Syllabus for Speech 101 – Public Speaking

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 101-20, Q2/TF, AHB/Behan
- Annex for SPCH 101-23X, Q2/R, NC/313
- Annex for SPCH 101-GWG20, Q2/R, NC/313

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 view of presenting as a process. The class encourages students to reflect on, engage with, and improve all stages in that process, from preparation and research through outlining, 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
- Preparing Visual Aids
- Critical Evaluation of Presentations

Instructor Contact Information

Instructor Contact Information

Kurtis D. Miller

- Office: Virginia 311
- Office Hours:
  - 9:00 am – 11:30 am, Tuesdays
  - 9:00 am – 11:30 am, Thursdays
  - 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 am more than happy to talk if you see me around campus. If you see me when I am out for a run I will not slow down to talk to you – you'll have to keep up! :-)

Email

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.

I do not accept assignments by email. Unless otherwise directed, do not email assignments to me. Submit all assignments through the course management system or in print as directed, unless you are given specific instructions to do something else.

Required Materials

- ☐ Textbook
- ☐ Index cards
- ☐ Writing utensils
- ☐ Access to a video recorder
- ☐ Access to a modern computer and common software
- ☐ Access to the Internet
- ☐ A YouTube account

Required Textbook: 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 Amazon. You will need this textbook in order to successfully complete the course. The textbook is very affordable, and there is 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 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.

Required Supplies: You will also need index cards and writing utensils for this class. Index cards are **the only** acceptable medium for any notes that you refer to during your presentation. This includes presentations as part of in-class activities.

Required Technology: You will need access to a recording device in order to practice, evaluate, and submit your presentations. The video camera included on the majority of modern cell phones works well for this task as does the web cam included in the majority of modern laptop computers. You will need access to a modern computer which is capable of running software that will allow you to create and modify written documents and presentation aids. Software commonly used for these tasks include Microsoft Word and PowerPoint, though there are other options. See the section on technology issues below for details about preparing and submitting files.

YouTube: You will be required to post videos of presentations to YouTube and share links to them through Moodle as part of this class. You are not required to post these videos to an existing account. Creating a separate account dedicated to this class is fine.

Course Policies

You are an adult – be respectful to others. Students who are not respectful will be asked only once to change their behavior. Students who continue to be disrespectful will be asked to leave. Students who are asked to leave class will be counted absent.

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), which provides the following list of examples of academic misconduct:

1. Failing to identify direct or word-for-word quotations by use of appropriate symbols and reference to the source.
2. Restating in your own words the work (ideas, conclusions, words) of another without reference to the source.
3. Presenting as your own the creative work (for instance, music or photographs) of another without proper acknowledgment. Besides plagiarism, other forms of academic dishonesty include the following:
4. Submitting the same work in two or more courses without significant modifications or expansion and without the approval of the instructors involved.
5. Submitting purchased, borrowed, copied or specially commissioned work as if it were one's own.
6. Knowingly permitting others to submit your work under their names.
7. Copying the work of others during an examination or other academic exercise.
8. Knowingly allowing others to copy your work during an examination or other academic exercise.
9. Using "cheat sheets" or any other unauthorized form of assistance during an exam, quiz or other academic exercise.
10. Manipulating or fabricating data to support erroneous conclusions.

NOTE: AUTHORIZED HELP is encouraged and includes:

- attendance at help sessions.
- tutoring received with your instructor's knowledge (responsible tutoring does not provide answers to specific assignments but focuses on general principles, concepts, rules and information, as well as on skills development).
- work with Academic Resource Center or Student Support Services staff done with the knowledge of your instructor.[1]

Note: Using images in presentations without citation and license is plagiarism and academic misconduct (items 3 and 5). Furthermore, using work without license may be illegal.

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 and coordinate with the Academic Resource Center so appropriate arrangements can be made. Act early, because it is not possible to make accommodations retroactively.

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). Coordinate with me to turn in your work in advance of these absences.

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.**

Students in classes that meet online will be counted present if they complete assigned activities prior to the beginning of the next work week.

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.

Technology

We will often use laptops/tablets/phones or other personal electronic devices for class activities. Outside of these activities, you may not use electronic devices or leave them out – not even for such activities as checking the time, taking notes, or accessing copies of readings for the class. Research clearly show lower GPAs and lower test performance are associated with increases in classroom cell phone use.[2] Please silence electronic devices during class. The sound on my phone will be on during class in the event of emergency notifications. Wearing headphones during class will not be tolerated.

Studies show that students remember information better when they hand-write their notes[3] and that, like second-hand smoke, using laptops in the classroom has negative effects on the learning of those around you.[4] Nevertheless, if you will benefit from using an electronic device or require an exception to these policies for other reasons, please see the sections on Access and Student Services. Additionally, students may have commitments outside of the classroom that require exceptions to classroom rules on electronic devices. Please contact me and the Academic Resource Center if you require an exception to any course policy.

Technology Issues

Using technology is an expectation of this course. **Issues with technology are not an excuse for late or missing work.** Anticipating, avoiding, identifying, and resolving these issues prior to due dates is your responsibility. Preparing and submitting materials at the last minute significantly reduces your ability to anticipate, avoid, identify, and resolve technology issues for many reasons, including the difficulty in getting assistance outside of normal working hours. For this reason you should not wait until the last minute to complete and submit assignments. **Your instructor is not tech support.** If you need assistance with technology, contact Information Services.

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 journal due dates as well as content.

Assignment	Points	Length
Presentations	**735**	-
→ Prepared Demonstration	100	4 mins
→ Prepared Support	150	6 mins
→ Prepared Persuasive	200	8 mins
→ Short Notice PowerPoint	125	5 mins
→ Asynchronous	160	6-8 mins
Written Assignments	**575 325**	-
→ Presentation Outlines	250	-
→ ~~Presentation Journals~~	~~250~~	-
→ Graded PowerPoint	75	-
Participation	**360 210**	-
→ Class Activities	170	-
→ Practice Videos	40	-

Assignment	Points	Length
→ Practice Submissions	10	-
→ ~~Peer Evaluations~~	~~150~~	-
Total	~~1,680~~ **1,280**	-

I do not accept assignments in print or by email. Unless otherwise directed, do not email assignments to me. Submit all assignments through the course management system unless you are given specific instructions to do something else.

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

Mark	Points	Meaning
✓+	5	Performance meets or exceeds the standard.
✓	4	Performance was "close enough" but not sufficient – minor issues only.
✓-	3	Performance was insufficient in a significant way.
0	0	Not present.

Extra Credit

Students may earn up to a maximum of 50 points 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. The number of points awarded is determined based on the quality and accuracy of the asynchronous presentation.

Late Work

Late work turned in within 7 days of the original due date will be graded pass/fail for ½ credit. After 7 days, late work will not be graded and will not receive any credit. Students turning in late work will not receive any feedback from the instructor, regardless of how late it is. **Absences caused by forseeable circumstances, including school-sponsored events, do not excuse students from coursework due dates.**

Prepared presentations may be turned in late by submitting a video of the presentation recorded outside of class in front of an audience of at least 7 adults. Presentations that are turned in late are graded as late work. See the guidelines for Submitting Presentations by Video for more information.

In some rare cases an emergency may require you to miss class and turn in work after the assigned deadline. These situations are handled on a case-by-case basis and late work may be excused and graded for full credit depending on the situation and documentation.

No late work of any kind will be accepted after the last class meeting.

Presentation Topics

Presentation topics should be appropriate for a classroom of college-aged professionals. Students should not present on duplicate topics. All topics will be available through a forum in the course management system on a first-post basis. The first student who posts a topic will be allowed to present on it. **Any other students who present on the same topic will earn a zero on their presentation.**

Grade Checks

Many students participate in university activities which require regular grade checks, including sports teams. If you need a signed grade check form, you need to prepare the form before class, filling out information such as the number of absences and current grade based on information available to you through course management

systems. If you bring the form with the relevant sections already completed, I will sign it **after class is dismissed.**

I will not respond to grade check requests that are made by email and will not sign grade check forms that have not already been completed.

Grade 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 total number of points that you earned in the class. You can look this up at any time using the course management system. This total (x) will be translated into a letter grade according to the following table:

Point Range	Letter Grade	Equivalent Percentages
1,190 ≤ x ≤ 1,280	A	93–100%
1,152 ≤ x < 1,189	A-	90–93%
1,114 ≤ x < 1,151	B+	87–90%
1,062 ≤ x < 1,113	B	83–87%
1,024 ≤ x < 1,061	B-	80–83%
986 ≤ x < 1,023	C+	77–80%
934 ≤ x < 985	C	73–77%
896 ≤ x < 933	C-	70–73%
858 ≤ x < 895	D+	67–70%
768 ≤ x < 857	D	60–67%
0 ≤ x < 767	F	00–60%

Rounding: I will round up fractions to the next whole number of points, so a student who had 1,285.5 points would earn a C+, since that would round up to 1,286. **I only round up fractions of a point. I do not round up whole points under any circumstances.**

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 Centercounselors. 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 v1.06

End Notes

1. Tusculum College. (n.d.). *Academic Policies*. Retrieved from: http://web.tusculum.edu/academics/academic-policies/ ↵

2. Bjornsen, C. A., & Archer, K. J. (2015). Relations between college students' cell phone use during class and grades. *Scholarship of Teaching and Learning in Psychology, 1*(4), 326–336. https://doi.org/10.1037/stl0000045 ↵

3. Mueller, P. A., & Oppenheimer, D. M. (2014). The pen is mightier than the keyboard: Advantages of longhand over laptop note taking. *Psychological Science, 25*(6), 1159–1168. https://doi.org/10.1177/0956797614524581 ↵

4. Sana, F., Weston, T., & Cepeda, N. J. (2013). Laptop multitasking hinders classroom learning for both users and nearby peers. *Computers & Education, 62*, 24–31. https://doi.org/10.1016/j.compedu.2012.10.003 ↵

Speech 101 Sections 23x & GWG20 Syllabus Annex

Course Information

SPCH-101-23X (7130) and SPCH-101-GWG20 (6186)	Public Speaking
Starts:	10/13/2016
Ends:	12/08/2016
Meets every:	Thursday, Online
Meets between:	06:00PM - 07:45PM
Building:	Niswonger Commons
Room:	313

Course Theme

Coming up with topics for presentations can be quite difficult. Some students benefit from having more strict requirements on their choice of topic, but other students have difficulty when the requirements of an assignment fall outside their area of interest. For this reason, each section of my class has a "class theme." The theme is an **entirely optional** restriction on topic selection that students may choose to use if they believe that it will help them. In this section, the course theme will be **Hobbies in Science and Technology**.

Each presentation that is connected with this theme will receive a **bonus of +2 points** added onto the final total.

Calendar

Note: items in *italics* will be covered during the class meeting

Day/Date	Topic 1	Topic 2	To prepare…
R, 10/13	*Syllabus, Course Structure, Attendance, Moodle*	Audience Analysis, Topic Selection	
→Wk1	Speech Structure, Outlining	Verbal and Nonverbal Delivery	
R, 10/20	Introductions, Transitions, Conclusions	*Research and Forms of Evidence*	Bring a laptop or similar device
→Wk2	Providing and Consuming Feedback	Visual Aid Design	Bring a laptop or similar device
R, 10/27	Finding and Using Images	*Intellectual Property, Licensing, Plagiarism*	Bring a laptop or similar device
→Wk3	Common Informative Organization Patterns	Visual Presentation of Data	Bring a laptop or similar device
R, 11/03	**Prepared Demonstration**and Peer Feedback	*Oral and Text Citation*	
→Wk4	Common Persuasive Organization Patterns	Question & Answer Sessions	

Day/Date	Topic 1	Topic 2	To prepare...
R, 11/10	**Prepared Support**Presentations	Support Presentations Peer Feedback	
→Wk5	Logical Fallacies	*Presenting in a Team*	
R, 11/17	**Prepared Persuasive**Presentations	Persuasive Presentations Peer Feedback	
→Wk6	Mediated and Asynchronous Presentations	***Graded PowerPoint***	Bring a laptop or similar device
R, 12/01	**Short Notice PowerPoint**Presentations	Short Notice PowerPoint Peer Feedback	
→Wk7	*Special Occasion Speeches*	Presenting Beyond the Classroom	
R, 12/08	***Asynchronous**Presentations*	***Asynchronous**Presentations*	
→Wk8	Make-up day	Make-up day	

Section Annex Version

Currently v16-17.23x.01