



COMM 1110 – Public Speaking

Course Syllabus – Semester YEAR

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Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, (678) 466-5445, disabilityservices@mail.clayton.edu.

Instructor Information:

Instructor:	Your Name
Office Phone:	678-466-XXXX
Office Location:	On Campus Office Location
Email:	YourName@clayton.edu (quickest contact)
Web:	Your Faculty Profile Link
Meeting Times:	Days and Times
Meeting Room:	As relevant
Office Hours:	Days and times

- **Textbook Information:** The textbook for this course is available through D2L. Make sure to keep up with assigned readings as per the course syllabus.

Texts:

- Chapter readings available through the D2L course site
- Chapters in the course online textbook are excerpted from:
Exploring Public Speaking: 4th Edition, by Barbara Tucker, et al.

Course Description:**Number and Title:**

COMM 1110 - XX (CRN XXXX) Public Speaking

Credit Hours:

3.0 semester credit hours

Catalog Description:

A study of the fundamentals of effective speaking, with emphasis on preparation and delivery of spoken presentations to inform and persuade. Instruction in and assessment of speaking skills are based on the elements described by the Clayton State University Communication Outcome, focusing on the interrelationships among speaker, listener, situation, purpose, knowledge, organization, vocal and physical delivery, and language. Attention to group and interpersonal interaction is also included. Basic instruction is provided in preparing audio-visuals, including electronic media, to accompany end-of-semester presentations.

Course Prerequisites and Co-requisites:

None

Computer Requirement:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to

<http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>.

Computer Skill Prerequisites:

- Able to use the Windows™ operating system
- Able to use Microsoft Word™ word processing
- Able to send and receive e-mail using the Clayton State University e-mail system, using Outlook™ or Outlook Express™
- Able to attach and retrieve attached files via email
- Able to use a Web browser.

In-class Use of Student Notebook Computers:

Computers will be required to access course materials and to communicate with your instructor. The instructor will provide advanced notice about class meetings in which notebook computers will likely be needed.

Desire2Learn – D2L (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course. You can gain access to Desire2Learn, by signing on to the

SWAN portal and selecting: "D2L" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name.

Microsoft Teams (FOR ONLINE CLASSES)

This class will be taught using materials and activities in D2L along with live sessions and office hours using Microsoft Teams. There is an expectation that you will attend sessions in Teams on the designated day and time found in your class schedule. Please consider finding a quiet space to attend these sessions and install the Microsoft Teams app on your laptop before the first day of class.

Directions for Installing Teams

1. Go to swan.clayton.edu and click on the Microsoft Teams link
2. Download the Microsoft Teams application to your computer by click on the small computer icon on the bottom left side of the screen. If you don't see the icon, you already have the program installed on your computer.
3. You will need to log in using your CSU username and password along with Multifactor Authentication.

Kaltura (Live Sessions): (FOR ONLINE CLASSES)

Where noted in the Course Calendar that follows, we will share a few live sessions on Wednesdays. We will use Kaltura so we can communicate in a multimedia environment, through lectures, Q&As, and speeches. You'll need to review the orientation materials (video and PDFs), which are posted to the D2L site.

Major Student Activities:

Taking notes during online lectures
Reading and studying from the course textbook (ebook)
Completing presentations online
Listening to and watching presentations online

Participating in online discussions
Submitting assignments via Learning Management System (D2L)

Completing exams on D2L

COMM 1110 - Public Speaking - 3.0 semester credit hours

This course will cover the fundamentals of Public Speaking and examine the different principles and contexts of communication. Students will gain experience in developing and delivering speeches as well as participating in small group presentations. Students may participate in speech lab assignments that include self-assessment, speech evaluations and outline preparation. Students will learn and demonstrate skills in effective verbal and nonverbal delivery, listening, and critical thinking.

COURSE OUTCOMES

Through successful completion of this course, students should be able to:

1. Demonstrate knowledge of the process for composing and structuring information appropriate for a particular purpose, listener, and occasion.
2. Select and develop messages with particular listeners in mind.
3. Organize ideas in a purposeful, cohesive sequence.
4. Evaluate peer presentations.
5. Demonstrate a working knowledge of the performance skills associated with the five basic components of effective individual oral presentations: content, organization, physical expression, vocal delivery, and language.

REQUIRED MATERIALS

- Access to your Clayton State University email, the Internet, MSWord and PowerPoint.
- Access to Desire2Learn:
- Download of Kaltura software: for participating in Live classes or reviewing recording of LIVE classes.
- Access to TechSmith Relay Recorder for recording your presentations for submission via D2L

Method of Instruction

The primary method of instruction is both live online sessions, and recorded class lectures. Students will also learn through presentations, discussions and exercises, individual assignments, and attending online presentations. Synchronous or LIVE sessions are optional, but the recording of these sessions must be screened soon after the live sessions have been hosted.

Evaluation:

MINIMAL COURSE REQUIREMENTS

All students will be required to complete the following:

- Special Occasion Speech
- Informative Speech (PowerPoint and outline required)
- Persuasive Speech (PowerPoint and outline required)
- Group Presentation

Optional:

- Midterm exam
- Other special occasion speeches (e.g. impromptu, tribute, etc.)

Grading:

Individual instructors will supplement this syllabus with their own that will contain details about the earning of points and the assigning of grades. Generally, the speech presentations will count for 70% of the final grade. The examinations and the other assignments will count for the remaining 30%.

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	below 60%

Sample Public Speaking Schedule

The specifics of dates and complete schedule should be worked out by each instructor.

Week	Speech /Focus	Class Focus, Reading, Assignment	
1		Introduction to course, instructor and classmates	
	Public Speaking Basics	Read: Chapter 1 The Basics of Public Speaking	
		Add/Drop Period	
2	Audience & Ethics	Read Chapter 2: Audience Analysis and Listening	
		Read Chapter 3: Ethics in Public Speaking	
		9:00 a.m. - No Show Reporting Deadline	
3	First Speech	First Speeches (e.g. Introduction Speech)	
		Review/critique introduction speeches	
4	Topics & Research	Read: Ch 4: Developing Topics for Your Speech Read Ch. 12: Informative Speaking	
		Read Ch 5: Researching Your Speeches	
5	Organizing, Supporting	Read Ch 6: Organizing & Outlining Read Ch 7: Supporting Your Speech Ideas	
	Structure & Visual Aids	Read Ch 8: Introductions and Conclusions Read Ch 9: Presentation Aids in Speaking	
6		***Midterm grade submission period opens***	
	Language & Delivery	Read Ch 10: Language Read: Ch 11: Delivery	
		Midterm grade submission period closes	
		Midpoint – Last date to withdraw with a W	
	2nd Speech	Informative Speeches	
		Informative Speeches	
7	2 nd Speech Review	Informative Speeches – review and critique	
9		Read Ch 13: Persuasive Speaking Read Ch. 14: Logical Reasoning	
10	3rd Speech	Persuasive Speeches	
		Persuasive Speeches	
11	Commemorative	Read Ch 15: Special Occasion Speaking	
	4th Speech	Commemorative Speeches	
12		Commemorative Speeches	
		Readings: Groups	
13		Group Work	
14		Group Work	
15	5th Speech	Group Presentations	
16		Group Presentations	
17		Discussion and Wrap up	

Course Policies:

General Policy

Students must abide by policies in the Clayton State University Student Handbook, and the [Basic Undergraduate Student Responsibilities](#). The Student Handbook is part of the [Academic Catalog and Student Handbook](#), which begins on page 6.

University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

Instructors should include specifics of their attendance policy here.

Participation Requirements:

ADD NOTES FROM CAS Syllabus template here

Academic Dishonesty

All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the [Office of Community Standards](#). Judicial procedures are described beginning on page 19 in the section of the [Academic Catalog and Student Handbook](#) titled, Procedures for Adjudicating Alleged Academic Conduct Infractions.

Plagiarism Detection Software.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

More detailed descriptions of examples of disruptive behavior are provided in the Clayton State University [Academic Catalog and Student Handbook](#) starting on page 14.

Writing Assistance

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing consultants about your speech outlines and writing projects. They are available to work with you at any stage of your outline, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a consultant or sign up for a regular appointment. But remember: you, not your consultant, are ultimately responsible for the quality and content of the papers you submit.

Aside from meeting with consultants one-with-one, you can also participate in writing workshops. In these workshops, faculty and consultants will guide you in discussions and activities important to academic writing topics. You will be identify, analyze, integrate, and synthesize writing principles through a series of writing exercises. Remember that we are here to Kaltura with you as you develop your own experiences as a student-writer.

Visit our website for more information: <http://clayton.edu/writersstudio>.

There you will find a link to register for appointments online:

<http://clayton.mywconline.com>

(Note: first-time users need to complete a one-time registration prior to using the online appointment website).