

# Communication Studies 103: Public Speaking

## Course Syllabus

### Fall 2013

#### Instructor:

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Office: Smith Hall 230  
Office Hours: By appointment  
Course: COM 103: Introduction to Public Speaking

#### Text Information:

Textbook: "Public Speaking Strategies for Success" 7<sup>th</sup> Edition by David Zarefsky and accompanying workbook "Communication Studies, Fundamentals of Speech Communication" by Kristine Greenwood. You must have both and bring both to each class to complete the course.

#### Course Description:

Communication Studies 103 is a one semester 3 credit hour class. The course is designed to improve the student's public and listening communication skills. Emphasis will be placed on preparing and delivering informative, persuasive and special occasion speeches with appropriate audiovisual support, critiquing speeches, and research. Upon completion, students should be able to prepare and deliver well-organized presentations.

#### Learning Outcomes:

1. You will learn public speaking communication principles.
2. You will learn to research, prepare, deliver, and evaluate informative and persuasive presentations.
3. You will learn to use technology to enhance presentations.
4. You will learn to apply public communication principles while listening to speeches.
5. You will review grammar principles and will proofread and revise your written assignments.
6. You will demonstrate correct oral grammar.
7. You will develop effective extemporaneous speaking skills.
8. You will also build the communication confidence and skills necessary for dealing with "real world" situations.

#### Evaluation/Assessment of Learning Outcomes:

1. You will demonstrate your understanding of public communication principles by preparing and delivering five presentations and most of those will require research and documentation of sources. Typed outlines and proposals must be submitted before each presentation as instructed. **Students who do not submit an outline or proposal prior to giving their speech, will not be able to deliver their speech.** I will not accept handwritten assignments.
2. You will demonstrate correct grammar in your written presentation outlines and other written assignments as well as in your oral presentations.
3. You will demonstrate your understanding of public speaking theory and techniques by taking

two unit exams and one final exam. Pop quizzes will also be given throughout the semester if it becomes evident that the material is not being read.

### Attendance Policy:

Communication is a subject that requires extensive participation from students at all times. Therefore, it is essential that you attend class *on time* and take part in all exercises and assignments. Since communication is a process that involves both the listener and the speaker, you must be present and prepared during all class days. Excused absences for university approved reasons will not count against you, these will require original documentation from a credible source to prove that the absence is excused. Unexcused absences will NOT be permitted without a deduction in points, this includes coming in late or leaving early. If you must be tardy during a class session when speeches are being delivered **do not walk in during a presentation**, wait until you have heard applause to enter. For unexcused absences during speaking days, I will deduct 5 points for each day missed from your final grade. Attendance is a grade, so the above policy will be followed with no exceptions. Sleeping in class, texting, doing work for another class, etc... will result in an absence even though you may physically be in class. An audience is a very important part of the public speaking environment.

**See workbook for assignments and the points that they are worth to figure your grades.**

### Make-Up Work Policy:

If you provide a valid university excuse for missing assignments or for submitting/presenting major assignments late, you will have the opportunity to submit/present the work but will receive percentage deductions unless prior arrangements are made with me. You should notify me **in advance** of any absence(s) and should submit/present major assignments in advance of absences when possible. If you are absent from a class session it is your responsibility to obtain the information and assignments that were given. It would be helpful to obtain phone numbers and email addresses from at least two other students from class to serve as resources for missed information. Assignments are due at the start of class, not later. Excuses such as my printer ran out of ink won't work. Print it out early enough to make sure your printer is functioning. Assignments are given far enough in advance so you don't have to do last minute printing or preparing for assignments or gathering information. This is in fairness to students who are prepared.

### Additional Guidelines:

1. Please silence cell phones while in class. The use of cell phones while in class will absolutely NOT be permitted.
2. When you have missed a class session, please do not ask the instructor what you have missed as it is your responsibility to obtain this information from another classmate.
3. Remember there are no stupid questions!!! Please ask and I will try to provide you with an answer!