Communication 103: Introduction to Public Speaking
Section 003
Fall 2015

Class days and times: Thursdays, (9/3/15-12/10/15), 3:30-6:10 pm
Room: MER 244
Instructor: Stacey Mirviss-Jossart
E-mail: sem@uwm.edu
Office and Hours: Johnston 234, Thursdays 1:00-3:00 pm or by appointment

Required Text
William Keith and Christian Lundberg, Public Speaking: Choices and Responsibilities (2013). The textbook is available at the UWM Bookstore. The use of older additions is not recommended. All class assignments and exams presume that students are using the assigned textbook. Also, the textbook is packaged with additional resources which students may find helpful in completing course work.

Course Description
This course introduces students to a core set of theories and practices that relate to the art of public speaking. Throughout the semester students will learn effective public communication strategies, audience adaptation and how to be an active member of a Democratic society. The course is composed of theory and application. Theory will allow students to recognize the importance of public speaking and the process of developing a comprehensive presentation. Application is where students develop and present speeches in a safe and nurturing environment. The concepts in this course will not only help with public speaking but also in actively participating in a group. Finally, the course is structured to provide students with the necessary tools to increase knowledge, practice and confidence in the area of public speaking.

Course Goals
Successfully completing the course assignments will help students learn the fundamental skills of public speaking.

- Critical Thinking Skills: The ability to make reasoned decisions about communication choices, knowing what to do, as well as how to do it.
- Political Awareness: Understanding the role, opportunities, norms and limitations of individual speech in public discourse.
- Performance Skills: Delivery, preparation, outlining and note taking.
- Listening Skills: Critically engaging classroom speakers and practicing critical evaluation.

General Education Requirement
As a Humanities General Education Requirement, this course meets the following: "Approaching its subject using humanistic means of inquiry, such as: the critical use of sources and evaluation of evidence, the exercise of judgment and expression of ideas, the organization of logical analysis and creative use of substantial bodies of knowledge."

Time Investment
Students should expect to spend a minimum of 144 hours toward successful completion of the course. The hours are distributed as follows: 38 hours in class meetings, 50 hours reading and class preparation, and 56 hours researching, developing and reviewing course materials related to the oral assignments.
Course Policies
This is a college course; therefore, you are expected to act in a mature, responsible manner, complete your assignments on time, and turn in college-level work. These are minimum requirements. In addition, the following specific policies apply.

Please review the following policies. Enrollment in this course means an agreement to the following policies.

Grading
Grades are based on how well a task is completed. If the work is less than the minimum than a grade of less than 70% is awarded. If the work exceeds that minimum than a higher grade is given. Completing a task does not guarantee earning all of the available points. Please note that many tasks have smaller components so the overall grade is based on an assessment of all of these parts.

The following is a breakdown of the grades and scale:

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 1</td>
<td>100</td>
</tr>
<tr>
<td>Speech 2</td>
<td>150</td>
</tr>
<tr>
<td>Speech 3</td>
<td>200</td>
</tr>
<tr>
<td>Speech Reflections</td>
<td>30</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Peer Evals</td>
<td>60</td>
</tr>
<tr>
<td>Homework</td>
<td>50</td>
</tr>
<tr>
<td>Participation</td>
<td>70</td>
</tr>
<tr>
<td>In-Class Assignments</td>
<td>40</td>
</tr>
</tbody>
</table>

Grading Scale-
900-810=A, 809-720=B, 719-630=C, 629-540=D, 539 and Below=F

Additional Information on Attendance and Participation
Please note that each class session is important.
Punctual attendance is required. Come on time and stay until I dismiss class. I take attendance at the start of every class. I expect students in their seats and ready to work. A significant aspect of this course is how to effectively be an engaged audience member. Consequently, all students must attend class even if it is not a student’s assigned presentation day. Students will also conduct peer reviews throughout the semester. A students must be in class to complete the evaluations.

Expectations for Speech Days
For your scheduled presentation day, please remember the following: Due to the difficulty of verifying excuses and the possibility that some students may be less than honest, virtually no excuse will be accepted for being absent on speech day. If a student does not show up on the assigned day to speak or is not prepared to speak, please expect to receive a zero for that speech. Students are told in advance when his/her speech is going to be given so please plan accordingly. All scheduled speakers must be present at the beginning of class to maintain the speaking order. If a student disrupts the order, a 10% deduction in grade will occur. If a student has a compelling reason to reschedule, please talk to the instructor prior to
the speech, it may be possible to reschedule but it is not guaranteed. If the instructor is not contacted prior to the scheduled speech than the student will receive a zero.

On the days a student is not scheduled to speak, please remember the following: Attendance is taken at the beginning of each class session. Students with more than two unexcused absences with receive a 10 point deduction per absence. The points are deducted from the overall total and there is no limit on deductions. If absent for any reason, please contact a classmate for missed information and any materials distributed during class.

The textbook is not designed to stand alone. The purpose of the course is to introduce theory and practical concepts in order to fully understand the intricacies of public speaking. Please remember that lecture material will be on the exams. Lecture notes are not available online.

Students with no unexcused absences will receive an extra 20 points added to the overall grade.

Special Circumstances
If religious observes will prevent a student from completing assigned work on a scheduled date, please discuss this matter with the instructor as soon as possible and no later than the second week of class. Accommodations will be made for such circumstances in accordance with University policies and guidelines. If a student has a health condition or disability that may interfere with attendance or completing course work, please following these steps as soon as possible. First, contact the ARC (Accessibility Resource Center) and arrange to meet with a ARC counselor, who will help determine whether the student qualifies for accommodations and to complete a VISA form detailing the approved accommodations. Second, please inform the instructor of the accommodations and provide a copy of the completed VISA form. Please complete this process in the first two weeks of school unless legitimate circumstances prevent the student from doing so. Please contact a ARC counselor with any questions or concerns.

Excuses for Absences and Missed Work
All excuses for absences and missed work will be evaluated by the instructor. Except in extreme circumstances, all documentation related to an excused absence must be presented to the instructor at the following class (no later than seven days after the absence). Otherwise, the absence will be considered unexcused. Permission to make-up work will only be granted in the most unusual circumstances and only for excused absences. Work missed for an unexcused absence cannot be made up. These requirements are strict in order to provide fairness to all students. To be eligible to make up an exam or speech due to an excused absence:

- Written evidence of the absolute need for the absence.
- This evidence must be from an appropriate and verifiable source.
- Evidence must be presented no later than seven days after the missed assignment. Except in the case of an extreme circumstance, please contact the instructor one week prior to the absence.

The primary requirement of the evidence for the absence is that it demonstrates that a circumstance is beyond a student’s control. If a student has a doctor’s note specifying an inability to speak or attend class that would be considered out of a student’s control. In addition, military service or jury duty also fall under this category. Student’s can only make up exams and speeches under extraordinary circumstances. Not being prepared or inadequate time management are not considered special circumstances. Please be prepared for each class session.
Incompletes
The grade of incomplete, by University policy, is reserved for students who, due to circumstances beyond their control, cannot complete the final exam or any other final course work. Incompletes are given only in those extreme cases and with acceptable documentation. Students who find that themselves missing a lot of work in course or have a lower grade than he/she would like should withdraw from the course before the drop date and take the course at a later date.

Cell Phones/Text Messaging/Laptops
- Ringing phones distract the class. Please turn off ringer.
- Text messaging during class is not allowed. If you text in class, I will ask you to leave.
- Personal laptop computers hamper the personal interaction necessary in this class. Please do not use a laptop computer during class unless it is for note taking.

Academic Honesty and Plagiarism
Representing the ideas or words of others as your own is plagiarism and is a serious offense. Students who plagiarize will receive the full punishment of the University. UWM’s official policy can be found at http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/
In addition, all information presented as a source or fact throughout the course must be valid. Inventing facts and sources is a form of academic dishonesty and will be treated as academic misconduct. When in doubt please ask your instructor or librarian for help.

Classroom Expectations
The students who compose this class are a community of public speakers and listeners. There are expectations of how each participate will conduct him/herself in this course.

- Tardiness and Interruptions: Tardiness disrupts the class and wastes time. Consistent lateness may be treated as an absence. DO NOT enter the classroom, knock on the door or create a disturbance in the hall when a student is presenting his/her speech. Once the student is finished, the door will open. Do NOT use technology, talk or disturb the class when a fellow classmate is giving his/her speech. If a student violates any of these rules, a 50 point deduction will be taken off the the overall grade. Please remember that the instructor will assign two peer evaluations per speech so if a student misses those speeches a grade of zero is given.
- Speaker Appropriateness: Please wear appropriate clothes on speech day. No hats, gum or tobacco while speaking. Please use professional language during the speech. Violations will negatively affect the overall speech grade.
- Common Courtesy: Students should follow common sense and courtesy in the classroom. Please remember that all students are members of a large diverse university that values freedom of expression and intellectual creativity and accepts a variety of beliefs and opinions. Please act respectful of each other during the semester.

Additional Policies
Additional policies regarding classroom and academic conduct will follow the guidelines of the Department and University when needed. Links to these policies are found at http://www4.uwm.edu/letsci/communication/policies/
Students are advised to remember that they are are professional participants in a learning environment and should conduct themselves accordingly.

Assignment Requirements
All assignments and speeches will have a detailed outline to follow. The following is an overview of the course requirements.

**Speeches**
There are three required speeches for this course. Each speech provides students with an opportunity to demonstrate creativity and understanding of course concepts. Students must give all three speeches to pass the course.

**Outlines**
An outline and speaker notes are required for each speech. The instructor will explain more about the outline but know that each student needs a paper copy of an outline and speaker for each speech.

**Grading Standards**
Each assignment has specific requirements. Merely “getting through” a speech is not the same as delivering a successful speech. The course is structured to provide speakers with the opportunity to learn how to effectively use language to understand, shape and impact the audience.

**Time Limits on Speeches**
Please adhere to the time limits on each speech. If a student speaks longer or shorter than the time frame, a deduction will occur. After one minute past the allotted time, the Instructor will stop the speech.

**Speaking Materials**
Please use speaker notes (note cards or a standard piece of paper) as a reference for each speech. NEVER read the speech! Visual aids may be used if the speaker can create a case that the visuals aid is necessary and will add value to the speech.

**Peer Evaluations**
Students will conduct six peer evaluations (two per speech). Students will print the evaluations off of D2L and hand the completed forms to the instructor. The speaker will not see the completed forms. The grades are based on the listeners thoughtfulness and understanding of the course content. Each evaluation is worth 10 points.

**Exams**
Students will have an in-class midterm and final exam. Students may use course notes.

**Homework**
Students will have homework during the semester. The homework will provide the students an opportunity to further his/her knowledge of the course.

**Responsibilities of Documents**
Please keep all items given to each student throughout the semester. This includes handouts and graded materials. If there is a grade dispute, please have all graded documents available. If not, the instructor’s grade book will be considered correct.

**Participation**
Please actively participate in class.
Grade Reconsideration
All students must wait 24 hours from the time they receive their grade before contacting their Instructor. When contacting the Instructor, please be considerate and professional. Rude, aggressive or threatening behavior is not tolerated and will be reported to the appropriate University authorities. Request must be based on a positive argument for reconsideration. Students have seven days from the time the grade is received to initiate this request. The final grade is the grade that was earned. Please seek out additional University resources or talk to the Instructor to improve academic progress.

Extra Credit
There is NO extra credit in this course. If there is an opportunity for extra credit the Instructor will notify the class.

Course Schedule
This is a tentative course schedule and is subject to change. All changes will be posted on D2L.

WEEK ONE: 9/3/15
Introductions
Review Syllabus
Group Activity
Chapter 1

WEEK TWO: 9/10/15
Chapter 3
Audience and Public

WEEK THREE: 9/17/15
Chapters 6
Information and Knowledge

WEEK FOUR: 9/24/15
Speech One Due
Chapter 8
Research

WEEK FIVE: 10/1/15
Chapter 9
Organization

WEEK SIX: 10/8/15
Mid-Term Exam
Chapter 11 (not on exam)
Delivery

WEEK SEVEN: 10/15/15
Speech 2
Chapter 2
Ethics

**WEEK EIGHT: 10/22/15**
Chapter 7
Persuasion

**WEEK NINE: 10/29/15**
Chapter 4
Listening

**WEEK TEN: 11/5/15**
Chapter 5
Topic and Purpose

**WEEK ELEVEN: 11/12/15**
Chapter 10
Verbal Style

**WEEK TWELVE: 11/19/15**
Speech 3

**WEEK THIRTEEN: 11/26/15**
Thanksgiving Break

**WEEK FOURTEEN: 12/3/15**
Chapter 12
Presentational Aids

**WEEK FIFTEEN: 12/10/15**
Final Exam