

## Department of Mass Communication

SP 201 – E02 Online Fall 2018

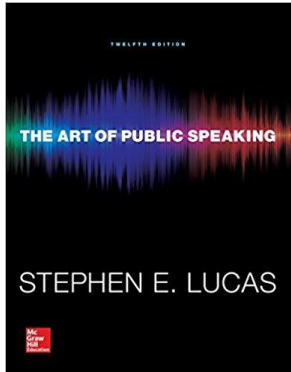
Fundamentals of Public Speaking

Celeste Collins, Instructor

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Office: Online by Appointment

### TEXTBOOK REQUIREMENT



Lucas, S. (2015). *The Art of Public Speaking* (12<sup>th</sup> ed.). Boston: McGraw-Hill.

Students are responsible for reading the entire textbook.

### Necessary Material/Technology

1. Video recording equipment: iPad, Smartphone, webcam, etc.  
\*\*\*A digital camcorder/camera, mobile device will be required to complete the assignments in this course.
2. Reliable Internet
3. Reliable computer access
4. Microsoft Office
5. YOUTUBE Account

*All assignments are due at 11:59 PM on the date listed in the schedule. Any adjustments to the schedule will be announced through Blackboard.*

This is a distance delivery course with no face-to-face class meetings. You must be self-motivated and follow all directions carefully to succeed in this course. You must also make a commitment to check in to the course website through Blackboard DAILY.

### Introduction

The focus of this course is on building the skills students need to make effective public presentation. To this end, instruction will concentrate upon what to do, how to do it, and why it should be done in a given way. We expect the students to be able to use the skills learned in this course throughout life.

The emphasis will be on content and structuring of speeches and on the ethical responsibilities incumbent on speakers. We view the act of public speaking not as a performance, but as a sharing of information and ideas aimed at increasing understanding and shaping beliefs, attitudes, values, and behavior. We stress the importance of responsible knowledge being basic to all forms of public speaking. We focus the students' attention on the social responsibilities speakers must assume. We further try to make students aware of possible abuses of stylistic techniques, supporting materials, proofs, arguments, and documentation.

Our faculty members are firm believers in the effectiveness of learning through examples and modeling of skills. Thus, we show students what to do and how to do it by providing them with a multitude of short examples strategically used throughout the semester. To aid students, we take a step-by-step approach to teaching public speaking skills, beginning with the simplest materials and assignments and working up to more complex.

### **STUDENT LEARNING OUTCOMES**

After a semester of the course, SP 201-E02, students will have knowledge of

1. Basic principles of communication, which will enable them to develop effective communicative skills and credibility;
2. Collecting information, organizing the information coherently, and delivering an effective speech based on the data gathered and
3. Analyzing audiences, occasions, materials, and adapt speech materials to different occasions and audiences.

**\*This virtual classroom is a Safe Zone: Students will be sharing their ideas, their questions, their points of view, and their own experiences. You may not agree with some of the ideas, but you must listen with respect and patience, and learn how to communicate your own opinions in an organized, professional, and respectful manner. These are the skills of an effective communicator, whether at school, at work, at home, or anywhere. If you cannot practice these skills, you will have to leave the activity and your final grade will be lowered.**

**NOTE:** If access to Blackboard is compromised due to system-wide technical issues, the instructor will extend due dates on assignments affected. As soon as the affected system(s) are back online, the instructor will email students and post the new due dates on the course website.

**\*Video Recording Ability** - There are three major presentations in the course which will need to be video-recorded and uploaded to Banner for both instructor and peer evaluation. A digital camcorder/camera, mobile device, or computer with video-recording capacity will be required to complete the major speaking assignments in this course. The quality of the recording must be clear enough that the instructor can clearly see the speaker's facial expressions, as well as the full head to fingertip view of the speaker's body. The recordings will be used as a learning tool for you, as well as your instructor and peers to view and evaluate your presentations.

**\*Academic Integrity** - Because MVSU is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

Cheating includes, but is not limited to, giving or receiving unauthorized assistance during an examination, obtaining or distributing unauthorized information about an examination before it is given, using inappropriate or unallowable sources of information during an examination, falsifying data in experiments and other research,

altering the record of any grade, altering answers after an examination has been submitted, falsifying any official University record, or misrepresenting the facts in order to obtain exemptions from course.

**COURSE REQUIREMENTS**

- 1. Each student is responsible for all the supplementary material supplied at the discretion of the instructor.
- 2. All assignments, oral and/or written, should be on time. If late, the student will be penalized. The instructor may elect to reject a late assignment.
- 3. Errors in grammar, punctuation, spelling, and other mechanics will result in a reduction of grade for written assignments (Instructor’s discretion)
- 4. Cheating and plagiarism (the representation of someone else’s work as your own, usually by directly copying or paraphrasing without reference to the original source) will not be tolerated. The penalty will be receiving a zero (0) for that particular assignment, with no possibility of make-up work or alternate assignments.
- 5. There will be a mandatory Common Final Examination. Other tests will be given at each instructor’s discretion.
- 6. Each student will deliver a minimum of three (3) graded speeches.
- 7. Each student will complete library assignment(s).
- 8. All students will adhere to a dress code on speech days; men will wear dress pants, dress shirt and tie with appropriate shoes (no blue jean material), and ladies will wear a dress suit, pant suit, or skirt suit (no blue jean material) with appropriate shoes.

**Methods of Assessment**

- Complete initial assignment for class attendance
- Daily/ weekly discussions - Regular participation in class discussions and other activities.
- Daily/weekly assignment completion

**Mode of Evaluation:**

Final & Written Assignments                    40% of final grade

Speech Presentations                               60% of final grade

**Grading Scale:**

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
00 – 59%	F

**Chapter Assignments**

<b>Chapter</b>	<b>Topics</b>
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1	Speaking in Public
2	Ethics and Public Speaking
3	Listening
4	Giving Your First Speech
5	Selecting a Topic and a Purpose
6	Analyzing the Audience
7	Gathering Materials
8	Supporting Your Ideas
9	Organizing the Body of the Speech
10	Beginning and Ending the Speech
11	Outlining the Speech
12	Using Language
13	Delivery
14	Using Visual Aids
15	Speaking to Inform
16	Speaking to Persuade

\*Note: Some chapters may be combined or new ones added at the discretion of the instructor.

### **Students with Disabilities/Special Needs**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester. For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or [billy.benson@mvsu.edu](mailto:billy.benson@mvsu.edu).

**\* SPEECH PRESENTATIONS** Three speech presentations are required in this course: an Introductory Speech, an Informative Speech, and a Persuasive Speech. Students must deliver each speech extemporaneously. This means that speech is delivered conversationally with minimal use of 4 x 6 index cards as hand held speaker notes. *Speakers must present the speech as if he or she wear speaking before a live audience.* This means that you may NOT hide your speech notes out of view of the camera and read from them as if you were delivering the speck without them. Examples of unacceptable forms of delivery include: reading your speech from your computer screen into a computer webcam, having a friend hold a flip chart hidden from the view of the camera for you to read your speech off of, reading your posted speech where you can see it but the audience cannot. Using any of these unacceptable forms of delivering your speech produces marked differences in physical and vocal delivery. This type of delivery will result in a grade of no higher than 60% of the total points for the speech.

**Speech videos must be uploaded in unedited or “raw” form to YouTube.** Video editing to correct for errors or latencies in the speech is strictly prohibited. Videos that have been edited before submission will receive a grade of zero (0). These guidelines have been put in place to ensure parity and integrity of the distance education Speech course with the face-to-face classroom course.

Each speech must be video-recorded in a quiet location and uploaded to YouTube by the due date. It is highly recommended you do not procrastinate until the last minute when uploading your speech videos. As with uploading any video to the web, uploads may require many attempts before they upload successfully. If you are having trouble uploading your speech videos, you should contact Tech Support as soon as possible.

**\*SPEECH OUTLINES** - An outline of your speech must be submitted with each speech. While you will not read directly from your outlines, they are essential for you to carefully think through and develop a clear logic for

your ideas before you actually present them to your audience. Writing a speech outline beforehand aids in logic development, ease of expression, and helps build confidence.

**\*EXAMINATIONS** - The final exam will be administered through the Banner site. The exam is comprised of multiple-choice questions and covers content from both the program lectures and the assigned readings. The final will cover the material covered in the course. However, it is important to note that the exams will be timed.

### Weekly Assignments

<b>Week</b>	<b>Assignment</b>	<b>Due Dates</b>
<b>Week 1</b> AUG 20 – 26	Read Syllabus &Blackboard tutorials (50 min.)  Read Chapter 1 (50min.)  Discussion Post (50min.)	<b>AUGUST 26, 2018</b> <b>11:59pm</b> <b>Total 150min</b>
<b>Week 2</b> AUG 27 – SEPT 2  Labor Day – Sept 3	Read Chapters 3, 4 (100 min.)  Discussion post (50min.)	<b>SEPTEMBER 2, 2018</b> <b>11:59pm</b> <b>Total 150min</b>
<b>Week 3</b> SEPT 4 - 9	Read Chapters 5, 6 (100min)  Discussion Post (50min)	<b>SEPTEMBER 9, 2018</b> <b>11:59pm</b> <b>Total 150min</b>
<b>Week 4</b> SEPT 10 – 16	Read Chapters 11, 8 (100min)  Discussion post (50min.)	<b>SEPTEMBER 16, 2018</b> <b>11:59pm</b> <b>Total 150min</b>

<p>Week 5 SEPT 17 - 23</p>	<p>Discussion Post (50min)</p> <p><u>Public Speaking Presentation</u> → (100min.)</p> <p>Personal Experience Speech Due:</p> <p>1 - Typed Cover Page</p> <p>2 - Typed Outline</p> <p>3 - Typed Reference Page</p> <p>4 - YouTube Video Due</p>	<p>SEPTEMBER 23, 2018 11:59pm Total 150min</p> <p>Personal Experience Speech (Note cards Only)</p>
<p>Week 6 SEPT 24 - 30</p>	<p>Read Chapters 2, 7 (100min)</p> <p>Discussion Post (50min)</p> <p>SUBMIT INFORMATIVE SPEECH TOPIC FOR APPROVAL!</p>	<p>SEPTEMBER 30, 2018 11:59pm Total 150 min</p>
<p>Week 7 OCT 1 - 5</p>	<p>LAST WEEK TO SUBMIT WORK FROM FIRST HALF OF CLASS →→→→→→→→</p> <p>Read Chapters 9, 15 (100min)</p> <p>Discussion Post (50min)</p> <p>SUBMIT INFORMATIVE SPEECH TOPIC FOR APPROVAL!</p>	<p>FRIDAY, OCTOBER 5, 2018 11:59pm Total 150 min</p>
<p>Week 8 OCT 8 - 14</p>	<p>Read Chapters 10, 13 (100 min)</p> <p>Discussion Post (50min)</p>	<p>OCTOBER 14, 2018 11:59pm Total 150 min</p>

<p>Week 9 OCT 15 - 21</p>	<p>Discussion Post (50min)</p> <p><u>Public Speaking Presentation →</u> (100min)</p> <p><b>Informative Speech Due:</b></p> <p><b>1 - Typed Cover Page</b></p> <p><b>2 - Typed Outline</b></p> <p><b>3 - Typed Reference Page</b></p> <p><b>4 - YouTube Video Due</b></p>	<p>OCTOBER 21, 2018 11:59pm Total 150 min</p> <p><b>Informative Speech</b></p> <p><b>(Note cards Only)</b></p>
<p>Week 10 OCT 22 - 28</p>	<p>Read Chapter 14 (100min)</p> <p>Discussion Post (50min)</p> <p><b>SUBMIT PERSUASIVE SPEECH TOPIC FOR APPROVAL!</b></p>	<p>OCTOBER 28, 2018 11:59pm Total 150 min</p>
<p>Week 11 OCT 29 - NOV 4</p>	<p>Read chapter 16 (100min)</p> <p>Discussion Post (50min)</p> <p><b>SUBMIT PERSUASIVE SPEECH TOPIC FOR APPROVAL!</b></p>	<p>NOVEMBER 4, 2018 11:59pm Total 150 min</p>
<p>Week 12 NOV 5 - 11</p>	<p>Read chapter 12 (100min)</p> <p>Discussion Post (50min)</p>	<p>NOVEMBER 11, 2018 11:59pm Total 200min</p>
<p>Week 13</p>	<p><u>Public Speaking Presentation →</u></p>	

NOV 12 - 18	(150min.) <b>Persuasive Speech Due:</b> <b>1 - Typed Cover Page</b> <b>2 - Typed Outline</b> <b>3 - Typed Reference Page</b> <b>4 - YouTube Video Due</b> <b>5 - VISUAL AID REQUIRED</b>	<b>NOVEMBER 18, 2018</b> <b>11:59pm</b> <b>Total 150 min</b> <b>Persuasive Speech</b> <b>(Note cards and Visual Aid only)</b>
<p style="text-align: center;">Week 14</p> <p style="text-align: center;">NOV 19 -25</p> <p style="text-align: center;"><b>FALL BREAK AND THANKSGIVING BREAK!</b></p> <p style="text-align: center;"><b>ENJOY!</b></p>		
Week 15 NOV 26 - DEC 2	Review for final exam (100min) Discussion Post (50min)	<b>DECEMBER 2, 2018</b> <b>11:59pm</b> <b>Total 150 min</b>
<p style="text-align: center;"><b>LAST DAY TO SUBMIT WORK FROM SECOND HALF OF CLASS</b></p> <p style="text-align: center;"><b>↓↓</b></p> <p style="text-align: center;"><b>WEDNESDAY, DECEMBER 5, 2018 AT 11:59 PM</b></p>		
Week 16 DEC 2 - 5	BONUS Discussion Post (60min) <b>Final Exam (90min)</b> <b>SUNDAY - WEDNESDAY Test Availability</b>	<b>WEDNESDAY, DECEMBER 5, 2018</b> <b>11:59pm</b> <b>Total 150min</b> <b>The test will only be available from SUNDAY 12:00am to Wednesday 11:59pm</b> <b>Total (150min)</b>
<p style="text-align: center;"><b>***Dates and Assignments subject to change, as Ms. Collins deems necessary.***</b></p>		