

Syllabus—Mrs. Thiesen
Introduction to Public Speaking - Fall Semester 1999
Tuesdays and Thursdays 12:30-1:45p

Required Materials: a.) textbook: Building a Speech, by Sheldon Metcalfe b.) journal (to record level of apprehension before and after speeches) c.) notebook (to record written critiques of classmates' speeches)

Last Day to Drop this course: Friday, October 15 (end of 9th week)

Holidays

Veteran's Day Thursday, November 11
Thanksgiving Thursday, November 25

Date of Midterm: October 14, 1999

Date of Final: December 16, 1999

Course Objectives

Upon completion of the course, students should be proficient in the following:

- . research, organize, and deliver a public speech
- . present informative and persuasive speeches
- . analyze and understand different audiences
- . select and employ audiovisual aids for speaking assignments
- . handle normal speech apprehension
- . engage in active listening behavior
- . understand the importance of ethical practice in speech research, organization, and delivery
- . evaluate a speech based upon theory presented in the course;

Course Requirements

I. Speeches—(50 percent of the grade)

There will be three principal speaking assignments required during the course. These assignments will be graded based on the criteria described in instructional handouts and presented to each student. For example, informative and persuasive speeches are graded on two factors: (1) the researched outline, which the student presents to the instructor on the assigned speaking date, and (2) the delivery, which the student has prepared for classroom presentation.

Please Note: Speaking assignments will not be graded unless outlines include proper bibliography and are handed to the instructor prior to the speech. In order to pass the course, a student must have presented the equivalent of three principal speaking assignments.

Each assignment constitutes a different set of speaking objectives which the student must successfully complete in order to progress toward accomplishment of course goals.

a. Speech to Inform	75 points
b. Speech to Persuade	75 points
c. Mock Debate - Part I	50 points
d. Mock Debate - Part II	50 points
Total	250 points

II. Exercises, Critiques, Quizzes, Journal (30 percent of the grade)

This area of the grade involves the student's classroom participation through brief speaking exercises, oral and written evaluation of speeches, quizzes, a journal kept throughout the semester, and other selected homework assignments or class activities. *Exercises* constitute short two-to-three-minute speaking presentations assigned throughout the course. In addition, each student will be required to participate in *verbal critiques* of each major speech and to keep a notebook containing *written critiques* of each speaker. *Quizzes*, based on material discussed in class or covered in the text, will be issued every couple of weeks. Students will also keep a *journal* describing their degree of apprehension before and after each speech.

III. Exams (20 percent of the grade)

There will be two major exams: a mid-term and a final. Each exam will cover material from class discussions and assigned reading. Questions will include a combination of true-false, multiple choice, short answer, fill in the blank, and/or essay type.

a. Midterm Exam	50 points
b. Final Exam	50 points
Total	100 points

Grading

Each student can keep an accurate and up-to-date record of his or her grade by totaling the achieved points and dividing by the total number of possible points. The result will yield a percentage that can be converted into a grade based upon the following scale:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

Grading Criteria

Grading for each assignment is assessed according to specific criteria discussed in class and circulated to each student. Grades are based upon specific objectives which involve thorough research, clear organization, and a prepared delivery. The following general criteria will be used to assign letter grades.

The *average* speech [C] should meet the following criteria:

- . Conform to the kind of speech assigned (to inform, to persuade, etc.).
- . Be ready for presentation on the assigned date.
- . Conform to the time limit.
- . Fulfill any special requirements of the assignment, such as using audiovisual aids, conducting an audience analysis, and so on.
- . Have a clear, specific purpose and thesis statement.
- . Have an identifiable introduction, body, and conclusion.
- . Show reasonable directness and competence in delivery.
- . Be free of serious errors in grammar, pronunciation, and word usage.

The *above average* [B] speech should meet the preceding criteria and also:

- . Be a challenging topic.
- . Fulfill all major functions of a speech introduction and conclusion.
- . Display clear organization of main points to carry out elements identified in the thesis.
- . Back up main points with supporting materials that are accurate, credible, and relevant.
- . Exhibit effective use of external transitions, or "signposts" between main points, and internal transitions, or connectives between supporting points.
- . Be able to deliver the speech without major distractions.

The *superior* speech [A] should meet all the preceding criteria and also:

- . Be a topic that makes a genuine contribution to the knowledge or beliefs of the audience.
- . Sustain positive interest, feeling, and/or commitment among members of the audience.
- . Contain vivid and concrete language to convey ideas.
- . Be delivered in a polished manner that strengthens the impact of the speaker's message.

Attendance

In order for a basic speech course to be successful, every class period needs both speakers and listeners. Speakers must be prepared to deliver presentations on assigned speaking days, and audience members must listen actively to provide supportive feedback to speakers and to engage in oral and written critiques. Oral performance requires fairly rigid scheduling of class time. Speakers will be given at least one week to prepare a major speaking assignment. Speakers who miss a class on the day a speech is due miss fulfilling that assignment. Students who fail to present speaking assignments cannot assume that they will be able to make up assignments when they return to class. The following attendance policy will be adhered to in this class:

- . Each student, whether present or not, is responsible for all material presented in every class period.
- . Students who miss a class should obtain the material presented from another classmate. (The instructor will not repeat lecture material that was missed).
- . A student who misses a class period in which speaking schedules are made will be assigned a speaking day arbitrarily. Students who miss class periods are expected to find out speaking schedules from other classmates and be prepared to speak on the assigned day.
- . Students are not allowed to miss major speaking assignments. Students who fail to present major speeches cannot assume that they will be allowed to make up assignments in subsequent class periods.
- . Missed speeches can be made up only at the discretion of the instructor. The instructor's make-up policy is dependent upon (1) whether a missed speech is excused; (2) past student attendance behavior; and (3) whether there is sufficient course time to accommodate a missed presentation.

Furthermore, attendance will be recorded on a daily basis. If a student arrives to the class after roll has been taken, the student must notify the instructor at the end of the class session. If a student misses six consecutive class meetings without notifying the instructor, the student will be dropped from the class. Last day to drop a semester length course is **Friday, October 15** (a letter grade is issued after this date).