated in tribute). Guests will have the opportunity to give feedback on the students' speeches. Speeches are to be 1 – 1.5 minutes long.

***Participation:*** Each day in class, we will do an activity to extend and apply your knowledge of the day's topic. There will be 20 participation grades awarded over the semester, and they are worth 5 points each. Given the unique nature of the participation activities (they may include speeches, in-class group work or individual writing prompts), under no circumstances may participation grades be made up, regardless of the reason for your absence.

***Pre-Outline Topic & Relevancy Sheet:*** To help you prepare for your formal, full-sentence, typed speech outlines, you will be required to submit a pre-outline topic and relevancy sheet for the informative and persuasive speeches. These worksheets will be available for download on Desire2Learn and you may turn them in before the due date, if you know your topic that far in advance. These worksheets will help you stay focused as you write your outline, as well as ensure you've given some considerable thought to your chosen speech topics.

***Outlines:*** One of the best ways to build your public speaking skills is to prepare in advance as much as possible. So, you are required to write and submit a full-sentence speech outline before your informative and persuasive speeches. These outlines should follow formatting guidelines that will be made available on D2L.

***Exams:*** The midterm and final exam will allow you to demonstrate your knowledge of all textbook readings, class lectures and discussions up to that point. The midterm will cover all material discussed through the midterm date, and the final exam will be cumulative.

**Grades:**

Grades will be posted to the gradebook in Desire2Learn for you to access and review at any time. However, I recommend that you keep a record of your grades here as well.

<b>Written Work: 360 points</b>	<b>MY GRADE</b>	<b>MAX VALUE</b>
Reading Quizzes (10 at 10 points each)	_____	100 points
Quiz 1: _____ Quiz 2: _____ Quiz 3: _____ Quiz 4: _____ Quiz 5: _____		
Quiz 6: _____ Quiz 7: _____ Quiz 8: _____ Quiz 9: _____ Quiz 10: _____		
Informative Outline	_____	50 points
Persuasive Outline	_____	50 points
Debate Bibliography & Outline	_____	40 points
Pre-Outline Topic & Relevancy Sheet (2 x 10)	1. _____ 2. _____	20 points
Midterm Exam	_____	50 points
Final Exam	_____	50 points
<b>Performance Work: 425 points</b>		
Participation (20 at 5 points each)	_____	100 points
Awards, Toasts & Tributes Speech	_____	50 points
Informative speech	_____	100 points
Debate Speech	_____	75 points
Persuasive Speech	_____	100 points
<b>Total:</b>	_____	<b>/785</b>

**Grade Scale: points: 706.5-785 =A (90%). 628-706.4=B (80%). 549.5-627=C (70%). 471-549.4=D (60%). 470 and below =F (50%).**

**Tentative Class Schedule**

<b>Date</b>	<b>Reading (complete before class)</b>	<b>Due At Beginning of Class</b>
Jan 8	Syllabus & Introductions	
Jan 10	Chapter 1: Becoming a Speaker and Chapter 2: Giving it a Try – Preparing your First Speech	<b>Reading Quiz 1: Syllabus, Chapters 1-2</b>
Jan 15	Chapter 3: Managing Speech Anxiety	<b>Reading Quiz 2: Chapter 3</b>
Jan 17	Chapter 4: Listeners & Speakers & Chapter 5: Ethical Public Speaking	<b>Reading Quiz 3: Chapters 4 &amp; 5</b>
Jan 22	Chapter 28: Special Occasion Speaking	
Jan 24	<i>No reading – Awards, Toasts &amp; Tribute Speeches</i>	<b>Awards, Toasts &amp; Tribute Speeches</b>
Jan 29	Chapter 6: Audience Analysis & Chapter 7: Selecting a Topic and Purpose	<b>Reading Quiz 4: Chapters 6 &amp; 7</b>
Jan 31	Chapter 24: Informative speaking	
Feb 5	Chapter 8: Developing Support Material & Chapter 9: Locating Support Material &	<b>Reading Quiz 5: Chapters 8-11 Informative Pre-Outline Topic &amp;</b>

	Chapter 10: Finding Credible Sources on the Internet & Chapter 11: Citing Sources	<b>Relevancy Sheet</b>
Feb 7	Library Instruction Day	<b>Reading Quiz 6: Chapters 12-14</b>
Feb 12	SP '13 MIDTERM TEST DAY	<b>Midterm Exam</b>
Feb 14	Chapter 12: Organizing the Speech, Chapter 13: Types of Organizational Arrangements, Chapter 14: Outlining the Speech	<b>Informative Outlines Due</b>
Feb 19	Chapter 15: Introductions & Chapter 16: Conclusions	<b>Reading Quiz 7: Chapters 15 &amp; 16</b>
Feb 21	<b>MIDTERM GRADES AVAILABLE</b> <i>No reading - Informative Speeches</i>	<b>Informative Speeches</b>
Feb 26	<b>LAST DAY TO WITHDRAW</b> <i>No reading - Informative Speeches</i>	<b>Informative Speeches</b>
Feb 28	<i>No reading - Informative Speeches</i>	<b>Informative Speeches</b>
Mar 5-7	<b>Spring Break! No class!</b>	<b>Spring Break!!</b>
Mar 12	Chapter 18: Methods of Delivery & Chapter 19: The Voice in Delivery; Chapter 20: The Body in Delivery	<b>Reading Quiz 8: Chapters 18-20</b>
Mar 14	Chapter 25: Persuasive Speech / Persuasive speech topic workshop	<b>Reading Quiz 9: Chapters 25 &amp; 26</b>
Mar 19	Chapter 26: Developing Arguments for the Persuasive Speech	<b>Persuasive Speech Topic/Relevancy</b>
Mar 21	Chapter 27: Organizing the Persuasive speech	<b>Persuasive Outlines</b>
Mar 26	Chapter 21: Presentation Aids, Chapter 22: Presentation Aids, Chapter 23: Presentation Software	
Mar 28	<i>No Reading – Persuasive Speeches</i>	<b>Persuasive Speeches</b>
Apr 2	<i>No Reading – Persuasive Speeches</i>	<b>Persuasive Speeches</b>
Apr 4	<i>No Reading – Persuasive Speeches</i>	<b>Persuasive Speeches</b>
Apr 9	<i>No Reading – Persuasive Speeches</i>	<b>Persuasive Speeches</b>
Apr 11	Chapter 17: Language	<b>Reading Quiz 10: Chapter 17</b>
Apr 16	Chapter 30: Speaking in Groups	<b>Debate Bibliographies Due</b>
Apr 18	<i>Persuasive Debates</i>	<b>Debates</b>
Apr 23	<i>Persuasive Debates</i>	<b>Debates</b>
Apr 25	Course Evaluations/ Final Exam Review/ Impromptus/ Final Discussion	

**Cumulative Final Exam** will take place during the university's official final exam date/time, TBA.