



SPEECH 101– FUNDAMENTALS OF PUBLIC SPEAKING COURSE SYLLABUS (INT 2013) 12/13/13-1/15/14

Sections & Locations: Winter Session, Talbot 105, 9:00 a.m. – 12:10 p.m.

Instructor: Michael Jeffress, Ph.D. **Office Location:** Talbot 101-F

Office Phone: 448-4584 **Email:** michael.jeffress@nicholls.edu

Office Hours: PRN during Winter Session.

Contacting your professor: I have an open door policy. You are invited to stop by anytime during my posted office hours, but an appointment is both preferred and recommended. If I am out of the office, you can put a note in my door drop box or my mailbox in the MACO department office (Talbot

102). If you send me an e-mail, leave me a note or a voicemail contact me, please include the following information in any message: (1) Your name, (2) your class section number, (3) your phone number and best time to reach you (if a voicemail), and (4) a brief explanation of your request. Before you contact me with a question, please reference the syllabus. I try to reply to messages by the end of the following business day. 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.

Americans with Disabilities Act (ADA): Students with a documented disability are entitled to classroom accommodations under the ADA. To receive accommodations, contact the Office of Disability Services at (985) 448-4430 or 158-A Shaver Gym. Additional information can be found at www.nicholls.edu/disability.

General Education Learning Objectives: This course fulfills three hours the General Education requirement for the Oral Competency Requirement. For a list of the General Education objectives that this course meets, go to <http://www.nicholls.edu/general-education/general-education-goals-and-objectives/>.

I. Course Description: SPCH 101. Fundamentals of Public Speaking. 3-3-0. The delivery of carefully prepared speeches; audience analysis, outlining, and adapting researched subjects to common speaking situations; production of voice, articulation, pronunciation, and body activity. Students are screened for possible speech and hearing problems. Students are required to give five speeches.

II. Course Prerequisites: Eligibility for English 101. Be forewarned: I expect you to use correct spelling, grammar, and syntax in all of your assignments and correspondence.

III. Course Objectives: Upon successful completion of this course, students will:

- A. Understand basic principles and dynamics of effective public speaking including:
 1. Realizing the ethical implications of public speaking.
 2. Performing audience analysis.
 3. Practicing good listening skills.
 4. Understanding and practicing good *pathos*, *ethos*, and *logos*.
 5. Reinforcing the message through nonverbal communication.
 6. Reinforcing the message through the use of visual aids.
- B. Know how to research, develop, outline, and deliver a speech.
- C. Have decreased anxiety associated with public speaking.

IV. Required Text: Coopman, S. J., & Lull, J. *Public Speaking: The Evolving Art*, 2nd Ed., Boston: Wadsworth, 2012.

V. Required Materials:

- A 3-ring binder with a copy of the syllabus, ample paper for class notes and handouts (*Electronic devices are prohibited in class without pre-approval from instructor*);
- A children's storybook of choice;
- A sturdy pocket folder for speech outlines and speaking notes;
- A video recording device (e.g., smart phone, laptop, camera) to record class speeches;
- 3"x5" (2 packs) index cards for comment cards;
- A USB flash/thumb drive
- A stapler

VI. Recommended Texts:

- Adler, M. J. & Van Doren, C. *How to Read a Book*, Rev. ed., Touchstone, 1972.
- Straus, J. *The Blue Book of Grammar and Punctuation*, 10th ed., Jossey-Boss, 2008.

VII. Moodle & Email: You must have access to Nicholls University's online course management system Moodle and student email. Moodle is required for access to some course materials and assignments.

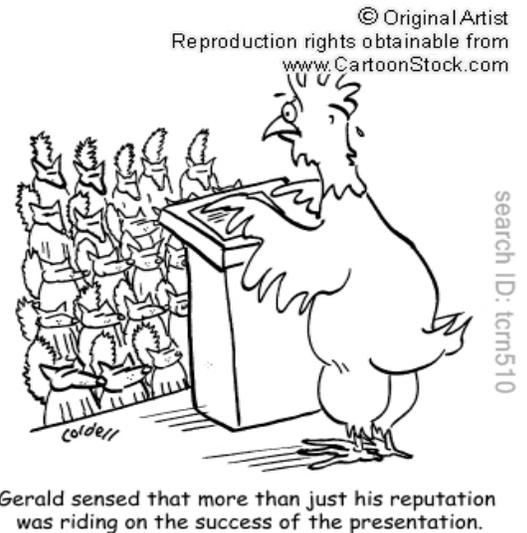
VIII. Communicating with Your Instructor: Students are encouraged to visit with me in my office, call or e-mail as needed. I have a drop box on my door where messages and items can be left. I do not recommend that you leave assignments in my drop box or slid under my door. Instead, leave assignments with the department secretary, Mrs. Cathy Arcement (Talbot 102), who will place them in my secure mailbox. Please be sure always to include your name, section number, and the date on all assignments and in any written communication, e-mail, or voicemail.

IX. Computer Access. Multiple computer labs and free public access computers exist on campus and in your local community. Please be advised that a broken or ill-functioning computer, or the inability to retrieve, produce, or submit your assignments will not be accepted as a valid excuse for missing an assignment deadline. Students are advised to back up all electronic files to a cloud drive and a flash drive. This way, if your computer malfunctions, you have options to retrieve and print your files.

X. Class Meetings, Rules, and Assignments.

A. You will get out of this class what you choose to take from it. Grades are earned, not given. 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. 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."

B. R-E-S-P-E-C-T. This course encourages free and critical thinking with minimal



ensorship 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.

- C. Class meets at the regularly scheduled times and generally consists of lecture, discussion, audio/visual presentations, and/or speech presentations.
- D. Roll is taken and attendance is recorded at the beginning of every class.
- E. You are expected to have read assigned readings prior to the day they are discussed in class. Pop quizzes based on readings are always a possibility.
- F. Quizzes. Eight open-book reading quizzes will be administered in Moodle and consist on average of 25 T/F and MC questions based on the assigned readings. Absolutely no makeups are allowed for any reason.
- G. Use staples. Do not turn in loose-leaf or paper-clipped pages.
- H. Explanation of speech assignments.

1. Introduction speech. Students will be paired to interview and introduce each other. This introduction speech is not graded on content or style. As long as students complete all the requirements and give a 2-3 min. introduction of their partner, they will receive full credit.
2. Impromptu speeches. Students will do impromptu activities and speeches throughout the semester for participation grades. Two impromptu speeches will be designated to count as speech grades. For these two speeches, students will be put on the spot to present an impromptu speech of 1-3 minutes to the class based on randomly assigned topics, quotes, objects, or questions.
3. Storybook reading. Students will bring a children's storybook to class and read a 2-minute excerpt. The purpose of this exercise is to practice speaking with expressiveness and vocal variation.
4. "Ballads of me" Speech. Students will choose 3-5 songs that represent them in some way and create a self-introduction speech based on the theme "Ballads of my life." In this speech of 4-8 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. The primary focus is to communicate something about yourself and not the artist or song in a fun and organized way. Those who are not into music may organize their speech on either movies, TV shows, books, poems, or famous works of art.
5. Birthday speech. Students will use the resources in the library to research and present a speech of 4-7 minutes to inform the audience of the interesting facts and stories behind three news headlines from the day they were born. Students are required to produce an outline with a bibliography of three different credible sources.
6. Personal bio. speech. Students will prepare a slide show using 10 PowerPoint slides to tell a personal narrative organized around a theme of their

"The right word may be effective, but no word was ever as effective as a rightly timed pause."
~ Mark Twain

choice. The 10 slides will be set up to automatically transition every 20 seconds, making this speech precisely 3 mins. and 20 secs. in length.

7. Debate speech. Students will be paired to take sides on an issue and prepare and deliver a speech of 6-8 minutes that attempts to win over the audience to their position. This speech requires careful research that must include an audience survey and a minimum of six outside credible sources.

8. Q & A. Students will facilitate a Q & A after their personal bio. and debate speeches to field questions from the audience.

9. As time allows, students will gain extra experience through other public speaking assignments such as: additional impromptu speeches, poetry readings, storytelling, mock debates, mock job interviews, etc.

10. Students are required to use a digital video recording device (smart phone, web cam, digital camera, video recorder, etc.) to record their Life Songs speeches in class. This will allow students to review and evaluate their speeches in the form of a written report (500 words minimum, typed, double-spaced, 12-pt. font, 1-in. margins, stapled). The purpose is not to torture you but to allow you to see your strengths and weaknesses for yourself. In so doing, you will become aware of what you need to focus on in order to become a better public speaker. Students will provide their instructor with their essay and a YouTube link to their speech video by the beginning of the first class meeting after the speech is given.

I. Students must complete all speech assignments in order to pass this course. Even if a student has a passing grade, any incomplete speech assignment will result in receiving an “F” for the semester. In extreme cases, an Incomplete may be granted at the instructor’s discretion, but no one can pass without completing all speech assignments.

J. All electronic devices (including cell phones, iPods/Mp3 players, laptops, iPads, e-Readers, Bluetooth devices, etc.) must be powered off (not simply silenced or put on vibrate mode) and kept out of sight during class. *Absolutely no text messaging, e-mailing, instant messaging, online social networking, or Internet browsing is permitted in class.* In conjunction with this, all purses and book bags must be stowed under the desk. Any student who violates this policy will have his/her electronic device confiscated for the remainder of class and receive a penalty of 25 points deducted from the grade book. Students who violate this policy three times will be dropped from the course.

K. Class will start and end on time. You deserve to get your money’s worth. Therefore, shortchanging yourself and others by engaging in disruptive behaviors such as leaving class early, packing up books and supplies near the end of class, etc. is unacceptable. Any continued interruption/disturbance of class may result in disciplinary action and even being dropped from the class.

L. On days that speeches are being presented, the following rules apply:

1. If you are tardy, make sure that a speech is not in progress before you enter the room. Please do not enter the room until the speaker has finished. Failure to observe this rule will result in an automatic 10% deduction on your grade for that speech.

**“Words have
incredible power.
They can make
people’s hearts
soar, or they can
make people’s
hearts sore.”**
~Dr. Mardy Grothe

2. If you are tardy by more than 15 minutes on the day you are assigned to give a speech, you will *not* be able to present and will receive zero on the assignment and risk failing the course by missing a speech assignment.
3. Do not have gum or candy in your mouth when you speak. Having gum or candy in your mouth during a speech will result in a grade penalty.
4. Students are expected to wear professional dress (collared shirts with sleeves, slacks/skirt, a belt, and dress shoes) on the day that they make a presentation. Solid colors without designs, lettering, graphics, etc. are recommended. Long hair should be pulled back and restrained away from face. Hats and any lip or tongue piercings should be removed and tattoos should be covered as much as possible. Failure to observe a professional dress code will result in a grade penalty.

XI. Attendance.

A. This is a participatory class and attendance is imperative. Therefore, a system of rewards and penalties exists to encourage perfect attendance. Students with perfect attendance (i.e., no absences or tardies) will receive 25 bonus points.

B. The fact that this is a condensed Winter Session term makes attendance all the more imperative. Missing one class period is like missing an entire week during a regular semester. Any absence will be met with a 50 point attendance penalty applied to your overall grade.

C. An absence is an absence. It makes no difference if you have an excused or unexcused absence, the 50-pt. penalty applies.

D. Punctuality is important. Two tardies equals one absence. Being tardy by more than 1 hour will automatically count as an unexcused absence for the day. *If you are*

tardy, it is your responsibility to see the instructor after class to ensure that you were not marked absent. No appeals for changes to the attendance record will be heard past the first class after the date of a recorded tardy/absence.

E. If you leave class prior to dismissal, then you will be marked tardy. If you leave class within the first hour or with more than one hour of class time remaining and do not return, then you will be marked absent.

F. Students who miss class are responsible for (1) notifying the instructor prior to non-emergency absences, (2) contacting a classmate to find out what they missed, (3) checking Moodle for

possible handouts, announcements, or assignments. I am happy to provide clarification, but please do not e-mail me to ask what you missed in class.

1. If you are absent on a day that an assignment is due, then you must turn in the assignment either ahead of time or through a classmate in order to receive credit. Late work is not accepted for credit.

2. Failure to obtain information missed during an absence is not an excuse for late assignments or being unprepared for the next class.

3. In-class participation activities and pop quizzes cannot be made up.

4. For an approved, excused absence any missed assignments are due the first class session after the absence, unless other arrangements are approved in advance.



5. For unexcused absences, no makeup work will be accepted.

XII. Academic Honesty

- A. Assignments and speeches are expected to be the result of your own work and preparation. Plagiarism (e.g., cutting and pasting off the Internet, copying another’s work without giving credit, etc.) and cheating are considered stealing. Any such act will result, at a minimum, in a zero for the assignment, exam or presentation and be reported to the Dean of the College of Arts & Sciences.
- B. By taking this course, students agree that all assignments are subject to submission to an online plagiarism prevention and detection service such as SafeAssign, Turnitin.com, etc. All work submitted will be added to an online database of papers. Specifically, this service compares your paper with Internet Web pages, articles, and all papers previously submitted from this and any other university. The service either confirms the originality of your work or gives the source of plagiarism.
- C. Section Five of the Code of Student Conduct, “Academic Dishonesty and Disruptive Behavior,” includes a requirement that faculty file a charge complaint statement with their respective dean whenever a student is confronted or disciplined for cheating. The office of Academic Affairs will maintain these records, and any student confronted and/or disciplined for multiple offenses of academic dishonesty will be brought before the Academic Affairs Integrity Committee for further review and potential sanctions. Please read the Code of Student Conduct for further details regarding this policy.

XIII. Grading Policy and Worth of Assignments

- A. You may access your grades at any point during the semester by viewing the online grade book in Moodle.
- B. Any directions for speech assignments in addition to what are prescribed above will be given well in advance to explain what is required and the grading procedures.
- C. A graded evaluation form with feedback will be given to you for each of your speeches. Use the comments about the presentation’s merits and weaknesses to improve.
- D. Your final grade breaks down as follows:

+Speeches	600 pts. (60%)
-Introduction.....	25 pts. (2.5%)
-Storybook reading.....	25 pts. (2.5%)
-Impromptu 1.....	50 pts. (5%)
-Impromptu 2.....	50 pts. (5%)
-Life Songs.....	100 pts. (10%)
-Birthday.....	100 pts. (10%)
-Bio. speech.....	100 pts. (10%)
-Debate.....	150 pts. (15%)
+Assignments/Pop quizzes	200 pts. (20%)*
+Reading quizzes	200 pts. (20%)*
Total	1000 pts. (100%)



**Assignments in these categories may be weighted to equal the specified category total.*

E. Final grades are factored strictly by points earned accordingly:

900-1000 points = A	700-799 points = C	0-599 points = F
800-899 points = B	600-699 points = D	

XIV. Makeup Work.

A. Makeup speeches. Generally, speeches are spread out over several class periods. Drawing numbers out of a bucket usually determines the speaking order. After drawing numbers, students may swap numbers with each other if desired. The order is then firmly established by listing which numbers give their speeches on which days. Students are responsible for speaking when their number is called.

1. If you must take an excused absence on the day you are scheduled to speak, then you may find a classmate who will switch numbers with you. In such instances, both parties must confirm the switch with me in advance. No penalty.

2. If you do not find someone to switch with you and you miss your speech for an excused reason, then there is only one possible recourse. If time remains at the end of a subsequent speech day or on the final day of class, then you will be allowed to give your missed speech with a 25% late penalty assessed.

B. The following rules apply to any make-up work:

1. Permission for an excused absence and to turn in makeup work may be granted only for a bona fide and verifiable emergency, serious personal illness, serious illness or death in your immediate family, *some pre-approved* university sponsored events, jury duty, military duty, or transportation problems for commuter students who live over 5 miles from campus.

2. Permission must be requested in person or in writing at least 24 hours prior to your absence, unless it is an emergency.

3. Written proof to justify an excused absence (e.g., an original copy of a medical fee payment sheet (not merely a doctor’s note), order of services and travel receipts for a funeral, payment receipt for auto repair, etc.) must be presented to your instructor by the end of first class after the absence. No excuse will be granted without presenting official and verifiable documentation. A note from a family member or friend will not suffice.

4. A reasonable time limit, commensurate with the nature of the absence, will be given to complete any makeup work. No extensions will be given for makeup work.

C. The following are some examples that are NOT grounds for an excused absence:

1. Routine, non-emergency medical, dental, or vision appointments.
2. Meetings with an advisor, financial aid, or other campus office.
3. University events such as pep rallies, SPA or SGA events or meetings, committee meetings or events of other campus clubs and organizations.
4. Other class meetings, assignments, exams, etc.

“You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You're on your own. And you know what you know. And YOU are the one who'll decide where to go...”
~Dr. Seuss



5. Job/work schedule conflicts.
 6. A job interview.
 7. Out-of-town guests.
 8. Taking friends or family to the airport.
 9. Oversleeping, alarm clock failure, etc.
- D. Athletic excuses. If you are a student athlete, then you may provide a letter from your coach stating game/travel dates. Student athletes will be excused for a reasonable number of pre-approved game/travel dates but are not allowed any unexcused absences.
- E. Please note that even excused absences, when they become excessive, can prevent you from passing a course.

XV. Bonus Points. Students have equal opportunity to earn bonus points up to a maximum of 100 points or 10% of their overall grade. Because this is a Winter Session, the opportunities to earn bonus points are limited to the following ways:

- A. Create a pre-approved speech, video record it in front of an audience of at least 4 adults and upload it to YouTube: 25 points.
- B. Critical Review of a Scholarly Publication.
 1. 25 points: A critical review essay (minimum 750 words) on a pre-approved book on the subject of rhetoric/public speaking.
 2. 10 points: A critical review essay (minimum 500 words) on a pre-approved scholarly article from a rhetoric/public speaking journal (A list is published at: <http://www.americanrhetoric.com/communicationjournals.htm>).
- C. Critical Review of a Public Speech. Students may earn up to 5 points for each (up to 5) critical speech analysis (minimum of 250 words) they write on a pre-approved speech of a public figure. The speech must be attended in person or available on video and be at least 10 minutes in length. The review should provide some background information on the speaker, the setting and occasion of the speech, the URL to the video (if online), and then provide a critical review of the structure and delivery of the speech.
- D. Bonus Speech. Time permitting, on the last day of class students may earn up to 10 bonus points by giving a toast or a speech of presentation (1-2 mins.) in which they propose a toast or present an award to someone in the class.
- G. The deadline to upload to the Extra Credit Forum in Moodle any work from items A-C above is midnight on Sunday, January 12, 2014.



XVI. Academic Grievances. The proper procedure for filing grade appeals or grievances related to academic matters is listed in Section 5 of the Code of Student Conduct and at the following link: http://www.nicholls.edu/documents/student_life/code_of_conduct.pdf.

XVII. Continued Learning following an Extreme Emergency. In order to make continued learning possible following an extreme emergency, *students are responsible for:*

- A. Reading regular emergency notifications on the NSU website;
- B. Knowing how to use and access Moodle;
- C. Being familiar with emergency guidelines;
- D. Evacuating textbooks and other course materials
- E. Knowing their Moodle student login and password;
- F. Contacting faculty regarding their intentions for completing the course.

XVIII. Student Support Services.

A. Technical Problems: If you are having problems with the technology involved in this course, you can either e-mail the instructor or itsupport@its.nicholls.edu

B. Grievance: If you have an issue relating to the instructor or your fellow classmates, you can follow the procedures set up in the Code of Student Conduct. This document and the Student Academic Grievance Form are located at <http://www.nicholls.edu/sja/>

C. Library: The Library Home Page has a link to a specific webpage dedicated to distance education students. This webpage contains tutorials on accessing the library from home, finding and using electronic books, using the electronic research databases, emailing a reference librarian, and other useful information. The page also offers a direct contact with reference librarian through e-mail or telephone: <http://www.nicholls.edu/library/distance.htm>

D. Counseling: Nicholls Counseling Center provides professional assistance for students dealing with a range of mental health, wellness, and adjustment issues through individual, couple, and group counseling; consultation; and various forms of outreach, you can go to the following website: <http://www.nicholls.edu/counseling/>

E. Disability Services: Disability Services acts as a liaison between students and faculty to facilitate the provision of accommodations as per Americans with Disabilities Act. “If you have a documented disability that requires assistance, you will need to register with the Office of Disability Services for coordination of your academic accommodations. The Office of Disability Services is located in Shaver Gym, Room 158-The phone number is (985) 448- 4430 (TDD 449-7002).” <http://www.nicholls.edu/disability/>

F. Career Services: Career Services offers placement assistance for students and alumni for temporary and permanent part-time and full-time employment and internships in addition to professional coaching in resume writing, interviewing, and dressing for success. For more info, visit: <http://www.nicholls.edu/career/> and <http://www.collegecentral.com/nicholls/>.

G. Assistance with Studying and Assignments

1. The Tutoring Center at 143 Peltier Hall.
Call 985-448-4100, email: tutoring@nicholls.edu, or visit <http://www.nicholls.edu/academic-enhancement/>

*As long as there are
human rights to be
defended; as long as
there are great
interests to be
guarded; as long as
the welfare of
nations is a matter
for discussion, so
long will public
speaking have its
place.*

~W.J. Bryan

2. The Writing Center at 144 Peltier Hall. Call [985-448-4100](tel:985-448-4100), email: tutoring@nicholls.edu, or visit <http://www.nicholls.edu/academic-enhancement/>
3. Online Tutoring through Moodle. Look for the Brainfuse log-in link on the home page, <http://moodle2.nicholls.edu/moodle/>

XIX. Class Schedule. The class schedule will be posted in Moodle.

XX. IMPORTANT NOTE/DISCLAIMER: This syllabus and the class schedule may be modified at any point in the semester based on the instructor's evaluation of the class needs.

