

Speech 101 Syllabus

Public Speaking Syllabus_(v0.0)

At a Glance: Students in this class will deliver and evaluate a large number of prepared and impromptu presentations through the course of the semester in order to improve their public speaking abilities. There are no prerequisites for this course.

Note: Information specific to the section you are taking, including the calendar, can be found in the syllabus annex for your section.

- [Annex for SPCH 101-10](#), Q1/TF, AHB/Behan
- [Annex for SPCH 101-30](#), Fall/W, NC/401

Course Description

SPCH 101: Public Speaking: Speaking clearly and comfortably in public is an essential skill set. This course prepares students for a variety of professional situations in which formal presentations are expected. Topics will include cultural conventions of speech, verbal and nonverbal messaging, and techniques of oral presentation and persuasion. Students will learn to research, outline, and deliver a variety of speeches (e.g. demonstrative, informative, persuasive, special occasion, etc.) of varying lengths.

Philosophy

Speaking in public is a skill that only improves as it is used. Teaching public speaking has a lot in common with coaching. This course is designed around a portfolio grading model that encourages students to engage in all stages of the presentation process, from preparation and research through practice, presentation, and self-evaluation.

Goals

At the end of this class, students will have developed improved competencies in the following major areas:

- Preparing Presentations
- Research
- Organization
- Verbal and Nonverbal Delivery
- Critical Evaluation of Presentations

Instructor Contact Information

Kurtis D. Miller

- Office: Virginia 311
- Office Hours:
 - 9:00 - 11:30 am on Tuesdays
 - 9:00 - 11:30 am on Fridays
 - also by appointment
- kdmiller@tusculum.edu
- 423-636-7300 Ext. 5783

Availability

I am available in person during office hours, and by appointment in addition. My office hours are scheduled for your benefit, but some students go an entire semester without stopping by. I like students! Feel free to come by for any reason or no reason at all—even after you're done taking the class. I often eat in the dining facility, and am more than happy to talk if you see me around campus.

I check and respond to my email once each day, except on the weekend and holidays. I do not check my email at the same time every day, so I cannot guarantee a response within a strict 24-hour window. Sometimes messages do fall through the cracks or are zapped by overzealous spam filters—if I have not replied after a few days, please re-send the message. You can also call when I am in the office. I typically distribute class announcements through a class email distribution list.

Textbook and Required Materials

This course requires you to have access to “A Speaker’s Guidebook” (O’Hair, Stewart, & Rubenstein). 5th or 6th edition are both acceptable. Copies are available at the campus bookstore and online through a number of retailers, including here on [Amazon](#). You will need this textbook in order to successfully complete the course. Although this textbook is very affordable, there is also a copy of the textbook on reserve in the library for you to use if you do not wish to purchase a copy or are waiting for one to arrive.

I chose this textbook because it works very well as a reference in order to address your opportunities for improvement. I do not assign readings for the class at large, but will direct you to specific sections of the textbook based on your needs. I recommend that you also seek information proactively based on your understanding of upcoming assignments and your own skills. I may also distribute a variety of additional readings during this class, these readings will primarily be selected based on the needs of the class or the individual student.

In addition to the textbook, you will also need index cards, writing utensils, and access to a recording device in order to practice and evaluate your presentations. The video camera included on the majority of modern cell phones works well for this task.

Course Policies

You are an adult—be respectful to others. Students who are not respectful will be asked to leave. Electronic devices should be silenced and may only be used for minor tasks during the occasional lull in classroom activity or as directed by the instructor. We will often use laptops/tablets/phones or other personal electronic devices for class activities. You may not leave electronic devices out or use them in a sustained fashion—not even for such activities as checking the time, taking notes or accessing copies of readings for the class. Studies consistently show that students perform best in class when they hand-write their notes. The sound on my phone will be on during class in the event of emergency notifications. If you will benefit from using an electronic device or require an exception to these policies for other reasons, please see the next paragraph.

Access

All students have the right to an accessible environment and to be able to focus on their learning to the greatest degree possible. Students who think they would benefit from accommodation (seating placement, arrangements for examinations, exceptions to policies, etc.) should inform me at the beginning of the course so appropriate arrangements can be made. Act early, because it is not possible to make accommodations retroactively. Additionally, students may have commitments outside of the classroom that require exceptions to classroom rules on electronic devices. Please contact me if this applies to you and also contact the Academic Resource Center.

Academic Misconduct

Academic misconduct is bad and will not be tolerated in this course. Tusculum has strong policies against academic misconduct. Anyone engaging in academic misconduct will be reprimanded and subject to disciplinary action which can result in a minimum of a ZERO on an assignment, but may include failure of the course, suspension, or expulsion from the college. Students are advised to become familiar with Tusculum’s [academic policies](#) on academic misconduct, which can also be found in the Course Catalog (p. 39). Academic dishonesty includes, but is not limited to:

- Plagiarism:
 - Copying someone else’s work and claiming it as your own.
 - Paraphrasing someone else’s work and claiming it as your own.
 - Collaborating with another person and claiming the work solely as your own.
- Misrepresentation:
 - Re-using your own work from another course.
 - Re-using your own work from a previous semester in this course.
- Cheating

Campus Emergencies and Inclement Weather.

There are two predominant types of emergencies: evacuation and shelter-in-place. I am familiar with the proper course of action in both cases, so please follow directions as appropriate. In addition the weather can be

quite variable in East Tennessee. Inclement weather may result in the cancellation or delay/early dismissal of classes at one or more of the Tusculum College sites. Due to the nature of the focused calendar, these instances may significantly impact academic class time. Should any event result in the alteration of class meeting times, instructors will communicate to their students a plan for completing missed classes. Location-specific schedule changes will be communicated through the Tusculum College Pioneer Alert System and local media outlets as soon as possible. After an emergency or inclement weather, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised calendar or other circumstances beyond the instructor's control. Information about course changes related to campus emergencies can be accessed through email and on the class schedule.

Assignments and Grading

There are no exams or quizzes in this class.

Please reference the calendar in the syllabus annex for your section to see presentation, project, and portfolio due dates as well as content.

| Assignment | Weight | Length |
|--|-----------|----------|
| Prepared Presentation Portfolios | 26 | - |
| →Prepared Introduction | 2 | 2 mins |
| →Prepared Demonstration | 4 | 4 mins |
| →Prepared Support | 6 | 6 mins |
| →Prepared Persuasive | 8 | 8 mins |
| →Asynchronous | 6 | 6-8 mins |
| Impromptu Presentation Portfolios | 13 | - |
| →Impromptu Introduction | 1 | 1 mins |
| →Impromptu Support | 3 | 3 mins |
| →Impromptu Persuasive | 4 | 4 mins |
| →Short Notice PowerPoint Impromptu | 5 | 5 mins |
| Other Assignments | 20 | - |
| →Short Notice PowerPoint | 5 | - |
| →Peer Evaluations | 15 | - |

I do not accept assignments by email. Unless otherwise directed, do not email assignments to me. You should submit them through the course management system or as directed on the assignment. You can check your current grade at any time by using [this calculator](#).

Assignment components are typically graded on a scale from 0 to √+.

| Mark | Points | Meaning |
|------|--------|--|
| √+ | 5 | Performance meets or exceeds the standard. |
| √ | 3 | Performance was “close enough” but not sufficient – minor issues only. |
| √- | 1 | Performance was insufficient in a significant way. |
| 0 | 0 | Nothing relevant to the assignment was turned in. |

Attendance

Attendance at every meeting of this course is required. The organization of the course means that you will learn a lot by observing and providing feedback to others. Tusculum College attendance policy mandates student attendance at every class session and allows three valid absences for school-sponsored events (including

participation in sports events but not practice). For these excused, documented absences, you may make up work, but arrangements need to be made in advance. In the case of unexcused absences, work may not be made up. To have absences excused, students must provide *printed documentation* which excuses the absence. Documentation for foreseeable absences must be submitted prior to the absence. Documentation for unforeseeable absences must be submitted within seven days of returning to class.

Class lasts for three hours and attendance is required for the entire class session. Missing minor portions of a class meeting will result in being counted late. **Being counted late twice is equivalent to one absence.** Students who miss more than 25 minutes of a class will be counted absent. **Tusculum's Attendance policy mandates that the fourth absence from class will result in a failing grade for the course.**

Extra Credit

Students may earn up to a maximum of three percentage points (3%) of extra credit. You can earn these points by producing a short asynchronous presentation that provides technical support documentation for the class. When I receive questions about how to do something related to the course, I will, in addition to helping the student resolve the issue, add the question to my list of open technical support issues. You can email me at any time to ask if there are any open issues that need documentation or whose documentation needs to be improved. You may earn extra credit by writing a detailed asynchronous presentation that walks students through resolving the issue. These points will be added to your final average in the class once your presentation is approved.

Late Work

Late work turned in within 7 days of the original due date will be graded pass/fail for 1/2 credit. After 7 days, late work will not be graded and will not receive any credit. This policy also applies to most presentations. Students turning in late work will not receive any feedback from the instructor, regardless of how late it is. **No late work of any kind will be accepted after the last class meeting.**

Grading Disputes

You must wait 24 hours after receiving a grade to discuss it with your instructor. This ensures that you have the opportunity to prepare a solid case **with documentation** to support your claims. A meeting outside of the classroom should be scheduled with the instructor to contest a grade. I will not discuss grades (good or bad) in front of other students, in the classroom before/during/after class, in the hallway, or if you run into me around campus or in town. I will not discuss student grades in the presence of other students, friends, family, etc. **Your grades and scores are considered final unless you initiate contact within one week of their return (or within 3 days of the last class meeting)**

Final Grades

Your final grade will be determined based on the **weighted average percentage** you have earned on all assignments in the table of assignments above. You can calculate this for yourself at any time using [this calculator](#). This weighted average percentage (\bar{x}) will be translated into a letter grade according to the following table:

| Percentage Range | Letter Grade |
|----------------------------------|--------------|
| $\bar{x} \geq 93.00\%$ | A |
| $93.00\% > \bar{x} \geq 90.00\%$ | A- |
| $90.00\% > \bar{x} \geq 87.00\%$ | B+ |
| $87.00\% > \bar{x} \geq 83.00\%$ | B |
| $83.00\% > \bar{x} \geq 80.00\%$ | B- |
| $80.00\% > \bar{x} \geq 77.00\%$ | C+ |
| $77.00\% > \bar{x} \geq 73.00\%$ | C |
| $73.00\% > \bar{x} \geq 70.00\%$ | C- |
| $70.00\% > \bar{x} \geq 67.00\%$ | D+ |
| $67.00\% > \bar{x} \geq 63.00\%$ | D |

| Percentage Range | Letter Grade |
|-----------------------------|--------------|
| 63.00% > \bar{x} ≥ 60.00% | D- |
| 60.00% > \bar{x} ≥ 00.00% | F |

Note: After calculation, the final weighted average will be truncated at the thousandths place (10^{-3}). Values in the thousandths place will be rounded up *if and only if* they are greater than or equal to 5.

Student Services

Tusculum College offers a number of services to students to help them be successful:

Students with Disabilities:

Tusculum College makes available to qualified students with disabilities those reasonable accommodations or services as are necessary to provide such students with unrestricted access to the learning environment and the opportunity to demonstrate academic achievement. In order to procure services or classroom accommodations, the qualified student is responsible for self-identifying and directing all requests for accommodations or services to the Academic Resource Center counselors. Contact information: Bobbie Greenway, Academic Resource Counselor; 423-636-7300, ext. 5154; bgreenway@tusculum.edu; Room 113, Annie Hogan Byrd.

Research Assignments and Library Resources:

To ensure that residential candidates become fluent, competent users of information, faculty develop assignments that incorporate research that requires using the information resources available in the TC Library or from the TC Library website: <http://library.tusculum.edu>. Librarians are available to candidates in their research. Several of the online resources may also be accessed from home with a username and password provided by library staff. For more information, contact: Crystal Johnson, Education Librarian NE & Webmaster, (423) 636-7320; 1-800-729-0256, extension 5801, cjohnson@tusculum.edu. In Knoxville, contact Mary Halliburton, Knoxville Library Administrator, at (865) 693-1177 or (800) 729-0116, extension 5016, mhalliburton@tusculum.edu.

Tutoring:

Free tutoring is available for students during hours set up by the TC Tutoring Center located in the Garland Library. Students should familiarize themselves with tutoring services, hours, and location; this information can be found at: <http://web.tusculum.edu/tutoring/>.

Syllabus Version

Currently v0.03

Speech 101 Section 10 Syllabus Annex

Course Information

| | |
|---------------------------|----------------------------|
| SPCH-101-10 (5809) | Public Speaking |
| Starts: | 08/16/2016 |
| Ends: | 10/07/2016 |
| Meets every: | Tuesday, Friday |
| Meets between: | 12:30PM - 03:30PM |
| Building: | Annie Hogan Byrd Fine Arts |
| Room: | BEHAN |

Calendar

| Day/Date | Topic | To prepare for class... |
|----------|--|--|
| T/Aug 16 | Syllabus, Calendar, Objectives, Moodle, Website | Review Syllabus |
| ↓ | Grading for Prepared & Impromptu Presentations | Read Portfolio Guidelines |
| ↓ | Anxiety, Methods of Delivery | - |
| F/Aug 19 | Classroom Management Setup and Review | Bring 70 copies of Presentation Feedback Form |
| ↓ | The Audience, Intellectual Property & Plagiarism | - |
| ↓ | <i>Review Upcoming Assignments, Introduction Preparation</i> | Read Prepared Introduction, Prepared Demonstration, and Prepared Support Assignments |
| T/Aug 23 | Delivery | - |
| ↓ | Forms of Evidence | - |
| ↓ | Providing and Incorporating Feedback Effectively | - |
| F/Aug 26 | Prepared Introduction and Prepared Demonstration | - |
| ↓ | ↓ | - |
| ↓ | ↓ | - |
| T/Aug 30 | Common Informative Organization Patterns | - |
| ↓ | Presentation Aids | Bring a laptop or similar device |
| ↓ | ↓ | - |
| F/Sep 2 | Prepared Support | - |
| ↓ | ↓ | - |
| ↓ | ↓ | - |

| Day/Date | Topic | To prepare for class... |
|-----------------|--|--|
| T/Sep 6 | Impromptu Presentations | - |
| ↓ | Argumentation | - |
| ↓ | ↓ | - |
| F/Sep 9 | Impromptu Introduction and Impromptu Support | Bring a laptop or similar device |
| ↓ | ↓ | - |
| ↓ | ↓ | - |
| T/Sep 13 | Common Persuasive Organization Patterns | - |
| ↓ | ↓ | - |
| ↓ | Question & Answer Sessions | - |
| F/Sep 16 | Prepared Persuasive | - |
| ↓ | ↓ | - |
| ↓ | ↓ | - |
| T/Sep 20 | Mediated and Asynchronous Presentations | - |
| ↓ | Argumentation Revisited | Bring an example argument to class |
| ↓ | Presenting in a Team | - |
| F/Sep 23 | Impromptu Persuasive | Bring a laptop or similar device |
| ↓ | ↓ | - |
| ↓ | ↓ | - |
| T/Sep 27 | Special Occasion Presentations | - |
| ↓ | Crisis Response Presentations | - |
| ↓ | In-class meeting time | - |
| F/Sep 30 | Short Notice PowerPoint Impromptu | Bring a laptop or similar device |
| ↓ | ↓ | - |
| ↓ | ↓ | - |
| T/Oct 4 | Asynchronous | Submit completed assignment before class |
| ↓ | ↓ | - |
| ↓ | ↓ | - |
| F/Oct 7 | Make-up day | - |
| ↓ | ↓ | - |
| ↓ | ↓ | - |