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|  **COMM 1020 • Principles of Public Speaking**Program-wide SyllabusDepartment of Communication |

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|  | **My Instructor** | **UVU Public Speaking** |
|  | **Lab Director** |
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|  |  | **students/publicspeaking\_lab.html** |
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**Course Description**

COMM1020 provides an introduction to basic concepts, theories, and principles of oral communication as applied to a variety of speaking situations. The course is designed to help you develop competence in oral communication through performance, the development of critical thinking skills, arrangement of ideas, and use of evidence and reasoning to support claims. The course also explains how culture influences what is considered effective public speaking.

**Course Learning Outcomes**

After completing this course, you will have accomplished the following:

1. Apply course material to social civic, and ethical problems in order to develop responsible ways of thinking and acting.
2. Construct (research, outline, and organize) public speeches.
3. Deliver impromptu, informative, persuasive, and/or celebratory speeches.
4. Use primary sources to support ideas.
5. Incorporate presentation slides and/or visual aids into speeches.
6. Improve listening, note taking and observational skills and use those skills to engage in the dialogue.
7. Apply the components of the public speaking process in diverse speaking situations.
8. Manage apprehension about communicating in public contexts.
9. Explain how culture influences effective speaking.

**Required Text**

This course has two required texts – an e-textbook and a Student Guidebook. Both are necessary for the successful completion of this course. **The e-textbook is the course fee associated with this course; you do not need to purchase a hard copy**. You will find information on how to register the EBook on our Canvas. Information will also be provided in class. You will need to purchase the Student Guidebook from the university bookstore or directly from the publisher.

**E-Textbook**

Lucas, S. E. (2020). *The Art of Public Speaking* (13th ed.). New York, NY: McGraw-Hill Education.



**Student Guidebook:**

Munz, S. M., Murphy, J., & Wassink, B. (Eds.) (2020). *A Student Guidebook for COMM 1020 Public Speaking* (2nd ed.)*.* Minneapolis, MN: bluedoor.



## Print ISBN: 9781643864259, 1643864254

## eText ISBN: 9781643866710, 1643866710

**Class Structure**

This course will be conducted through lecture, discussion, and individual, paired, and group activities. Due to the course objectives and nature of the class, this course is largely performance-based. Together we will explore the importance of presentational speaking and developing your speaking competencies by engaging in activities that will prepare you to develop, deliver, and evaluate presentational speaking events in your personal, civic, and professional lives. During this course, students will have many opportunities to express their personal viewpoints and share their experiences as they apply the course concepts. This course will also include small sections, led by an Instructional Assistant. These small sections will meet during normal class time and will largely be used to deliver speeches and workshops.

**General Education**

COMM1020 is a general education course. Completion of this course adheres to the articulation agreements with Utah Valley University General Education requirements: "General Education is a shared academic experience that provides students with the opportunity to explore new subjects, intellectual traditions, and perspectives; expands their awareness of the wider world; and prepares them with foundational knowledge, skills, and abilities that are expanded on in their disciplines of study in order to be successful learners and professionals positioned to contribute to their broader communities" (see <https://www.uvu.edu/catalog/current/policies-requirements/general-education.html> for further information).

The following grading scale will be used in the course:

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| **A**: 100% - 93% | **B+**: 89.9% - 87% | **C+**: 79.9% - 77% | **D+**: 69.9% - 67% |
| **A**-: 92.9% - 90% | **B**: 86.9% - 82% | **C**: 76.9% - 72% | **D**: 66.9% - 62% |
|  | **B-**: 81.9% - 80% | **C-**: 71.9% - 70% | **D-**: 61.9% - 60% |
| **E:** < 59.9% |

**Each student enrolled in COMM1020 will complete the following assignments. All speaking assignments must be competed in front of an audience to receive a passing grade in the course.**

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| **Course Requirements** | **Points** | **Your Points Earned** | **Learning Outcomes Achieved** |
| **Oral Presentations** |
| Impromptu Speech (minimum of 1 or more @ instructor discretion) | 25 |  | 1, 2, 3, 6, 7, 8, 9 |
| **Introductory Speech*** Outline
* Practice Form
 | 251010 |  | 1, 2, 3, 6, 7, 8, 9 |
| **The Great Speech Performance*** Outline
* Practice Form
 | 751010 |  | 1, 2, 3, 4, 5, 6, 7, 8, 9 |
| **Ted Talk/Informative Speech*** Outline
* Practice Form
 | 1001010 |  | 1, 2, 3, 4, 5, 6, 7, 8, 9 |
| **Persuasive Speech*** Outline
* Practice Form
 | 1251010 |  | 1, 2, 3, 4, 5, 6, 7, 8, 9 |
| **Analysis Activities** |
| * Introductory Speech Peer Feedback
* The Great Speech Performance Peer Feedback
* Ted Talk Informative Speech Peer Feedback
* Persuasive Speech Peer Feedback
* Rhetorical Analysis: Evaluation of Outside Speaker
* Culture Paper
 | 101010102550 |  | 6, 76, 76, 76, 72, 7, 92, 4, 5, 8, 9 |
| **Exams and Content Mastery**  |
| Chapter Readings (19 @ 5 points each) | 95 |  | 1, 2, 8, 9 |
| Exams (3 @ 75 points each) | 225 |  | 1, 2, 8, 9 |
| **In Class Engagement Exercises and Workshops**  |
| COMMSurveys (3 @ 5 points each) | 15 |  |  |
| Participation | 100 |  |  |
| Additional Assignments  | 20 |  |  |
| ***Total Points*** | 1000 |  |  |

***Course Requirements***

**Oral Presentations**

You will develop and deliver five graded oral presentations. Assignment descriptions, evaluation criteria, evaluation forms, and other associated documents for each assignment are located on Canvas and the Student Guidebook. You will notice that Introductory, Informative, Great Speech Performance, and Persuasive speeches require graded practice. As part of your development as a presentational speaker, you will be encouraged to attend the UVU Public Speaking Lab. Once at the lab, you will have the opportunity to work on your delivery with a trained lab attendant. You will also have opportunities to practice your speech during in class workshops. As you progress through the course, your oral presentations will require you to develop full sentence outlines, integrate primary source material, and construct visual aids. Remember, we are working together to become ethical, honest, credible, and considerate public speakers in this course.

**Analysis Activities**

***Peer Evaluations.*** During the Introductory; The Great Speech Performance; The Ted Talk/Informative Speech; and the Persuasive Speech, you will complete peer evaluations of at least one classmate’s presentation. Peer evaluations sheets are located in your Student Guidebook.

***Rhetorical Analysis: Evaluation of Outside Speaker****.*During the semester, you will do an analysis of a live speech. You will use concepts, ideas, and theories from your textbook and class discussions to analyze the speech and speaker. The assignment description and other associated documents for this assignment are on Canvas and the Student Guidebook. In lieu of this assignment (and 10 points of extra credit), students may compete in the Marie Clegg Jones Speech Competition held after Spring Break. Details will be discussed in class.

***Culture Paper.*** The purpose of this assignment is to help you understand how different cultures value and use public speaking. This assignment will require careful thinking of what *culture* means and how culture and communication interact, interrelate, and influence each other. You will investigate these considerations and more through a paper. The assignment description and other associated documents for this assignment are located on Canvas and the Student Guidebook.

**Exams and Content Mastery**

***Content Mastery.*** You are expected to read the e-textbook chapters as assigned on the semester schedule and come prepared to discuss and work with the material in class. All chapter readings are located on Canvas. As you read the chapters, you will engage with questions and activities in order to facilitate your comprehension of the material. For each chapter you complete, you will earn 5 points. If you do not complete the whole chapter, you will receive points according the percentage of the chapter you completed.

***Exams.***In order to assess your learning and progress in the course, you will take three exams. The exams will only cover textbook content. These exams will be taken through Canvas.

***Final Exam Period.*** You will receive additional guidelines from your Instructor towards the end of the semester about the nature and structure of the final exam period. Your attendance is mandatory during the final exam period—do not schedule a flight; vacation; or another activity during your course’s assigned final exam period. This is a UVU policy; no special accommodations will be made.

**Class Participation**

You are expected to take an active part in class discussions. This includes reading assignments and engaging in classroom activities. Throughout the course, your Instructor will assign various activities to help facilitate learning of course concepts. You will work closely with your peers, individually take notes, and participate in-group discussions.

**UVU Public Speaking Lab (CB 505A)**

As part of your enrollment in COMM 1020, you have access to the UVU Public Speaking Lab. The lab is where you can go for help to prepare and enhance your oral and written communication skills in a positive, friendly, and safe environment with trained staff. As part of your appointment you can engage in a filmed recording of your presentation and engage in a constructive feedback sessions with the UVU Public Speaking Lab Mentors. You will be provided with a lab form that will serve as proof of your attendance. In order to receive credit for your engagement in the lab, you must turn this form into your instructor. Be sure to consult with your instructor on her/his due date expectations. The UVU Public Speaking Lab is located at CB#505A. You can access the live calendar by visiting <https://www.uvu.edu/comm/publicspeaking_lab.html>. Your instructor will also provide you the link on Canvas.

**COMMSurveys**

**What is the purpose of these surveys**?

These surveys are part of an ongoing analysis of the COMM 1020 Program curriculum.

**When will they happen?**

Three times during the semester (beginning, middle, and end). Your instructor will forward you the Qualtrics survey links. Each survey will be available for a specific period of time.

**What are the surveys about?** In general, you will be asked about your feelings and perceptions about communicating in and about various speaking contexts and about your experiences in COMM 1020. These will include questions about communication apprehension, your preparation for speeches, perceptions about our course curriculum, and your specific COMM 1020 class. The goal with these assessments is to examine students’ progress and continually improve our course. We take these assessments very seriously and we hope you will too.

**How do these assessments factor in to my COMM 1020 grade**? Each assessment is worth 5 points; for a total of 15 points of your total course grade and earned solely for your participation not on the quality of your response. In other words, for each survey you complete in its entirety you receive the points. Each assessment will have specific access periods during which each must be completed. Your responses will be kept confidential and any identifying information will be removed before any analyses are conducted. Your Instructor will provide more details about these assessments throughout the semester.

***Course Policies***

**Academic Honesty/Plagiarism Policy**

The penalty for academic dishonesty is failure of the course and a report to the Department Chair and Student Advising. The following are definitions of what constitutes academic misconduct taken from the UVU Catalog (Student Rights and Responsibilities Code). Each student is expected to maintain academic ethics and honesty in all its forms, including but not limited to, cheating and plagiarism as defined hereafter:

**Cheating** – “Cheating is the act of using, attempting to use, or providing others with unauthorized information, materials, or study aids in academic work.” Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else or preparing or copying other’s academic work. Unsanctioned group or collaborative work on papers, quizzes, exams, or speech outlines is also considered cheating and will be treated as such.

**Plagiarism** – Anytime you present another person’s work as your own, even if that other person is a friend and/or spouse, you have plagiarized. “Plagiarism is the act of appropriating any other person’s or group’s ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one’s own work in any academic exercise or activity.” Students who are unfamiliar with how to cite sources should purchase a style manual such as APA (American Psychological Association). Claiming lack of knowledge about standards for writing is not an acceptable excuse for committing plagiarism.

*Own your words and your voice and this comes from doing your own creative, innovative, and original work.*

**Unicheck Policy**

In an effort to help prevent plagiarism in COMM 1020, our course will be using a service called Unicheck. Unicheck is a service that helps to prevent plagiarism by detecting possible unoriginal content and generating a report viewable by instructors. All typed assignments (e.g., speech outlines, papers) must be submitted through Unicheck. Your speech assignment will not be graded until it is submitted to Unicheck and the late policy will come in to play at that time.

**Late Work and Incomplete Grade Policy**

Our policy is to **NOT** accept late work except in cases of documented personal emergencies and in accordance with UVU Student Handbook. It is your responsibility to provide written documentation from a third party of your emergency. We do not consider work-related absences; work in other classes; or meetings with other professors a personal emergency. Each instructor in COMM1020 has discretion on whether excuses for late work are acceptable.

**For this course, late work will be penalized with a 10% grade deduction for each day late.**

Failure to submit an outline for the Great Speech, Informative Speech, and Persuasive Speech will result in a “0” for the speech itself.

**Written Work Expectations**

You are expected to turn in high-quality written work. In particular, it is expected that you have proofread all written work for spelling and grammar errors. If these steps have not been taken, your Instructor reserves the right to refrain from grading the written work and you may be asked to re-write the assignment with a deduction of up to 10 points. It is well within your control to turn in your best work. We encourage you to make an appointment and visit the UVU Writing Center for assistance.

**Americans with Disability Act**

We are happy to accommodate any special needs you may have throughout the class. If you have need for accommodation we encourage you to contact the Accessibility Services Department (Room BU-145) at 801.863.8747 or email asd@uvu.edu. Academic accommodations are granted for all students who have qualified documented disabilities.

**Student Veterans**

UVU is committed to providing a working and learning atmosphere for student veterans and their families. If you are a student veteran or a family member of a student veteran, you are eligible for support services from the Veterans Success Center at UVU and may be eligible for Post-9/11 GI Bill benefits. For help receiving your benefits, please contact the Veterans Success Center in the Woodbury Business Building, room 100, via email at veterans@uvu.edu or by calling 801-863-8212.

**Commitment to Social Justice**

University nondiscrimination statements and clauses are upheld and enforced within this classroom. The instructor of this course has a strong commitment to the development and maintenance of an instructional climate that supports equality of opportunity and respect for differences based on gender, sex, race, culture, ethnicity, disability, and sexual orientation. Your enrollment in this course assumes that you will treat your fellow classmates and instructor with respect. Any behavior that disrespects others or disrupts the learning process, whether verbal or nonverbal, will not be tolerated.

We expect to maintain a learning culture based upon open communication, respect, inclusion, and non-discrimination. This public speaking course attempts to include dialogue and civic engagement as well as cultural aspects of speaking. That means we will disagree. However, we must learn to disagree in a manner that is respectful of the other(s) point of view. Every student in this class will be honored and respected as an individual with distinct experiences, talents, and backgrounds. Issues of diversity may be a part of class discussion, assigned material, and projects. One of the skills we will practice is to ask “honest” questions. We will only ask questions that we want to know the answer. We are NOT asking questions to trap the speaker. Our first goal is to seek to understand the speaker’s content, positionality, and goal(s).

Students who interrupt class discussions by—frequently arriving late to class, constantly interrupting others without critically listening to their comments; or asking questions that would be more appropriately answered by simply reading the syllabus—not only reflect poorly upon themselves, they also diminish the educational experience for their peers.

*This course seeks to foster understanding and inclusiveness related to diverse perspectives and ways of communicating.*

**Missed Speeches/Prolonged Absence**

If you miss a class on a day when you are scheduled to present or during impromptu speech days you must get in contact with your Instructor *before class* to discuss your absence. Failing to make contact with your Instructor before class *will result in a “Zero” grade for that speech assignment*. Only under the most extreme circumstances and in accordance with the UVU Student Handbook for excused absences can speeches be delivered late.

The COMM1020 Program recognizes excused absences for documented university sponsored travel, Religious Observances (see UVU Policy 541), jury duty and for extreme and dire situations.

**Emailing**

As we continue to move towards a more digital society, emailing is crucial. When sending an email, begin with a salutation and end with a closer. Use proper spelling and grammar.

**Names and Personal Pronouns**

If you prefer to use a name other than the name the University officially uses, please let me know. Likewise, if you have a preferred personal pronoun, please let me know.

**Campus Safety**

UVU police provide 24-hour patrol services and security protection for the benefit of all University properties, employees, students and visitors at the Orem campus. UVU police officers have the same full police powers and responsibilities as do officers in other Utah law enforcement agencies.

* + To report suspicious activity or to request a courtesy escort, call campus police at 801-863-5555.
	+ In the case of an emergency, dial 911.

Students should have a personal emergency response plan and are encouraged to opt-in to the UVU emergency text message system on My.UVU.edu website. In the case of an emergency, you will receive important alerts and safety messages regarding campus safety via text message. See these important websites to learn more:

* + Student’s Personal Emergency Response Plan: https://www.uvu.edu/safety/emergency-management/student.html
	+ UVU Emergency Management Website: <https://www.uvu.edu/safety/emergency.php>