

TENNESSEE STATE UNIVERSITY
College of Liberal Arts
Department of Communications

COMM 2200: Public Speaking (Spring 2022)

Instructor: Dr. Michael S. Jeffress **Office location:** PAC 112 & Zoom
Office phone: 615-963-7952 **Virtual Office Hours:** MW: 9:00 a.m. – 10:30 a.m.;
Email: 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 11385	TR 8:00 a.m. to 9:25 a.m.	PAC 285 & Zoom
CRN 10607	TR 11:10 a.m. to 12:35 p.m.	Clay 205 & Zoom
CRN 10682	MW 11:10 a.m. to 12:35 p.m.	Clay 310 & Zoom

Contacting your professor: I have a small office in which it is not possible to maintain social distance; therefore, all office hours will be held online via Zoom. Appointments need to be reserved at least one hour in advance and can be done so at <https://calendly.com/drjeffress/officehours>. Simply click on the date and then select any available 15-minute time slot. 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), leave me a note, or a voicemail, please include the following information: (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.

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)

COURSE METHODOLOGY. Because of the need for social distancing during the pandemic, the class will be randomly divided into two groups. Group 1 will meet on-campus on Mondays; Group 2 will meet on campus on Wednesdays. Class meetings will be livestreamed on Zoom and each group is required to attend the Zoom livestream on the day it is not meeting on campus. Attendance is recorded for both the on-campus and Zoom meetings. Class meetings will include lectures and student-led presentations and discussions. Students will also complete individual and/or group assignments. Lectures may involve Q&A based on readings, PowerPoint and/or other multimedia presentations, videos, and guest lectures. Discussion forums may take the place of synchronous lectures during some weeks, and pre-recorded lectures may also be utilized. Students are responsible for checking their e-mail and e-Learn announcements daily for updates. In the event of lackluster classroom engagement, the instructor reserves the right to administer pop-quizzes and a mid-term based on lectures, class discussion and presentations, and assigned readings. Pop-quizzes will be part of the Misc. Assignment final grade. A mid-term, if administered, will count for 10% of the final grade and other categories will be weighted accordingly.

COURSE POLICIES

Attendance: Students are required to attend all on-campus and Zoom class meetings and complete all readings and assignments.

- A. Students must have working video and audio to attend Zoom class. Students are required to have their video turned on and to remain visible in front of their cameras for the entirety of each class attended via

Zoom. You are not permitted to attend class while driving, at work, walking around campus, running errands, etc. You are expected to be in a location where you can sit, pay attention, take notes and participate in class, just as you would if we were meeting on campus. I will not tolerate cell phones out during class—either on campus or online.

B. Unexcused absences. According to campus policy, all students are required to attend classes regularly and punctually. Students are allowed unexcused absences equal to one week's classes: MW classes two (2) TR classes two (2) and for a single class one (1) during the regular semester. A 5% final grade penalty will be assessed for each unexcused absence in excess of two. Any student who has more than four (4) unexcused absences will automatically fail the course. No missed assignments, quizzes or exams due to an unexcused absence can be made-up and a zero will be entered as the grade. It is solely the discretion of the instructor to accept any make-up work resulting from an unexcused absence. If make-up work resulting from an unexcused absence is accepted, it will be with a penalty of 5% off per day late.

C. Tardiness. Classes will begin and end on time and roll will be taken. Anyone arriving after roll call will be marked tardy. Anyone leaving class after less than 30 minutes will be marked absent. Anyone leaving class after 30 minutes will be marked tardy. Two tardies equal one unexcused absence.

D. Excused absences. Life happens. Your instructor understands this. However, students must understand that there are many unethical students who try to take advantage of an instructor's empathy. Therefore, any excused absence must be approved at least 48 hours in advance (except for legitimate emergencies, of course) and be verified with appropriate and sufficient

documentation. Any student who attempts to submit fake excused absence documentation will automatically fail the course.

E. Understand that even excused absences have consequences and can make it difficult for a student to pass a course. It is the student's responsibility to make up any work missed during an excused absence and to complete any extra assignment that the instructor may require for the student's absence from class participation. Any make-up work from an excused absence will be accepted without penalty if completed within the terms made by the instructor; however, as a general rule, no make-up work for an excused absence will be accepted past one week from the original due date.

F. You will get out of this class what you choose to take from it. I strive to be fair, impartial, respectful, and understanding toward every student. I will give my best effort to you as an instructor and provide you with every opportunity to succeed in this course. In return, I expect your best effort as a student and will encourage you to that end. If you want to know about my philosophy of education, then please read my "Useless Degrees" blog on my Web site. You must be disciplined and put in the

time and effort to succeed. As the old saying goes, “By the inch, it’s a cinch; by the yard, it’s hard.”

Masks and Social Distancing: I am sure we are all tired of dealing with the pandemic, but until more people get vaccinated, it is here to stay. The campus mask mandate will be enforced without exception in the classroom and students are required to maintain social distance of at least 6-feet at all times. My daughter has cancer and is immune compromised, so please respect this rule. Because of the need for masking, absolutely no eating or drinking will be allowed inside the classroom. Students who violate this policy will be dismissed from class and marked with an unexcused absence, a second violation will be reported to student affairs.

Diversity: This course encourages free and critical thinking with minimal censorship of topics. I desire to facilitate an open and safe learning environment. Everyone should feel welcomed to share his/her views and questions without fear of belittlement. We represent different races, ethnicities, ages, religious views, political persuasions, sexual orientations, levels of mental and physical ability, etc. Under no circumstances will disrespect be tolerated. Any student who exhibits disrespectful behavior toward the instructor or any other member of class may be asked to leave or even be dropped from the course. At the same time, may we all realize that just because people disagree with our point of view does not mean they are personally attacking us. Let us talk about issues that matter and stretch ourselves to listen, think critically, and discuss them respectfully.

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

Speech Video Recording. A handout with guidelines for recording your speeches will be made available on eLearn for any speeches that will be submitted by video, 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.

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 is 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
- 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. 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 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.

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 or the Tennessee Coalition to End Domestic & Sexual Violence at 615-386-9406 or 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.

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). This is a speech of demonstration. You are required to use visual aides to demonstrate as you inform the audience on how to do something. Examples include: How to create a vision board, How to groom a dog, How to make no-bake brownies, etc.

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 from list of pre-approved topics.

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 (100 points)

Students will be required to participate in various discussion forums in eLearn throughout the semester.

E. Misc. Assignments/Pop Quizzes (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:

	Student A	Student B
Speech 2	75%	75%
Speech 3	80%	0
Speech 4	85%	85%
Speech 5	90%	90%

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 but 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)

Monday & Wednesday Classes:

Dates	Chapters & Topics	Assignment Due
1/24 M	Ice Breaker & Syllabus	
1/26 W	Ch 1. Intro to Public Speaking, Confidence, the first speech	
1/31 M		Introductory Speech
2/2 W	Ch. 4 Preparing the Speech, Select Topic	
2/7 M	Ch. 5 Organizing the Speech	
2/9 W	Ch. 6 Outlining	Quiz #1-Chs. 1,4,5
2/14 M	Ch. 8 Delivery	
2/16 W	Ch. 9 Visual Aids	
2/21 M		Quiz #2-Chs 6,8,9
2/23 W		Process Speech & Outline
2/28 M		Process Speech & Outline
3/2 W	Ch. 3 Audience	
3/7 M	Spring Break	
3/9 W	Spring Break	
3/14 M	Ch. 10 Speak to Inform	
3/16 W		Quiz #3-Chs 3,10
3/21 M		Informative Speech & Outline
3/23 W		Informative Speech & Outline
3/28 M		Informative Speech & Outline
3/30 W	Ch. 11 Speak to Persuade	
4/4 M	Ch. 12 Logic & Reasoning	
4/6 W		Quiz #4-Chs 11, 12
4/11 M		Persuasive Speech & Outline
4/13 W		Persuasive Speech & Outline
4/18 M		Persuasive Speech & Outline
4/20 W		Instructor's Speech & Outline
4/25 M		Instructor's Speech & Outline
4/27 W	LAST DAY OF CLASS	Instructor's Speech & Outline
5/2 – 5/5	Final Exams Period	

Tuesday / Thursday

Dates	Chapters & Topics	Assignment Due
1/25 T	Ice Breaker & Syllabus	
1/27 TH	Ch 1. Intro to Public Speaking, Confidence, the first speech	
2/1 T		Introductory Speech
2/3 TH	Ch. 4 Preparing the Speech, Select Topic	
2/8 T	Ch. 5 Organizing the Speech	
2/10 TH	Ch. 6 Outlining	Quiz #1-Chs. 1,4,5
2/15 T	Ch. 8 Delivery	
2/17 TH	Ch. 9 Visual Aids	
2/22 T		Process Speech & Outline
2/24 TH		Process Speech & Outline
3/1 T		Process Speech & Outline
3/3 TH	Ch. 3 Audience	Quiz #2-Chs 6,8,9
3/8 T	Spring Break	
3/10 TH	Spring Break	
3/15 T	Ch. 10 Speak to Inform	
3/17 TH		Quiz #3-Chs 3,10
3/22 T		Informative Speech & Outline
3/24 TH		Informative Speech & Outline
3/29 T		Informative Speech & Outline
3/31 TH	Ch. 11 Speak to Persuade	
4/5 T	Ch. 11 Speak to Persuade	
4/7 TH	Ch. 12 Logic & Reasoning	
4/12 T	Ch. 12 Logic & Reasoning	Quiz #4-Chs 11, 12
4/14 TH		Persuasive Speech & Outline
4/19 T		Persuasive Speech & Outline
4/21 TH		Persuasive Speech & Outline
4/26 T		Instructor's Speech & Outline
4/28 TH		Instructor's Speech & Outline
5/2 – 5/6	Final Exam Week	



Syllabus Agreement Form

Student Name (please print): _____ T#: _____

Semester/Year: Spring 2022 _____ Professor's Name: _____

Class Name: COMM 2200-Public Speaking _____ Class/Section#: _____

This form verifies that you have read the contents of this course syllabus. By signing this form, you understand enrolling in this course equals following the policies and procedures outlined by the Professor in this syllabus. You agree to meet the scheduled deadlines and to adhere to the attendance policy.

Often students do not earn the grade they believe they should. This lack of success usually stems from not reading the syllabus, not adhering to the assignment deadlines, not regularly attending class and being tardy to class. You have been informed of the contents of this syllabus and agree, by signing below, to achieve success by adhering to the policies therein.

Print Name: _____

Signature: _____ Date: _____

*The Professor must keep these forms on file until the end of the following semester, meaning one full semester past the end of the current semester.