

University of Texas at El Paso
Syllabus
Instructor's Course Requirements
Summer 1 2019

I. COURSE INFORMATION

SEMESTER & YEAR: Summer 1 2019

COURSE NAME & CRN: Public Speaking 1301; CRN: 34036

CLASS MEETINGS: Monday thru Friday 9:20 am-11:30 am; UGLC 208

TEXT: The Art of Public Speaking, 12th Edition, by Stephen Lucas

II. INSTRUCTOR INFORMATION

NAME: Jorge Luis Aguilar Cruz

OFFICE LOCATION: Cotton Memorial Room 202 B

OFFICE HOURS: Monday thru Thursday 12:00 pm-3:00 pm

PHONE(S): (915) 747-7367 EMAIL: jlaguilar3@utep.edu

INSTRUCTOR'S MESSAGE: Your success is very important to me. Don't hesitate to ask me, come see me, or call me anytime you have a question! Stay in touch with your instructor.

COURSE CONTENT

A. COURSE DESCRIPTION: Introduction to the theory and practice of public speaking; the inventing, arranging, phrasing, and presenting of ideas to an audience. The complementary skills of speaking and listening are developed through criticism of presentations presented in class. Prerequisite: (ENGL 0311 w/D or better) OR (ESOL 1309 w/D or better) OR (ENGL 1311 w/D or better) OR (ESOL 1311 w/D or better) OR (BENG score between 3 and 5) OR (BSLP score of 5) OR (ACCE score of 5 AND ACCW score between 080 and 120) OR (ACCE score between 6 and 8) OR (THEE score of 5 AND THEW score between 220 and 300) OR (THEE score between 6 and 8) OR (EPAE score of 5 AND EPAW score between 080 and 120) OR (EPAE score between 6 and 8) OR (MAPE score between 6 and 9) OR (TSPE score between 5 and 6 AND TSPW score between 220 and 300) OR (TSPE score between 7 and 9) OR (ALTW score between 1 and 3) OR (SALW score between 1 and 4) OR (TAKE score of 1 AND TAKL score between 2200 and 3153) OR (TAKL score between 2200 and 3153 AND TAKW score between 3 and 6) OR (RWS 1301 w/D or better) OR (COMM 1611 w/D or better) OR (RWS 1601 w/D or better) OR (ENGL 1611 w/D or better)

B. COURSE OBJECTIVES: During this course the student will:

1. Present and deliver informative and persuasive presentations.
2. Clearly organize information for each assignment. Lecture, topic, test, and class exercise.
3. Recognize, use, and evaluate supporting materials, including the use of visual aids.
4. Recognize and apply the techniques of objective inquiry to solving problems.
5. As an audience member, be able to evaluate the effectiveness of oral presentations.
6. Develop/increase self-confidence.
7. Learn to listen critically.
8. Analyze and adapt to different audiences.
9. Develop and practice appropriate nonverbal communication techniques.
10. Develop/practice note taking skills

C. LEARNING OBJECTIVES

1. Apply key communication theories, methods, technical terms and principles in preparation of their oral presentations and the critiquing of others oral presentations.
2. Evaluate and analyze the oral presentations of others and themselves in terms of the verbal, nonverbal and Para lingual standards that are set for this course.
3. Apply competing perspectives and approaches to speaking in public
4. Practice skills as both a sender and receiver of feedback after presenting or viewing a speech.
5. Analyze and detect ethical factors in the presentation.
6. Select the appropriate pattern of organization for the audience, topic and occasion
7. Conduct audience analysis and apply/adapt to all presentations.
8. Identify a topic and construct a clear Central Idea statement.
9. Based on the Central Idea statement, construct a speech which fulfills the criteria established for the given assignment.
10. Use and report required research during speeches.

D. ASSIGNED READINGS: The calendar states which chapters the students are to read before every class meeting.

E. ASSIGNMENTS:

INTRODUCTORY PRESENTATION	100	_____
POP CULTURE PRESENTATION	150	_____
CEREMONIAL PRESENTATION w/ Typed Outline	100	_____
INFORMATIVE PRESENTATION w/Typed Outline and Reference Page	250	_____
PERSUASIVE PRESENTATION w/Typed Outline and Reference Page	250	_____
EXAM	100	_____
PROGRESS ASSESSMENTS	50	_____
TOTAL POINTS	1000	_____

F. GRADING SCALE:

A = 900-1000	D = 600-699
B = 800-899	F = < 599
C = 700-799	

III. RULES, CLASSROOM POLICIES

Attendance is very important in this class as your participation in class discussion and activities are a vital part of your learning experience in Communication 1301. I will always do everything I can to assist you in successfully completing this class.

However, it is ultimately the student's responsibility to drop this class if for some reason you cannot continue. For reasons such as health problems, financial strain, unforeseen circumstances I will not automatically drop any student, and if you miss the **Final Drop Date of June 28th**, I have no choice but to give the letter grade that you achieved, likely an F. It is the responsibility of the student to drop the course, not the instructors.

Please keep an open line of communication with me. I'm not one to pry into your life or invade your privacy, but if context or reason is given or explained that it helps me to know and understand what's going on.

If you find yourself in significant problems and need help, please visit the following UTEP services:

Counseling Services, Union West, Room 202, (915) 747-5302
Food Pantry, Memorial Gym, Room 105, (915) 747-8053
Student Health & Wellness Center, Union East, Suite 100, (915) 747-5624
Miner Advocacy & Prevention Services, (915) 747-8154

Attendance will be taken every single class meeting. If you are not present when I call roll, you will be marked absent. If you are tardy, send me an email and I will change the absence to a tardy. If you do not send me an email when you are tardy, it will stay as an absence and you will not receive credit for the day.

It is UTEP policy, that the only official excused absences are 1) University recognized activities, 2) An absence due to religious holy days, and 3) Military leave or duty.

You are expected to make every effort to be in attendance. All work must be submitted at the beginning of class.

If you have accumulated 3 absences, I reserve the right to drop you from the course. Please keep an open line of communication with me. Call or email me, please. By no means am I saying that the absences will be excused, and the assignments will be waived. However, in the case of funerals, hospital stays, extended medical illness or medical emergencies that included extended stays due to surgery, or complications, then we **may** come to an agreement. Weddings and personal events, attending music festivals, summer or personal vacations, or any other personal reason for an absence is not an excused absence.

If there is no line of communication regarding your absences, and you are still on the roster, it is the student's responsibility to drop the course. If the student does not drop the course, the grade at the end of term will most likely be an "F". Student ADD/DROP forms can be found here:

<https://www.utep.edu/student-affairs/registrar/students/student-forms.html>

Moreover, regarding attendance, there will be a deduction of 3 points per absence when a student fails to show up after his or her presentation, and 3 points per absence will be deducted for missing the library research days. The points for missing the library/research days will be deducted from the informative or persuasive presentations respectively.

Late assignments can be accepted. Your assignment will not be deducted points for tardiness unless it's in strenuous and dire situations, with proof as outlined above. Strenuous and dire situations are not doctor's visits, work related scheduling conflicts, "forgetting to put the alarm on", waking up late, "I forgot" etc., etc., etc. Please read all the information provided in this link:

<https://academics.utep.edu/Default.aspx?tabid=54418>

All assignments are allowed to be turned in late, but there will be a loss of a letter grade for each class meeting that it is turned in tardy. If the assignment is not turned in after 2 class meetings, it will be scored and recorded as a 0.

Regarding proper use of titles for instructors or professors: Personally, at the very minimum a Mr. Cruz is encouraged. The use of “hey buddy,” “bro,” “hey man,” “dude,” “guy,” “carnal,” “compa,” “compita” and the use of my first name are not allowed. It is important to maintain a level of respect between us. As the semester goes on, and I learn your names, I will refer to you by your first name, and at times I use, “Yes Ma’am, and No Ma’am, No Sir, Yes Sir.” Regardless of your age, I use “Yes Sir, No Ma’am,” out of respect for a person that I may not know very well. I kindly request that show of respect in return.

Please turn off and limit the use of I-pods, I pad, smart phone, cell phones, tablets, smart watches, and other wireless media during class. If you are using the previously mentioned device, you will be warned to stop and put it away, with the 2nd warning, you will be asked to leave the classroom. It is rude and disrespectful to have your tech out while someone is speaking to you, presenting their findings, etc., etc., etc.

Email etiquette: It’s highly encouraged that when emailing professors, or any person unknown to you, it’s important that you include email etiquette. Please do not send any empty emails. Empty emails will be immediately deleted and not read. If you do send an email, please identify yourself and what class you are in. It is also polite to include a greeting and a sign off.

Please don’t email me to jaguilar3@miners.utep.edu, I don’t have access to that email account.

IV. ACADEMIC MISCONDUCT

The University of Texas El Paso prides itself on its standards of academic excellence and students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.

Plagiarism is defined as presenting someone else's language or ideas as your own. Be very careful to acknowledge/give credit to your sources of information. Plagiarism falls under Academic Dishonesty in the Student Handbook and can result in suspension from school. So, please put in the work and dedication and do not plagiarize.

DO NOT COPY ANYTHING. Rather, you should paraphrase the information and include a citation informing your audience concerning where the information originated. This includes all major assignments. If your work is identical or highly similar to another student’s, then this section will apply.

V. CASS POLICY

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu. Or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. CASS Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

VI. COURSE CALENDAR (Daily)

Week 1 (6/10) (Monday) Syllabus Review & Student Introductions
Discuss and Review Introductory Presentations

(Tuesday) *Informative and Persuasive Presentation Workshop Part I and Part II*
(Review and discuss presentation requirements and guidelines)
(Review and discuss presentation outline and format)
View and Discuss Sample Presentation Outlines

(Wednesday) *Giving Your First Presentation (Chapter 4)*
Selecting a Topic and a Purpose (Chapter 5)
Continue Informative and Persuasive Presentation Workshops if needed

(Thursday) Class Activity for Extra Credit
(Extra Credit will apply to only those in attendance)
Discuss and Review Point/Counterpoint Activity
Extra Credit (Due 6/27)

(Friday) ***INTRODUCTORY PRESENTATIONS DUE***

Week 2 (6/17)

(Monday) *Speaking on Special Occasions (Chapter 18)*
Discuss Special Occasion & Ceremonial Presentation
Review presentation outline, format, guidelines and requirements
INFORMATIVE PRESENTATION TOPICS DUE

(Tuesday) *Listening (Chapter 3)*
Ethics and Public Speaking (Chapter 2)

(Wednesday) *Analyzing the Audience (Chapter 6)*
Speaking in Public (Chapter 1)

(Thursday) ***SPECIAL OCCASION & CEREMONIAL PRESENTATIONS DUE with Typed Outline***
INFORMATIVE PRESENTATION SOURCES DUE

(Friday) PLEASE MEET AT THE UTEP LIBRARY, USE THIS DAY TO DO FURTHER RESEARCH, WRITE, EDIT, FORMAT

Week 3 (6/24)

(Monday) ***INFORMATIVE PRESENTATIONS DUE with Typed Outline and Reference Page***

(Tuesday) Conclude INFORMATIVE PRESENTATIONS
PERSUASIVE PRESENTATION TOPICS DUE
Begin Post Presentation Individual Reviews

(Wednesday) Review and Discuss Pop Culture Presentations
Pop Culture Activity
Continue Post Presentation Individual Reviews

(Thursday) Persuasive Info and Techniques

Speaking to Persuade (Chapter 16)

Point/Counterpoint Activity

(Friday) **POP-CULTURE PRESENTATIONS DUE along w/
PRESENTATION TRANSCRIPT**

PERSUASIVE SOURCES DUE

June 28th, LAST DAY TO WITHDRAW WITH A GRADE OF "W"

Week 4 (7/1)

(Monday) PLEASE MEET AT THE UTEP LIBRARY, USE THIS DAY TO DO FURTHER RESEARCH, WRITE, EDIT, FORMAT, etc., etc., etc.

(Tuesday) **PERSUASIVE PRESENTATIONS DUE with Typed Outline and Reference Page**

(Wednesday) **Continue and conclude PERSUASIVE PRESENTATIONS**
Final Exam Review/Discussion

(Thursday) NO CLASS MEETING DUE (JULY 4th HOLIDAY)

(Friday) Final Exam Meeting
Hand back graded Persuasive presentations

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE NECESSARY CHANGES IN THE SCHEDULE/CALENDAR/ASSIGNMENTS DEPENDING ON THE NEEDS OF THE CLASS

ASSIGNMENTS

ALL LATE WORK SUBJECT TO THE LOSS OF ONE LETTER GRADE OR EQUIVALENT POINTS PER CLASS MEETING

ALL TYPED WORK MUST BE IN TIMES NEW ROMAN, FONT SIZE 12, & DOUBLE SPACED, 1 INCH MARGINS ALL AROUND

PLEASE BE AWARE THAT BESIDES THE GRADING RUBRIC FOR EACH PRESENTATION, YOUR VOLUME, TONE, SPEAKING PACE, BODY LANGUAGE AND EYE CONTACT ARE ALSO ASSESSED AND ARE PART OF YOUR FINAL PRESENTATION GRADE

INTRODUCTORY PRESENTATIONS: The purpose of this presentation is to provide information about yourself, including your values, past experiences, and goals in an interesting and creative fashion. You are also expected to talk about your career choice, a short bio, and any other information that you think would help us to get to know you. No outline required. **(3-4 minutes)** You will need to turn in a **presentation transcript** with this assignment. A presentation transcript is a typed document, in which you write your presentation word for word in essay format. This is done in order to evaluate your organization and more importantly to ensure you rehearsed your presentation and did not wing it.

CEREMONIAL PRESENTATION (Speaking on Special Occasions) should be a short Presentation **(4-6 minutes)** of introduction of a friend, topic, main speaker, toast, or eulogy concerning an individual with whom the audience is familiar. The goal is to learn how to adapt a topic to your audience and to the occasion. This is a basic public

presentation and could be setup as fictional (i.e. introducing a historical character, fictional character, object or item). **A final outline is due on the day you present.**

INFORMATIVE & PERSUASIVE PRESENTATION: You will present an Informative Presentation that provides the audience with new information on a creative, timely, topic of interest. For the Persuasive Presentation you will attempt to persuade your audience on a topic of your choosing. Informative and Persuasive presentations have an identifiable introduction, body, and conclusion. Presentation must be **(5-8 minutes)**, **a final outline with a reference page is due on the day that you present. At least one visual aid (Power point or Prezi) is also required. Ten (10) sources of information are required and must be identified in the reference page. In addition, five (5) of the sources are required to be orally cited within your presentation, for ex, “according to Marvin Jones of the Denver Post.” Your 5 orally cited sources must be documented in full APA format within presentation outline with full in text citations. Furthermore, 3 required audience questions, the 3 audience questions must be open ended questions. Please, YES or NO, or RAISE YOUR HANDS (SHOW OF HANDS) questions ARE NOT ALLOWED.** Please include a variety of resources, books, journals and online resources and present them in APA style in the reference page.

POP CULTURE PRESENTATION: Ok, this is a fun presentation. It’s exactly as it is described. Pop Culture includes music, fashion, books and literature, movies, documentaries, TV, rituals or cultural phenomena. First, choose two points of interest, for ex. music, TV, or film and fashion. You’re allowed to have subcategories under your pop culture choices, for example, under TV you may have The Golden Girls and Game of Thrones. Your job is to tell us about why you find it interesting, what do you like about it, why is it inspiring to you, how does that pop culture phenomenon influence you, how were you introduced to it, so on and so forth. We will discuss further categories of your presentation in class. This presentation has to be **(4-6 minutes)** long, you must also **turn in a presentation transcript, with an APA title page, and must document 3 sources in APA format and present them in the reference page. One (1) of the sources is required to be orally cited within your presentation,** for ex, (Darren Porter, Chief Editor of Entertainment Weekly stated, “although the Star Trek TV series have ultimately proven to be more successful in comparing to Star Wars TV shows, the Star Wars films is still king in the box office” (Porter, 2017, par. 8). **Your one orally cited source must be documented in full APA format within presentation script with full in text citations in APA format. The typed document must be in full APA format, with an APA title page, written content, and a reference page. You can earn extra credit for the Pop Culture presentation by wearing any item of clothing that has to do with your Pop Culture items that are included in your speech.** Tattoos and pins don’t count, they’re cool, but for the purpose of presentation, they will not earn you extra credit. I would still love to see the tats!

SEMESTER PROGRESS ASSESSMENTS: These assessments will be broken down into 4 parts throughout the semester. These assessments are assigned to check on and see your progress during the semester, more specifically; they focus on the informative and persuasive presentations.

The 4 parts will equal to 50 points. **You will have to turn 5 of your 10 sources for both the informative and persuasive presentations, the sources must be in full APA format.** The other points are earned when you provide me with your topic for the informative and persuasive presentations. All of these assessments are due at the beginning of class, if they are turned in later in class, it is considered tardy. In order to receive full credit for these assessments, you have to be in class to give your topic and sources. If the topics or sources are emailed, you will receive half credit on the assignment. If they are not turned in within 24hrs the assignment will be scored as a zero.

5 sources for Informative Presentation- 15 points,
5 sources for Persuasive Presentation- 15 points
Informative Topic - 10 points
Persuasive Topic- 10 points =50 points

EXAMS: Exam questions will be drawn from the textbook, and class lectures.