

**Loyola University Chicago**  
**COMM 101/Public Speaking and Critical Thinking**

Spring 2014

Wednesdays, 4:15 to 6:45 p.m

**CLASS LOCATION AND ROOM**

Julianne Hill

[Jhill13@luc.edu](mailto:Jhill13@luc.edu)

OFFICE HOURS: 3 to 4 p.m. Wednesdays, LOCATION or by appointment

**Course description**

This course is designed to teach you how to research, organize, write and deliver speeches. You also will learn to be an intelligent, thoughtful and critical listener.

**Learning Outcomes**

As a speaker, you will develop an understanding of the discipline of rhetoric and the art of public speaking. You will then be asked to demonstrate your knowledge in the following ways:

- Selecting a topic or position on an issue; researching the topic and choosing the proper material to support the position.
- Organizing your ideas in a logical, cogent manner.
- Writing clearly using lively words.
- Using the proper presentation methods to deliver a speech to an audience.

As a listener, you will be responsible for the following:

- Critiquing speeches based on the guidelines for proper public discourse.
- Expressing your opinions about a speech topic.
- Doing so in a constructive, supportive manner.

**Textbook**

*The Speaker's Guidebook, Fifth Edition*, by Dan O'Hair. Available at Loyola University Bookstore.

Also, please have internet access for additional readings and videos assigned throughout the course.

**Grading**

Students will be expected to know material covered in lectures and the textbook. This will be measured through four speech presentations, a written report evaluating a public speaker and classroom participation and professionalism.

The ability to deliver an effective speech varies from student to student. What is important is to give each speech your strongest effort and to show improvement through the semester. The lessons from this class will be extremely valuable in all stages of your life, from giving a great wedding toast, to eulogizing a beloved relative, to making a sales presentation, to participating in political and social movements.

**Grades will be determined in the following manner:**

Informative Speech:	100 points
Cultural Artifact Speech:	150 points
Textual Analysis Speech:	200 points
Civic Issues Speech (FINAL):	250 points
Written analysis of speech	100 points
Participation and professionalism:	200 points

**Final Grade scale**

- 1000-940: A
- 939-900: A-
- 899-880: B+
- 879-830: B
- 829-800: B-
- 799-780: C+
- 779-730: C
- 729-700: C-
- 699-680: D+
- 679-640: D
- 629-600: D-
- 599-0: F

**Attendance and Professionalism**

You are expected to act in a professional manner in class. That means approaching your schoolwork as if it were your job. Showing up, and showing up *on time*, are critical. Attendance is *very important*. Repeated absences and late arrivals will lower your grade. Arrive in class prepared, rested, alert and ready to learn. You will have read chapters and posted responses before class. Only absences for legitimate medical reasons will be excused on the day of a scheduled speech, and require **a signed physician's note or a note from University Health Services**. Class participation is critical. We will work as a group to develop speaking and listening skills, meaning you will learn a great deal by watching and hearing your classmates. It is not enough to simply show up. You will be expected to be a regular participant in all we do, which is why participation and attendance account for part of your final grade. If you are unable to make class, it is important to e-mail the instructor beforehand. **If you have an unexcused absence on the scheduled day of your presentation, you will receive an F for your presentation.** If

you have an unexcused absence on a day when fellow students are delivering speeches, your grade will be marked down one letter. There will be no make up opportunities for unexcused absences **There will be no exceptions.**

### **Students with Disabilities**

Students who need special accommodations because of a learning disability must provide a letter documenting the type of accommodations needed. If you have a physical or psychological condition that hinders your ability to perform in class, medical documentation must be provided first to the Office for Students with Disabilities. These matters are confidential. Any student with a learning disability that needs special accommodation during exams or class periods should provide documentation from Services for Students with Disabilities confidentially to the instructor. The instructor will accommodate that student's needs in the best way possible, given the constraints of course content and processes. Student are responsible to plan in advance in order to meet their own needs and assignment due dates.

### **Additional Classroom Policies**

- Students are expected to be actively engaged in class discussions and to study all assigned readings by the due date.
- Students are responsible for all readings whether or not they are discussed in lectures.
- Turn in writing assignments on paper at the beginning of class.
- No late assignments will be accepted.
- All written assignments must be typed, double-spaced, have page numbers and proofread. Use 8x10 unlined paper. Errors in grammar, spelling and organization will result in a lower grade.
- Remember to use the Writing Center for help.
- Please turn off all laptops, cell phones, iPods, Blackberrys, etc. Do not text, Tweet, or post on social media, etc., in class.
- The syllabus schedule may change over the course of the semester.
- **You MUST turn in a typewritten outline and a bibliography BEFORE you deliver your speech.** This is a requirement. Failure to deliver an outline and bibliography will result in the lowering of your grade for that speech by one letter grade, and an additional lowering of one grade for each day you are late.
- There is a mandatory 24-hour waiting period before discussing a returned grade. Please put your complaints in writing to me as an email, and offer time suggestions when we can meet privately. Additionally, I will not reconsider grades more than one week after grades are returned.
- Students are reminded that the syllabus schedule may change over the course of the semester
- **PET PEEVES:** Asking to receive credit for late work, not numbering pages, not stapling pages, lobbying for a higher grade on an assignment more than a week after the grade has been posted/returned.

## **Statement on Academic Integrity**

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;

- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source> .

In addition, a student may not submit the same paper or other work for credit in two or more classes. A student who submits the same work for credit in two or more classes will be judged guilty of academic dishonesty, and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication.

The office of the Dean of the School of Communication may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean's office may convene a separate hearing board to review these instances. The student has the right to appeal the decision of the hearing board to the Dean of SOC. If the student is not a member of the SOC, the dean of the college in which the student is enrolled shall be part of the process. Students have the right to appeal the decision of any hearing board and the deans of the two schools will review the appeal together. Their decision is final in all cases except expulsion.

The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the dean or deans.

Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at:

[http://www.luc.edu/academics/catalog/undergrad/reg\\_academicgrievance.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml).

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver which releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

A complete description of the School of Communication Academic Integrity Policy can be found at: <http://www.luc.edu/soc/Policy.shtml>

The syllabus is posted on Sakai.

**Note: All readings for each week should be done *before* class.**

### **Schedule**

*This schedule is subject to change based on our progress and other unforeseen events.*

BEFORE CLASS – Chapters 1, 2, 4, 5

#### **Week One**

January 15

Overview of Public Speaking; Informative Speech

Introduction, review of syllabus, class policies. Overview of speech making, how public speaking is part of our professional and personal lives.

BEFORE CLASS Chapters 6-10, 24-28

#### **Week Two**

January 22

Topic selection; Reference and Research Preparing your first speech. Audience analysis, topic selection, reference and research.

BEFORE CLASS Chapters 11-17

#### **Week Three**

January 29

Organizing and Outlining; Introductions and Conclusions

BEFORE CLASS 3, 18-20, 21-23

#### **Week Four**

February 5

The Art of Delivery; PowerPoint. Managing anxiety, the art of delivery. Engaging your audience.

#### **Week Five**

February 12

**INFORMATIVE SPEECH** (Half the class will give speeches today, half next week).

**Week Six**

February 19

**INFORMATIVE SPEECH**

**Week Seven**

February 26

Examining Cultural Artifacts. More about confronting performance anxiety. Reviewing and analyzing other speakers.

**Week Eight**

Spring Break!

March 3-7

**Week Nine**

March 12

**CULTURAL ARTIFACT SPEECH** (Half the class will give speeches today, half next week).

**Week Ten**

March 19

**CULTURAL ARTIFACT SPEECH**

**Week Eleven**

March 26

Discussing Textual Analysis

**Week Twelve**

April 2

**TEXTUAL ANALYSIS SPEECH** (Half the class will give speeches today, half next week).

**Week Thirteen**

April 9

**TEXTUAL ANALYSIS SPEECH**

**AT THE BEGINNING OF CLASS: SPEAKER EVALUATION PAPER DUE. TURN IN PAPER COPY**

**Week Fourteen**

April 16

Civic Issues Speech Research

**Week Fifteen**

April 23

**CIVIC ISSUES SPEECH** (Half the class will give speeches today, half next week).

## **Final**

**DATE:** April 30<sup>th</sup>.

## **CIVIC ISSUES SPEECH**

Continue final speeches. **The final class will be held at the same time and location as our regular class.** We will continue Civic Issues Speeches. **Attendance is mandatory** even if you already delivered your speech. You will be expected to provide feedback.

## **About your instructor**

Julianne Hill is an award-winning, Chicago-based reporter, writer and producer. Her work has appeared in a wide variety of media outlets including “This American Life,” “Morning Edition,” PBS, CNBC, The History Channel, *Writer's Digest*, *Health* and *Real Simple*, among others.