

CMST 2060 PUBLIC SPEAKING SUMMER 2015

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Required Text: Lucas, Stephen (2012) *The Art of Public Speaking* (11th ed.) {**with Connect**}.
McGraw Hill. ISBN: 9781259386343

(Available for a discounted price at the LSU Bookstore; comes with the required Connect Codes).

IMPORTANT: Make sure you purchase the **11TH Edition**, NOT the 12th Edition. You need to purchase this textbook WITH the Connect Codes so that you can access your online quizzes throughout the semester.

Course Connect Web Access:

See the link on Moodle at the top of the course page

Course Description/ Goals:

CMST 2060 is a *General Education Humanities Course* designed to familiarize students with the study of public speaking.

As a General Education Humanities Course, CMST 2060 will enable students to demonstrate an understanding of historical, cultural, and philosophical complexity that supports sophisticated discourse.

As a result of this course, students should:

1. Understand the principles of rhetoric and effectively utilize them in crafting well researched, reasoned, and appealing speeches.
2. Choose topics for public speaking that are timely, relevant, and adaptable given varying situations in which the message may be delivered, and for different audiences.
3. Effectively and critically evaluate message/speech content and delivery, both when examining one's own work as well as that of others.
4. Understand and utilize the verbal and nonverbal elements essential for exemplary speech delivery.

COURSE POLICIES

Attendance and Participation: Your attendance at each class day is expected. **You are allowed three unexcused absences:** After your third unexcused absence, you will be counted off five points for every class you miss as you will have missed that day's participation since you cannot participate in class if you are not present in class; this will be part of your Activity Speeches / Participation grade category, which will be graded out of a total score of 100 points and is 15% of your overall grade.

Important: Because audience members serve an important role in public speaking, **no unexcused absences can be used on any speech day or on July 20th**, as in you can use the three unexcused absences on any day that is not an official speech day or that is not July 20th (**cannot be used as an unexcused absence day** given the importance of the assignment that will be discussed on that day).

On speech days: if you arrive late to class or miss class during any of the official speech days, you will lose 5 points off for your overall Attendance/Participation grade for not being on time or in attendance to see your classmates' speeches. Showing respect for your classmates by arriving on time to class for all speech days is of great importance.

CELL PHONES: Don't let me see them. You will lose your participation points for that day if I see them.

Plagiarism: You are to assume that all assignments in this course are individual assignments unless explicit instructions are provided for a group project. Any student found to have turned in material not their own (either downloaded from the internet or written by another student) in part or in whole will immediately be reported to the Dean of Students. See: <http://www.lib.lsu.edu/instruction/plagiarism2.html>

Extra Credit: I am not allowed to offer extra credit, per the official department-mandated structure of this course.

Disabilities: The Americans with Disabilities Act and the Rehabilitation Act of 1973 states: "If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see a coordinator in the Office of Disability Affairs (112 Johnston Hall) so that such accommodations can be arranged." After you receive the accommodation letters, please meet with me to discuss the provisions of those accommodations.

Speeches: Every speech will have a specific time window of minutes that must be met, as in there will be a minimum time that must be met and a maximum time that should not be exceeded. Example: Your second speech will be at least 4 minutes long but not any longer than 6 minutes. (This is just an example as every speech has a DIFFERENT window.) If a speech is below the minimum or exceeds the maximum limit, 5 points will be deducted from that specific speech grade. Try to always hit the middle of the window and you will most likely never be short or over the time limits; so for a 4-6 min speech try to time yourself to always be at least 5 minutes. The minimum and maximum time limits are stated in every assignment.

Attire: It is important to dress nice and wear appropriate attire during the days you present your graded speeches. Jeans, t-shirts, jackets, hoodies, shorts, flip-flops/sandals and tennis shoes are **not appropriate** attire on speech days. Attire accounts for 5 points of every graded speech. Business casual is fine and preferred, but if you want to dress even more professionally than that, that is also fine. If it rains or is cold on your speech day, remember to take off your hoody/jacket/cold or wet weather gear before you walk up to the front to present your speech so that the audience can see your professional attire.

Visual aids: Three of your four speeches require the use of visual aids. If a visual aid is not used for those specific speeches, 10 points will be deducted from that speech grade. If a visual aid is used, but is not used properly or only briefly used, then up to 7 points will be deducted. Example: if you have a PowerPoint presentation but only have one or two total slides; that does not count as a strong visual aid. A minimum of 5 slides should be used, but no more than 12 slides (Acceptable range 5-12 slides). If you want to show a video, try not to use any more than 30 seconds of video, as the longer the video, the more of your minimum time is being taken up by not actually speaking. Any time after 30 seconds will be deducted from your overall speech time, which may result in you being under the minimum time. Let me know if you want to show more than 30 seconds of video and we will discuss how well it fits the assignment.

Grades: Final grades will be determined based on scores earned in the following assignments. All work must be done during the semester and not made up after the fact.

Course Assignments:

Introductory Speech	5%
Informative Speech	10%
Persuasive Speech	10%
Special Occasions Speech	10%
Activity Speeches / Participation	15%
Reading Assessments (Quizzes)	15%
Midterm Exam	15%
Final Exam	20%

Missed Presentations:

If a student is absent the day he/she is scheduled to speak and has not made *prior arrangements* with the instructor, a ZERO grade will be recorded for the presentation portion of the assignment. If time permits on the last day of presentations for the assignment, the speech may be made up with the makeup grade averaged in with the zero score.

If you are unable to make a scheduled speech time, you may still receive full credit for speech outlines if they are submitted online on time. If a speaker knows he/she cannot attend class the day of an assigned speech presentation, he/she can swap times with a classmate without penalty, first notifying the instructor at least one day before the first of the two students is scheduled to speak.

Deadlines, Late Work and Late Arrival to Class:

All class assignments are to be turned in (or is often the case uploaded to Moodle) by the specific deadline for that assignment. **Deadlines for reflections and outlines are ALWAYS at noon and are to be uploaded to Moodle. Late work for reflections and outlines will be accepted for up to half credit up to 12 hours after the deadline, as in they must be submitted by midnight, 12 hours after it was originally due at 12 pm.** Other assignments, if instructed, may be turned in at the start of class. *In other words if you arrive late to class, the assignment is late.*

Reading Assessments (Quizzes)

There will be 10 online quizzes, accessible through Connect (which is accessible through Moodle). These quizzes are based directly from the assigned reading. If you do not read the book, you will likely struggle on these quizzes, as well as on the midterm and final. It is your responsibility to make sure you have a strong, working internet connection. Quizzes are due by 12 p.m. on the assigned day. They are timed and are made up of multiple choice and true/false questions. To prevent you from accidentally starting the assignment, you have to click through *three* different windows to access the quiz. First you click on the quiz, then you click “Start Assignment”, then you click “Go”. Once you do that, your time has begun and will not stop until the time has run out. Clicking the “Save and Exit” button **WILL NOT** stop the clock, but it will save what you have done. You should click “Submit” when you are done.

Exams:

The exams, like the quizzes, are taken from the material in your textbook. If you do not keep up with the assigned chapter readings, you will have difficulty completing the exams.

Textbook:

Make sure you bring your textbook to class every day, whether you have the digital copy or the hard copy, as long as you have access to it in some way.