



SPEECH 101– FUNDAMENTALS OF PUBLIC SPEAKING COURSE SYLLABUS

Sections & Location: 12A – Talbot 105, 7:30 a.m. – 9:30 a.m.; 34A –
Talbot 105, 9:40 a.m. – 11:40 a.m.

Dates: June 3, 2013 – June 27, 2013

Instructor: Michael Jeffress, PhD **Office Location:** Talbot 101-F

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

Summer Office Hours: *Pro re nata*

OFFICE HOURS: I do not keep regular office hours during the summer, but am happy to meet with you by appointment. I try to reply to messages by the end of the next 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.

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: English 101 with a minimum grade of “C.” I am a stickler when it comes to grammar. I expect you to use correct spelling, grammar, and syntax.

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

- A. Understand and apply basic principles 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*, Enhanced 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 pocket folder for speech assignments;
- A children’s story book for public reading assignment;
- A video recording device (e.g., smart phone, laptop, camera) to record class speeches;
- 3”x5” (2 packs) and 4”x6” (1 pack) index cards for comment cards and speaking notes.

VI. Recommended (Not Required) Materials and Texts:

- A stapler and a USB flash drive.
- Adler, M. J. & Van Doren, C. *How to Read a Book*, Rev. ed., Touchstone, 1972.
- O'Hair, D., Rubenstein, H, & Stewart, R. *A Pocket Guide to Public Speaking*, 4th ed., 2013.
- 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. Please send e-mail to me only from your student e-mail account to avoid falling victim to the spam filter.

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 mailbox. *Please always include your name and section number in any written communication or voicemail.*

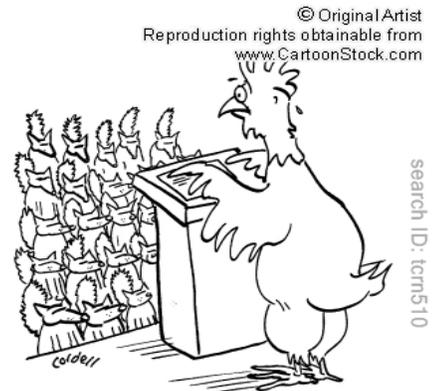
IX. Computer Access. Multiple computer labs and free public access computers exist on campus and in your local community. A broken or ill-functioning computer, or the inability to retrieve, print, produce, or submit your assignments will not be accepted as a valid excuse for missing an assignment deadline. Students are advised to back up all electronic files to a flash drive. This way, if your computer malfunctions, you may take the flash drive to a computer lab 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. The summer mini-session is intensive. The pace is fast and there is not much time between assignments, so you must be disciplined to succeed. I suggest that you plan to devote a minimum of two hours outside of class each day in order to do well in this class.

B. R-E-S-P-E-C-T. 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 welcome 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,



Gerald sensed that more than just his reputation was riding on the success of the presentation.

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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. Reading Quizzes. Eight open book reading quizzes will be administered during the first two weeks of class. These quizzes will be taken in Moodle and consist of an average of 25 T/F and MC questions. Each quiz will include a question that asks if you read the chapter(s) covered by the quiz, and you are expected to answer truthfully. You can work on the quizzes at your own pace by saving and restarting as often as you like, but each quiz can only be submitted once. Quizzes 1-4 will close at midnight at the end of the first week; quizzes 5-8 will close at midnight at the end of the second week.

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 a student meets the 2-4 minute time requirement, he/she 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. Like-it-or-loathe-it (LIOLI) speech. This speech of 3-5 minutes will explain either something you like or something you loathe. Students will focus on a specific practice or policy (not a person) and explain through the explication of reasons with examples why they either love it or loathe it.

5. Birthday headlines speech. Students will use the resources in the library to research and present a speech of 4-6 minutes to inform the audience of the interesting facts and stories behind three news headlines from their birthday (the month, day, and year). 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 10-15 PowerPoint slides to tell a personal narrative organized around the theme of their choice. The 10-15 slides are to be set up to transition automatically at 20 second intervals.

7. Debate speech. Students will be paired to take sides on an issue and prepare and deliver a speech of 6-10 minutes that attempts to win over the audience to their respective positions.

This speech requires careful research that must include an audience survey and a minimum of six outside credible sources, including at least two journal articles and two books.

Savage Chickens

by Doug Savage



www.savagechickens.com

8. Students are required to use a digital recording device (smart phone, webcam, digital camera, video recorder, etc.) to record their LIOLI speech 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 point font, 1-inch 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 within 72 hours of presenting in class.

9. Time limits. Students should rehearse their speeches and monitor the time as they deliver their speeches to ensure that they stay within the time limits. For each 15-second increment that a speech is under or over the time limit, a 2% grade penalty will be applied to the score for that speech.

10. 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.

I. All electronic devices (including cell phones, I-pods/Mp3 players, laptops, i-Pads, 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.* Any student who violates this policy will have his/her electronic device confiscated for the remainder of class and receive a penalty of 15 points deducted from the grade book. Students who violate this policy three times will be dropped from the course.

J. 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.

K. 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.

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. Chewing gum or having candy in your mouth during a speech will result in a loss of 10% on your grade.

4. Students are expected to wear professional dress (collared shirts with sleeves, slacks/skirt, a belt, and dress shoes) on the days of their major speech

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

presentations. Solid colors without designs, lettering, graphics, etc. are recommended. Long hair should be pulled back and retained 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 loss of 10% on your grade.

XI. Attendance.

A. This is a participatory class and attendance is imperative. Therefore, a system of rewards and penalties has been created to encourage perfect attendance.

1. -5 pts. for each 5 minutes tardy;
2. -5 pts. for each 5 minutes early departure;
3. -25 pts./ea. for absences 1-2;
4. -50 pts./ea. for absences 3+;
5. +10 pts. for no unexcused absences;
6. +25 pts. and lowest quiz grade dropped for perfect attendance with no absences (excused or unexcused) or tardies.

B. Punctuality is important. You can expect to have to give an impromptu speech to the class if you walk in late. Being tardy by 30 or more minutes automatically counts 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 the recorded tardy/absence.

C. If you leave class within the first 30 minutes and do not return, then you will be marked absent.

D. Students who miss class are responsible for (1) contacting the instructor prior to non-emergency excused absences, (2) contacting a classmate to find out what they missed, (3) checking Moodle for possible announcements, handouts or assignments.

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.
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 excused absences, any missed assignments are due the first class session after the absence.
5. For unexcused absences, no make-up 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 and/or presentation and be reported to Academic Affairs according to school policy.

B. By taking this course, students agree that all assignments are subject to submission to plagiarism checking via 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	500 pts (50%)
-Introduction.....	25 pts. (2.5%)
-Impromptu 1.....	25 pts. (2.5%)
-Impromptu 2.....	25 pts. (2.5%)
-Storybook.....	25 pts. (2.5%)
-LIOLI.....	75 pts. (7.5%)
-Birthday.....	75 pts. (7.5%)
-Bio. speech.....	100 pts. (10%)
-Debate.....	150 pts. (15%)
+Textbook reading	100 pts. (10%)*
+Reading quizzes	200 pts. (20%)*
+Assignments/Pop quizzes	200 pts. (20%)*
TOTAL	1000 pts. (100%)

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

- E. Grades are factored strictly by points earned according to the following scale:

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

XIV. Makeup Work and Bonus Points.

A. Makeup speeches. Generally, speeches are spread out over two or more class periods. The speaking order is usually determined by drawing numbers out of a bucket. 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 up.

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 the instructor in advance.
 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.
- 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, 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. Make-up work for an excused absence will be penalized 5% for each day past the original due date it is turned in. No make-up work will be accepted for credit past one week late.
- 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.
 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.



F. **Bonus Points.** Students have equal opportunity to earn bonus points up to a maximum of 100 points or 10% of their overall grade. Bonus points may be earned in the following ways, and only in the following ways:

1. **Critical Review of a Scholarly Publication.**
 - a. 25 points: A critical review essay (minimum 1,000 words) on a preapproved book on the subject of rhetoric/public speaking.
 - b. 10 points: A critical review essay (minimum 500 words) on a pre-approved scholarly article from a rhetoric/public speaking journal (A list of such journals is published at: <http://www.americanrhetoric.com/communicationjournals.htm>).
2. **Critical Review of a Public Speech.** Students may earn up to 10 points by writing a critical speech analysis (minimum of 500 words) on a preapproved speech of a public figure. The speech must be attended 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, and then provide a critical review of the structure and delivery of the speech.
3. **Movie Reviews.** Students may earn up to 15 points (5 pts./ea.) by viewing a film and then writing a critical film analysis (minimum of 500 words) focusing primarily on public speaking scenes in it. An approved list of movies that feature public speaking will be provided through Moodle.
4. **Bonus Speeches.** Time permitting, on the last day of class students may earn up to 15 bonus points by giving a toast or a speech of presentation (1-2 minutes, prepared ahead of time, written out but recited from memory) in which they propose a toast or present an award to someone in the class and up to 10 points by doing an extra impromptu speech.



"I must admit that I've come a long way since I first heard the word *speech!*..."

XV. 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.

XVI. Continued Learning following an Extreme Emergency

In order to make continued learning possible following an extreme emergency, *students are responsible for:*

1. reading regular emergency notifications on the NSU website;
2. knowing how to use and access Moodle;
3. being familiar with emergency guidelines;
4. evacuating textbooks and other course materials
5. knowing their Moodle student login and password;

6. contacting faculty regarding their intentions for completing the course.

XVII. Daily Class Schedule and Important Dates. Lecture and participation activities are a daily given. I have noted some key dates for assignments and deadlines below. Handouts will cover any assignments below not explained in syllabus.

Week One: 6/3-6/9 (Chs. 1-3, 4-9)

- 6/3 Syllabus review, Introduction speech interviews
- 6/4 Syllabus quiz
- 6/4 *Introduction speeches*
- 6/6 Fear Factors assignment due
- 6/7 *Storybook interpretive readings*
- 6/7 *Impromptu speeches* (round #1)
- 6/9 Moodle quizzes 1-4 due by Midnight

Week Two: 6/10-6/16 (Chs. 10-16)

- 6/10 *LIOLI speeches*
- 6/13 Self-reflection essays due
- 6/14 *Birthday headlines speech*
- 6/16 Moodle quizzes 5-8 due by midnight

Week Three: 6/17-6/23

- 6/19 *Personal bio. speeches*
- 6/19 Final day to drop and receive a “W”
- 6/21 Annotated bibliography for debate speech sources due

Week Four: 6/24-6/27

- 6/25 *Debate speeches*
- 6/26 Deadline for extra credit work at 12:00 p.m. noon.
- 6/27 *Impromptu speeches* (Round #2)
- Bonus speeches*

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

