

ATTENDANCE POLICY:

(1) REGULAR ATTENDANCE IN CLASS IS EXPECTED AND WILL BE RECORDED.

Arriving late or leaving early without the instructor's permission will be counted as an absence. Each student is allowed a total of six (6) unexcused absences in the course of this class. FIVE (5) POINTS WILL BE DEDUCTED FROM THE FINAL POINT TOTAL FOR EACH ADDITIONAL UNEXCUSED ABSENCE.

(2) ATTENDANCE DURING SPEECH PRESENTATION IS MANDATORY.

In order to pass this class, you must perform all oral assignments. You are also required to evaluate the speeches of your fellow classmates and provide appropriate feedback as directed. Ten (10) points will be deducted for each absence on the days that others in the class are presenting their speeches.

UNIVERSITY EXCUSED ABSENCES (as outlined in the University Catalog) will be honored and arrangements will be made for make-up work. Absences not excused by the University and subsequent make-up work are subject to the discretion of the instructor.

GRADING PROCEDURE:

(1) Written assignments (REQUIRED)

Informative Speech Proposal
Persuasive Speech Proposal
Supporting a Main Point
Creating an Argument
Informative Speech Self-Evaluation
Persuasive Speech Self-Evaluation

(2) Written assignments (REQUIRED/GRADED)

Informative Speech Preparation Outline	100	
Persuasive Speech Preparation Outline	<u>100</u>	
	200	Total Points

(3) Oral assignments (REQUIRED)

Introduction Speech (TBD)		
Informative Speech	100	
Persuasive Speech	100	
Ceremonial Speech (TBD)		
	<u>200</u>	Total Points

(4) Exams

Unit Exam #1	50	
Unit Exam #2	50	
Final Exam	<u>100</u>	
	200	Total Points

Total Points Possible 600

GRADING SCALE:

A	=	600-540
B	=	539-480
C	=	479-420
D	=	419-360

ALL REQUIRED ASSIGNMENTS MUST BE COMPLETED TO PASS THE COURSE

- MAKE-UP EXAMS WILL BE GIVEN ONLY FOR STUDENTS WITH UNIVERSITY EXCUSED ABSENCES WITH PROPER WRITTEN DOCUMENTATION.
- ALL WRITTEN ASSIGNMENTS MUST BE EITHER TYPED OR WORD-PROCESSED.
- ALL ASSIGNMENTS MUST BE TURNED IN AT THE BEGINNING OF CLASS ON THEIR RESPECTIVE DUE DATES. NO EXCEPTIONS.
- EMAILING OF REQUIRED ASSIGNMENTS WILL NOT BE ACCEPTED WITHOUT PRIOR APPROVAL.

EXTRA CREDIT: A maximum of forty (40) extra credit points may be earned in the course of this class by attending University sponsored public speaking events or by other options at the discretion of the instructor. These opportunities will be discussed in class at the appropriate times.

COURSE SCHEDULE

<u>Date</u>	<u>Topics/Assignments</u>	<u>Readings</u>
Week One		
T 1/13	Chapters 1: Welcome to Public Speaking	Chapters 1, 2 & 3
Th 1/15	Chapter 2: Your First Speech	
	Chapter 3: Presenting the Speech Assign Introductory Speech	
Week Two		
T 1/20	Introductory Speeches	
Th 1/22	“	
Week Three		
T 1/27	Chapter 4: Listening Critically	Chapters 4, 5 & 6
	Chapter 5: Analyzing Your Audience	
Th 1/29	Chapter 6: Choosing a Topic & Developing a Strategy Assign Unit I Exam Chapters (Chapters 1-6)	
Week Four		
T 2/3	Chapter 7: Researching the Speech/Review for Exam I	Chapter 7
Th 2/5	Assign Informative Speech Proposal/Assign Informative Speech Unit I Exam	
Week Five		
T 2/10	Chapter 9: Organizing the Speech (The Body)	Chapters 9, 10 & 11
	Informative Speech Proposal Due/ Assign Supporting a Main Point	
Th 2/12	Chapter 10: Introductions, Conclusions & Transitions Chapter 11: Outlining the Speech	
Week Six		
T 2/17	Chapter 13: Informing	Chapters 13 & 15
Th 2/19	Supporting a Main Point Due Chapter 15: Speaking With Visual Aids	
Week Seven		
T 2/24	Informative Speeches	
Th 2/26	“	
	Assign Unit II Exam Chapters (Chapters 7, 9, 10, 11, 13 & 15) Assign Persuasive Speech Proposal/Assign Persuasive Speech	
Week Eight		
T 3/3	Informative Speeches	
Th 3/5	“	
	Persuasive speech Proposal Due	

<u>Date</u>	<u>Topics/Assignments</u>	<u>Readings</u>
Week Nine		
T 3/10	Chapter 12: Achieving Style Through Language	Chapter 12
Th 3/12	Review for Exam II Unit II Exam	
3/16-3/20	SPRING BREAK	
Week Ten		
T 3/24	Chapter 8: Reasoning	Chapter 8
Th 3/26	Chapter 8 continued	
Week Eleven		
T 3/31	Chapter 14: Persuading	Chapter 14
Th 4/2	Chapter 14 continued	
Week Twelve		
T 4/7	Persuasive Speeches	
Th 4/9	“	
Week Thirteen		
T 4/14	Persuasive Speeches	
Th 4/16	“	
	Assign Ceremonial Speeches	
Week Fourteen		
T 4/21	Chapter 16: Occasions for Public Speaking	Chapter 16
Th 4/23	Ceremonial Speeches	
Week Fifteen		
T 4/28	Ceremonial Speeches	
Th 4/30	Review for Final Exam	
Th 5/7	FINAL EXAM (12:45pm – 2:45pm)	