

Course Syllabus

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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.

COVID-19 Statement: This course format is subject to change with little notice should conditions related to COVID-19 differ from those in place at the beginning of the semester. This includes, but is not limited to, such elements as required assignments, grading requirements/scales and the course calendar. Updates specific to this course will be communicated through the Canvas announcement system.


*Hyflex Plan: Students will be assigned into either "A" or "B" groups. Students in the "A" group should plan for face-to-face meetings during the first scheduled class meeting time of the week and students in the "B" group should plan for face-to-face meetings during the second scheduled class meeting time of the week. Students who wish to switch from one group to another may do so **one** time, and must find another student who is willing to switch with them. Face-to-face meeting time will be used for the formative assessments (activities) for that week. Students may also complete all assessments remotely without attending a face-to-face meeting. Students participating remotely will need to complete and submit the online version of the formative assessments.*

Meeting Information

This class meets every Tuesday and Thursday from 9:30 am to 10:50 am, US Eastern time. Face-to-face meetings occur in the Garland Library, Room 115. Remote participation is possible using the class Zoom link on Canvas.

Instructor Information

Kurtis D. Miller, PhD.

- Office: Garland Library, Room 126
- Office Phone: 423-636-7300 Ext. 5783
- Email: kdmiller@tusculum.edu (<mailto:kdmiller@tusculum.edu>)
- Online: kurtisdmler.com  (<https://kurtisdmler.com>)

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. Use the same Zoom link you use for class meetings. My availability this semester is:

- Mondays from 10:00 am to 11:00 am, US Eastern Time
- Mondays from 2:30 am to 3:30 pm, US Eastern Time
- Wednesdays from 10:00 am to 11:00 am, US Eastern Time
- Other times may also be available, so please ask

I also hold drop-in office hours on Wednesdays from 2:30 pm to 4:30 pm, US Eastern Time. To preserve bandwidth on Campus, I do not keep Zoom active when I do not have an appointment, so please call my office phone line.

Required Texts and Materials

The textbook for this course is “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.

General Education Student Learning Outcomes

This course is a part of the General Education Program. The following learning outcomes will be assessed:

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.

Other Learning Outcomes

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.

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.¹

Attendance will be recorded in this class. Attendance records will be maintained and reported to the extent required by law and university policy. Students are *not* graded based on their attendance. Students who require an alternate deadline for any work, including class activities, should see the section on [Alternate Deadlines](#).

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.

Final Exam Policy

A final exam is a required part of this course. The Final exam is administered only on the date established in the course calendar. Consult the syllabus and the Tusculum website to determine when your exams will take place and do not make travel, family, or any other plans that conflict with any of your final exams. If you see that there will be an unavoidable conflict, drop this course before the Add/Drop period concludes and sign up for a different section or course.

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.

Grading Scale

The total score recorded in the grade book shows what your grade would be if you did nothing else in the class. A projected final grade will be posted in Canvas at the end of each phase of the class based on your scores on assignments up to that point. Final grades are allocated according to the official University grading scale for undergraduate courses:

- 93-97% = A
- 90-92% = A-
- 87-89% = B+
- 83-86% = B
- 80-82% = B-
- 77-79% = C+
- 73-76% = C
- 70-72% = C-
- 67-69% = D+
- 63-66% = D
- 0-62% = F

Course Policies

Please review the [Tusculum University Support Systems and Institutional Policies](#). These support systems and policies apply to all courses at Tusculum University.

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.

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.

Some students benefit from the below email template, which comes from a post I wrote to help

students with [writing professional emails](https://kurtisdmler.com/post/writing-professional-emails/) [\(https://kurtisdmler.com/post/writing-professional-emails/\)](https://kurtisdmler.com/post/writing-professional-emails/). Whether you are in my class or any other class at the university, this template should work well. Just replace the information in brackets as needed:

Subject: [class number **and section**]: [your issue]

Dear [Title Last Name – if you can't find out, use "Professor" to be safe],

I am in your [time] [class name] class on [days class meets]. I have checked the [syllabus/assignment instructions/rubric/textbook/class resources] for an answer, but it does not adequately answer my question. I need some additional help with [your issue].

[Second paragraph explaining your question. Describe where you looked for answers, what you found, and how that information is not enough for you to have a clear answer to your question. You may also include other relevant aspects of your situation.]

[OPTIONAL third paragraph where you propose answers or next steps.]

Thank you,

[Your First and Last Name]

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 1 calendar day after the deadline. Late work will lose 10% of the available points, 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) [_ \(https://web.tusculum.edu/forms/is/isrequests.php\)](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.











Footnotes











1. Keaton, A. F. (2015). Teaching students the importance of professionalism. *Teaching Professor*, 29(6). <https://www.magnapubs.com/newsletter/the-teaching-professor/114/Teaching-Students-the-Importance-of-Professionalism-13541-1.html>











Course Summary:











Date	Details	
	 L0: Communication as a Field of Study (https://tusculum.instructure.com/courses/1243/assignments/28245)	due by 11:59pm
	 L1: Choosing Topics (https://tusculum.instructure.com/courses/1243/assignments/28256)	due by 11:59pm
Mon Feb 1, 2021	 L2: Introductions, Transitions, & Conclusions (https://tusculum.instructure.com/courses/1243/assignments/28258)	due by 11:59pm
	 Practice Presentation Outline (https://tusculum.instructure.com/courses/1243/assignments/28278)	due by 11:59pm










Date	Details	
	 Practice Presentation Topic Sign-up https://tusculum.instructure.com/courses/1243/assignments/28241	due by 11:59pm
	 Practice Presentation Visual Aid https://tusculum.instructure.com/courses/1243/assignments/28279	due by 11:59pm
	 Assessment Pre-test https://tusculum.instructure.com/courses/1243/assignments/28243	due by 11:59pm
	 L3: Preparation Outlines https://tusculum.instructure.com/courses/1243/assignments/28259	due by 11:59pm
	 L4: Organizing Informative Presentations https://tusculum.instructure.com/courses/1243/assignments/28260	due by 11:59pm
Mon Feb 8, 2021	 Practice Presentation https://tusculum.instructure.com/courses/1243/assignments/28277	due by 11:59pm
	 Q1: Choosing Topics https://tusculum.instructure.com/courses/1243/assignments/28226	due by 11:59pm
	 Q2: Introductions, Transitions, & Conclusions https://tusculum.instructure.com/courses/1243/assignments/28216	due by 11:59pm
	 L5: Supporting Evidence https://tusculum.instructure.com/courses/1243/assignments/28261	due by 11:59pm
Mon Feb 15, 2021	 L6: Plagiarism & Intellectual Property https://tusculum.instructure.com/courses/1243/assignments/28262	due by 11:59pm

Date	Details	
	 Peer Feedback (Practice Presentation) https://tusculum.instructure.com/courses/1243/assignments/28272	due by 11:59pm
	 Q3: Preparation Outlines https://tusculum.instructure.com/courses/1243/assignments/28231	due by 11:59pm
	 Q4: Organizing Informative Presentations https://tusculum.instructure.com/courses/1243/assignments/28230	due by 11:59pm
	 Support Presentation Topic Sign-up https://tusculum.instructure.com/courses/1243/assignments/28240	due by 11:59pm
	 L7: Visual Aid Design https://tusculum.instructure.com/courses/1243/assignments/28263	due by 11:59pm
	 L8: Finding and Using Images https://tusculum.instructure.com/courses/1243/assignments/28264	due by 11:59pm
Mon Feb 22, 2021	 Q5: Supporting Evidence https://tusculum.instructure.com/courses/1243/assignments/28225	due by 11:59pm
	 Q6: Plagiarism & Intellectual Property https://tusculum.instructure.com/courses/1243/assignments/28232	due by 11:59pm
	 L10: Visual Presentation of Data https://tusculum.instructure.com/courses/1243/assignments/28246	due by 11:59pm
Mon Mar 1, 2021	 L9: Verbal and Nonverbal Delivery https://tusculum.instructure.com/courses/1243/assignments/28265	due by 11:59pm

Date	Details	
	 Q7: Visual Aid Design https://tusculum.instructure.com/courses/1243/assignments/28227	due by 11:59pm
	 Q8: Finding and Using Images https://tusculum.instructure.com/courses/1243/assignments/28219	due by 11:59pm
	 Support Presentation Outline https://tusculum.instructure.com/courses/1243/assignments/28282	due by 11:59pm
	 Support Presentation Visual Aid https://tusculum.instructure.com/courses/1243/assignments/28283	due by 11:59pm
	 Q10: Visual Presentation of Data https://tusculum.instructure.com/courses/1243/assignments/28237	due by 11:59pm
Mon Mar 8, 2021	 Q9: Verbal and Nonverbal Delivery https://tusculum.instructure.com/courses/1243/assignments/28236	due by 11:59pm
	 Support Presentation https://tusculum.instructure.com/courses/1243/assignments/28281	due by 11:59pm
	 Mediated Presentation Topic Sign-up https://tusculum.instructure.com/courses/1243/assignments/28239	due by 11:59pm
Mon Mar 15, 2021	 Peer Feedback (Support Presentation) https://tusculum.instructure.com/courses/1243/assignments/28273	due by 11:59pm
	 L11: Preparing Mediated Presentations https://tusculum.instructure.com/courses/1243/assignments/28247	due by 11:59pm


Date	Details	
	 L12: Crisis Response Presentations https://tusculum.instructure.com/courses/1243/assignments/28248	due by 11:59pm
	 L13: PowerPoint Tips and Tricks https://tusculum.instructure.com/courses/1243/assignments/28249	due by 11:59pm
	 L14: Hostile Audiences https://tusculum.instructure.com/courses/1243/assignments/28250	due by 11:59pm
Mon Mar 22, 2021	 Q11: Preparing Mediated Presentations https://tusculum.instructure.com/courses/1243/assignments/28229	due by 11:59pm
	 Q12: Crisis Response Presentations https://tusculum.instructure.com/courses/1243/assignments/28223	due by 11:59pm
	 Mediated Presentation Outline https://tusculum.instructure.com/courses/1243/assignments/28267	due by 11:59pm
	 Mediated Presentation Visual Aid https://tusculum.instructure.com/courses/1243/assignments/28268	due by 11:59pm
Mon Mar 29, 2021	 L15: Competitive Debate https://tusculum.instructure.com/courses/1243/assignments/28251	due by 11:59pm
	 L16: Organizing Persuasive Presentations https://tusculum.instructure.com/courses/1243/assignments/28252	due by 11:59pm
	 Q13: PowerPoint Tips and Tricks https://tusculum.instructure.com/courses/1243/assignments/28235	due by 11:59pm

Date	Details	
Mon Apr 5, 2021	 Q14: Hostile Audiences (https://tusculum.instructure.com/courses/1243/assignments/28218)	due by 11:59pm
	 Mediated Presentation (https://tusculum.instructure.com/courses/1243/assignments/28266)	due by 11:59pm
	 Q15: Competitive Debate (https://tusculum.instructure.com/courses/1243/assignments/28234)	due by 11:59pm
	 Q16: Organizing Persuasive Presentations (https://tusculum.instructure.com/courses/1243/assignments/28222)	due by 11:59pm
Mon Apr 12, 2021	 L17: Presenting in a Team (https://tusculum.instructure.com/courses/1243/assignments/28253)	due by 11:59pm
	 L18: Question & Answer Sessions (https://tusculum.instructure.com/courses/1243/assignments/28254)	due by 11:59pm
	 Peer Feedback (Mediated Presentation) (https://tusculum.instructure.com/courses/1243/assignments/28270)	due by 11:59pm
Mon Apr 19, 2021	 Persuasive Presentation Topic Sign-up (https://tusculum.instructure.com/courses/1243/assignments/28238)	due by 11:59pm
	 L19: Special Occasion Presentations (https://tusculum.instructure.com/courses/1243/assignments/28255)	due by 11:59pm
	 L20: Presenting Beyond the Classroom	due by 11:59pm


Date	Details	
	(https://tusculum.instructure.com/courses/1243/assignments/28257)	
	 Persuasive Presentation Outline (https://tusculum.instructure.com/courses/1243/assignments/28275)	due by 11:59pm
	 Persuasive Presentation Visual Aid (https://tusculum.instructure.com/courses/1243/assignments/28276)	due by 11:59pm
	 Q17: Presenting in a Team (https://tusculum.instructure.com/courses/1243/assignments/28220)	due by 11:59pm
	 Q18: Question & Answer Sessions (https://tusculum.instructure.com/courses/1243/assignments/28217)	due by 11:59pm
	 Q19: Special Occasion Presentations (https://tusculum.instructure.com/courses/1243/assignments/28228)	due by 11:59pm
Mon Apr 26, 2021	 Q20: Presenting Beyond the Classroom (https://tusculum.instructure.com/courses/1243/assignments/28221)	due by 11:59pm
	 Persuasive Presentation (https://tusculum.instructure.com/courses/1243/assignments/28274)	due by 11:59pm
	 Assessment Post-test (https://tusculum.instructure.com/courses/1243/assignments/28242)	due by 11:59pm
Mon May 3, 2021	 Peer Feedback (Persuasive Presentation) (https://tusculum.instructure.com/courses/1243/assignments/28271)	due by 11:59pm


Date**Details**

 **[Best Presentation](https://tusculum.instructure.com/courses/1243/assignments/28244)**
(<https://tusculum.instructure.com/courses/1243/assignments/28244>)

 **[Final Exam](https://tusculum.instructure.com/courses/1243/assignments/28233)**
(<https://tusculum.instructure.com/courses/1243/assignments/28233>)

 **[Middle Presentation](https://tusculum.instructure.com/courses/1243/assignments/28269)**
(<https://tusculum.instructure.com/courses/1243/assignments/28269>)

 **[Speech Critique \(Extra Credit\)](https://tusculum.instructure.com/courses/1243/assignments/28280)**
(<https://tusculum.instructure.com/courses/1243/assignments/28280>)

 **[Syllabus Quiz](https://tusculum.instructure.com/courses/1243/assignments/28224)**
(<https://tusculum.instructure.com/courses/1243/assignments/28224>)

 **[Worst Presentation](https://tusculum.instructure.com/courses/1243/assignments/28284)**
(<https://tusculum.instructure.com/courses/1243/assignments/28284>)
