

COMM 145 Fundamentals of Public Speaking & Communication – Summer 2019 – Clint Haynes

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Course Description

COMM 145 – “Fundamentals of Public Speaking and Communication” is designed to increase your understanding of the principles and processes of communicating effectively in a variety of contexts and to facilitate development of your skills in public communication, listening, group communication, and interpersonal communication. This is done through a combination of speaking, listening, writing, and reading assignments. Specifically, you will outline, develop, and deliver extemporaneous speeches that incorporate relevant sources and that are appropriate and effective for the audience, purpose, and context. The assignments are designed to develop your understanding and skills progressively throughout the semester. When you leave the course, you should be sufficiently armed with a basic understanding of public speaking and an awareness of other important communication skills and concepts so that you can continue to develop effective communication behaviors throughout your life in a variety of contexts. COMM 145 is part of the Colonnade curriculum and fulfills the Human Communication requirement (Foundations category).

Course Objectives

Colonnade learning objectives for Human Communication:

Learning Objective 1: Students will demonstrate the ability to listen and speak competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings.

Learning Objective 2: Students will demonstrate the ability to find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and written texts.

Learning Objective 3: Students will demonstrate the ability to identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view, and construct informed, sustained, and ethical arguments in response.

Learning Objective 4: Students will demonstrate the ability to plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.

Students will also be able to:

- Design and deliver messages appropriate to various audiences and occasions.
- Communicate a clear thesis and purpose.
- Research, evaluate, and incorporate supporting material.
- Construct and deliver organized presentations with well-developed introductions, main points, conclusions, and transitions.
- Deliver speeches using appropriate and effective vocal and physical behaviors to enhance messages (e.g. vocal variety, articulation, and movements).
- Demonstrate understanding of the communication process.
- Acquire skills to communicate with others, both publicly and interpersonally.
- Understand and identify basic principles of effective group communication and listening.

Textbook

(NOTE: Please read the following before purchasing anything for this course.)

Text: DeVito, J.A. (2018). Human Communication: The Basic Course (14th ed.). Hoboken, NJ: Pearson.

This class participates in The WKU Store's "Day One Access" program. As part of this program, the e-book version of the required textbook for this course will be pre-loaded on your BlackBoard account.

The cost of the e-book is \$59.36 and it will be placed on your student bill. Students who stay enrolled in Day One Access are also eligible to purchase an optional low-cost loose-leaf copy of the textbook for an additional \$27.00. (Students who opt-out of Day One Access are not eligible to purchase this low-cost loose-leaf version of the book.) The ISBN for optional low-cost loose-leaf copy at the WKU Store: 9781323768457.

Students who wish to opt-out of this program may do so. The deadline to opt-out is Monday, 6/3/19. By opting out you agree to have your e-book access terminated and you will be responsible to obtaining the required textbook on your own. If you have purchased the optional low-cost loose-leaf book from The WKU Store, you must return it unopened before the opt-out deadline in order complete the opt-out process. It must be in its original shrink-wrap.

For more information about this program and for additional information on how to opt-out, please visit the following link: <https://www.wkustore.com/t-day-one-access.aspx>

Speech Assignments

For the speeches, you are expected to use topics of your own choice, which meet the guidelines for the specific speech assignment. Explanations of the assignments will be given in class and the grading criteria will be posted on Blackboard. These speeches are to be delivered extemporaneously – that is, you need to prepare thoroughly, but you should neither memorize the speech nor read it word-for-word from a manuscript. *You may use note cards, but you may NOT read directly from a paper.* Each speech has a time limit which has been designated to allow all class speakers to complete the assignment on schedule and to give you practice in fitting materials into a given time allotment. As you prepare, please allow enough time to practice orally so that you can meet these time limits. Going over or under your time limit will result in a penalty to your grade on that speech.

The graded speeches will consist of:

- Tribute Speech (4 - 6 min.)
Your goal is to honor a person or people who you feel are deserving
- Persuasive Speech of Motivation & Engagement (5 - 6 min.)
Your goal is to persuade the audience to take action and do something that will improve our lives
- Team Presentation of Research on Diversity (4 ½ - 6 ½ min. per person in group)
Your topic and goal will be decided by your randomly chosen team
- There will also be a few casual "Icebreaker" Speeches (maximum of 1 minute apiece)
These short practice speeches will vary in topics; some will be announced in class and others will be impromptu

Preparation Work

For the graded speeches, in addition to providing advance notification of your topics, you will also be required to: fill out worksheets (which will be available online), along with an outline of your speech, and submit photocopies of the sources you used to research your speech. The worksheets will focus on planning and improving upon specific aspects of each particular presentation, and will need to be submitted at least 24 hours in advance of your speech. The sources may be turned in on the day of the speech, but the outlines/worksheets need to be turned in a day in advance; and may be submitted to me in person, via email, or left under my office door. You may not be permitted to give the speech unless your preparation work is submitted by the proper time. Any portion not submitted on time will also be subject to a 50% late penalty. The Icebreaker speeches will not require you to submit any preparation work.

Late Speech Penalties

You will sign up for dates to give your speeches. Failure to give your speech during class on the date for which you signed up will result in a significant deduction unless the absence is excused. On the first offense, you will automatically lose 25 points off your total score. If it happens again, you will lose 50 points the second time. If it happens a third time, you will receive a zero.

Presentation Aids

A presentation aid will be required for the last two speeches, but optional for the others.

Appearance

You will not have to dress up for these speeches. I ask that you do not wear items that cover your face (hat, sunglasses, etc...) on speech days. Be comfortable, but not a slob.

Grading of Speeches

Be sure to see me as soon as possible after receiving a speech evaluation if you have any questions. I will not hand back your actual grade until after the last day of speeches, but if you want any feedback on your speech, see me anytime.

Speech Reflection Papers

Between when you have presented your speech and before you give your next speech, you have an opportunity to earn some extra credit by creating a plan of action for bettering your performance. You will pick some area(s) you wish to improve on, then do some research and find tips for improving in that aspect of making a speech. By submitting that paper and the source where you found the advice, you can earn an extra 5% to your previous speech score.

Exams

We will have three exams this semester and one optional final exam. The final exam, which would be over everything we covered during the semester, would be used to replace *all* 3 regular exam scores. Because there will be no make-up exams offered, anyone who misses any of the 3 regular exams (for any reason) may take the comprehensive final exam, instead.

Final Exam

Should you be dissatisfied with your in-class exam average, you will have the opportunity to take a cumulative final exam and replace it with whatever you score on this optional final exam.

Plagiarism & Cheating

It is expected that all of the individual assignments you complete for COMM 145 (and in all of your other courses) are always your own work. However, many students are not sure exactly what “your own work” means, so, please read again the information on plagiarism and cheating from your student handbook (<http://www.wku.edu/handbook/>, p. 32). Aside from copying work, **plagiarism includes incorrectly citing sources or presenting someone’s information as your own**, without crediting the source. To avoid this, you should carefully make notes to keep track of where you obtained your information. In written form, you must use quotation marks when referring to another’s work. In a speech where you are paraphrasing, you can say “According to... (give name)...” It does not take much effort to make sure you follow the rules for using another’s thoughts.

YOU ARE RESPONSIBLE for letting your audience or reader know whether you are:

1. directly quoting from a source.
2. paraphrasing closely from a source, which means using significant portions of another source’s sentences or language.
3. using the ideas advanced by a different source.

Plagiarism Detection

In this course, the instructor reserves the right to use an electronic plagiarism detection tool (SafeAssign within BlackBoard) to confirm that you have used sources accurately in your speeches and outlines. All assignments are subject to submission for text similarity review to one of these plagiarism detection tools. Assignments submitted to SafeAssign will be included as source documents in SafeAssign’s restricted access database solely for the purpose of detecting plagiarism in such documents. Specific instructions will be provided in class or online on how to submit your speech outlines for electronic plagiarism review.

Penalty for Academic Dishonesty

Western Kentucky University and the Department of Communication are committed to the highest standards of ethical conduct and academic excellence. Any student found guilty of plagiarism, fabrication, cheating on an exam, or purchasing papers, speeches, or other assignments may immediately receive a failing grade on the assignment and potentially in the course, and may be reported to WKU’s Office of Student Conduct for disciplinary action. Falsified medical excuses and presenting another student’s work as your own fall within the guidelines of this academic integrity policy. As you can see, these are extreme measures for academic offenses that the Department of Communication and the University believe are serious. If you have any questions about whether you may be plagiarizing in your work, please be sure to contact your instructor well in advance of the due date for your assignment.

Impression Management Research Paper

In this 3-4 page research paper, you will need to do the following: identify three of the most important problems (which you are able to change) that you personally face when it comes to making the right first impressions on people, address why they are problems, and then list research-based proven ways to solve those problems through changes in the ways you communicate verbally and/or nonverbally. You will need a minimum of three qualified, credible sources. This paper is worth 9% of your total semester grade.

Community Speaker Observation/Analysis

In addition to the speeches that you give, you can earn extra credit by attending (in person) a live presentation outside of class at some point this semester and submitting a one-page analysis of the speaker (what you liked or disliked about the person's style, etc...; not a summary of the speech content itself). This paper, along with some proof of your attendance, should be turned in no later than 1 week after you attended the event. You can get 1% added to your overall grade just for doing that anywhere, just one time. But if you attend campus lectures (worth 1% for each lecture, up to a maximum of 2 more) sponsored by WKU and analyze those speakers, you can have two more opportunities to earn extra credit.

Attendance Policy

This is a performance course; therefore, you are expected to attend class regularly. We learn to communicate by communicating and by observing others; therefore, your attendance is essential. Students who miss class frequently fail regularly.

- The final semester grade will be reduced 1.25% for each unexcused absence over 1 for a MWF class or -1.875% for a TR class.

An excused absence is defined as:

1. Illness of the student or serious illness of a member of the student's family for whom the student is a caregiver
2. The death of a member of the student's immediate family (parent, grandparent, sibling, child or grandchild – including "step-" relationships for each)
3. Trips: for members of student organizations sponsored by an academic unit, for University classes, or for participation in intercollegiate academic or athletic events
4. Major religious holidays that require the religious participant to refrain from normal daily activity or work

MAKEUP SPEECHES AND WRITTEN WORK ARE AT THE DISCRETION OF THE INDIVIDUAL INSTRUCTOR. WRITTEN EXCUSES MUST BE PROVIDED TO MAKE UP SPEECHES. Speeches, homework, and in-class assignments cannot be made up unless I officially excuse your absence, which means you must provide me with proper documentation. In-class quizzes cannot be made up at all. You are responsible for contacting me regarding any excused absence. You must present written documentation in advance of an absence for a university-sponsored event and the day you return to class for any other absence or it will be counted as unexcused. Approved make-up work is due the first class meeting of your return. For presentations, the speech order is determined in advance; therefore, if you are traveling for a university related event, you must swap places with a speaker going on an earlier day.

Not only are you expected to be in class each day, but you also need to be on time. Tardiness is unprofessional and disruptive. Attendance is defined not only as being present in class but being present within 5 minutes of the start of class through the completion of the class session. Unexcused tardiness may be penalized by not being allowed to make up work done in class prior to your arrival and may lead to the same point deduction as an unexcused absence. If you come to class after the roll has been taken, it is your responsibility to notify the instructor after class that you were present.

Behavior

Basically, if you are not conducting yourself in the manner of a decent audience member (i.e., sleeping, doing other work, playing with phones or laptops, coming to class late, harassing people, or distracting the class in some way), your grade will definitely be affected. If you cannot be attentive and respectful, you won't do well in this class, or in any professional setting. Cell

phones, laptops, tablets, etc. will not be allowed out during class time. Any student with a cell phone in hand or on his or her desk during class time will be asked to leave class and will be counted absent for that day. This policy applies during student presentations as well as during lecture and discussion. Any student using a cell phone during an exam will receive a zero on that exam and may be subject to other university discipline.

Due to liability issues, only registered students are allowed (no children, pets, friends, etc...) without permission.

Technology

It would be in your best interest to at the very least become familiar with WKU's e-mail, WKU's library & database online collections, internet search engines, Blackboard, PowerPoint or Prezi, and word processing software.

Student Resource Portal

WKU has provided a link online to the Student Resource Portal. The webpages of this portal provide links to various services that you might find useful for this class or others during your time at WKU. To access the portal, point your Internet browser to <https://www.wku.edu/online/srp/>.

The Communication Success Center (CSC)

The Communication Success Center (CSC) exists to help students from COMM 145 with numerous skills that are required to complete assignments in those courses. Help is available from peer tutors on finding a topic, research, organization, outlining, writing introductions and conclusions, APA 6th ed. format, among other skills. The CSC is located in FAC 138 and hours are posted on or next to the door. Appointments can be made or drop-ins are allowed on a first-come/first-serve basis. Five computers are available to students in Department of Communication courses to use for any legitimate academic purpose related to course work. Printing services are NOT available in the CSC, but Microsoft Office files (Word, Excel, etc.) can be saved to media or the MyStuff/P: drive folder and printed in student technology centers equipped with printing services.

Writing Center Assistance (for help with research paper)

The Writing Center is located in Cherry Hall 123 on the Bowling Green campus and also offers online consultations for students who live at a distance or who cannot visit during regular operating hours. Writing tutors have been trained to provide helpful feedback to students at all phases of a writing project: they can *help you* brainstorm ideas, structure your essay, clarify your purpose, strengthen your support, and edit for clarity and correctness. But they will not revise or edit the paper *for you*. See instructions of the website www.wku.edu/writingcenter for making online or face-to-face appointments. Or call (270) 745-5719 during our operating hours (also listed on our website) for help scheduling an appointment.

The Learning Center (TLC)

Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing Student Union, 2141) provides free supplemental education programs for all currently enrolled WKU students. The Learning Center at Downing Student Union offers certified, one-on-one tutoring in over 200 subjects and eight academic skill areas by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area (with side rooms designated for peer-to-peer tutoring) and a computer lab to complete academic coursework. Please call TLC in the Downing Student Union at (270) 745-5065 for more information or to schedule a tutoring appointment. www.wku.edu/tlc

Research Appointments with your Personal Librarian

At WKU Libraries, your Personal Librarians are always ready to help! We have librarians for every program on campus, plus Special Collection librarians and archivists. Their goal is to save you time and help you be successful on term papers and other projects by showing you what you need to know to get started and be successful. Start your research by scheduling an appointment with your Personal Librarian. Find them at http://www.wku.edu/library/dlps/subj_lib_subject.php, call Helm-Cravens Reference Desk at 270-745-6125, or email web.reference@wku.edu.

WKU Center for Literacy Information

The WKU Center for Literacy is available for all WKU students who would benefit from assistance with reading college-level materials. In addition to a quiet study area, we can also offer small group and one-on-one assistance for reading and writing needs. A weekly study skills seminar series called College Reading Success takes place every Wednesday at 12:45 in GRH 2064. A Blackboard organizational site is available for any distance learners or other interested students who may not be able to physically attend. Please call the Center for Literacy at 270-745-2207, visit us in Gary A. Ransdell Hall 2066, or email at jeremy.logsdon@wku.edu with any questions. More information can be found at www.wku.edu/literacycenter.

Student Accessibility Resource Center

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from The Student Accessibility Resource Center.

Title IX Compliance

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

If you have experienced any form of sexual misconduct (sexual assault, stalking, domestic or dating violence) we encourage you to report this to the University. Please understand WKU is legally obligated to respond to reports of sexual misconduct and cannot guarantee the

confidentiality of a report, unless made to a confidential resource. You can speak confidentially with the **Counseling and Testing Center, 270-745-3159; Talley Family Clinic, 270-745-4204; and Hope Harbor, 270-782-5014.** **Your instructor is not a confidential resource. Your instructor must inform the university if you share with him/her that an incident has occurred.** You have the right to maintain your privacy. Your instructor will report only what you share with her/him to the **Office of Student Conduct.** We report to make sure you have all the support and help you need, both on campus and in our community.

For more information about our policies and resources or about reporting options, please visit: <https://www.wku.edu/eoo/documents/titleix/titleixmandatoryreportingguidelines.pdf> and <https://www.wku.edu/eoo/documents/titleix/wkutitleixresources.pdf>; <https://www.wku.edu/studentconduct/>

Speech Contest

Currently planned for Saturday, April 27, 2019, the Department of Communication will be sponsoring a speech contest for the COMM 145 courses (regular and “business” sections) offered by the department. Instructors will select one student per section that the instructor teaches based upon the student’s persuasive speech. The top three places in the final round for both COMM 145 regular and “business” sections will receive monetary awards.

Grading

Grades will be entered on Blackboard, but if you’re curious about point values of the assignments or want to keep track of them manually, here’s a breakdown:

| | |
|--------------------------------------|-------------------------------|
| Icebreaker speeches | ____/7 (worth 1 point apiece) |
| Tribute Speech | ____/10 |
| Prep. Work – 1 st speech | ____/3 |
| Speech of Motivation & Engagement | ____/15 |
| Prep. Work – 2 nd speech | ____/3 |
| Team Speech | ____/20 |
| Prep. Work – 3 rd speech | ____/3 |
| Impression Management Research Paper | ____/9 |
| Exams | ____/30 |
| TOTAL | ____/100 |

90-100 = A

80-89 = B

70-79 = C

60-69 = D

<60 = F

Discussing Grades

You will be able to check your grades in an online grade book on BlackBoard. Of course, you can ask me about grades via e-mail, but I am not allowed by law to reply in any detail using e-mail, unless I have your written signature. This is to protect your privacy. E-mail is not a secured/private form of communication. Therefore, please print this form, complete it below, and submit it to your instructor for her/his records.

Read and initial EITHER A or B:

- A. "I give my consent to the instructor to discuss my course grades with me via e-mail."
_____ (Initial)

OR

- B. "I prefer the following method for discussing course grades (e.g., phone call, wait for registrar's notice at end of term; Choice is subject to negotiation of a mutually acceptable method)." _____ (Initial)

Name Method: _____

"I will promptly notify the instructor in writing (via signed written notice AND receipted e-mail) of any change in my wishes."

Student Signature

Date

Student Name Printed