

**University of Texas at El Paso**  
**Syllabus**  
**Instructor's Course Requirements**  
**Spring 2020**

**I. COURSE INFORMATION**

SEMESTER & YEAR: Spring 2020

COURSE NAME & CRN: Public Speaking 1301; CRN: 20992

CLASS MEETINGS: Monday & Wednesday 9:00 am-10:20 am; Miners Hall 301

TEXTBOOK: The Art of Public Speaking, 12<sup>th</sup> Edition, by Stephen Lucas

**II. INSTRUCTOR INFORMATION**

PROFESSOR: Jorge Luis Aguilar Cruz

OFFICE LOCATION: Cotton Memorial Room 202 B

OFFICE HOURS: Monday & Wednesday 12:00 pm-3:30 pm

Tuesday 12:00 pm-3:00 pm

Thursday 10:30 am-2:30 pm \*Hours will change after Spring Break\*

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

**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 )

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

#### UTEP SERVICES

If you need help, please visit the following UTEP services:

Counseling & Psychological 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

Campus Advocacy, Resources & Education (CARE), 1101 N. Campbell St., (915) 747-7452

#### ATTENDANCE

Attendance is important, as your participation in class discussions, lectures and activities are a vital part of your learning experience and success in Communication 1301. I will 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 please keep an open line of communication. If you miss the ***Final Drop Date of March 27th***, 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. Absence leniency and absence consideration is at the professor's discretion.

Attendance will be taken every 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. Please note, that this only excuses the absence, the assignments have to be turned in at some point for partial or full credit. Other than specific cases you are expected to turn in your assignments along with your classmates.

Weddings and personal events, attending music festivals, Spring break vacations, personal vacations, or any other personal reason for an absence is not an excused absence. Your request to miss class, leave the term early, or any other request will not be granted.

If there is no line of communication, and attendance is poor, 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 ASSIGNMENT POLICIES

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 stated 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's turned in tardy. If the assignment is not turned within 2 class meetings, it will be scored and recorded as a zero.

### MUTUAL RESPECT

Regarding proper use of titles for instructors or professors: Personally, at the very minimum, Professor, or Professor Cruz is encouraged. The use of "hey buddy," "bro," "hey man," "dude," "guy," "carnal," "compa," "compita," "bruh," 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 2<sup>nd</sup> 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. I cannot access the jlaguilar3@miners.utep.edu account, 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 the university. Please put in the work and dedication, 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](mailto: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](http://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 (1/20) (Monday) Martin Luther King Jr. Day- No Class Meeting

(Wednesday) Syllabus Review

Week 2 (1/27) (Monday) Selecting a Topic and a Purpose (**Chapter 5**)

(Wednesday) Giving Your First Presentation (**Chapter 4**)  
Discuss and Review Introductory Presentations

Week 3 (2/3) (Monday) **INTRODUCTORY PRESENTATIONS DUE**

(Wednesday) Continue and conclude Introductory Presentations  
**INFORMATIVE PRESENTATION TOPICS DUE**

Week 4 (2/10) (Monday) Informative and Persuasive Presentation Workshop Part I

Review and discuss presentation requirements and guidelines

(Wednesday) Informative and Persuasive Presentation Workshop Part II  
View and Discuss sample presentation outlines

Week 5 (2/17) (Monday) Discuss Special Occasion & Ceremonial Presentation  
Review presentation outline, format, guidelines and requirements

(Wednesday) Analyzing the Audience (**Chapter 6**)

Week 6 (2/24) (Monday) ***SPECIAL OCCASION & CEREMONIAL PRESENTATIONS DUE with Typed Outline***

(Wednesday) ***Continue and conclude SPECIAL OCCASION or CEREMONIAL PRESENTATIONS***

Week 7 (3/2) (Monday) Speaking in Public (**Chapter 1**)  
Ethics and Public Speaking (**Chapter 2**)

(Wednesday) Class Activity for Extra Credit  
(Extra Credit will apply only to those in attendance)  
**INFORMATIVE PRESENTATION SOURCES DUE**

Week 8 (3/9) (Monday) Please meet at the UTEP Library, use this day to do further research,  
write, edit, format, and ask questions

(Wednesday) UTEP Library Meeting Day #2

Week of (3/16) March 16<sup>th</sup> thru March 20<sup>th</sup> (Spring Break) \*Please don't get into debt\*

Week 9 (3/23) (Monday) ***INFORMATIVE PRESENTATIONS DUE with Typed Outline and Reference Page***

(Wednesday) ***Continue INFORMATIVE PRESENTATIONS***  
(Friday) Cesar Chavez Day- University Closed-No Office Hours

**\*March 27<sup>th</sup>, Last Day to Withdrawal w/ a grade of "W"\***

Week 10 (3/30) (Monday) ***Continue INFORMATIVE PRESENTATIONS***

(Wednesday) ***Conclude INFORMATIVE PRESENTATIONS***

Week 11 (4/6) (Monday) Begin Post Presentation Individual Reviews  
Please meet at the UTEP Library, while we have performance reviews,  
please start researching for your Pop Culture or Persuasive presentations

(Wednesday) Review and Discuss Pop Culture Presentations  
**PERSUASIVE PRESENTATION TOPICS DUE**

(Friday) Spring Study Day/Good Friday- No Office Hours

Week 12 (4/13) (Monday) Persuasive Info and Techniques  
Speaking to Persuade (**Chapter 16**)

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

Week 13 (4/20) (Monday) ***Continue and conclude POP CULTURE PRESENTATIONS  
PERSUASIVE PRESENTATION SOURCES DUE***

(Wednesday) Please meet at the UTEP Library, use this day to do further research, put final touches on the persuasive presentation, please use this time to edit and ask questions

Week 14 (4/27) (Monday) ***PERSUASIVE PRESENTATIONS DUE with Typed Outline  
and Reference Page***

(Wednesday) ***Continue PERSUASIVE PRESENTATIONS***

Week 15 (5/4) (Monday) ***Continue PERSUASIVE PRESENTATIONS***

(Wednesday) ***Continue and conclude PERSUASIVE PRESENTATIONS***  
Final Exam Announcements  
(Friday) Dead Day-No Office Hours

Week 16 (5/11) (Finals Week) Final Exam: Wednesday, May 13<sup>th</sup> 10:00 am-12:45 am  
Return 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 TYPED WORK MUST BE IN TIMES NEW ROMAN, FONT SIZE 12, & DOUBLE SPACED, 1 INCH MARGINS ALL AROUND**

**VOLUME, TONE, BODY LANGUAGE, EYE CONTACT AND READING OFF ARE ASSESSED FOR EVERY PRESENTATION**

**INTRODUCTORY PRESENTATIONS:** The purpose of this presentation is to provide information about yourself, including your values, past experiences, and goals. 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 didn't wing it. The speech transcript requires an identifiable intro, body and conclusion. There is no research component required for this presentation.

**CEREMONIAL PRESENTATION (Speaking on Special Occasions)** should be a short presentation (**3-5 minutes**) of introduction of a friend, topic, character, object, idea, main speaker, toast, or eulogy concerning an individual with whom the audience is familiar or unfamiliar with. 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. The outline for this presentation is a ceremonial speaking outline.

**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 in APA format. Furthermore, 3 required audience questions**, the 3 audience questions must be open ended questions. Yes or no and raise your hands (show of hands) questions will not count towards the audience question requirement. Please remember, the audience questions need to be open ended questions. As for the research component of these two presentations, please include a variety of resources, books, journals and online resources and present them in APA style in the reference page. There will be a 2-day workshop/assignment review, assignment details will be covered during the workshops. Additional requirements include the assessment of speech volume, tone, body language, eye contact including the reading off of text during presentations.

**POP CULTURE PRESENTATION:** This is a fun presentation. 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 categories, 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 (**4-5 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 citation 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. As a final reminder, this presentation needs to be written in a speech transcript format. It needs to be written out word for word in essay format, with an identifiable intro, body and conclusion.

**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 as they would appear on a reference page.** 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. The presentation topics are final, changing topics is not allowed.

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. In case of a take home final exam, the final exam must be turned in the day of the final exam. It may not be turned in early, left in my mailbox or turned in in person. It must be turned in person during our final exam meeting.