

**COMM 1301 – Public Speaking  
Fall 2023**

*CRN: 13565 TR 9:00am – 10:20am MAIN 211*

**General Information**

**Contact Information**

**Instructor:** Steven Brown

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**Office Hours:** **Mon/Wed.** 1:00pm-3:00pm, **Tue/Thur.** 3:00pm-4:00pm, **Fri.** 8:00am-12:00pm & 1:00pm-1:30pm

**Textbook (not required to purchase)**

This is an Open Educational Resources (OER) class with a free, open-access textbook. I will assign readings and quizzes based on the OER text *Exploring Public Speaking* (the book will be on Blackboard where you can download the textbook or read it online). We will use version 4.2 (2023).

**Course Overview**

1. To understand theories of public speaking and persuasion as well as their history.
2. To apply principles of public speaking learned about in class to the performance of speaking.
3. To plan, prepare, practice, and deliver speeches representing the major genres of public speaking including informative and persuasive.

*(Source: Joshua Gunn)*

From in-class presentations to presidential addresses, public speech affects the way individuals view society and the way society views individuals. This course will give students a better understanding of the significant role public speaking plays in their academic and professional lives. The activities and assignments are designed to help students learn the basic features of narrative, informative, and persuasive speech and to enhance their ability to design, deliver, and analyze public speech.

**Course Goals**

- Learn to transform nervousness into an effective presentation.
- Conceptualize, focus and develop a topic into a meaningful, purposeful communication.
- Understand the organizational components of a speech.
- Organize logically and develop ideas fully, utilizing examples and analysis.
- Speak in a natural, extemporaneous manner without reading from a text.

**The UTEP Edge**

The UTEP Edge is our philosophy that acknowledges the many assets our students bring to the University. We provide a variety of high-impact experiences both in and out of the classroom through the work of our faculty, staff, alumni, and community partners that build on these assets and talents. Many of the assignments and discussions in this class will further develop the talents you bring to this class such as developing your communication skills, teamwork, critical thinking, and problem solving.

**UTEP Edge Learning Outcomes**

1. Confidence

Advantage: Be self-assured through appreciating your own talents, abilities, skills, and qualities.

Learning Outcome: students will articulate gains in self-confidence by identifying, evaluating, and building their talents, abilities, strengths, and skills.

2. Teamwork

Advantage: Participate as an effective, efficient member of a group to meet a common goal.

Learning Outcome: Students will collaborate effectively with individuals and groups to accomplish a common goal while demonstrating respect and value for a diversity of perspectives.

### Course Requirements

**Prerequisites** include ENGL 0311, or ESOL1309, or placement into ESOL 1311.

### Students enrolled in the course are expected to:

- Attend each scheduled meeting.
- Arrive on time and be prepared for class.
- Submit assignments on time and in proper format.
- Participate in in-class discussions and activities.
- Extend proper courtesy to ALL speakers.

**Honors Students:** Communication 1301 may be taken for Honors credit with the permission of the University Honors program, in consultation with section GTA. Please be in contact as soon as possible if you wish to take this class for Honors credit.

### Grading:

Narrative Speech – 100

Celebratory Speech – 100

Informative Speech – 200

Persuasive Speech - 200

Chapter Quizzes, Minor Assignments, and Attendance – 400 (this value is approximate and may vary)

Total: 1000 points

A – 90 - 100 %

B – 80 - 89 %

C – 70 - 79 %

D – 60 - 69 %

F – under 59 %

\*Please note: A “C” grade is average and does not indicate a failing grade. An "A" is for excellence that goes above and beyond basic assignment requirements.

### Assignment Grading Scale & Meaning

A = 90 –100%

An “A” grade is designated for assignments that go beyond the requirements of the assignment; exceptional and outstanding work, well-structured and presented.

B = 80 – 89.5%

A “B” grade is designated for assignments that go beyond some of the requirements of the assignment; better than average work, for the most part, well-structured and presented, but with a few errors in execution or delivery.

C = 70 – 79.5%

A “C” grade is designated for assignments that meet requirements of the assignment, but is average work; average argumentation, thesis lacks clarity, reasoning is insufficient, or errors in delivery.

D = 60 – 69.5%	A “D” grade is designated for assignments that do not meet all requirements of the assignment; generally, less than average work, no thesis, reasoning is faulty, or substantial errors in structure and delivery.
F = 0 – 59.5%	An “F” grade fails to meet most of the requirements of the assignment; far below average work, faulty reasoning, massive errors in preparation and presentation.

**\*\*Please note:** A C-grade is average and does not indicate a failing grade. Students aspiring to achieve a high grade will have to demonstrate excellence by going above and beyond basic assignment requirements. A-grades should be the exception, not the norm.\*\*

### **Course Policies**

#### **Late/Incomplete Work**

Students are expected to submit assignments on or before assigned due dates. If you think you might have trouble meeting a deadline, *please contact your instructor in advance*. **Last minute excuses/reasons will not be acceptable unless some sort of proof can vouch for late timing.** Incompletes will not be given unless there are extreme extenuating circumstances, and the student is able to provide verifiable proof.

#### **COVID-19 PRECAUTION STATEMENT**

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu), so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org).

#### **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.

Academic honesty is required of all students. Students found guilty of academic dishonesty can receive an “F” for the assignment or the course, and other disciplinary action may be taken. I take a strong stance on plagiarism. Plagiarism includes (but is not limited to) intentional submission of someone else’s work without credit, in part or as a whole; misuse of citations to conceal a source; use of other course work in this class; and other similar behaviors. Please contact the instructor immediately if you are unclear as to what constitutes plagiarism or academic misconduct.

#### **CASS**

As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation, then the Office of Disabled Student Services located at UTEP needs to be contacted. If you have a condition which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Center

for Accommodations and Support Services. You may call 915-747-5148 for general information about the Americans with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability.

Individuals with disabilities have the right to equal access and opportunity. It is the student's responsibility to contact the instructor and The Center for Accommodations and Support Services Office (CASS) at The University of Texas at El Paso.

### **Drop/Withdrawal**

Census day for Spring 2023 is February 1<sup>st</sup>. The last day you can drop this course is March 30<sup>th</sup>, 2023. Incompletes after this deadline will only be given in the case of extreme, extenuating circumstances, as mentioned earlier.

### **Classroom Behavior**

This classroom is a safe haven for all ideas. Respect not only your professor but also guest speakers and your peers as equals. We are all unique individuals entitled to our own opinions and beliefs. Therefore, any comments, jokes, or remarks that denigrate the worth of an individual's physical or mental ability, physical appearance, religion, race, creed, ethnic background, sexual preference, or gender are inappropriate and detract from your effectiveness as a speaker and from your credibility as a person. If your instructor feels that you are contributing to a hostile learning environment, they are free to ask you to leave class for the day and you will be counted absent.

### **Attendance & Tardiness**

Attendance and participation is mandatory. If a COVID or other emergency situation arises, the student should contact the instructor via telephone or email as soon as possible, preferably before the scheduled class, or at least prior to the next scheduled meeting. Students will be held responsible for any lecture materials, exams, quizzes, assignments given or due during their absence.

- Why attend class? Besides the obvious educational advantages, an audience is necessary to allow each speaker to experience a genuine public speaking situation. "One cannot speak publicly without an audience, nor can a supportive workshop community develop without community. Attendance is accordingly a precondition of satisfactory participation in this course." (*Gunn, 2018*)
- **Unexcused absence** is defined as any absence without any supporting and valid documentation to justify the absence. Reasons for absences should be substantial.
- **Excused absence** is defined as any absence motivated by a reasonable cause (documented medical issue, sanctioned school activity, religious observance, jury duty, etc.) which is accepted by the instructor, at the instructor's discretion. Documentation may be required.
- **4 UNEXCUSED absences will result in a course drop!** Attendance will be taken at the beginning/end of class. Students leaving before the end of the class without the approval of the instructor will also be considered absent.
- **Tardiness** – Any student arriving 10 minutes after class has begun will be counted with a half-absence. The more days a student is tardy, the more these half-absences add up. Same rule applies once the student reaches three (3) full absences.

### **Assignment Policies & Classroom Expectations**

- **Students must read assigned materials/pages prior to class.**
- Major class presentations will be scheduled in advance. Students must commit to these scheduled presentation dates; penalties may be imposed for late work and/or not showing up.
- **Note that in-class assignments CANNOT be made up!**
- Students arriving late to class during a presentation should wait outside the door until the presentation is over. Listen for the applause; then quietly open the door and enter.

- No chatting during lectures or presentations. Be courteous to classmates by paying attention to presentations and by being open-minded in regard to the opinions and ideas of others.
- **Please make sure that all cell phones and other electronic devices are turned OFF before entering the classroom. Points will be deducted from your presentation each time the instructor notices you on your phone, laptop, sleeping, or any other activity that can be disruptive during presentations.**
- Your instructor may choose to use Blackboard as an instructional tool. If that is the case, please check your Blackboard website on a regular basis. Missed announcement or information distributed via Blackboard are *not* a sufficient excuse for failing to meet assignment requirements, deadlines, etc.

### **General Speech Policies and Requirements**

#### **Preparation and Documentation of Speeches:**

Formal documentation must include:

- A typed title page
- For the **Informative and Persuasive** speeches, include **documentation of research**.
- Never write out the entire text of the speech and read aloud from that text; speak extemporaneously from your note cards or outline.

For the informative and persuasive speeches, is the requirement to include **careful documentation of research, which includes photocopies and/or printouts of research used.** Further details about these documents will be discussed in class.

**Due dates for your formal Preparation research** are at the beginning of class on the first day speeches are due for each assignment. The instructor will call on students in random order to perform speeches after all students have handed in their documents to demonstrate their preparedness.

#### **Extemporaneous Speaking**

It is essential that students do not speak from a fully written text when they give their speeches. The type of public speaking taught in this class emphasizes extemporaneous speaking from prepared and researched notes and outlines, in which students are asked to learn to “think on their feet” and speak directly to the audience instead of reading aloud from a written text—which is not public speaking at all, in its purest sense.

### Fall 2023 Daily Course Schedule

***WEEK/DAY/DATE      ACTIVITY***

1	1	Aug 29, T	Intro/ Ice Breaker Activity
1	2	Aug 31, R	Intro lecture W/Class Activity
2	3	Sept 5, T	Chapter 2 Lecture / Discuss Narrative Speech Guidelines
2	4	Sept 7, R	Chapter 3 Lecture W / Class Activity
3	5	Sept 12, T	<b>Narrative Speech Begins</b>
3	6	Sept 14, R	Chapter 4 & 5 PowerPoint Provided via Blackboard <b>ONLINE WORK</b>
4	7	Sept 19, T	Chapter 6 & 7 PowerPoint Provided via Blackboard <b>ONLINE WORK</b>
4	8	Sept 21, R	<b>Narrative Speech Continues</b>
5	9	Sept 26, T	<b>Narrative Speech Concludes</b>
5	10	Sept 28, R	Chapter 8 Lecture W/ Class Activity
6	11	Oct 3, T	Chapter 9 Lecture W/ Class Activity
6	12	Oct 5, R	Chapter 10 Lecture W/ Discuss Celebratory Speech Guidelines
7	13	Oct 10, T	<b>Celebratory Speech Begins</b>
7	14	Oct 12, R	<b>Celebratory Speech Continues</b>
8	15	Oct 17, T	<b>Celebratory Speech Concludes</b>
8	16	Oct 19, R	Chapter 11 Lecture / Discuss Informative Speech Guidelines
9	17	Oct 24, T	<b>Informative Speech Begins</b>
9	18	Oct 26, R	<b>Informative Speech Continues</b>
10	19	Oct 31, T	<b>Informative Speech Continues</b>
10	20	Nov 2, R	<b>Informative Speech Continues/Concludes</b>
<b>NOTE: COURSE DROP DEADLINE (LAST DAY TO DROP WITHOUT A “W”) IS NOV 3<sup>rd</sup></b>			
11	21	Nov 7, T	<b>Informative Speech Concludes</b>
11	22	Nov 9, R	Chapter 13 Lecture, Class Activity
12	23	Nov 14, T	Chapter 14 Lecture/Discuss Persuasive Speech & Guidelines
12	24	Nov 16, R	Chapter 15 Lecture W/Class Activity
13	25	Nov 21, T	Last Class Activity (topics for persuasive speech)
13	26	Nov 23, R	<b>Thanksgiving Day- NO CLASS</b>
14	27	Nov 28, T	<b>Persuasive Speech Continues</b>
14	28	Nov 30, R	<b>Persuasive Speech Continues</b>
15	29	Dec 5, T	<b>Persuasive speech continues/concludes</b>

15 30 Dec 7, R **Persuasive speech concludes/FINAL EXAM**

*Note: This proposed semester syllabus/calendar is subject to change in order to adapt to instructional needs at the discretion of the Instructor. **Changes will be clearly announced and posted.***