

**TENNESSEE STATE UNIVERSITY**  
**College of Liberal Arts**  
**Department of Communications**

**COMM 2200: Public Speaking (Spring 2021)**

**Instructor:** Dr. Michael S. Jeffress      **Office location:** Zoom (Online)  
**Office phone:** 615-963-7952      **Virtual Office Hours:** MW: 11:30 a.m. – 12:30 p.m.;  
**Email:** [mjeffres@tnstate.edu](mailto:mjeffres@tnstate.edu)      TR: 2:00 p.m. -4:00 p.m.  
**Web:** <http://www.michaeljeffress.com>      **Class Location:** eLearn (100% online)  
**Social Media:** @CommProfessorMJ; LinkedIn/in/michaelsjeffress

**Class Sections, Meeting Time & Locations:**

CRN 10679	TR 11:10 a.m. to 12:35 p.m.	100% Online
CRN 11089	MW 2:20 p.m. to 3:45 p.m.	100% Online

**Contacting your professor:** All office hours will be held online via Zoom. There is a link for Virtual Office hours on the course homepage. Simply click on the link and you will see time slots available for you to reserve. Appointments need to be reserved at least one hour in advance. If you need to meet with me outside of the time slots available, then please contact me to see what can be arranged. All e-mail needs to come from your tnstate.edu email account. The simplest way to e-mail me is to message me through eLearn. If you send me an e-mail (whether through eLearn or by directly e-mailing me at [mjeffres@tnstate.edu](mailto:mjeffres@tnstate.edu)), leave me a note, or a voicemail, please include the following information in any message: (1) A proper greeting, “Hello Dr. Jeffress...” (2) proper identification, “This is FirstName LastName in your \_\_\_\_ course that meets on \_(MW or TR)\_\_\_ at \_(time)\_\_\_”, (3) your phone number and best time to reach you (if a voicemail), and (4) a brief explanation of your request. **I will not reply to e-mails that do not include items 1 and 2 above.** Before you contact me with a question, please reference the syllabus and eLearn. I am not obligated to reply to messages on weekends or after normal business hours. Please do not allow yourself to become overwhelmed. I am here to help you. I genuinely want you to enjoy this class and succeed in it. However, it is unrealistic for you to e-mail me late in the evening, on weekends, or within a narrow window of time before an assignment is due and expect me to reply in short order.

**Required Text and Materials:**

1. Ross, R., Leonard, D., Hotchkiss, M., & Winston, T. (2013). *Introduction to the Speechmaking Process*. Redding CA: BVT Publishing.  
ISBN-978-1-61882-460-8

As you are aware, Tennessee State University has initiated a program in which the cost of your textbook for this course is included in your tuition and fees; thus, providing you **immediate** access to this important class resource and helping reduce the cost of textbooks. As GenEd required course, Public Speaking is included in this program. Students who are part of the digital bundling plan will access their digital textbook by using their **BryteWave Digital Reader**. Students will receive

their username and password from BryteWave via email. After activating their reader account they can log in by following the BryteWave link provided in their E-learn course portal.

Students who experience problems with E-learn please contact the Distance Education and Multimedia Services at 963-7360 or 963-7368.

**Students who are not part of the digital text book bundling plan can purchase the textbook through the publisher's website at <https://www.bvtstudents.com/> (Students can enter the BVT lab from the student main page, then search the title by entering the ISBN numbers)**

Item/Format	BVT Web Site Price	ISBN Numbers
Ebook Plus	\$53.99	978-1-61882-940-5
Textbook + : Loose Leaf, Black & White textbook + access card	\$73.99	978-1-61882-942-9

**Recommended Text:**

Jeffress, M.S. (2018). *Help! I need to make a speech*. Amazon Kindle Direct Publishing. ISBN: 978-1980285649. Available in paperback (\$6.99) and Ebook (\$3.99) at <https://www.amazon.com/Help-Need-Speech-Step-Step/dp/1980285640>. The Kindle version is free if you subscribe to Kindle Unlimited. This book is not required, but it contains much of the instructor's lecture material for this course.

**2. Technology.** Because this course is 100% online, students are expected to have access to technology to allow them to view resources on eLearn, submit assignments online, and record and upload speech videos.

**Course Description:** This course introduces students to history, theories and techniques of public speaking in civic, professional, and private life. A specific emphasis will be placed upon developing self-confidence, composing speech outlines, developing basic research skills, and delivery techniques.

This and other public speaking courses target the following **Public Speaking Learning Outcomes:**

LO-01: Students should develop a greater awareness of the importance of freedom of speech and the ethics of public speech making.

LO-02: Students should be able to speak extemporaneously in public with greater confidence

LO-03: Students should demonstrate competency in developing and organizing a speech with a compelling thesis statement with solid supporting materials gathered from multiple sources.

LO-04: Students should be able to convey messages via appropriate verbal, nonverbal and multimedia forms.

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LO-05: Students should understand the importance of audience in public speaking situations and demonstrate an ability to align their messages with the interests of the audience.

### **Student Learning Objectives for this course:**

1. To reduce speech anxiety and to be able to speak extemporaneously in public with greater confidence. (LO-02)
2. To develop greater an awareness of freedom of speech issues and ethics of speech making in contemporary American society. (LO-01)
3. To be able to conduct research, synthesize, document, and organize materials for presentation in both written and oral formats. (LO-03)
4. To be able to analyze your audience and adapt to that audience by tailoring your message to their interests and preferences. (LO-05)
5. To be able to effectively use body language and visual aids to communicate effectively. (LO-04)

### **Policies**

**Syllabus:** In the event that changes/adjustments are necessary students will be informed well in advance.

**Attendance:** Although, this class is 100% online, “attendance” is still essential, and here are a few key points:

1. We will have required class meetings. These meetings will require all students to log on to eLearn and enter the Zoom Virtual Classroom at the same time in order to attend lectures, participate in class discussion, deliver speeches, etc.
2. Students should know that the professor has access to how much a student participates online through eLearn reports. I will know anytime you log-on, what links you click, and how much time you spend, etc.
3. For every 1 hour of credit, students should plan to give 3 hours of outside time devoted to reading, studying and assignments. This course is 3 credit hours, so that means it should average about 12 hours per week of your time.

**Speech Video Recording.** A handout with guidelines for recording your speeches will be made available on eLearn, but it goes without saying that students will need a space that is neat, quiet and has good lighting in order to record their speeches. Some speeches will be uploaded to YouTube; others will be delivered live in class during a Zoom meeting.

## Speech Day Attire:

Business attire is required on speech days. Improper dress code results in not giving a speech or receiving grade deduction.

Business attire refers to the clothing that professionals wear to work. The level of formality for COMM 2200 course is traditional business to business conservative attire.

Women typically wear a collared shirt or sweater with dress pants and dress shoes or boots. Conservative dresses and skirts are also acceptable attire. A man's option for business casual includes a polo shirt, collared shirt or sweater. Conservative attire for men is a dress suit with or without a tie.

\*\*\*Acceptable Business attire consists of the following:

Dress Slacks, Business Length Skirts, Oxford Blouse/Shirt, Polo Shirts, Khakis, Dress Shoes (flats, pumps/heels), Collared shirts or sweater.

Wearing a business suit is not required. If you choose to wear a business suit that is allowed. Pumps/Heels are not required but are acceptable as well.

Link: <http://smallbusiness.chron.com/four-different-types-business-attire-23396.html>

\*\*\*Unacceptable Attire consists of the following:

Jeans, jean fabric, ripped jeans, sneakers, flip flops, night slippers, body piercings that are easily noticed (for example nose rings & tongue rings).

\*\*\*Any attire that is of religious custom is acceptable on Speech Day. If a student is unsure of the correct business attire please speak with your professor for guidance.

Unacceptable attire in any business situation:

- Hats
- Tank tops
- Sweatshirts
- Sheer or see-through garments
- Tube tops
- Low-cut apparel (front or back)
- Halter tops
- Shirts with large logos or sayings
- Spaghetti straps/strapless
- Clothing with stains, rips, tears
- Shorts
- Flip-flops
- Cutoff pants
- Sweat pants
- Cargo pants
- Denim spandex
- Bike pants
- Lycra athletic apparel
- Beachwear or cruise wear
- Light hued, fashion forward, non-conservative jeans
- Leather pants or skirts
- Leggings
- Workout or warm up suits

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- Slides/mules without a defined heel (casual)
  - Croc-like rubber shoes
  - Shoes: tennis shoes
  - Canvas deck shoes
  - Casual/hiking boots
  - Thong-type sandals

**Academic Dishonesty:** Cheating and/or plagiarism (including copying someone else's work, using "cheat sheet", quoting without citation, turning in papers for other class without the professor's approval) will result in zero points and be reported to the school. You must do your own work; grading is on the basis of the work *you* do. While I do encourage students to help each other by coaching and critiquing speeches, you must not share actual work. If I find that you have plagiarized work, in part or in whole, from another student or from outside of class, or you have assisted another student in plagiarism, your grade for that assignment will be a zero. If I find that you have shared work — i.e., accessory of plagiarism — your grade for that assignment will be zero.

Legitimately quoted work must be properly marked and attributed. Information and ideas taken from other sources must be attributed, even if they are not direct quotations. If I find that you have copied on a test, or shared answers (giving or receiving), your grade on that test will be zero. No make-ups are allowed on tests or assignments which are in violation of the standards of academic integrity. Any plagiarism, cheating, or other violations of academic integrity, as spelled out in your *TSU Student Handbook*, will earn a grade of zero for that assignment. Two such violations in the semester will result in a grade of F for the semester. Below are some of the guidelines that may help students avoid accidental plagiarism or cheating:

1. Give citation whenever you paraphrase or summarize other people's ideas or words.
2. Quote whenever you use exact words from other people's text.
3. Don't use notes or study aids in quizzes or exams unless the instructor has other arrangements.
4. Don't fabricate information and data in your writing or report.
5. Don't use or circulate previously given exam materials.
6. Don't submit the same paper to more than one class without obtaining prior permission from the class instructor

### **Disability Accommodation Statement**

TSU is committed to creating inclusive learning environments and providing all students with opportunities to learn and excel in their course of study. Any student with a disability or condition which might interfere with his/her class performance or attendance may arrange for reasonable accommodations by visiting the Office of Disability Services (ODS). ODS is located in Kean Hall, room 131 and can be reached at 963-7400 or [www.tnstate.edu/disabilityservices](http://www.tnstate.edu/disabilityservices). You will be required to speak with ODS staff and provide documentation of the need for an accommodation. If you qualify for an accommodation you will be provided with a document stating what type of classroom accommodations are to be made

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by the instructor. This document will be provided to your instructor by ODS, but you are encouraged to follow-up with the instructor. Accommodations will only be provided **AFTER** the instructor receives the accommodation instructions from ODS; accommodations are not retroactive. You must follow this process for each semester that you require accommodations.

### **Sexual Misconduct, Domestic/Dating Violence, Stalking**

TSU recognizes the importance of providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or is experiencing any of these incidents, there are resources to assist you in the areas of accessing health and counseling services, providing academic and housing accommodations, and making referrals for assistance with legal protective orders and more.

Please be aware that most TSU employees, including faculty and instructors, are “responsible employees”, meaning that they are required to report incidents of sexual violence, domestic/dating violence or stalking. **This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator.** Although I have to report the situation, you will still have options about how your situation will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

You are encouraged to contact TSU’s Title IX Coordinator to report any incidents of sexual harassment, sexual violence, domestic/dating violence or stalking. The Title IX coordinator is located in the Office of Equity and Inclusion, McWherter Administration Building, Ste. 260 and can be reached at 963-7494 or 963-7438. For more information about Title IX and TSU’s SART or policies and procedures regarding sexual, domestic/dating violence and stalking please visit: [www.tnstate.edu/equity](http://www.tnstate.edu/equity).

If you wish to speak to someone confidentially, who is not required to report, you can contact the TSU Counseling Center, located in the basement of Wilson Hall, at 963-5611 or TSU Student Health Services, located in the Floyd Payne Campus Center room 304, at 963-5084. You may also contact the following off campus resources: Sexual Assault Center of Nashville at 1-800-879-1999 or [www.sacenter.org](http://www.sacenter.org) or the Tennessee Coalition to End Domestic & Sexual Violence at 615-386-9406 or [www.tncoalition.org](http://www.tncoalition.org).

### **Harassment & Discrimination**

Tennessee State University is firmly committed to compliance with all federal, state and local laws that prohibit harassment and discrimination based on race, color, national origin, gender, age, disability, religion, retaliation, veteran status and other protected categories. TSU will not subject any student to

discrimination or harassment and no student shall be excluded from participation in nor denied the benefits of any educational program based on their protected class. If a student believes they have been discriminated against or harassed because of a protected class, they are encouraged to contact the Office of Equity and Inclusion at McWherter Administration Building, Ste. 260, 615-963-7494 or 963-7438, [www.tnstate.edu/equity](http://www.tnstate.edu/equity).

### **Course Assignments Breakdown**

All papers submitted must be **typed, 12pt, Times New Roman or Arial, double-spaced**. All assignments must be legible, precise, and coherent. Failure to write legibly will result in a grade of zero.

**A. Online quizzes. 4 quizzes /25 points each).** The online quizzes will be taken directly from the required textbook. Each quiz will be a combination of True-False and Multiple-Choice questions. Note: I do NOT lecture on the book, but you are required to do the reading and take the tests. My lectures build upon, expand and illustrate what you read about in the book.

#### **B. Five Speeches (450 points)**

Throughout the semester students are required to give five speeches. But grades of only four speeches will count toward the final grade. At the end of the semester, the instructor can drop one speech with the lowest grade from informative, persuasive, instructor's choice and process speech. The order of the five speeches is determined by individual instructor.

**1. Partner Introduction Speech (50 points, 3-4 minutes)**

**2. Process Speech (100 points, 3-4 minutes).**

**3. Informative Speech (100 points, 5-6 minutes) – Life Anthems Speech.** Students will choose 3 songs and create a narrative speech based on the theme "Anthems of My Life." In this speech of 5-6 minutes, students will share the title, artist/songwriter, brief excerpts of the lyrics, and explain how the song relates to them. Songs should be chosen because they communicate something about your personality, values, aspirations, etc., or are associated with important life experiences. The primary focus is to communicate something about yourself in an interesting and organized way and not give an informative speech about the artist or song.

**4. Persuasive Speech (100 points, 5-6 minutes.** Student's topic of choice.

**5. Instructor's Choice Speech (100 points, 3-4 minutes).** Students will present two impromptu speeches worth 50 points/ea.

#### **C. Speech Outlines (100 points/25 points each)**

One to two-page speech outlines are required for the introduction, informative, persuasive, and process speeches. The outlines are due on students' speech date. An APA (American Psychological Association) reference page must accompany each speech if applicable.

#### **D. Discussion Forums (250 points)**

Should individual instructor decide to include a mid-term assignment this semester; he or she will decide the format of the mid-term assignment. It could be a public speech critique, peer speech evaluation, group presentation, or any other appropriate format that tests students' knowledge about public speaking at the semester's midpoint.

#### **E. Misc. Assignments (100 points)**

#### **F. Final Exam (100 points)**

Final exam is scheduled for all sections of public speaking. Students will be tested on their basic knowledge of course materials covered in select key chapters (Ch1, 3, 4, 8, 9, 10, 11) through multiple choice questions.

#### **\*\*Important Disclaimer\*\***

**In order for the student to benefit from the “dropping of the lowest grade” of one 100-point speech assignment, the student MUST perform all five speeches. If a student does not deliver one of the assigned speeches, it is recorded as a zero and the “dropping the lowest grade” does NOT apply.**

#### **Example:**

	<b>Student A</b>	<b>Student B</b>
<b>Speech 2</b>	<b>75%</b>	<b>75%</b>
<b>Speech 3</b>	<b>80%</b>	<b>0</b>
<b>Speech 4</b>	<b>85%</b>	<b>85%</b>
<b>Speech 5</b>	<b>90%</b>	<b>90%</b>

**Student A performed all four 100-point speeches and the instructor can drop the 75% grade as the lowest.**

**Student B skipped a performance and because he/she only performed four speeches, the zero counts toward the final grade.**

**For the instructor grading these two students, the mathematical denominator will be different due to student A having a 100-point speech and a 25-point outline removed from the denominator.**

#### **Due Dates:**

- 1. No late assignments will be accepted** after the date they are due. If you cannot attend class, **you should turn in the assignment before the class period in which it is due.** It is also up to you to obtain the information covered in your absence and to be prepared for the next class.
- 2. All “due” assignments should be submitted at the beginning of class.**



3. **No make-up assignments or examinations** will be afforded unless your absence satisfies one of the reasons included in the undergraduate catalog and I am made aware of your inability to complete the exam well in advance.

**Grading Summary:**

Quizzes: \_\_\_\_\_/100 points (4 quizzes/25 points each recommended)

Misc Assignments: \_\_\_\_\_/ 100 points

Discussion Forums: \_\_\_\_\_/250 points

Final Exam: \_\_\_\_\_/ 100 points

Introductory Speech: \_\_\_\_\_/ 50 points

Intro. Speech Outline: \_\_\_\_\_/25 points

Informative Speech Outline: \_\_\_\_\_/25 points

Informative Speech: \_\_\_\_\_/100 points

Persuasive Speech Outline \_\_\_\_\_/25 points

Persuasive Speech: \_\_\_\_\_/100 points

Process Speech outline \_\_\_\_\_/25 points

Process Speech: \_\_\_\_\_/100 points

Impromptu Speech 1: \_\_\_\_\_/50 points

Impromptu Speech 2: \_\_\_\_\_/50 points

Total: \_\_\_\_\_/ **1100** points for students who have performed 5 speeches

\_\_\_\_\_/**1000** points for students who have performed 4 or less speeches

**Grade Scale:**

A: 90% or upper    B: 80-89%    C: 70-79%    D: 60-69%    F: below 60%

**Class Schedule:** Note that the class schedule is tentative and will likely change. Some speeches will be given live on Zoom. If the instructor decides to have students pre-record and upload a speech video on any assignment, then a discussion forum will be utilized for students to provide links, view each other's speeches and comment. In such cases, the discussion forums will take the place of class. Stay on top of your student e-mail and the eLearn news feed for updates.

### Daily Tentative Course Schedule

(This course outline is only tentative and subject to revision at the discretion of the instructor. Students will be informed of any changes made to the class schedule well in advance)

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(This course outline is only tentative and subject to revision at the discretion of the instructor. Students will be informed of any changes made to the class schedule well in advance)

### Monday & Wednesday Classes:

Dates	Chapters & Topics	Assignment Due
1/25 M	Ice Breaker & Syllabus	
1/27 W	Ch 1. Intro to Public Speaking, Confidence, the first speech	
2/1 M		Introductory Speech
2/3 W	Ch. 4 Preparing the Speech, Select Topic	
2/8 M	Ch. 5 Organizing the Speech	
2/10 W	Ch. 6 Outlining	Quiz #1-Chs. 1,4,5
2/15 M	Ch. 8 Delivery	
2/17 W	Ch. 9 Visual Aids	
2/22 M	Ch. 3 Audience	Quiz #2-Chs 6,8,9;
2/24 W		Impromptu #1 (1st Half)
3/1 M		Impromptu #1 (2 <sup>nd</sup> Half)
3/3 W	Ch. 10 Speak to Inform	
3/8 M	Ch. 10 Speak to Inform	
3/10 W		Informative Speech & Outline
3/15 M		Informative Speech & Outline
3/17 W		Informative Speech & Outline
3/22 M		Informative Speech & Outline
3/24 W	Ch. 11 Speak to Persuade	
3/29 M		Process Speech & Outline
3/31 W		Process Speech & Outline
4/5 M	Ch. 12 Logic & Reasoning	
4/7 W		Quiz #4-Chs 11, 12; Impromptu #2 (1 <sup>st</sup> Half)
4/12 M		Impromptu #2 (2 <sup>nd</sup> Half)
4/14 W		Persuasive Speech & Outline
4/19 M		Persuasive Speech & Outline
4/21 W		Persuasive Speech & Outline
4/26 M	Final Exams Week	
4/28 W	Final Exams Week	

Tuesday & Thursday Classes:

<b>Dates</b>	<b>Chapters &amp; Topics</b>	<b>Assignment Due</b>
1/26 T	Ice Breaker & Syllabus	
1/28 TH	Ch 1. Intro to Public Speaking, Confidence, the first speech	
2/2 T		Introductory Speech
2/4 TH	Ch. 4 Preparing the Speech, Select Topic	
2/9 T	Ch. 5 Organizing the Speech	
2/11 TH	Ch. 6 Outlining	Quiz #1-Chs. 1,4,5
2/16 T	Ch. 8 Delivery	
2/18 TH	Ch. 9 Visual Aids	Quiz #2-Chs 6,8,9
2/23 T	Ch. 3 Audience	
2/25 TH		Impromptu #1 (1 <sup>st</sup> Half)
3/2 T		Impromptu #1 (2 <sup>nd</sup> Half)
3/4 TH	Ch. 10 Speak to Inform	Quiz #3-Chs. 3, 10
3/9 T		Informative Speech & Outline
3/11 TH		Informative Speech & Outline
3/16 T		Informative Speech & Outline
3/18 TH	SPRING BREAK	
3/23 T	Ch. 11 Speak to Persuade	
3/25 TH	Ch. 12 Logic & Reasoning	Quiz #4-Chs. 11, 12
3/30 T		Process Speech & Outline;
4/1 TH		Process Speech & Outline
4/6 T		Persuasive Speech & Outline
4/8 TH		Persuasive Speech & Outline
4/13 T		Persuasive Speech & Outline
4/15 TH		Persuasive Speech & Outline
4/20 T		Impromptu #2 (1 <sup>st</sup> Half)
4/22 TH		Impromptu #2 (2 <sup>nd</sup> Half)
4/27 T	Final Exams Week	
4/29 TH	Final Exams Week	