



3) ATTITUDES: Tendencies conducive to self-knowledge, personal growth and development and responsible citizenship as demonstrated by the following outcomes:

- Habitual reflection on ethical/moral implications of actions when weighing decisions and evaluating outcomes
- Commitment to social responsibility, including community service and civic engagement

### Course Requirements

Minor Speeches	100
Chronological Speech	150
Topical/Spatial Info Speech	200
Persuasive Speech	250
Participation/Evaluations	50
Midterm	100
Final	<u>150</u>
Total	1000

### Speaking Assignments:

- *Minor Speeches*— you will be expected to give several “mini-speeches” for 1-2 minutes on topics assigned in class. These can be to practice introductions, impromptu speaking, commemorative speaking, etc.
- *Chronological Speech*—your goal is to inform the audience about a process or history using clear instruction and chronological organization. 3-5 min.
- *Topical/Spatial Informative Speech*—your goal is to inform the audience about a topic that a) the audience finds compelling and b) you would like to know more about using a topical or spatial organizational pattern. 4-6 min.
- *Persuasive Speech*—your goal is to persuade the audience that a policy should be enacted. You will be required to use Monroe’s Motivated Sequence. 5-7 min.

### Outlining:

Outlining beforehand gives you time to practice and allows your instructor the chance to help you improve. Students’ performances suffer without this extra time for reflection and skill-enhancement. Thus, you *must* turn in an outline before your speech day. If you do not turn in an outline, *you will not be allowed to give your speech* and thus will receive a zero for the assignment.

For each major speech you will be expected to turn in a preliminary outline with bibliography and a final outline with bibliography. Preliminary outlines will compose 10 percent of your speech grade and will be due before the speech date (see schedule) to allow time for feedback. Those who submit late preliminary outlines will be allowed to speak if there is enough time to give feedback, but will receive no points. Preliminary outlines will not be accepted the day a speech is to be given.

On your speech day, a hard copy of your final outline will be due. This same outline should also be submitted online to turnitin.com. If you do not submit a final outline to turnitin.com you will not receive a grade for the speech.

If a student misses his/her speech day, he/she will receive a zero on the assignment. If extenuating circumstances arise, you must contact me beforehand to receive consideration. Again, treat this as you would a professional situation.

### **Participation/ Critical Evaluations:**

Every speech round, you will be required to submit critical assessments of speeches given by fellow students. This means you will mention the strengths and weaknesses in the areas of delivery, arrangement, invention, and style. These should be thoughtful, tactful, and ultimately helpful to the person being critiqued. You may opt to use the critique sheets provided on blackboard. Please print these before class. Absences on speech days will result in a 5 point deduction in participation grade for not completing these evaluations.

Throughout the semester, participation assignments may be given, to improve skills in research, comprehension of material, and facilitate student engagement with the material. *No late work will be accepted.* The teacher also reserves the right to administer quizzes if it is perceived as a necessary incentive.

### **Examinations:**

There will be a midterm exam and a comprehensive final exam, consisting of multiple choice and matching questions which cover class lecture and textbook chapters in detail. A study guide will be available beforehand, but it will be important to take good notes in order to succeed. No make-up exams will be offered without prior approval.

### **Late Work:**

Late work will not be accepted. If a student misses a speech and does not inform me before hand, he or she will receive a zero on the assignment. Communication is imperative when emergencies occur. If extenuating circumstances arise, you must contact me as soon as possible, preferably beforehand, for consideration. Students taking an extended absence should keep me apprised.

### **Grade Scale:**

100-90	A
89.9-80	B
79.9-70	C
69.9-60	D
Below 59.9	F

### **Class Attendance Policy**

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures)

Your university experience calls for the same level of professionalism and punctuality as employment. It is expected that everyone attend class on a regular basis to ensure the greatest chance for learning and understanding. Each student is given *four absences* to be used for illness,

interviews, school sponsored events, or other personal circumstances. Think of them as vacation days if you like. Every additional absence results in a *25 point deduction* off the final grade.

Just as with an employer, it is expected that you inform me when you miss class. For extenuating circumstances (e.g., death of close family, jury duty) I ask that you tell me as soon as possible so I can work with you to reach some sort of compromise. With the availability of e-mail & cell phones, there is no excuse for not contacting me about situations that arise.

Again, if you miss any speech day, without prior approval, you will receive a zero on the assignment.

*University Activity Absences:* “Absence from class for College approved functions poses a special problem. Instructors are required to excuse the physical absence if the student has notified the instructor and arranged for any compensating work prior to the absence” (Concord Handbook). Given this policy, you may have, for example, 5 university excused absences without any penalty, but 4 university excused absences and 1 other absence will result in a reduction of your final grade by 25 points.

**Tentative Spring 2019 General Schedule**  
(Instructor will provide a more detailed schedule in class)

WEEK	CONTENT	
Week 1	Introductions & Ethics	Ch. 1 & 2
Week 2	Invention: Topic, Purpose, Thesis	Ch. 5
Week 3	Invention/Arrangement: Research/Outlines	Ch. 6, 7, & 9
Week 4	Arrangement/ Delivery: Verbals/Nonverbals, Intros	Ch. 8 & 11
Week 5	Delivery etc.: Visual Aids & Catch-up Days	Ch. 12
Week 6	Chronological Speeches	
Week 7	Audience Analysis/Informative Principles	Ch. 4 & 13
Week 8	Style/Listening	Ch. 3 & 10
Week 9	Practice & Informative Speeches	
Spring Break		
Week 10	Informative Speeches	
Week 11	Persuasion: Monroe’s Motivated Sequence Fact, Value Policy	pp. 298-301, 332-335
Week 12	Persuasion: Ethos, Pathos, Logos	Ch. 15
Week 13	Persuasion: Changing values & beliefs	Ch. 14
Week 14	Persuasive Speeches	
Week 15	Persuasive Speeches, exam review	
Final Exam	May 6-10 (see exam schedule)	

**Accessibility/Accommodations:**

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you

are requesting accommodations. The University and the instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located on the Athens campus Jean and Jerry Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

### **Academic Dishonesty**

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

### **Concord University Honor Code**

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

*"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."*

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

### **Emergency Alert System**

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

### **Emergency Information**

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:

<http://www.concord.edu/administration/office-public-safety>.

### **Inclement Weather Policy**

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

*\*Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service. Announcements of campus closures and schedule delays are also posted on the CU webpage. Log on to <http://www.concord.edu> ☐ Everyday Access ☐ Emergency Alert System.*

## **Student Conduct**

It is important that everyone behave professionally in order to accommodate learning and show respect. While you may feel like ignoring a speech/lecture (though your payment to do this would be confusing), your conduct should never disrupt the ability of others to listen.

Disruptive behaviors that violate this right to listen will be subject to the strictures of the Academic Catalog, whereby students will be given a warning if they are disruptive. Further disruptions in that or future lectures can result in the dismissal from that day's class and/or dismissal from the course.

Out of respect, cell phones must be turned off before class begins. Intentional cell phone usage of any sort, *including texting*, is strictly prohibited. In situations where an important call is expected, students should inform their instructor of the situation beforehand and set their phone to vibrate. Conversations should be taken outside into the hall to avoid disruption. Intentional cell phone usage outside these bounds will be subject to dismissal.

Simply put, we are all adults here. Everybody will be treated accordingly until they behave in ways that require otherwise.

## **Technology Services**

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail [cuhelpdesk@concord.edu](mailto:cuhelpdesk@concord.edu).

## **Sexual Harassment & Assault**

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-3845290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or [titleix@concord.edu](mailto:titleix@concord.edu). Reports to Campus Security can be made at (304384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

## **Miscellaneous:**

- All submissions should be typed in 12 pt Times New Roman font, unless otherwise indicated.

- Please print off information from Blackboard and refer to the site regularly for instructions and clarifications.
- On speech days do not walk in on someone in the middle of their speech. It is very rude!

If you have any questions regarding these policies or any other issue, please feel free to meet with me during my office hours. Public speaking is an exciting subject that provides a great opportunity to better others as well as yourself. Your words can be powerful! I look forward to working with you over the course of the semester.

Enjoy the class!

**Syllabus Disclaimer** "This syllabus is subject to change based on the needs of the class. Please check it regularly."