

SYLLABUS: COMM 2110

PUBLIC SPEAKING

ONLINE SUMMER 2022 — EIGHT WEEK SEMESTER

Instructor: Kaylea Annen

Email address: annen.4@osu.edu

Office hours: Virtual via email, FaceTime or Carmen Zoom

Course description

This course will be delivered 100% online. This course is asynchronous. COMM 2110 is a course in critical thinking and public speaking; how to analyze and organize information for oral presentations; basic public speaking for majors and non-majors. This course is designed to develop confidence in giving presentations. This class will focus on preparation, organizing, rehearsing, and delivering quality presentations. Tips and techniques for incorporating different types of visuals and using a variety of delivery methods will be shared. As an introductory level course, it will require a combination of lecture, active discussion, critique of speeches, and the delivery of several speeches.

Course learning goals and outcomes

By the end of this course, students should successfully be able to:

1. Demonstrate basic oral communication skills necessary for functioning effectively in the classroom and workplace as a competent citizen. Comm 2110 fulfills this requirement by providing instruction on how to deliver effective speeches. Students will prepare, practice and deliver at least three speeches throughout the semester.
2. Understand the importance of the speaker-audience situation and apply basic strategies for effectively communicating and overcoming potential obstacles in the speaking situation. Comm 2110 fulfills this requirement by providing instruction on how to connect with specific audiences. Speech examples will be analyzed in the classroom. Students will be instructed on how to handle typical and difficult speaking situations.
3. Develop critical thinking skills and active listening skills by learning to listen to others and how they are most influenced. Comm 2110 fulfills this requirement by students serving as the audience for peer speeches. Instruction on how to become effective listeners will be provided.
4. Maximize leadership skills that can be practiced in formal speaking situations. Comm 2110 fulfills this requirement by providing instruction on leadership styles and conduct within a small group setting.
5. Develop strategies to address speech anxiety, organization, library research, persuasion, audience analysis and credibility. Comm 2110 fulfills this requirement by providing instruction on reducing anxiety, learning how to effectively organize a speech, researching topics, analyzing an audience, and speaking with credibility. Students will prepare, practice and delivery at least three speeches throughout the semester
6. Gain technology experience from leaning to make a presentation with PowerPoint. Comm 2110 fulfills this learning outcome by requiring the use of presentation software, such as PowerPoint, for at least one of the major speeches.

Mode of delivery

This course will be presented fully online and asynchronous. Occasionally, as needed, we will have optional class meetings via Carmen Zoom. See our Carmen page for times and dates.

How this course works

This course is organized in weekly modules. Lectures consist of prerecorded videos, readings, or audio recordings. Initial discussion posts will always be due on Wednesday by 11:59. Replies to peers will always be due on Friday at 11:59. All assignments are due on Friday at 11:59, unless otherwise noted. **Late discussion posts and assignments will not be accepted.**

Course materials

Required

The textbook and/or courseware for this course is being provided via CarmenBooks. Through CarmenBooks, students obtain publisher materials electronically through CarmenCanvas, saving them up to 80% per title. The fee for this material is included as part of tuition and is listed as *CarmenBooks fee* on your Statement of Account. In addition to cost-savings, materials provided through CarmenBooks are available immediately on or before the first day of class. There is no need to wait for financial aid or scholarship money to purchase your textbook.

Unless you choose to opt-out of the program, you do NOT need to purchase any materials for this course at the bookstore. For more information on the program or information on how to opt out visit the Carmen Book website.

- Lucas, Stephen E. (2020). *The Art of Public Speaking*. New York, NY: McGraw-Hill Education

Access this eBook through the CarmenBooks reader link in the course navigation.

AND

VoiceVibes. (2019). Retrieved from <https://www.myvoicevibes.com/> (a specific access code will be given to you in Announcements for you to purchase VoiceVibes). <https://www.myvoicevibes.com/>

Grading and faculty response

Course Requirements

As an introductory level course, COMM 2110 requires a combination of lecture, active discussion, critique of speeches, and the delivery of several speeches.

Assignment Overview

Short Answer Essay Assignments

Throughout the semester you will respond to 5 short-answer essay prompts. These short-answer essays will require 100-300 words creatively and completely answering the prompt. The answer should provide analysis from the textbook reading and personal opinion. They are listed on the schedule as short answer essay assignments. **They are due by 11:59pm on Fridays.**

Discussions

There will be 5 discussions throughout the semester. This will give you an opportunity to converse with your classmates regarding public speaking topics. They are listed on the schedule as discussions and a prompt for each discussion will be provided. Discussions will include three written requirements. An initial post of 300-500 words will be **due by 11:59pm on the Wednesday** of the week a discussion is due. Two posts of 100-200 words responding to the initial posts of two other students will be **due by 11:59 on the Friday** of the week that discussion is due. Discussion posts should demonstrate 1. Understanding of the concept(s) in the material provided 2. Independent thought regarding the concepts and material 3. Thoughtful response to the work of at least 2 other students in the class.

Speeches

Speeches will be video recorded and compressed and are **due by 11:59pm each Friday**. To record your speech, please use a cell phone, tablet or laptop held by one of your audience members. After recording your speech, compress the video by using a free app of your choice found on the app store. I use the simple app named "compress" at the VGA setting. Upload the compressed video (and outline when required) to the corresponding dropbox on Carmen by the due date. (Both files should be uploaded to the file upload box, not the media upload box.) A detailed description of each speech is located below.

In addition to recording your own speech you must also view and give thoughtful feedback to the speeches of 3 classmates.

Self-Introduction Speech

This assignment requires the use of an object or word to introduce yourself. The speech should be organized with a clear introduction, body, and conclusion and last between 3-5 minutes. This speech will give you the opportunity to get comfortable in front of the room and get familiar with your peers who will be your audience for the semester.

Informative Speech

In this speech you present information about a non-controversial topic with the goal of providing knowledge and understanding of the topic to your audience. The speech requires the use of a visual which can be tactile, a handout, a video (of 30 seconds or less), or a PowerPoint (Google slides or Prezi are accepted as well). The speech must include 2 sources and be organized with 2 or 3 main points. You will complete and turn in a preparation outline with your speech. The speech must fall within 4-6 minutes.

Claim of Value Speech

In this speech you present a persuasive argument using claim of value format.. The speech requires the use of a visual, which can be tactile, a handout, a video (of 30 seconds or less), a PowerPoint (Google slides or Prezi are accepted as well). The speech must include 2 sources. . You will complete and turn in a preparation outline with your speech. The speech must fall within 5-7 minutes.

Persuasive Policy Speech

In this speech your goal is to persuade your audience about a topic using a policy argument and Monroe's Motivated Sequence for organization. You may choose a topic that is controversial, but you can also choose a topic that is not. The speech requires the use of a PowerPoint (Google slides or Prezi are accepted as well). The speech must include 4 sources. . You will complete and turn in a preparation outline with your speech. The speech must fall within 6-8 minutes.

Exams

Proctorio is the online exam proctoring tool integrated into Carmen. Use of Proctorio is required for both exams. Visit the Student Guide to Proctorio to get started before the exam: <https://resourcecenter.odee.osu.edu/carmencanvas/gettingstarted-proctorio-students>.

Two exams will focus on assigned readings and lecture. Exams are on Carmen and are not open book or open note. There will be 50 questions and you will receive 1 minute per exam question. Exam questions may include multiple choice, true-false, or fill-in-the-blank. Exam questions will be randomized by topic and pulled from a text bank of hundreds of questions. Therefore, no two exams will look alike. You are required to take the exam alone at the scheduled day and time online. The exam will be open for a 24-hour period on the date listed on the schedule below starting at 12 a.m. and closing at 11:59 p.m. If you do not take the exam, you will receive 0 points for the exam. The exam may only be made up when approved by the instructor for one of the following reasons: (a) the absence is a university excused activity, necessary documentation is provided, and arrangements for make-up are made in advance; or (b) the absence is due to a medical or family emergency, necessary documentation is provided, and arrangements for make up are made within 24 hours of the missed exam. If the requirements for (a) or (b) are not fully met, you will receive 0 points for the exam.

Methods of Evaluation

Following are the point values for each assignment:

Assignments	Points
Short-Answer Essay Assignments (5)	25
Discussions (5)	25
Exam One	50
Exam Two	50
Self-introduction Speech	10
Informative Speech	60
Claim of Value Speech	80
Persuasive Policy Speech	100
TOTAL	400

Late assignments

Unless otherwise noted, assignments must be submitted no later than 11:59 p.m. on the assigned due date. Assignments may be accepted late but will receive a grade penalty of 10% each day based on the submission date. Items submitted 3 or more days late receive no credit. Please do not email your assignments. I will open the assignment window for you so that you can upload it for the plagiarism check. It will not be counted as submitted until you have submitted it to Carmen. I encourage you to submit all assignments as .pdf files. It is a good idea to take a screenshot of submitted files and save confirmation for your records.

If you miss an assignment you must have a medical excuse or a note from Carmen/Canvas staff

documenting an actual Carmen/Canvas problem that would have affected your submission to have a paper or post accepted with no penalty after the assignment period closes. University approved excuses are only accepted within one week of the due date

Grading scale

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

Please note: Carmen Canvas, OSU's grading and class management software, does not round fractions up. Please take that into account in computing grades. I do not manually round up grades. There will be opportunities for extra credit for students who choose to earn those points.

Attendance, participation, and discussions

Credit hour and work expectation

This is a 3-credit-hour course. According to Ohio State policy, students should expect around 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average. [ASC Honors](#) provides an excellent guide to scheduling and study expectations.

Student participation requirements

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- **Logging in:**
Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. I suggest logging in at least three times per week to make sure you are keeping up with announcements and course content. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me *as soon as possible*. Video and audio lectures will be posted on Monday.
- **Participating in discussion forums:**
As participation, you can expect to post at least once by Wednesday and respond at least once by Friday as part of our substantive class discussion. This requires that you will check in twice per week, however, additional participation will give you a richer experience within the course.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.

- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-HELP** at any time if you have a technical problem.)

Grading and feedback

For speeches, you can generally expect feedback within **7 days**.

E-mail

I will reply to e-mails within **24 hours on school days**.

Discussion board

I will check and reply to messages in the discussion boards every **24 hours on school days**.

How to be successful in COMM 2110

- Keep up with the Schedule and assignment due dates.
- Make sure you have access to a reliable internet connection.
- Have access to at least one reliable device and a backup plan in case of a technological issue.
- Back up your work. (OSU provides free access to data storage through [BuckeyeBox](#) and [Microsoft One Drive](#).)
- Complete assigned readings before viewing lectures.
- Schedule time to complete activities at a steady pace during the week. Keeping a schedule prevents a last minute rush and keeps the workload manageable.
- Approach the material by thinking about the connections between readings, lectures, and assignments.

Course technology

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.

- **Carmen:**
 - Carmen, Ohio State's Learning Management System, will be used to host materials and activities throughout this course. To access Carmen, visit [Carmen.osu.edu](https://carmen.osu.edu). Log in to Carmen using your name.# and password. If you have not setup a name.# and password, visit my.osu.edu.
 - Help guides on the use of Carmen can be found at <https://resourcecenter.odee.osu.edu/carmen>
 - **This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need**

additional services to use these technologies, please request accommodations with your instructor.

- [Carmen accessibility](#)
- **Secured Media Library**
 - Some of the videos for this course will be posted in the University's Secured Media Library. The link will be posted on the class Carmen page and you will be automatically directed to the correct video.
 - [Secured Media Library](#) help guide
- **Carmen Zoom:**
 - Office hours will be held through Ohio State's conferencing platform, Carmen Zoom. A separate guide to accessing Carmen Zoom and our office hours is posted on the course Carmen page under Files.
 - Students may use the audio and video functions if a webcam and microphone are available. If not, there is still a chat function within Carmen Zoom for the student to live chat with the professor or TA in the virtual office hours room.
 - [Carmen Zoom](#) help guide
- **Proctorio:**
 - Proctorio, an online proctoring tool, will be used during this course for exams. Proctorio offers you flexibility to take your exams at the time and in the location of your choosing. Students are required to have a webcam (USB or internal) with a microphone and a strong and stable internet connection. During the course of an exam, Proctorio will record the testing environment, therefore students should select private spaces for the exam session where disruptions are unlikely and where recording devices can be enabled. Instructions for Proctorio use will be provided. To use Proctorio you must be over 18 years of age. Additionally, the tool has limitations in its accessibility for students reliant upon screen readers and keyboard navigation. If you have concerns about using an online proctoring tool for the reasons listed above or in general, please work with your instructor to find an equivalent alternative. Additional information on academic integrity at Ohio State and recommended proctoring options are available.
 - Proctorio offers free [24/7 student support](#) through web chat or email.
- **Turnitin:**
 - Students at The Ohio State University are accountable for the integrity of the work they submit. Therefore, you should be familiar with the guidelines provided by the [Committee on Academic Misconduct \(COAM\)](#) and [Section A of OSU's Code of Student Conduct](#) in order to meet the academic expectations concerning appropriate documentation of sources. In addition, OSU has made Turnitin, a learning tool and plagiarism prevention system, available to instructors. For this class, you will submit your papers to Turnitin from Carmen. When grading your work, I will interpret the originality report, following [Section A of OSU's Code of Student Conduct](#) as appropriate. For more information about Turnitin, please see [the vendor's guide for students](#). Note that submitted final papers become part of the OSU database.
- **Self-Service and Chat support:** <http://ocio.osu.edu/selfservice>
- **Phone:** 614-688-HELP (4357)
- **Email:** 8help@osu.edu
- **TDD:** 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Web cam and microphone

Necessary software

- Word processor with the ability to save files under .doc, .docx, .rtf, or .pdf. Most popular word processing software programs including Microsoft Word and Mac Pages have these abilities.
- OSU students have access to Microsoft Office products free of charge. To install, please visit https://osuitsm.service-now.com/selfservice/kb_view.do?sysparm_article=kb04733

Other course policies

Communication

I will post class updates and/or additional materials as announcements on Carmen and/or to your OSU email. Please check Carmen and read your email regularly (at least 2-3 times per week) because you are responsible for this information, just as you are responsible for information in class.

Challenging a Grade

I am always willing to discuss your grades with you. To challenge a grade, you must email me **within one week** of the assignment being returned to you. You must present your concerns in writing and attach the graded speech, paper, or exam. Please note that a challenge may result in grades being raised or lowered

Extra Credit

There will be no extra credit offered in this course.

Student Academic Services

Arts and Sciences Advising and Academic Services' website provides support for student academic success. Information on advising issues such as tutoring, transfer credits, academic standing, and contact information for Arts and Sciences advisors can be obtained through this website. The site is: <http://advising.osu.edu/welcome.shtml>

Student Services

The Student Service Center assists with financial aid matters, tuition and fee payments. Please see their site at: <http://ssc.osu.edu>

Copyright Disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

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.

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Interim Ohio State Title IX Coordinator, Molly Peirano, at titleix@osu.edu

Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you are or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614--292--5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on-call counselor when CCS is closed at 614-292-5766.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24-hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445)

COVID-19 and Illness Policies

University COVID policies

Please refer to the University's current COVID policy at: <https://safeandhealthy.osu.edu/>

Student illness or absence

If *you* are too ill to participate in this course due to COVID-19 or another illness, please contact the instructor as soon as you are able. All materials will be made available on Carmen, including lecture recordings and slides. Alternate assignments or extensions may be arranged.

Instructor illness or absence

If the *instructor* is too ill to teach the course for a period of time, the designated backup for this course will step in. You will be notified via email from the School of Communication.

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 any changes occur.

Course Information

Because COMM 2367 is a GE course, the School of Communication requires that all graduate teaching associates use a common syllabus, textbook, assignment descriptions, rubrics, and due dates. (Exams, quizzes, and participation points will vary by instructor.) Instructors are expected to be consistent and fair across all sections to ensure that all students are meeting course outcomes. If you have any concerns, you may contact the Course Supervisor, Kristie Sigler, at sigler.35@osu.edu.

Academic integrity policy

Policies for this online course

- **Written assignments:** Your written assignments, including discussion posts, should be your own original work. In formal assignments, you should follow APA style to cite the ideas and words of your research sources. You are encouraged to ask a trusted person to proofread your assignments before you turn them in--but no one else should revise or rewrite your work.
- **Reusing past work:** In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.
- **Falsifying research or results:** All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

Academic Misconduct

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>

Accessibility accommodations for students with disabilities

Requesting accommodations

Students with disabilities (including mental health, chronic or temporary medical conditions) that have been certified by the Office of Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Office of Student Life

Disability Services is located in 098 Baker Hall, 113 W. 12th Avenue; telephone 614- 292-3307, slds@osu.edu; slds.osu.edu.

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COURSE SCHEDULE

SUMMER 2022 - EIGHT WEEK SEMESTER

<i>Week and Dates</i>	<i>Topics, Readings, Lectures</i>	<i>Assignments and Due Dates</i>
Week 1 6/6/22	Review Syllabus Chapter One: Speaking In Public Chapter Three: Listening Chapter Five: Selecting a Topic and Purpose Chapter Nineteen: Presenting your Speech Online	Due: Speaking Confidence Discussion Initial 300-500 word post by 11:59 pm 6/8 Two 100-200 word responses to peers by 11:59 p.m.6/10 Listening Short-Answer Essay by 11:59 p.m. 6/10
Week 2 6/13/22	Chapter Four: Giving Your First Speech Chapter Six: Analyzing the Audience Self- Introduction Speeches	Due: Audience Analysis Short-Answer Essay by 11:59 p.m. 6/17 Due: Self Introduction Speech & Replies by 11:59 pm 6/17
Week 3 6/21/22 Juneteenth National Independence Day- Campus Closed	Chapter Nine: Organizing the Body of the Speech Chapter Ten: Beginning and Ending the Speech Chapter Eleven: Outlining the Speech Chapter Fifteen: Speaking to Inform	Due: Introduction Discussion Initial 300-500 word post by 11:59 pm 6/22 Two 100-200 word responses to peers by 11:59 p.m. 6/24 Preparation and Practice Discussion Initial 300-500 word post by 11:59 pm 6/22 Two 100-200 word responses to peers by 11:59 p.m. 6/24
Week 4 6/27/22	Chapter Seven: Gathering Materials Chapter Eight: Supporting Your Ideas Exam One Informative Speeches	Due: Sources and Credibility Short-Answer Essay Exercise by 11:59 p.m. 7/1 Exam One by 11:59 p.m 7/1 Informative Speeches & Replies by 11:59 p.m. 7/1

<p>Week 5 7/5/22 Independence Day- Campus Closed</p>	<p>Chapter Sixteen: Speaking to Persuade Chapter Seventeen: Methods of Persuasion Chapter Twelve: Using Language Chapter Fourteen: Using Visual Aids</p>	<p>Due: Informative Speech Self-Evaluation Short- Answer Essay Exercise by 11:59 p.m. 7/8 MLK Short-Answer Essay Exercise by 11:59 p.m. 7/8</p>
<p>Week 6 7/11/22</p>	<p>Chapter Two: Ethics and Public Speaking Chapter Thirteen: Delivery Claim of Value Speeches</p>	<p>Due: Delivery Discussion Initial 300-500 word post by 11:59 pm 7/13 Two 100-200 word responses to peers by 11:59 p.m. 7/15 Claim of Value Speeches & Replies by 11:59 p.m. 7/15</p>
<p>Week 7 7/18/22</p>	<p>Chapter Eighteen: Speaking on Special Occasions Chapter Twenty: Speaking in Small Groups Persuasive Policy Speeches</p>	<p>Due: Special Occasion Discussion Initial 300-500 word post by 11:59 pm 7/20 Two 100-200 word responses to peers by 11:59 p.m 7/22 Persuasive Policy Speech & Replies by 11:59 p.m. 7/22</p>
<p>Week 8 7/25/22</p>	<p>Exam Two</p>	<p>Due: Exam Two by 11:59 p.m. 7/29</p>