

Public Speaking COMS-103

Sections 18 and 20

Rick Roberts

I. General Information:

Professor: **Rick Roberts** email: **robertsr@usfca.edu**
Phone: **422-2862** (office) or 750-9378 (home) 10am until 12 midnight
Office Hours: Monday 4:30 - 5:30 or by appointment.
Meeting place to be arranged OR Phelan Hall LL room 20 (near the Bookstore)
Required Materials: (1) **audio tape/CD-R** and the ability to record your voice
Required Text: ***The Rhetorical Act 4th ed.*** (Kohrs & Huxman)

USF Catalog Course Description:

COMS-103. Public Speaking (4 units)

Study and practice of the elements of public speaking, including critical analysis and the development of effective public speaking techniques. International students may choose a special section. Offered every semester.

Methods:

Students shall engage in two types of learning: *cognitive* and *experiential*. Cognitive learning focuses on gaining an understanding of the theories and the underlying concepts of a rhetorical act. Experiential learning is aimed at the application of these theories and concepts within the context of preparing, delivering, and critiquing public speeches. Various forms of assessment will be utilized including authentic demonstration of skills, written and oral critical analysis, and examination of key areas of rhetorical theories and concepts.

Learning Outcomes for Public Speaking:

The learning outcomes for COMS-103 can be found in the USF Catalog under *Core Curriculum – Area A* or on-line at http://www.usfca.edu/acadserv/catalog/core_area_a.html. These 15 outcomes will be the basis of the *Documentation of Learning Assignment* due the last day of classes (Tuesday, Dec. 9).

Disabilities and Accommodations:

Pursuant to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, students with disabilities who need reasonable accommodations for this course should contact Disability Related Services at (415) 422-2613 within the first two weeks of this course. Students with Learning Disabilities may contact Learning Disability Services at (415) 422-6876. Students should then make sure I am aware of the accommodations required.

II. Course Policies:

A. Academic Honesty

Any form of Academic Dishonesty or Plagiarism, as defined by USF, will be grounds for a failing grade and/or appropriate disciplinary action. The *Fogcutter* includes an extensive discussion of the topic. Information can also be found on-line at http://www.usfca.edu/acadserv/catalog/policies_honesty.html

B. Communication

You are required to access your USF email account and be enrolled in Blackboard. I expect to be able to communicate with you through *Blackboard*, which requires you read the email sent to your USF address. If you have another email account that you prefer to use, please have your email from your USF account forwarded to the preferred address. For technical help contact Information Technology Services Help Desk at (415) 422-6668.

C. Attendance

It is expected that students will not only attend each class, but be engaged learners during the class. Learning requires more than being physically present. Absences are not considered excused or unexcused- they are merely counted, so use them wisely. This policy is based on the Communication Studies Department Standards set for this course. You are allowed to miss one week worth of classes (2). Continued excessive lateness may be counted as an absence. As dictated by the department policy, missing more than two class sessions will result in the lowering of your final grade. Five percent (5%) will be subtracted from your final grade for every absence exceeding the established limit of two.

Some students may be required to miss class for *University Related Business* for which those absences will be exempt from this policy. Documentation from an USF official will be required in advance for this exemption. If for medical reasons or some other catastrophic event resulting in an excess of three absences, please see the Dean's Office, Harney 240. When warranted, they will distribute a letter requesting an adjustment of your absences. Your discussion with the Dean will be considered confidential and only pertinent information will be passed on in such a letter.

D. Late Work and Make-ups

If you miss an exam, you forfeit your right to take it unless arranged in advance. Late work will not be accepted. The in-class exercises will be related to both the reading and lecture components of this course. If you have not completed the reading assignments or attended the lectures, it will be difficult to complete the exercises. If you are not present in class during the exercise you will be unable to make them up.

Each presentation is scheduled so everyone has an opportunity to prepare. This scheduling makes it difficult to schedule "make-up" presentations. Although re-scheduling is a possibility, there are no guarantees that a *make-up* will be possible. When there is extra time in a class period or a scheduled presentation slot becomes available, late presentations can be *made-up*, otherwise you will receive 0% credit. Five points (out of a total 100 points) will be subtracted from the presentation grade for each class period a speech is late. At the same time, a bonus five percent will be added to the presentation grade if a student is prepared to go in advance of their scheduled presentation date. In other words, should a slot become available and no one needs to *make-up* a presentation, a student prepared to go in advance will earn a five percent bonus for that speech.

E. Speaker Credibility

There is no formal dress code for this course, but you should be aware research has shown clothing influences an audience's perception of speaker credibility. This is called *artifact non-verbal communication*. Therefore, on your speech day, choose clothing that helps establish the credibility you desire.

F. Research and Sources

"Wikipedia sources will not be accepted as proper citation of research. If you use Wikipedia at all, use it only as a platform to start your quest for information. Wikipedia articles

change frequently and therefore are not reliable as academic research sources." General Policy for all sections of Public Speaking, 0156-103.

G. Food, Drink, Outside Work, Phones/Pagers, and Piercings

There will be **no eating** during class. Food, if used in a speech, may be shared after class. **No Tobacco** in any form will be allowed. **Beverages** will be allowed, but must be **removed** from the classroom at the end of the period. Please **turn off** all **cell phones and pagers**. It is **unacceptable** to do **work for another course** while in this class.

Please be considerate of your fellow classmates while they are presenting their speeches. Anyone disrupting another student during a speech will be asked to leave the room and they will have that day recorded as an absence. If you are planning on piercing your tongue, you may want to wait until the end of the semester. A swollen tongue may interfere with your ability to give a speech on the assigned dates and will not be considered a valid excuse.

III. Exams and Assignments:

A. Exams (30%)

There will be two exams in this course. The midterm exam (Oct. 9) is worth 15% of your final grade. The final exam (Nov. 18) is worth 15% of your final grade and will not be comprehensive. Both exams will take 50 to 80 minutes each and will consist of multiple choice, short answer, and application/analysis questions.

B. Homework Assignments and In-class Exercises (10%)

- 1) To fulfill this requirement chose one of the following two assignments based on the descriptive analysis format (CPA) as described in chapter 2 (TRA):
 - a. Attend the USF Speaker Showcase (Dec. 3, Berman Hall, 7 – 8 PM) and analyze 2 of the presentations (Must not be two consecutive presentations). The descriptive analysis should be double spaced and 1 to 1 1/2 pages for each presentation.
 - OR
 - b. Attend a public speech presentation (20 minute minimum). The descriptive analysis should be double spaced and 2 to 3 pages long.

This assignment is due the last class period (Dec. 9). This is worth 5%.

- 2)
 - a. One 90-second Impromptu Speaking Exercise assigned in class
 - b. One 90-second Introductory Speech
 - c. Class participation including the completion of in-class exercises

Combined a, b, and c are worth 5%.

C. Readings

The daily syllabus includes the reading assignments for The Rhetorical Act. Complete the assigned reading by the day indicated on the syllabus. As mentioned above, it will be difficult to participate in the "in-class" exercises if you have not completed the reading for that day. Reading a chapter includes *Materials for Analysis*. The reading material will not necessarily be discussed in class. It is up to the student to ask questions regarding any reading that is not understood or is unclear.

D. Documentation of Learning (DOL)

During the semester you will be asked to document your learning and explain how you demonstrated what you learned. A specific explanation of how to complete your DOL will be provided, along with a DOL worksheet. The DOL is not graded, but **required to receive a passing grade in this course**. It is due the last class period (Dec. 9).

E. Speech Presentations (60% of total grade)

Five prepared **extemporaneous** presentations

1. Creating Virtual Experience- 5 min. (10%)
2. Altering Perception or Explaining- 7 min. (10%)
3. Formulating Belief- 8 min. (15%)
4. Initiating Action 10 min. (20%)
5. Maintaining Action- 1 to 2 min. Toast (5%)

IV. Grading System

90 - 100 = A (98-100=A+;93-90=A-) 80 - 89 = B (87-89=B+;82-80=B-)

70 - 79 = C (77-79=C+;72-70=C-) 60 - 69 = D (67-69=D+;62-60=D-) 59 and below = F

V. Additional information

Lecture notes, readings, and class handouts will be posted on Blackboard by date. Generally, lecture notes will be posted the night before the class meeting. Download and print copies if you lose a handout or miss a class.

As this syllabus is a general guide, the instructor reserves the right to add, delete, or clarify its contents as needed to meet the course requirements.

DAILY SYLLABUS

- Aug. 28: Lecture- Podium Panic, Discussion- syllabus & policies
Six Question Assignment, Introduction Speech Assignment
- Sep. 2: Lecture- Transactional model of Communication
Lecture- Constructive Criticism
Read Chapter 1, Discussion- six purposes and definitions
- Sep. 4: Lecture- Non-verbal Communication, **Introduction Speeches**
Handout- Speech Assignment #1
due- Six Question Assignment and 20 blank note cards
Read Chapter 3 (TRA),
- Sep. 9: Discussion- Speech Assignment 1
Discuss- Strategy Reports
due- Feedback and Envelope Assignment
- Sep. 11: Video- Be Prepared to Speak, Speech examples
Read Chapter 6 (TRA)
- Sep. 16: Lecture and Exercise- Language,
Discuss- Strategy Reports
Speech #1 sign-up
read Chapter 7 (TRA)
- Sep. 18: Putting It Together Exercise Part I
Read Chapter 8 (TRA)
- Sep. 23: PIT Part II, PIT Presentations, Discuss- Audio/Visual Considerations
Read Chapter 4 (TRA)
- Sep. 25 & 30: Presentations- Speech #1
due (day of speech)- Strategy Reports 1A and 1B
- Oct. 2: Discuss- Speech #1 Experience, Handout and Discuss- Speech
Assignment #2 and Associated Readings
Read Chapter 2 (TRA), **Speech #2 sign-up**
- Oct. 7: Midterm Exam Review and Speech Exercise
- Oct. 9: **MIDTERM EXAM**
- Oct. 14 & 16: Presentations- Speech #2

due (day of speech)- Strategy Reports 1A and 1B

Oct. 21: Lecture- Persuasion Part I, Discuss- Speech Assignment #3

Speech #3 sign-up

Read Chapters 5 and 10 (TRA)

Oct. 23: Lecture- Persuasion Part II

Read Chapter 9

Oct. 28: Lecture- Persuasion Part III, Discuss- Speech Assignment #4 ***Speech #4 sign-up***

Oct. 30: Speech Preparation Workshop

Nov. 4, 6, & 11: Presentations- Speech #3

(Strategy Report 3A due on Nov. 4, Strategy Report 3B due the day of your presentation)

Nov. 13: Lecture- Ethics and Public Speaking, Final Exam Review

Nov. 18: **FINAL EXAM**

Nov. 20: Speech Preparation Workshop

Nov. 25 and Dec. 2 & 4: Presentations- Speech #4 (NO CLASS Nov. 27 Thanksgiving)

(Strategy Report 4A due on Nov. 25, Strategy Report 4B due the day of your presentation)

due- Toast Outline (Dec. 4)

Dec. 9: End of the semester discussion, evaluation, and conclusion

due- DOL & Outside Speaker Assignment

FINAL EXAM PERIOD

(as stated for Fall 2008 at *One Stop: Registrar*)

Section 18 (Green) Monday Dec. 15, noon – 2:00 PM

Section 20 (Yellow) Wednesday Dec. 17, noon – 2:00 PM