

Introduction to Public Speaking & Critical Thinking, Spring 2020

COMM 101 - 004

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Tuesdays/Thursdays, 2:30-3:45 PM, Information Commons, Room 111
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Office Hours: TBA or by appointment

COURSE DESCRIPTION

This course is designed to teach you how to research, organize, write, and deliver speeches that engage your audience. You will explore how to be an intelligent, thoughtful and critical listener. You will study the basic discipline of rhetoric and the art of public speaking. And you will explore what critical thinking means in the digital media age.

COURSE OBJECTIVES

The purpose of this course is to prepare students to deliver speeches. Students should come to understand the complexity of public speaking and practical steps needed to craft and deliver a variety of speech types. The course will learn to successfully execute the steps in the speechmaking process including: selecting a topic, conducting research, organizing a speech, reducing the anxiety of speechmaking, and presenting speeches. Students will also work to develop effective critical listening and critical thinking skills.

REQUIRED MATERIALS

Textbook: **A Pocket Guide to Public Speaking**
O'Hare/Stewart/Rubenstein (Bedford/St. Martin)
ISBN: 9781319102784

Students are encouraged to consider use of earlier editions of the textbook, used texts, e-book versions and/or rentals. Other Readings and Resources will be made available in class, via SAKAI or online.

COURSE POLICIES

ASSIGNMENTS / LATE OR LOST WORK / EXTRA CREDIT

Written assignments should be turned in by hardcopy or email by the due date. Speech presentations in class are a critical portion of this course. If a student is absent for their assigned speech presentation, they will receive zero points. If the absence was approved prior to the presentation time, make-up will be allowed. Points may be deducted for make-up speeches and assignments depending on the circumstances. Listening and offering constructive criticism on classmate presentations is also a major portion of the course. Classmates should offer useful reviews of classmates' presentations to earn points. If Sakai is utilized for assignments and tests, students will be informed by the instructor.

Students should maintain a backup copy of all work.
Late assignments will lose some credit.
Extra credit work may be submitted if approved by the instructor.

ATTENDANCE / LATE TO CLASS/ LEAVING CLASS EARLY

Students should notify the instructor if they will miss class. If arriving late to class, check in with the instructor at the end of class to verify attendance was noted. Students who must leave class early should notify the instructor prior to class beginning. Missed work may not be made up or excused except in the case of University-approved absences or if arrangements are made with the instructor. After three absences, students will be required to provide documentation from the appropriate office for any subsequent absences. Missing class will result in the loss of points in the Class Participation grade.

ILLNESS

If you are ill, (coughing, sneezing, feverish, etc.) please do not come to class. Notify the instructor and visit the Wellness Center for assistance and to get documentation.

PARTICIPATION

In this class, you'll hear lectures, student and guest presentations as well as class discussions. Students will receive credit for participation in the discussions with classmates and the instructor.

CLASSROOM CITIZENSHIP

Students are expected to respect each other. Treat each other with tolerance and understanding. The people you'll interact with in class are your peers and future colleagues. You are responsible for your own work, but you are also responsible to your instructor and your peers. Much of making sense of communication in our world depends on applying theoretical and critical insights to actual communication issues in our everyday lives. This course benefits from students bringing their own experiences to the class, so we can all appreciate and learn from the diversity our world.

COMPUTERS, TABLETS, SMARTPHONES IN THE CLASSROOM

It is acceptable bring your laptop, tablet, smartphone, etc. to take notes or access the class text or materials. Be respectful with your use of technology. We will rely on web resources to help expand our knowledge of contemporary mass communication. You will be encouraged to contribute resources and techniques to the class. Use of any device should be limited to the tasks at hand in class. Do not use electronic devices during guest lectures and while other students are presenting.

STUDENTS WITH DISABILITIES/ACCOMMODATIONS

Any student with a learning disability or other needs that require special accommodation should provide documentation from the Services for Students with

Disabilities office confidentially to the instructor. The instructor will accommodate each student's needs in the best way possible.

MANAGING LIFE CRISES AND FINDING SUPPORT

Should you encounter an unexpected crisis during the semester (e.g., securing food or housing, addressing mental health concerns, managing a financial crisis, and/or dealing with a family emergency, etc.), I strongly encourage you to contact the Office of the Dean of Students by submitting a CARE referral (LUC.edu/csaa) for yourself or a peer in need of support. Their phone number is: 773-508-8840. Their email is deanofstudents@luc.edu. To learn more about the Office of the Dean of Students, please find their websites here: LUC.edu/dos or LUC.edu/csaa.

If you are uncomfortable doing so on your own, please know that your instructor can submit a referral on your behalf – just email him or schedule a meeting during office hours.

ASSIGNMENTS

Guest Lecturers—Class members will be asked to question and converse with selected guests.

Speech Presentations—Students will prepare a speech outline/script as assigned, and present their speech.

- Self Introduction
- Initial Informative Speech
 - Revised Informative Speech
 - Group Presentation
 - Revised Group Presentation
 - Persuasive Speech
 - Revised Persuasive Speech
 - Elevator Speech/Panel-Forum

Speech Critique/Evaluation—Each student will be assigned to review and critique some of their classmates' speeches. A critique form will be provided.

Group Presentation—A team of students will prepare a group presentation for class on a topic or issue of their choosing. The teams may use a presentation application or aids (Prezi, PowerPoint, iWork, Google Slides, Zoho, Keynote, flip charts, diagrams, etc.) to aid in their report to the class.

Out of Class Media Experience Report—Each student will design their own out of class Media Experience Project and submit a one-page report to the instructor. The project might be reviewing a speech or other oral presentation out of class. The project could be interviewing someone who uses public speaking. Students may to clear their topic with the instructor.

ASSIGNMENTS, QUIZZES AND TESTS – PERCENTAGE OF GRADE

Class Participation (Attendance and Interaction)	10%
Quizzes—Two (5% each)	10%
Self Introduction	05%
Initial Informational Speech	10%
Revised Informational Speech	05%
Group Presentation	10%
Revised Group Presentation	05%
Persuasive Speech	10%
Revised Persuasive Speech	05%
Elevator Speech-Panel Discussions	10%
Speech Review-Critiques	05%
Out of Class Media Experience Report	05%
Final Exam	10%

GRADING

The grading scale is as follows:

- A = 94% - 100%
- A- = 90% - 93%
- B+ = 87% - 89%
- B = 84% - 86%
- B- = 80% - 83%
- C+ = 77% - 79%
- C = 74% - 76%
- C- = 70% - 73%
- D+ = 67% - 69%
- D = 64% - 66%
- F = 63% and below

Students will receive grades for each assignment unless otherwise noted in the syllabus. The instructor will attempt to share comments on assignments with each student. If a student has a question about a grade, they should discuss it with the instructor within a week of the grade being issued.

**This Syllabus and the sections within are subject to change.
Students will be notified of any changes.**

CLASS SCHEDULE

WK	Day / Date	Class Activities	Text/Resource	Notes
1	Tue.—Jan. 14	Syllabus Review, Text & Class Orientation		
	Thur.—Jan. 16	Self-Introductions Lecture/Discussion/Resources	Parts: 1, 2, 3*	
2	Tue.—Jan. 21		Parts 4, 5, 6, 7*	Guests TBA
	Thur.—Jan. 23			
3	Tue.—Jan. 28	Informative Speeches*		
	Thur.—Jan. 30			
4	Tue.—Feb. 4			
	Thur.—Feb. 6	Revised Info Speeches*		
5	Tue.—Feb. 11			QZ #1 Due
	Thur.—Feb. 13		Part 8*	
6	Tue.—Feb. 18	Group Presentations*		
	Thur.—Feb. 20			
7	Tue.—Feb. 25	Persuasive Speeches*		
	Thur.—Feb. 27			
Bk	Mar. 2 – Mar. 6	No Classes	Spring Break	
8	Tue.—Mar. 10			
	Thur.—Mar. 12	No Class	Out of Class Assignment	
9	Tue.—Mar. 17	Revised Persuasive*		

	Thur.—Mar. 19			Out of Class
				Reports Due
10	Tue.—Mar. 24			
	Thur.—Mar. 26	Revised Group Presentations*		
11	Tue.—Mar. 31			QZ #2 Due
	Thur.—Apr. 2			
12	Tue.—Apr. 7	Panels/Forums/Special & Elevator Speeches*		
	Thur.—Apr. 9			
13	Tue.—Apr. 14		Optional: Part 9	
	Thur.—Apr. 16	Reviews		
14	Tue.—Apr. 21			
	Thur.—Apr. 23			
Finals	Friday--May 2	1:00-3:00 PM	Exam may be submitted electronically.	Final Exam
		*Subject to Change		

School of Communication (SOC) Statement on Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Loyola University of Chicago will not tolerate it by faculty, students or other employees, and will attempt to take prompt corrective action against any sexual harassment by or of its students, faculty and employees. Persons who believe they have been harmed by harassment of this kind should bring the conduct to the attention of the School of Communication dean's office. All complaints are taken seriously and no one reporting them will suffer reprisal or retaliation from the University. Such complaints will be treated in confidence to the extent feasible, given the need to conduct a thorough investigation and take corrective action.

School of Communication (SOC) Statement on Academic Integrity Please Read Carefully in its Entirety

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;
- 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 an act of personal and professional courtesy, as well as 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 .

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.

(The School of Communication policy is consistent with the Academic Integrity Policy of the College of Arts & Sciences.)