

# COMM 2110 - Principles of Effective Public Speaking

**Meeting Time:** MWF, 10:20-12:25pm

**Instructor:** Tiffany White, white.2045@osu.edu

**Office Hours:** MW 12:45-1:45pm | By appointment

**Location:** Journalism 106

**Office:** Derby Hall 3041

**Course Description:** The purpose of this course is to provide you with a basic understanding of both verbal and nonverbal aspects of public speaking. You will gain both knowledge and practical experience of this through a series of lectures, smaller assignments, and three major speeches.

## Course Objectives:

- Gain and demonstrate the basic skills of effective oral communication, for use throughout your academic career and beyond.
- Learn and develop the skills necessary to maximize public speaking effectiveness, including effective research and organization of information, how to make the most of presentation aids, and understanding the speaker-audience relationship.
- Develop critical thinking and listening skills, enabling you to maximize your own understanding as an audience member and offer considerate and constructive critiques of others' speeches.
- Become more confident in public speaking arenas, whether as a formal speech giver or as a participant in group settings.

## Course Requirements:

- **Lucas, Stephen E. *The Art of Public Speaking*, 11<sup>th</sup> ed. New York: McGraw-Hill, 2012.**
  - Note: I am using the above edition. There is a newer, 12<sup>th</sup> edition but the 11<sup>th</sup> edition is usually cheaper.
- **Occasional, brief readings or speech videos**, available via Carmen.
- **A pack of 5 x 8 notecards** to be brought daily for in-class activities and for speeches.

**School of Communication & Diversity:** The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

**Disability Accommodations:** If you anticipate the need for accommodation to meet the requirements of this course, please visit the Office for Disability Services (Pomerene Hall, Room 150) or contact them by phone at 614.292.3307. Students with documented disabilities can meet with me privately within the first three weeks of class to coordinate reasonable accommodations.

Assignments	Points
Introduction Speech	5 points
Informative Speech	15 points
Demonstration Speech	20 points
Persuasive Speech	30 points
In-Class Activities	15 points
Quizzes	15 points
<b>Total: 100 points</b>	

\*See Course Schedule for submission deadlines

**Speeches:** There are three major in-class speeches, and guidance for each speech will be provided on Carmen.

**In-Class Activities:** You will not know in advance which days we will have these assignments, and you must be in class to earn these points. Once in-class activities are passed out, I reserve the right to withhold additional copies of the activity. If you are not present during an activity, you will not be given the opportunity to complete it. For exceptions, see Make-up Assignments.

**Quizzes:** There will be five unannounced quizzes. If a "handout" quiz occurs and you are not present, you will not be given the opportunity to take that quiz. If a PowerPoint quiz occurs and you walk in late, I will not go back to the question(s) you missed; furthermore, you are not allowed to ask classmates to recall the question(s) for you. For exceptions, see Make-up Assignments.

#### **Grading policy:**

A	93-100%	B-	80-82%	D+	67-69%
A-	90-92%	C+	77-79%	D	60-66%
B+	87-89%	C	73-76%	E	Below 60%
B	83-86%	C-	70-72%		

**Note:** I will only give you the grade you have earned. There will be no rounding of final grades, no matter how close you are. If you are concerned about your grades, be proactive and make an appointment with me so that we can discuss your progress so far and ways to improve going forward.

### **Course Policies**

**Attendance:** Your grade is largely contingent upon your continued presence in class. If you miss class, it is your responsibility to obtain notes from a classmate; under no circumstances will I provide notes/lecture summaries, and lecture slides are not posted on Carmen. If you are planning to miss class, there is no need to email me about why you're missing class, unless you are missing something (e.g., speech) that cannot be made up. Remember that this is an accelerated summer session class – missing one class is almost equivalent to missing an entire week of a regular semester. If you have summer plans that will cause you to miss two or more meetings, you are advised to reconsider taking this class during this summer session.

**Carmen:** For this class, you are required to have online access regularly (i.e., at least 2-3 times a week). Updates to the course schedule or assignments will be announced in class and/or on Carmen ([carmen.osu.edu](http://carmen.osu.edu)); it is your responsibility to stay apprised of these changes.

I typically email students through Carmen, which requires you to check the Carmen Inbox. I recommend updating your Carmen settings and notifications so that you receive alerts whenever I email you or make changes in Carmen.

**Email:** I have a limited email policy. Queries that students can answer themselves (i.e., info. on Carmen or in the syllabus) will not be acknowledged. Emails ideally should be limited to requests for meeting times, which should include the following: (1) a greeting, (2) a brief description of your issue/question, (3) days and times when you can meet, and (4) a closing. Emails containing this information will be responded to within 24 hours. If scheduled meetings don't work for you, remember that I hold regular office hours and I am often available on campus during the week, so make use of this time to address any issues/questions you might have. I will make accommodations to this policy for students registered with Student Life Disability Services (SLDS) for whom traveling to an additional location is problematic.

Make sure to email me from your OSU account. Non-OSU email addresses will not receive a response.

**Make-up Assignments:** Make-up assignments (e.g., speeches, in-class activities, quizzes) will not be given except in cases of extreme, unforeseen, and convincingly documented emergencies (notification within 24 hours of the due date is required) or official University related absences (I must be notified at least two weeks in advance). I reserve the right to determine what qualifies as extreme and what documentation is required. Any allowed make-up assignments must be completed within 48 hours of the original due date.

**Challenging a Grade:** I do not discuss individual grades in the classroom. To challenge a grade, you must do two things: (1) meet me during office hours or make an appointment within 48 hours of the grades being posted to Carmen, and (2) type a 100-word paragraph explaining the specific issues you take with your grade and why you deserve a different grade; this should be brought to your meeting with me. Please note that a challenge may result in grades being raised or lowered. Grading is an exercise in professional judgment that I take very seriously, and I do not arrive at grade decisions haphazardly. As such, do not challenge a grade unless you truly believe there is a legitimate problem with my decision.

**Classroom Conduct:** The classroom is a space for learning and exploring ideas in an open, safe environment. This is only possible if we are respectful of one another, even where we disagree. Harassment, intimidation, discrimination, and any other disruptive behavior will not be tolerated. Please treat others as you would like to be treated, and let me know if you have any concerns.

**Punctuality:** I expect you to be on time but I understand that things happen to prevent doing so. If you are late for class, do not enter while another student is speaking or presenting. Please wait outside until there is a break between speeches, presentations, or activities.

**Technology:** Technology can be helpful and hurtful to student learning. Cell phone usage will not be allowed unless necessary for certain assignments. I will allow the use of laptops and tablets with the condition that students remain fully engaged. If I find that this technology allowance is being abused, I reserve the right to ban laptops and other technology from the classroom. If a student is seen using technology for non-course related purposes (e.g., texting, perusing social media), I reserve the right to ask that student to leave, forcing them to forfeit any assignment points that would have been earned that day. The determination about what counts as directly and not directly related to course work will be made by myself and is not up for debate with students. Students with learning disabilities or other requirements for technology use will be exempt from this requirement. Documentation is required to prove required use.

Students are not allowed to take photographs, record video, or record audio during class. Exceptions will be made for students with learning disabilities who have documented proof of required use.

If I require online submission of an assignment and you blame technical issues for your missing or tardy submission, you must have a note from Carmen staff documenting an actual Carmen problem that would have affected your submission in order to have the assignment accepted after the upload box closes. Please note that OCIO staff are able to see when you last logged in, what Carmen pages you navigated to, and how long you were on each page.

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at <https://ocio.osu.edu/help/hours>, and support for urgent issues is available 24x7.

### **Academic Misconduct**

All students at the Ohio State University are bound by the Code of Student Conduct (see <http://studentaffairs.osu.edu/csc/>). Violations of this code in this class, especially pertaining to 3335-23-04 on Academic Misconduct will be aggressively prosecuted through the procedures the university has set up to deal with violations of the Code. You are responsible for being familiar with the Student Code, and ignorance of the Code is not an excuse for violating it. Examples of violation of the Code of Student Conduct includes cheating on exams (e.g., such as using cheat sheets, providing answers to or receiving answers from another student, sending or receiving electronic communications pertaining to examinable material during the exam period). If I believe you have violated the Code of Student Conduct, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct (COAM: see <http://oaa.osu.edu/coam.html>). If COAM determines you have violated the University's Code of Student Conduct, the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. The matter of plagiarism as it relates to public speaking is covered in the course text, and will be discussed in our first week.

**Disclaimer:** The information provided in this syllabus constitutes a list of basic class policies. I reserve the right to modify this information when deemed necessary for any reason. You will be notified in class, via email, and/or on Carmen if and when changes occur.

**If you take issue with any of these policies, you should drop this course immediately.**

## Course Schedule

All readings should be done prior to the date listed in the schedule. For example, Chapter 4 should be read before 5/15.

<b>Date</b>	<b>Topic</b>	<b>Reading</b>
<b>W 5/10</b>	Course and syllabus introduction Assignment overview Selection of topics	
<b>F 5/12</b>	Speaking in Public Ethics and Public Speaking	Ch. 1 Ch. 2
<b>M 5/15</b>	Giving Your First Speech <b>Introduction Speech</b>	Ch. 4
<b>W 5/17</b>	Speaking to Inform Selecting a Topic and a Purpose	Ch. 15 Ch. 5
<b>F 5/19</b>	Gathering materials Supporting your ideas	Ch. 7 Ch. 8
<b>M 5/22</b>	Organizing the body of the speech Outlining the speech	Ch. 9 Ch. 11
<b>W 5/24</b>	<b>Informative Speeches I</b>	
<b>F 5/26</b>	<b>Informative Speeches II</b>	
<b>M 5/29</b>	Memorial Day - No Class	
<b>W 5/31</b>	Listening Analyzing the audience	Ch. 3 Ch. 6
<b>F 6/2</b>	Using Language Using Visual Aids	Ch. 12 Ch. 14
<b>M 6/5</b>	<b>Demonstration Speeches I</b>	
<b>W 6/7</b>	<b>Demonstration Speeches II</b>	
<b>F 6/9</b>	Speaking to Persuade Methods of Persuasion	Ch. 16 Ch. 17
<b>M 6/12</b>	Beginning and Ending the Speech Delivery	Ch. 10 Ch. 13
<b>W 6/14</b>	Persuasive Speech Workshop	
<b>F 6/16</b>	<b>Persuasive Speeches I</b>	
<b>M 6/19</b>	<b>Persuasive Speeches II</b>	

\*This schedule is tentative and subject to change.