

ATTENDANCE POLICY: 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 three (3) unexcused absences in the course of this class. FIVE (5) POINTS WILL BE DEDUCTED FROM THE FINAL POINT TOTAL FOR EACH ADDITIONAL UNEXCUSED ABSENCE.

IN ADDITION, attendance during speech presentations is mandatory. In order to pass this class, you must perform all oral assignments on the date assigned and you are expected to provide your fellow classmates with appropriate feedback. Points will be deducted for your failure to participate as an audience member while others are presenting their speeches. Of course, 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 claim		
Informative self-evaluation		
 (2) Written assignments (graded)		
Chapter quizzes	100	
Informative preparation outline	50	
Persuasive speech preparation outline	<u>50</u>	
	200	Total Points
 (3) Oral assignments (speeches must be presented to an audience in order to pass the course)		
Introductory speech		
Informative speech (graded)	100	
Persuasive speech (graded)	<u>100</u>	
Ceremonial speech		
	200	Total Points
 (4) Exams		
Unit Exam #1	50	
Unit Exam #2	50	
Final Exam	<u>100</u>	
	200	Total Points
	600	Total Points Available

GRADING SCALE:

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

- MAKE-UP EXAMS WILL BE GIVEN ONLY FOR STUDENTS WITH UNIVERSITY EXCUSED ABSENCES WITH PROPER WRITTEN DOCUMENTATION. OTHERWISE, IF YOU MISS A SCHEDULED EXAM, YOU FORFEIT THOSE POINTS.
- ALL WRITTEN ASSIGNMENTS MUST BE EITHER TYPED OR WORD-PROCESSED. HANDWRITTEN SUBMISSIONS WILL NOT BE ACCEPTED.
- 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

Date	Topics/Assignment	Readings
Week One		
M 1/13	Chapter 1: Welcome to Public Speaking	Chapters 1 & 2
W 1/15	Chapter 2: Your First Speech	Chapter 3
F 1/17	Chapter 3: Presenting the Speech Assign Introductory Speech	
Week Two		
M 1/20	MARTIN LUTHER KING, JR. HOLIDAY (NO CLASSES)	
W 1/22	Introductory Speeches	
F 1/24	“	Chapter 4
Week Three		
M 1/27	Chapter 4: Listening Critically	Chapter 5
W 1/29	Chapter 5: Analyzing Your Audience	Chapter 6
F 1/31	Chapter 6: Choosing a Topic & Developing a Strategy Assign Informative Speech Proposal/ Informative Speech	
Week Four		
M 2/3	Unit I Exam	Chapter 7
W 2/5	Chapter 7: Researching the Speech Informative Speech Proposal Due	
F 2/7	Chapter 7 continued	Chapter 9
Week Five		
M 2/10	Chapter 9: Organizing the Speech: The Body Assign Supporting a Main Point	Chapter 10
W 2/12	Chapter 10: Introductions, Conclusions, & Transitions	Chapter 11
F 2/14	Chapter 11: Outlining the Speech	Chapter 13
Week Six		
M 2/17	Chapter 13: Informing Supporting a Main Point Due	Chapter 15
W 2/19	Chapter 15: Speaking With Visual Aids	
F 2/21		
Week Seven		
M 2/24	Informative Speeches	
W 2/26	“	
F 2/28	“	
	Assign Unit II Exam Chapters (Chapters 7, 9, 10, 11, 13 and 15)	
Week Eight		
M 3/3	Informative Speeches	
W 3/5	“	
F 3/7	“	Chapter 12

Date	Topics/Assignments	Readings
Week Nine		
M 3/10	Review for Exam II	
	Assign Persuasive Speech Proposal	
W 3/12	Unit II Exam	
F 3/14		
3/17 – 3/21	SPRING BREAK	
Week Ten		
M 3/24	Chapter 12: Achieving Style Through Language	Chapter 8
	Persuasive Speech Proposal Due	
W 3/26	Chapter 8: Reasoning	
F 3/28	Chapter 8 continued	Chapter 14
Week Eleven		
M 3/31	Chapter 14: Persuading	
W 4/2	Chapter 14 continued	
F 4/4		
Week Twelve		
M 4/7	Persuasive Speeches	
W 4/9	“	
F 4/11	“	
Week Thirteen		
M 4/14	Persuasive Speeches	
W 4/16	“	
F 4/18	“	Chapter 16
	Assign Ceremonial Speech	
Week Fourteen		
M 4/21	Chapter 16: Occasions for Public Speaking	
W 4/23	Ceremonial Speeches	
F 4/25	“	
Week Fifteen		
M 4/28	Ceremonial Speeches	
W 4/30	“	
F 5/2	Review for Final Exam (Comprehensive)	
T 5/6	FINAL EXAM (10:15am – 12:15pm)	

ALL REQUIRED ASSIGNMENTS MUST BE COMPLETED TO PASS THE COURSE