



COMM 2381: FALL 2019 COURSE SYLLABUS

Course section: 27 and 29

Meeting days: Tuesday and Thursday

Times: 5:30pm - 6:55pm (Sec. 27); 7:10pm – 8:35pm (Sec. 29)

Instructor's Name: Damariyé L. Smith

Instructor's email: dlsmith23@memphis.edu – DO NOT email me through e-courseware.

Instructor's Office Hours: Wednesdays – 4:00pm-5:00pm by appointment only in TC 237E. Also available through Google Hangouts (*preferred*). I am flexible with time, just contact me to set it up.

Required Course Text

Osborn, Osborn, Osborn and Turner *Public Speaking: Finding Your Voice 11th edition*. Pearson 2018.

- This text is available in hard copy new or used and may be purchased or rented through the school bookstore and many other outlets. WE WILL USE THIS OFTEN

Course Overview

In this course, you will practice using a broad range of techniques to craft effective and ethical oral presentations that address contemporary issues. Through this practice, you will gain confidence in your ability to address a diverse audience with clarity and persuasive impact. This skill is highly valued by employers and critical to your success as a student as well as in your personal and career development. You will practice active and ethical critical listening as you play the role of participatory audience member. You will also examine the vital role of public discourse in creating and maintaining stable civic and community relationships.

Student Learning Outcomes

- Upon completion of this course, students will
- Develop a public and professional communication style that corresponds with their identity and goals.
- Articulate their ideas with clarity and precision.
- Construct and deliver messages via different communication platforms, using technology appropriately and nonverbal communication effectively in each setting.
- Understand the appropriate application of rhetorical convention and technique to create effective presentations.
- Demonstrate an understanding of the dynamic relationships between speaker, audience and message.
- Clearly explain concepts, processes and ideas and develop cogent arguments using data gathered from multiple, credible sources.
- Demonstrate cultural sensitivity by addressing diverse audiences in various contexts.
- Use their speaking skills to build individual confidence and contribute to a vibrant university community of learning that will help foster career and personal success.



Course Policies & Protocol

Reading

It is solely your responsibility to complete the course reading. By familiarizing yourself with the text it should allow you to deepen your contributions to class discussions, strengthen your ability to understand speech techniques and tools, and excel on exams. If there are any aspects of the reading that are unclear, please do not hesitate to ask for clarification.

Attendance Policy

Success in this course depends on the participation and the mutual support of students. Your participation as an audience member is as important as your participation as a speaker. You are allowed 3 absences without penalty (*Please note: this includes sickness, funerals, etc. Anything after that regardless of what it is for, you will be doc points*). After that, your participation grade will be *reduced by 5 points* for each absence beyond the allowed total. **Six or more absences will result in you losing your attendance/participation points entirely.** Three tardies = one absence.

Please DO NOT email me stating that you will be absence when you are within your already allotted two (2) absences. If you miss an assignment on the day you are absent you will NOT be allowed to make it up barring an extenuating circumstance.

Remember attendance is YOUR responsibility. I LOCK THE DOOR AFTER I SUBMIT ROLL, SO IF YOU ARE LATE PLEASE DO NOT ATTEMPT TO ENTER THE ROOM.

I utilize the University of Memphis attendance system and I submit the roll at the start of class (*there is no grace period*). If you are not marked “present” at the time I submit my attendance to the University, the system will AUTOMATICALLY send you an email in which I do not have control over. If this is the case, please make sure to check in with me after class that I have checked you in as “tardy”. Even if I mark you “tardy” understand the system will still send you a notice.

Speech Policy

All speeches are due electronically via e-courseware on a specific day at the specific time. Please DO NOT email me your Powerpoint. If it is not submitted at the appropriate time through the appropriate channel, it is considered LATE and you will be penalized. Moreover, there is a *speech order* and not a *speech day*. This means that you need to be prepared to give your speech regardless if the order has you going on a separate day. **If you miss your speech, you will be penalized 20% per missed opportunities** (i.e. 100%=80%; 80%=60%; etc.). After the second missed opportunity, you will receive a ZERO on your speech.

Given the subjectivity of evaluating speeches (and all assignments for that matter), if you choose to contest any grade, you must do the following:

1. Submit your disagreement in writing, detailing exactly what you disagree with and why you think it should be changed.
2. If it is a speech, bring a video recording of your speech to be re-evaluated. Also bring the appropriate rubric.
3. Schedule an appointment with me during my office hours.



Upon completion of your speech performance, the class will provide feedback on your performance. This is meant to be constructive criticism for you to improve, so do not take any comments from anyone (including me) personal. With that said, this is not the time to debate with your colleague about your performance. Comments from your peers do not necessarily mean your grade will be affected. **This is a learning environment for everyone to become more confident speakers post this class experience.**

Furthermore, as an audience, remember to shy away from just simply making celebratory comments (i.e. the speech was good or the speech was bad). Instead, I want us to engage in more meaningful critiques for each other. If you think the speech was “good” tell us why that is the case utilizing the book to justify your response.

Self and Peer evaluation Policy

In an event that you do not complete your speech, you obviously cannot complete a “Self” evaluation. Additionally, if you are not present to review your partner’s speech, for whatever reason, you will not be allowed to complete the “Peer” evaluation for credit. You may however, have his/her speech recorded and complete the assignment that way.

Grading Policy

I DO NOT discuss any grades on the day I return work to you. If you have a disagreement please submit your disagreement in writing.

Late work Policy

Assignments are due on the day listed in the syllabus, unless otherwise noted. In an event that your assignment is late, you have exactly 24 hours to turn it in for half-credit (assuming it is done correctly). After that, you will receive a zero. Unfortunately, I lose papers and cannot keep track of who turned in what, when, and why, thus I rather handle issues like this as soon as possible. **THIS RULE DOES NOT APPLY TO EXAMS AND QUIZZES.**

Electronics/Distracted Policy

If I see you on your cell phone, laptop (even to take notes) or simply working on other assignments in class, I will ask you to leave until the next class session and you will be marked absent for the day. Consider this your first warning!

Academic Dishonesty

[The Office of Student Conduct](#) defines the following on the linked website:

Plagiarism - "The adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper attribution."



Cheating - "Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours."

Fabrication - "Unauthorized falsification or invention of any information or citation in an academic exercise."

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions, which may be imposed through the regular institutional disciplinary procedures.

An instructor who believes a student has committed an act of academic misconduct shall notify the student in writing of the basis for the belief and allow the student five (5) business days to respond to the allegation. The student shall respond to the allegation by scheduling a meeting with the instructor to discuss the matter. After meeting with the student to review the alleged misconduct, the instructor has two options: (a) they may make a decision regarding appropriate action, or (b) they may refer the matter to the Academic Integrity Committee. (*University of Memphis Code of Student Rights and Responsibilities, page 17-18*)

The following penalties will be assessed for instances of plagiarism and academic dishonesty:

- Minor/Incremental/unintentional plagiarism:
 - First offense--one letter grade penalty.
 - Second offense--fail assignment.
 - Third offense--fail course.
- Major plagiarism (defined as plagiarizing an entire speech or major portions of a speech):
 - First offense--fail assignment.
 - Second offense--fail course

All instances of plagiarism other than a first minor offense will be reported to the Department Course Coordinator. All instances of major plagiarism will be referred to the University Academic Integrity Committee.

Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all." (*Office of Legal Counsel, October 17, 2005*)

Assignments and Grading

Assignment	Points
Narrative Speech	25
Introductory Speech	75
Informative Speech (Group presentation)	125
Elevator Pitch Speech	50
Persuasive Speech	150
Ceremonial Speech	100
Outlines (Informational/Persuasive/Ceremonial)	50 x 3 = 150
Self-Evaluation (Informational/Persuasive/Ceremonial)	25 x 3 = 75
Peer Evaluation (Informational/Persuasive/Ceremonial)	25 x 3 = 75
Midterm/Final Exam	2 x 50 = 100
Chapter quizzes	10 x 10 = 100
Chapter Reflection questions	160
Attendance/Participation	50
Total	1235

Grade Scale: 100-93 = (A), 92-90 = (A-), 89-86 = (B+), 85-82 = (B), 81-80 = (B-), 79-76 = (C+), 75-72 = (C), 71-70 = (C-), 69-66 = (D+), 65-62 = (D), 61-60 = (D-), 59-below = F

- All grades will be recorded in the e-courseware grade book.

Speaking Assignments

<p>Narrative Speech</p> <ul style="list-style-type: none"> • 2-3 minutes • Tell a story that has some emotional impact. There should be emphasis on use of detailed and vivid language as well as an effective delivery.
<p>Introduction: “Selfie” Speech</p> <ul style="list-style-type: none"> • 2-3 minutes • Must have Powerpoint • Here is where you will demonstrate your understanding of Burke’s theory of Identification. For this assignment, you will give a speech about some aspect of your life and attempt to connect it to your audience.
<p>Informative Speech (Group presentation)</p> <ul style="list-style-type: none"> • 3-5 minutes for each part of the presentation • Formal outline required

- Must have a minimum of 5 peer-reviewed academic journals ONLY (no websites)
- Must have Powerpoint
- Groups of 4-6 students will work together to develop a presentation on one of the Informative topics listed on e-courseware.
- This presentation will require an outline from each speaker.
- In this assignment, you and your group will *inform* the audience about a specific topic

Elevator Pitch Speech:

- 2 minutes
- Student should identify a “dream job” and the person they wish to address the pitch to, and deliver a hypothetical pitch to this person in which they identify specific skills and/or personal traits that would make them a good “hire”.

Persuasive Speech

- 5-7 minutes
- Formal outline required
- Must have a minimum of 5 peer-reviewed academic journals ONLY (no websites)
- Must have Powerpoint
- In this speech you will attempt to *persuade* your audience to side with you on a given topic. DO NOT do a PRO & CON speech, pick a side.

Ceremonial Speech

- 3-4 minutes
- Formal outline required
- Must have Powerpoint
- In this assignment, you will present a speech using one of the different “types” of ceremonial speeches on one of the given topics.

Midterm and Final Exam

These exams will be comprehensive and will consist of multiple-choice questions. Both exams will be administered via e-courseware (i.e. online).

Reflection Questions

Reflection questions are the CONTENT MASTERY SECTION in the main course textbook. Reflection questions are due on the date expressed on the syllabus unless otherwise noted. Please put the page number in which you find your answers. You DO NOT have to write the question out but please put the correct question number and then type the answers in a WORD or PDF document. Be sure to upload on e-courseware.

Students with Disabilities

Any student who anticipates physical or academic barriers based on the impact of a disability (including invisible disabilities such as chronic diseases, learning disabilities, and head injuries) is encouraged to speak with their instructor privately within the first two weeks of class. The



college and your instructor will make reasonable accommodations for persons with documented disabilities. Any claim of disability must be documented by Disability Resources for Students (DRS) in order to receive accommodation. Students with disabilities should also contact Disability Resources for Students (DRS) at 110 Wilder Tower, 901-678-2880 for further assistance with course access or accommodation.

Center for Writing and Communication

This Center offers assistance in speech development, outlining and practice for all students enrolled in COMM 2381. It is located on the ground floor of the main campus library. An appointment to meet with a tutor can be made at http://www.memphis.edu/cwc/about/how_to.php

Conflict Mediation/Resolution

Issues between a student and instructor involving conduct, grade disputes or other issues that cannot be resolved should be referred to Lori Stallings, Course Coordinator for COMM 2381, for mediation. If the dispute remains unresolved, it will then be referred to Dr. Craig Stewart, interim Department Chair.

Suggested Civility Statement

Respect and Responsibilities: Students can expect the instructor to be concerned for the educational experience of each student in the class, respectful of individual differences, encouraging of creativity, knowledgeable of and enthusiastic about the course material, prepared for class, reasonably open and accessible to discuss material and assignments, thorough and prompt in evaluating assignments, and rigorous yet supportive in maintaining high standards for performance.

Students in this course are expected to work, individually and together, to create an atmosphere that is safe, valuing of one another, and open to diverse perspectives. Students are expected to show courtesy, civility, and respect for one another and for the instructor. Comments that degrade or ridicule another, whether based on individual or cultural differences, are not acceptable. (Adapted from the University of South Dakota)

Tiger Pantry

The Tiger Pantry is a choice pantry open to current University of Memphis students. The pantry generally carries non-perishable food items, basic toiletries, and basic household items. To access the pantry or to learn more visit Office of the Dean of Students' Student Outreach and Support services in University Center, Room 359 from Mondays through Fridays between 9:00 am and 3:00 pm.

Majoring/Minoring in Communication Studies at the U of M

Employers are looking for graduates who can "think critically, communicate clearly, and solve complex problems" (Hart Research Associates, 2013). And these are exactly the skills we teach our students—not only in Oral Communication but also in our major and minor.



The Department of Communication & Film at the UofM offers the undergraduate major in Communication with two concentrations—Communication Studies and Film & Video Production.

- Communication Studies offers students a broad education spanning interpersonal, public, and mediated communication practices, preparing students for a range of careers.
- Film & Video Production offers students the skills and knowledge necessary for employment in the film and video production industry or as an independent filmmaker. Film & Video alumni work in television stations, film and video production companies, and other organizations in Memphis, the Mid-South, and across the country.
- Recent Communication Studies alumni work in account management, corporate communications, development and fundraising, human resources, marketing and events planning, non-profit management, and social media, among other fields.

We also offer a minor in Communication, requiring a total of 18 credits in COMM (2381 counts toward the minor), at least 9 of which must be upper-division.

Learn more about majoring or minoring in Communication at memphis.edu/communication

Course Calendar

This is a *tentative* course calendar; the instructor reserves the right to make changes when necessary.

Date	Topics	Assignment & Due Date(s)
Week 1 (Aug. 27 & 29)	<ul style="list-style-type: none"> • Welcome/Introductions/Icebreaker • Orientation and overview of course, Q & A • <u>The Foundation of Public Speaking:</u> <ul style="list-style-type: none"> ○ Lecture on chapter 1: <i>Finding your voice</i> • Syllabus Quiz due (online) 	<ul style="list-style-type: none"> • Read Chapter 1 (Due Aug. 28) • Complete Syllabus quiz (Due Aug. 28) • Complete Chapter 1 reflection questions (Due Aug. 28) • Complete Quiz #1 (Due Sept. 1)
Week 2 (Sept. 3 & 5)	<ul style="list-style-type: none"> • NARRATIVE SPEECH • <u>The Foundation of Public Speaking:</u> <ul style="list-style-type: none"> ○ Lecture on chapter 2: <i>Building your confidence as a speaker</i> ○ Lecture on chapter 3: <i>Your first speech: An Overview of speech preparation</i> 	<ul style="list-style-type: none"> • Read Chapter 2 (Due Sept. 2) • Complete Chapter 2 reflection question (Due Sept. 2) • Complete Quiz #2 (Due Sept. 8) • Read Chapter 3 (Due Sept. 4) • Complete Chapter 3 reflection questions (Due Sept. 4) • Complete Quiz #3 (Due Sept. 8)
Week 3 (Sept. 10 & 12)	<ul style="list-style-type: none"> • <u>The Foundation of Public Speaking:</u> <ul style="list-style-type: none"> ○ Lecture on chapter 4: <i>Becoming a better listener</i> • SELF-INTRODUCTORY SPEECH PRESENTATIONS 	<ul style="list-style-type: none"> • Read Chapter 4 (Due Sept. 9) • Complete Chapter 4 reflection questions (Due Sept. 9)

<p>Week 4 (Sept. 17 & 19)</p>	<ul style="list-style-type: none"> • <u>Preparation for Public Speaking</u> <ul style="list-style-type: none"> ○ Lecture on chapter 5: <i>Adapting to your audience and situation</i> ○ Lecture on chapter 7: <i>Building responsible knowledge</i> 	<ul style="list-style-type: none"> • Read Chapter 5 (Due Sept. 16) • Complete Chapter 5 reflection questions (Due Sept. 16) • Complete Quiz #4 (Due Sept. 22) • Read Chapter 7 (Due Sept. 18) • Complete Chapter 7 reflection questions (Due Sept. 18) • Complete Quiz #6 (Due Sept. 22)
<p>Week 5 (Sept. 24 & 26)</p>	<ul style="list-style-type: none"> • <u>Preparation for Public Speaking</u> <ul style="list-style-type: none"> ○ Lecture on chapter 8: <i>Supporting your ideas</i> ○ Lecture on chapter 6: <i>Finding your topic</i> 	<ul style="list-style-type: none"> • Read Chapter 8 (Due Sept. 23) • Complete Chapter 8 reflection questions (Due Sept. 23) • Read Chapter 6 (Due Sept. 25) • Complete Chapter 6 reflection questions (Due Sept. 25) • Complete Quiz #5 (Due Sept. 29)
<p>Week 6 (Oct. 1 & 3)</p>	<ul style="list-style-type: none"> • <u>Preparation for Public Speaking</u> <ul style="list-style-type: none"> ○ Lecture on chapter 9: <i>Structuring and Outlining your speech</i> • <u>Developing Presentation Skills</u> <ul style="list-style-type: none"> ○ Lecture on chapter 10: <i>Presentation Aids</i> • MID-TERM EXAM (via online) <ul style="list-style-type: none"> ○ Due Monday, Oct. 7th by 11:30pm 	<ul style="list-style-type: none"> • Read Chapter 9 (Due Sept. 30) • Complete Chapter 9 reflection questions (Due Sept. 30) • Read Chapter 10 (Due Oct. 2) • Complete Chapter 10 reflection questions (Due Oct. 2)

		<ul style="list-style-type: none"> • Complete Quiz #7 (Due Oct. 6)
<p>Week 7 (Oct. 8 & 10)</p>	<ul style="list-style-type: none"> • <u>Types of Public Speaking</u> <ul style="list-style-type: none"> ○ Lecture on chapter 13: <i>Informative speaking</i> • <u>Developing Presentation Skills</u> <ul style="list-style-type: none"> ○ Lecture on chapter 11: <i>Putting words to work</i> ○ Lecture on chapter 12: <i>Delivering your speech</i> 	<ul style="list-style-type: none"> • Read Chapter 13 (Due Oct. 7) • Complete Chapter 13 reflection questions (Due Oct. 7) • Read Chapter 11 & 12 (Due Oct. 9) • Complete Chapter 11 & 12 reflection questions (Due Oct. 9) • Complete Quiz #8 (Due Oct. 13)
<p>Week 8 (Oct. 15 & 17)</p>	<ul style="list-style-type: none"> • FALL BREAK (No class on Oct. 15) • Informative Speech Group Presentations 	<ul style="list-style-type: none"> • Informative speech outline/Powerpoint due (Due Oct. 14) • Read Chapter 14 (Due Oct. 21) • Complete Chapter 14 reflection questions (Due Oct. 21)
<p>Week 9 (Oct. 22 & 24)</p>	<ul style="list-style-type: none"> • INFORMATIVE SPEECH GROUP PRESENTATIONS • <u>Types of Public Speaking</u> <ul style="list-style-type: none"> ○ Lecture on chapter 14: <i>Persuasive speaking</i> 	<ul style="list-style-type: none"> • Complete Chapter 15 reflection questions (Due Oct. 28)
<p>Week 10 (Oct. 29 & 31)</p>	<ul style="list-style-type: none"> • <u>Types of Public Speaking</u> <ul style="list-style-type: none"> ○ Lecture on chapter 15: <i>Building persuasive arguments</i> • ELEVATOR PITCH SPEECH 	<ul style="list-style-type: none"> • Informative speech “self/peer evaluations” (Due Nov. 2) • Complete Quiz #9 (Due Nov. 3) • Persuasive speech

		outline/Powerpoint (Due Nov. 4)
Week 11 (Nov. 5 & 7)	<ul style="list-style-type: none"> • PERSUASIVE SPEECH PRESENTATIONS 	
Week 12 (Nov. 12 & 14)	<ul style="list-style-type: none"> • PERSUASIVE SPEECH PRESENTATIONS • (No class on Nov. 14th) <ul style="list-style-type: none"> ○ National Communication Association conference 	
Week 13 (Nov. 19 & 21)	<ul style="list-style-type: none"> • PERSUASIVE SPEECH PRESENTATIONS • <u>Types of Public Speaking</u> <ul style="list-style-type: none"> ○ Lecture on chapter 16: <i>Ceremonial speaking</i> 	<ul style="list-style-type: none"> • Read Chapter 16 (Due Nov. 18) • Complete Chapter 16 reflection questions (Due Nov. 18) • Ceremonial speech outline/Powerpoint due (Due Nov. 25) • Persuasive speech “self/peer evaluations” (Due Nov. 24)
Week 14 (Nov. 26 & 28)	<ul style="list-style-type: none"> • CEREMONIAL SPEECH PRESENTATIONS • THANKSGIVING (No class - Nov. 28th) 	<ul style="list-style-type: none"> • Complete Quiz #10 (Due Dec. 1)
Week 15 (Dec. 3)	<ul style="list-style-type: none"> • CEREMONIAL SPEECH PRESENTATIONS • (No class - Dec. 5th) 	<ul style="list-style-type: none"> • Ceremonial speech “self/peer evaluations” (Due Dec. 9) • Extra credit quiz due Quiz #11 (Due Dec. 9)
Week 16 (Dec. 10 & 12)	<ul style="list-style-type: none"> • FINAL EXAM (via online) on December 12th (Sec. 27) and December 10th (Sec. 29) <ul style="list-style-type: none"> ○ 5:30PM-7:30PM (Sec. 27) ○ 7:00PM-9:00PM (Sec. 29) 	

