

Fayetteville State University
College of Arts and Sciences
Department of Performing and Fine Arts
SPEE 310: Public Speaking
Fall 2009

I. Locator Information:

Instructor: William G. Thomas

Course # and Name: SPEE 310: Public Speaking

Semester Credit Hours: 3

Day and Time Class Meets: TR 11:00-12:15

Email address: wthomas3@uncfsu

Office Location: Smith Hall 213

Office hours: W 9-12, 1-5, M 3-5

Office Phone: 910-672-2514

Course Location: Lyons Science Annex 129

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Rules and regulations governing the use of FSU email may be found at
<http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

II. Course Description: A study of the principles of effective public communication, focusing on speech preparation and design, audience analysis, and speech presentation in a variety of public situations.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbooks:

Both books are required:

1. "The Quick and Easy Way to Effective Speaking" by Dale Carnegie (ISBN 0-671-72400-2)
2. "How to Develop Self-Confidence & Influence People by Public Speaking" by Dale Carnegie (ISBN 0-671-74607-3)

V. Student Learning Outcomes

Upon completion of this course, students will be able to:

1. Reduce their communication apprehension and be more confident speakers
2. Deliver more effective speeches including persuasive and impromptu presentations
3. Understand how to adapt to different audiences and speaking situations
4. Improve the clarity of messages presented to audiences to benefit both the audience and the speaker

VI. Course Requirements and Evaluation Criteria

A. COURSE POLICIES:

1. Attendance is required. Students are allowed three absences without explanation. Missing more than three days of this course will result in a grade of F for the course.
2. If class work is missed due to absence, it must be made up no later than the next scheduled day of class following the absence. It is the student's responsibility to inquire about and make up missed work. Any missed class work may only be made up if the absence is excused. **Class absences will be excused only when valid documentation is provided for participation in university sponsored activities, serious illness, and family emergencies.** If it is bad enough for you to miss class, then it is bad enough to see a doctor. Also, no exceptions for attendance will be made for travel plans.
3. Tardiness is not acceptable. Any student arriving after attendance is taken will be considered tardy. For every three times a student is tardy, that student will be assessed one absence.

4. Class attendance does not constitute class participation. Students are expected to contribute thoughts, ideas, and feedback based on the readings and class lectures as well as complete in-class assignments.
5. Student Code of Conduct: All students are expected to observe the Fayetteville State University Student Code of Conduct (see student handbook). **Violation of academic dishonesty policy will result in a zero for the assignment in question and will be reported to Academic Integrity Board. A second violation will result in failure of the class.**
6. Alcohol; illicit drugs; animals; weapons including knives, rifles, pistols, archery equipment; tobacco products; and illegal or dangerous items should not be brought into the classroom.
7. The instructor encourages free discussion, inquiry, and expression of opinions concerning course content. Students are evaluated solely on completion of assignment criteria, not on opinions expressed concerning matters not related to the academic content and standards of the course.
8. The instructor is available to assist you if you are having difficulty in this course. Please feel free to discuss your need, concern or problems, but avoid waiting until it is impossible to effectively deal with the situation.
9. Students are expected to know and abide by the FSU policy on Disruptive Behavior in the classroom presented on the next page of this syllabus:

FSU Policy on Disruptive Behavior in the Classroom

The *Code of the University of North Carolina* (of which FSU is a constituent institution) and the *FSU Code of Student Conduct* affirm that all students have the right to receive instruction without interference from other students who disrupt classes.

FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will “prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations.” Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student’s final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member’s department chair.

faculty member’s department chair.

B. Course Assignments:

This course has four speech assignments and two written exams. The names of those assignments and their point values are listed below.

- | | |
|----------------------------|--------------|
| 1. Introduction Speech | = 50 points |
| 2. Something I Hate Speech | = 50 points |
| 3. Persuasive Speech #1 | = 100 points |
| 4. Persuasive Speech #2 | = 100 points |
| 5. Midterm Exam | = 100 points |
| 6. Final Exam | = 100 points |

Total Points Available = 500 points

C. Grading Policy:

There are a total of 500 points that can be earned in this class. As a result, the grading scale for this course is as follows:

500-450	= A
449.99 – 400 Points	= B
399.99 – 350 Points	= C
349.99 – 300 Points	= D
Below 300 Points	= F
Failure /non attendance	= FN
Withdrawn/All Classes	= WU
Withdrawn	= W

VII. Academic Support Resources

This course will make use of in class smart tech for in class presentations and Blackboard for dissemination of class materials, assignment descriptions and for student submission of assignments.

VIII. Course Outline and Assignments

The course schedule provides students with a detailed listing of assignments and expectations for each day of class during the semester (although the schedule may be adjusted at the instructor's discretion). On days where a reading is listed, the student is expected to have read the material PRIOR to attendance on the day in question and is also expected to be able to actively discuss the material. On days where an assignment is listed, that is the day the assignment is DUE (at the start of class). On days listed as "class workdays" students are to work on their own (no class attendance required) on assignments due for this class. On days listed as "in class workshop", no reading is due; instead class that day will concentrate on applying and making use of previous readings.

August 20 th	First Day of Class – Review of Syllabus and Course Policies
August 25 th	Introduction Speeches
August 27 th	Readings: Chapters 1, 2 (Q&EW)
September 1 st	No Class Meeting
September 3 rd	Readings: Chapters 3, 4 (Q&EW)
September 8 th	Readings: Chapters 5, 6 (Q&EW)
September 10 th	Readings: Chapters 7, 8 (Q&EW)
September 15 th	Readings: Chapter 9,10

	(Q&EW)
September 17 th	Readings: Chapters 11, 13 (Q&EW)
September 22 th	Something I Hate Speech (Group B)
September 24 th	Something I Hate Speech (Group A)
September 29 th	Readings: Chapters 4, 5 (HDSC)
October 1 st	Readings: Chapters 6, 7 (HDSC)
October 6 th	Readings: Chapter s 8, 9 (HDSC)
October 8 th	Readings: Chapters 10, 11 (HDSC)

October 13 th	Midterm Exam (on Q&EW)
October 15 th	Readings: Chapter 12 (HDSC)
October 20 th	In Class Workday
October 22 nd	In Class Workday
October 27 th	In Class Workday
October 29 th	In Class Workday
November 3 rd	Persuasive Speech 1 Group A
November 5 th	Persuasive Speech 1 Group B
November 10 th	In Class Workday
November 12 th	In Class Workday

November 17 th	In Class Workday
November 19 th	In Class Workday
November 24 th	In Class Workday
November 26 th	Thanksgiving Holiday – No Classes
December 1 st	Persuasive Speech 2 Group A
December 3 rd	Last Day of Class Persuasive Speech 2 Group B
TBD	FINAL EXAM

IX. Teaching Strategies

This class is intended to not only prepare students to engage in argumentation and debate activities, but also to have a working understanding of how those activities can be used in a productive manner to reach better conclusions to events which require the presentation, consideration and critical understanding of opposing viewpoints. As such, this class is participation intensive and relies heavily on the interactions among both the instructor and the students to provide adequate opportunity for practice and demonstration of argumentation and debate practices and techniques.

X. Bibliography

Additional materials (other than the required text) may be presented in this course, and if this occurs the proper citations for those materials will be provided accordingly.

XI. Supplemental Material

Full descriptions of the expectations for each assignment for this course will be posted to Blackboard for student reference. Reference these descriptions as soon as possible and begin working on assignments for the course early to avoid any time related troubles and to provide plenty of opportunities to address any questions about the assignments to the instructor.