

Public Speaking  
SPCH 101, Sections 101 & 103

## Instructor Information:

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The Question & Answer Discussion Forum on Canvas is the preferred method of communication for most student questions. Questions of a confidential or personal nature should be sent by email. I do not accept assignments by email. I typically check email once daily during business hours Monday to Thursday. Additional information is available below in my email policy.

### Office Hours

Office hours are reserved specifically for meetings with students in my classes. Contact me by email to set up an appointment. Please include multiple times that work for you in your email to speed up scheduling. My availability this semester is:

- Mondays from 10:30 am to 12:20 pm, US Eastern Time
- Wednesdays from 10:30 am to 12:20 pm, US Eastern Time
- Thursdays from 10:00 am to 10:50 am, US Eastern Time
- Other times may also be available, so please ask

I am typically available by Zoom during office hours, but to preserve bandwidth on Campus I do not keep Zoom active when I do not have an appointment. You can still "drop in" virtually. The best way is to call my office phone line and I will log in. Use the same Zoom link you use for class meetings.

## Course Information:

### Section 101:

- Semester: Fall, 2021
- Lecture time: 12:30 pm to 1:50 pm, US Eastern Time
- Lecture location: Garland Library, Room 107
- Zoom link: <https://tusculum.zoom.us/j/95312191625> (<https://tusculum.zoom.us/j/95312191625>)
- Final Exam: December 6th, 2021 from 2:00 pm to 3:50 pm, US Eastern Time

### Section 103:

- Semester: Fall, 2021
- 8:00 am to 9:20 am, US Eastern Time
- Lecture location: Library Room 117
- Zoom link: <https://tusculum.zoom.us/j/95312191625> (<https://tusculum.zoom.us/j/95312191625>)
- Final Exam: December 6th, 2021 from 8:00 am to 9:50 am, US Eastern Time

## Course Description:

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.

## Required Materials:

- Text: “A Speaker’s Guidebook” (O’Hair, Stewart, & Rubenstein). 6th edition or newer is needed.
- In addition to the textbook, you will need access to a video recording device (such as a phone). White 3x5 index cards work well for your speech notes. You may find a YouTube account helpful.

## Student Learning Objectives:

Upon successful completion of this course, students will be able to:

1. Students will employ presentation aids which clearly and accurately enhance their presentations. The **Graded PowerPoint** for the [Persuasive Presentation](#) will be used to measure this learning outcome.
2. Students will complete a presentation delivered through communication technology. The [Mediated Presentation](#) will be used to measure this learning outcome.

## General Education Student Learning Outcomes:

1. Writing: Students will structure evidence to convincingly support their arguments. The **Preparation Outline** of the [Persuasive Presentation](#) will be used to measure this learning outcome.
2. Public Speaking: Students will create messages appropriate to the audience, purpose, and context. The **Assessment Worksheet** provided in the final weeks of the class will be used to measure this learning outcome.
3. Public Speaking: Students will evaluate personal communication strengths and weaknesses. The **Assessment Worksheet** provided in the final weeks of the class will be used to measure this learning outcome.

# Course Assignments and Grade Determination:

There are three major components of your grade in this class:

- Prepared Presentations (60%)
  - 30% Best Presentation
  - 20% Middle Presentation
  - 10% Worst Presentation
- Content Knowledge (25%)
  - 15% Quizzes
  - 10% Final Exam
- Participation and Professionalism (15%)
  - 4% Phase 1
  - 4% Phase 2
  - 4% Phase 3
  - 3% Phase 4

## Prepared Presentations:

Prepared presentations contribute a total of 60% of your final grade. You will have the opportunity to give three prepared presentations: a [Support Presentation](#), a [Mediated Presentation](#), and a [Persuasive Presentation](#). The presentation grades will be weighted according to how well you do on each of them. Your highest scoring presentation is worth 30% of your final grade, the middle presentation is worth 20% of your final grade, and the lowest presentation is worth 10% of your final grade. Nearly half (40%) of the score on each of the prepared presentation comes from the preparation work (outline, visual aid, etc.), the rest (60%) comes from the presentation itself. **You must present to a live audience to pass this class.**

## Participation and Professionalism:

Participation and Professionalism contributes 15% of your final grade. Displaying basic professionalism is an expectation in this class and one of the most useful skills to have when you graduate. Class activities (formative assessments) are designed to help you understand the class content and to help you develop your prepared presentations. These class activities include example activities, drafts, and the Peer Feedback you provide about your peer's presentations. Your participation and professionalism will be totaled for each phase of the class.

## Content Knowledge:

Demonstrating content knowledge contributes a total of 25% of your final grade. Your understanding of the course material will be assessed through multiple choice quizzes and a final exam. The lowest two quiz scores will be dropped, and the average of your remaining quiz scores will contribute 15% of your final grade. The final exam will draw heavily from the quizzes given in class and will contribute 10% of your final grade.

## Extra Credit:

Students can earn up to a maximum of a 4.5% bonus on their final grade. A [Speech Critique](#) is the primary way of earning extra credit, and is worth up to 4.5%. Only one Speech Critique may be submitted. Additional extra credit opportunities may also be announced as they become available. Any additional opportunities will not raise the cap of 4.5%. Extra credit may not be turned in after the last regular class meeting.

## Final Exam Policy:

Tusculum University's full-semester courses include a final exam week. During the final exam week, students are required to be available for any form of final assessment (e.g. exams, papers, presentations) planned by the instructor according to the Tusculum University Final Exam Schedule and listed in the syllabus. Missing any planned final assessment during final exam week without prior written approval by the course instructor will result in a zero for the assessment. Travel, family, or other plans that conflict with the planned day/time of the final assessment are not acceptable excuses for missing a final assessment or for requesting a change of schedule. Instructors are under no obligation to accommodate a request for a change of day/time for the final assessment; an exception to this policy made by one instructor has no bearing on the decision of another instructor.

## Grading Scale:

Final grades are allocated according to the official University grading scale for undergraduate courses:

<b>A+</b>	100-98	4.0
<b>A</b>	97-93	4.0
<b>A-</b>	92-90	3.7
<b>B+</b>	89-87	3.5
<b>B</b>	86-83	3.0
<b>B-</b>	82-80	2.7
<b>C+</b>	79-77	2.5
<b>C</b>	76-73	2.0

C- 72-70 1.7

D+ 69-67 1.5

D 66-63 1.0

F 62-0 0.0

## Course Schedule:

### THESE FOUR ASSIGNMENTS ACCOUNT FOR 70% OF YOUR GRADE IN THIS CLASS:

- The [Support Presentation](#) (Live Audience Required!):
  - The [Outline](#) is due on Monday, September 20, 2021
  - The [Visual Aid](#) is due on Wednesday, September 22, 2021
  - The live [Support Presentations](#) start on Wednesday, September 29, 2021
- The [Mediated Presentation](#):
  - The [Outline](#) is due on Wednesday, October 20, 2021
  - The [Visual Aid](#) is due on Monday, October 25, 2021
  - The [Mediated Presentations](#) must be submitted by Monday, November 1, 2021
- The [Persuasive Presentation](#) (Live Audience Required!):
  - The [Outline](#) is due on Wednesday, November 10, 2021
  - The [Visual Aid](#) is due on Monday, November 15, 2021
  - The [Persuasive Presentations](#) will start on Wednesday, November 17, 2021
- The [Final Exam](#) is scheduled as follows:
  - Section 101: 2:00 pm (US Eastern Time) on Monday, December 6, 2021
  - Section 103: 8:00 am (US Eastern Time) on Monday, December 6, 2021

The instructor reserves the right to modify this schedule as necessary during the course.

## Phase 1:

There are no major assignments due during this phase of the class.

#	Date	Lecture Content	Due
1	Monday, 2021-08-23	<a href="#">L0: Communication as a Field of Study</a> <a href="#">L1: Choosing Topics</a>	<a href="#">Practice Pres. Topic Sign-up</a>
2	Wednesday, 2021-08-25	<a href="#">L2: Introductions, Transitions, &amp; Conclusions</a>	<a href="#">Syllabus Quiz</a> <a href="#">Q1: Choosing Topics</a>

		<u>Assessment Pre-test</u>
3	Monday, 2021-08-30	<u>L3: Preparation Outlines</u>  <u>Q2: Introductions, Transitions, &amp; Conclusions</u>  <u>Practice Pres. Outline</u>  <u>Practice Pres. Visual Aid</u>
4	Wednesday, 2021-09-01	<u>L4: Organizing Informative Presentations</u>  Live <u>Practice Presentations</u>  <b>All recorded <u>Practice Presentation</u> submissions are due before class begins this day</b>  <u>Q3: Preparation Outlines</u>  <u>Practice Presentation</u>

## Phase 2:

There is 1 major assignment due during this phase of the class, the Support Presentation:

#	Date	Lecture Content	Due
-	Monday, 2021-09-06	No Classes (Labor Day)	
5	Wednesday, 2021-09-08	<u>L5: Supporting Evidence</u>	<u>Q4: Organizing Informative Presentations</u>  <u>Peer Feedback (Practice Pres.)</u>
6	Monday, 2021-09-13	<u>L6: Plagiarism &amp; Intellectual Property</u>	<u>Q5: Supporting Evidence</u>  <u>Support Pres. Topic Sign-up</u>

7	Wednesday, 2021-09-15	<a href="#"><u>L7: Visual Aid Design</u></a>	<a href="#"><u>Q6: Plagiarism &amp; Intellectual Property.</u></a>
8	Monday, 2021-09-20	<a href="#"><u>L8: Finding and Using Images</u></a>	<a href="#"><u>Q7: Visual Aid Design Support Pres. Outline</u></a>
9	Wednesday, 2021-09-22	<a href="#"><u>L9: Verbal and Nonverbal Delivery.</u></a>	<a href="#"><u>Q8: Finding and Using Images Support Pres. Visual Aid</u></a>
10	Monday, 2021-09-27	<a href="#"><u>L10: Visual Presentation of Data</u></a>	<a href="#"><u>Q9: Verbal and Nonverbal Delivery.</u></a>
11	Wednesday, 2021-09-29	Live <a href="#"><u>Support Presentations</u></a> Begin <b>All recorded <a href="#"><u>Support Presentation</u></a> submissions are due before class begins this day</b>	<a href="#"><u>Q10: Visual Presentation of Data Support Presentations</u></a>
12	Monday, 2021-10-04	Live <a href="#"><u>Support Presentations</u></a> , Continued	<a href="#"><u>Support Presentations</u></a>

### Phase 3:

There is **1** major assignment due during this phase of the class, the [Mediated Presentation](#) :

#	Date	Lecture Content	Due
13	Wednesday, 2021-10-06	<a href="#"><u>L11: Preparing Mediated Presentations</u></a>	<a href="#"><u>Phase 1 &amp; 2 Survey. Peer Feedback (Support Pres.)</u></a>

	Monday, 2021-10-11	No Classes (Fall Break)	
14	Wednesday, 2021-10-13	<a href="#"><u>L12: Crisis Response Presentations</u></a>	<a href="#"><u>Q11: Preparing Mediated Presentations</u></a>  <a href="#"><u>Mediated Pres. Topic Sign-up</u></a>
15	Monday, 2021-10-18	<a href="#"><u>L13: PowerPoint Tips and Tricks</u></a>	<a href="#"><u>Q12: Crisis Response Presentations</u></a>
16	Wednesday, 2021-10-20	<a href="#"><u>L14: Hostile Audiences</u></a>	<a href="#"><u>Q13: PowerPoint Tips and Tricks</u></a>  <a href="#"><u>Mediated Pres. Outline</u></a>
17	Monday, 2021-10-25	<a href="#"><u>L15: Civic Debate (Advocating for Change in Your Community)</u></a>	<a href="#"><u>Q14: Hostile Audiences</u></a>  <a href="#"><u>Mediated Pres. Visual Aid</u></a>
18	Wednesday, 2021-10-27	<a href="#"><u>L16: Organizing Persuasive Presentations</u></a>	<a href="#"><u>Q15: Competitive Debate</u></a>
19	Monday, 2021-11-01	<a href="#"><u>Mediated Presentations</u></a>  <b>All <a href="#"><u>Mediated Presentation</u></a> submissions are due before class begins this day</b>	<a href="#"><u>Q16: Organizing Persuasive Presentations</u></a>  <a href="#"><u>Mediated Presentations</u></a>

## Phase 4:

There are **2** major assignments due during this phase of the class, the [Final Exam](#) and the [Persuasive Presentation](#):

#	Date	Lecture Content	Due
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20	Wednesday, 2021-11-03	<a href="#">L17: Presenting in a Team</a>	<a href="#">Peer Feedback (Mediated Pres.)</a> <a href="#">Persuasive Pres. Topic Sign-up</a>
21	Monday, 2021-11-08	<a href="#">L18: Question &amp; Answer Sessions</a>	<a href="#">Phase 3 Survey</a> <a href="#">Q17: Presenting in a Team</a>
22	Wednesday, 2021-11-10	<a href="#">L19: Special Occasion Presentations</a>	<a href="#">Q18: Question &amp; Answer Sessions</a> <a href="#">Persuasive Pres. Outline</a>
23	Monday, 2021-11-15	<a href="#">L20: Presenting Beyond the Classroom</a>	<a href="#">Q19: Special Occasion Presentations</a> <a href="#">Persuasive Pres. Visual Aid</a>
24	Wednesday, 2021-11-17	Live <a href="#">Persuasive Presentation</a> Begin <b>All recorded <a href="#">Persuasive Presentation</a> submissions are due before class begins this day</b>	<a href="#">Q20: Presenting Beyond the Classroom</a> <a href="#">Persuasive Presentations</a>
25	Monday, 2021-11-22	Live <a href="#">Persuasive Presentations</a> , Continued	<a href="#">Persuasive Presentations</a>
-	Wednesday, 2021-11-24	No Classes (Thanksgiving Break)	
26	Monday, 2021-11-29	Live <a href="#">Persuasive Presentations</a> , Continued	<a href="#">Persuasive Presentations</a>

27	Wednesday, 2021-12-01	<p>Final Exam Review</p> <p>Please remember to complete your course evaluation (the system sends this link to your official university email)</p> <p><b>Last chance to submit a <a href="#">Speech Critique (Extra Credit)</a></b></p>	<p><a href="#">Phase 4 Survey</a></p> <p><a href="#">Peer Feedback (Persuasive Pres.)</a></p> <p><a href="#">Assessment Post-test</a></p>
-	Monday, 2021-12-06	Section 101 <a href="#">Final Exam</a> (2:00 pm to 3:50 pm, US Eastern Time)	Section 103 <a href="#">Final Exam</a> (8:00 am to 9:50 am, US Eastern Time)

## Course Policies (Attendance, Assignments, Assessments):

### Appropriate Behavior Policy

We are a community of learners, and your classmates are entitled to the standard professional courtesies. Each student is required to conduct themselves in an appropriate manner at all times. Show respect for every person in the class. Complete your assigned work on time. Be ready for discussion and activities. Ask questions. Be supportive audience members. Racist, sexist, or other offensive or discriminatory language will not be tolerated. Unprofessional behavior will result in penalties to your Participation and Professionalism grade.

### COVID-19 Mask Wearing Policy

The university's policy regarding mask wearing is outlined in the Pioneer Pathway document that is found on the campus safety webpage. Scroll down and click on the COVID-19 tab to locate the document. Faculty are authorized to enforce all guidelines outlined in the Pioneer Pathway document.

### Email Policy

The Question & Answer Discussion Forum on Canvas is the preferred method of communication for most student questions. Questions of a confidential or personal nature should be sent by email. I do not accept assignments by email. I check and respond to my email once daily during business hours, however I dedicate my Fridays to research and larger projects. I typically do not see emails sent late on Thursday or during the day Friday until Monday the next week.

Engaging in professional communication with your professors and the university staff is important. I

am unlikely to respond to emails that do not contain any questions. Emails asking course-related questions of a non-confidential nature will be answered in the Question & Answer Discussion Forum on Canvas. Brief emails asking questions which are already answered in course documents (syllabus, calendar, assignment descriptions, etc.) will typically receive brief replies referring to course documents.

## HyFlex Statement:

You've signed up for a HyFlex class. What this means is that you may attend in-person, virtually through zoom, or completely online, and you may change up your method of attendance however you like throughout the semester. The HyFlex class, then, is the most accommodating one you'll find. It offers obvious flexibility for your schedule and for whatever life events you face throughout the course. You'll find that the HyFlex class is just as effective as any strictly online class. With the HyFlex experience, all students, no matter how they attend, will have access to recordings of daily lectures and to all the same course materials. You'll be required to engage in the same conversations and to complete the same assignments.

## Words of Caution

Keep in mind the important fact that online classes became a thing to accommodate students who had significant obstacles to overcome -- like jobs, families, and distance. Online is an effective way to get through college. No one ever promised it would be the best, or easiest, way. It is my firm belief that nothing replaces the in-class experience. The in-class experience gives you immediate access to your instructor and to your classmates, who all have a vested interest in this class's materials, subject matter, and discussions. There's a healthy and invigorating energy found in face-to-face interactions that you just can't find otherwise, and committing to attend in-person gives you, especially you traditional-age college students, a structure that has historically proven necessary for students for literally hundreds of years. Online education requires the type of self-discipline that young people often haven't had time to develop. If you're unable to attend in person or via Zoom, be sure you're committed to demonstrating the kind of discipline necessary to be successful. Otherwise, again, you're not getting your money's worth. If you're a residential or commuter student, you're not getting your money's worth if you elect to attend class virtually, especially solely online. Be wise, then: get the most bang for your buck.

## Grade Challenge Policy

If you believe that you have been graded unfairly, wait 24 hours after receiving the grade, review the rubric, and schedule a meeting to discuss it with me. Come to this meeting prepared to provide *evidence* supporting the need for a grade change. Grades are considered final one week after they are posted in Canvas. The privacy of student educational records is protected by the Family Educational Rights and Privacy Act (FERPA). I will not respond to any communication about a

student which does not come from an official school email address, and I will not discuss your grades publicly.

## Late Work Policy

Late work may be turned in up to 2 calendar days after the deadline. Late work will lose 10% of the available points per day, and will not receive feedback. Presentation preparation materials that are turned in after the presentation is delivered receive an automatic zero. No late work is accepted after the last class due date.

## Technology Problems

Using technology is a basic expectation of students at this level of study. You are responsible for the functionality of any and all personal or third-party devices and software you use. Issues with these are not an excuse for late or missing work. If you encounter a problem with technology owned or operated by the university, **[report the problem to information services \(https://web.tusculum.edu/forms/is/isrequests.php\)](https://web.tusculum.edu/forms/is/isrequests.php)**. After the issue is resolved, include a copy of your messages with information services along with any requests for alternate deadlines to my email address.

### Alternate Deadlines

In some cases an emergency may require you to turn in work after the assigned due date. These situations are handled on a case-by-case basis and, depending on the situation and documentation, this work may be assigned an alternate deadline. Coursework assigned an alternate deadline is graded for full credit, but will not receive feedback.

Alternate deadlines will not be assigned for events that can be planned for – this includes school-sponsored events, such as athletics. Presentations may always be turned in early using video submission. See the guidelines for **[Video Submission of Presentations](#)** for more information.

## Tusculum Syllabus Policies and Supports:

To access Tusculum Syllabus Policies and Support click **[here \(https://web.tusculum.edu/academics/syllabus-related-policies/\)](https://web.tusculum.edu/academics/syllabus-related-policies/)**