



THE OHIO STATE UNIVERSITY

SYLLABUS: COMM 2110 PUBLIC SPEAKING SUMMER 2023 8WK SESSION 1 ONLINE

Instructor

Instructor: Rachel Lopez (she/her)

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Office hours: [Zoom Meeting Room](#) (email to make an appointment)

Course description

From the course catalog: 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 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 in an asynchronous format. There will be no set meeting times or live components.

How this course works

This course is organized in weekly modules. Lectures are prerecorded voice-over PowerPoint videos. Additional videos may be provided for analysis and used for several lessons or discussions. Initial discussion posts will always be due on **Wednesday by 11:59pm EST**. Replies to peers will always be due on **Friday at 11:59pm EST**. All other assignments are due on **Friday at 11:59pm EST**. Late discussion posts and assignments will not be accepted.

Course materials

Required

Lucas, Stephen E. (2020). *The Art of Public Speaking*. 13th edition. New York, NY: McGraw-Hill Education

Note: You may purchase an electronic version of the text directly from the publisher by visiting [this link](#). I will provide other required media content, materials, and readings via Carmen throughout the semester.

Grading and faculty response

Grades

Assignments	Points	Percentages
Exercises (3)	45 (15 each)	4.5%
Discussions (3)	30 (10 each)	3%
Quiz 1	125	12.5%
Quiz 2	125	12.5%
Speech 1: Self-introduction	15	1.5%
Speech 2: Informative	200	20%
Speech 3: Demonstration	200	20%
Speech 4: Persuasive	220	22%
Speech Feedback (4)	40 (10 each)	4%
Total	1,000	100%

See course schedule below for due dates

Assignment guide

Exercises (3)

Throughout the semester you will respond to 3 short-answer prompts. These exercises will require 100-300 words that creatively and completely answer the prompt. Responses should provide analyses from the textbook readings and your own personal opinions. They are listed on the schedule as *exercises*. They are due by **11:59pm EST Friday**. **No late exercises will be accepted. No exceptions.**

Discussions (3)

There will be 3 individual discussions throughout the semester. These discussions 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:

- (1) An initial post of 100-300 words
 - due **11:59pm** on the **Wednesday** of the week a discussion is due
- (2) & (3) Two posts of 50-100 words responding to the initial posts of two other students
 - due **11:59pm** on the **Friday** of the week that discussion is due

Discussion posts should demonstrate

- Understanding of the concept(s) in the material provided
- Independent thought regarding the concepts and material
- Thoughtful responses to the work of at least 2 other students in the class.

Speeches (4)

Speeches will be video recorded and are due by **11:59pm on Friday**. Due to the online and asynchronous nature of this course, a live audience is not required for your speeches. However, if you have family members or roommates who live with you and are willing to serve as an audience, I encourage you to have them help you record your speech and serve as an audience. Feel free to indicate in your video if a live audience is present during your speech.

To record your speech, please use a cell phone, tablet or laptop held by one of your audience members or propped on a sturdy surface if you do not have an audience. 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 to the corresponding dropbox on Carmen by the due date. If you have trouble uploading directly to Carmen, you may upload your speech video to BuckeyeBox or YouTube and share the link in the assignment dropbox. A detailed description of each speech is located below.

In addition to your video, a full-sentence preparation outline – as described in Chapter 11 of your textbook – is required to be turned in for the *informative*, *demonstration*, and *persuasive* speeches. These outlines will count for 20 of the total points for each of these speeches. A specific purpose statement is required, submissions must use an outline format, and a reference page in APA format must be included. Upload the outline along with the video to the corresponding dropbox on Carmen by the due date.

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 should last between 1 and 3 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. You will participate in a discussion reviewing four peer speeches as part of this assignment (described below).

Informative Speech

In this 3-4 minute speech, you will present information about a non-controversial topic with the goal of providing knowledge and understanding of the topic to your audience. The speech must be organized in chronological, spatial, or topical order. The speech requires the use of a visual aid which can be tactile, a handout, a video (of 30 seconds or less), or a PowerPoint (Google slides or Prezi are accepted as well). This speech must include 2 sources and should be organized according to 2 or 3 main points. As part of this assignment, you will complete and turn in a preparation outline with your speech, and you will review at least four peer speeches.

Demonstration Speech

In this 3-4 minute speech, you will show the class how to build, make, or do something. This speech could be as simple as showing the class how to make a peanut butter and jelly sandwich, or as complex as installing RAM (memory) into a computer. The speech must be organized in chronological, spatial, or topical order. This speech requires the use of a visual aid and must include 2 sources. As part of this assignment, you will complete and turn in a preparation outline with your speech, and you will review at least four peer speeches.

Persuasive Speech

In this speech, your goal is to persuade your audience to make a change. You will share the need for change and provide a solution using one of the following four organizational methods:

problem-solution, problem-cause-solution, comparative advantages, or Monroe's Motivated Sequence. 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 and must fall within 4-5 minutes. As part of this assignment, you will complete and turn in a preparation outline with your speech, and you will review at least four peer speeches.

Speech Feedback (4)

At least four replies of 50-100 words commenting on other students' speeches will be due by **11:59pm on the Friday following each speech**. For example, you will submit your own outline and video for the informative speech by the Friday of Week 4. You will then need to respond to at least four other students' informative speeches by the end of the Friday of Week 5.

Quizzes (2)

Two quizzes will focus on the assigned readings and lectures. Quizzes are on Carmen and are not open book or open note. There will be 25 questions and you will receive 1 minute per quiz question. Quiz questions will be multiple choice. Quiz questions will be randomized by topic and pulled from a text bank of hundreds of questions. Therefore, no two quizzes will look alike. You are required to take the quiz alone at the scheduled day and time online. The quiz 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 quiz, you will receive 0 points for the assignment.

The quiz 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 quiz. If the requirements for (a) or (b) are not fully met, you will receive 0 points for the quiz.

Late assignments

Remember to leave yourself enough time to verify that your submission went through correctly. **Late assignments will not be accepted.**

To verify that everything uploaded as you intended, click on 'Download [filename]' (you might want to save it to a different location on your hard drive than the original or to rename it during the download process in order to avoid overwriting your original file). Open the downloaded file and make sure everything looks correct. You will be graded on what you submit by the deadline – even if it was not what you intended to submit. So it's really important that you check to be sure your submission was correct.

Grading scale

A 93-100% (925-1000)	B- 80-82% (795-824)	D+ 67-69% (665-694)
A- 90-92% (895-924)	C+ 77-79%(765-794)	D 60-66% (600-664)
B+ 87-89% (865-894)	C 73-76% (725-764)	E Below 60% (599 and below)
B 83-86% (825-864)	C- 70-72% (695-724)	

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.

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 **7-10 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**.

Communications

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, but I will not do so during class time. To challenge a grade, you must make an appointment **within one week** of the assignment being returned to you. When we meet, 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.

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.

Encouraging an optimal learning experience

Previous distance learning courses have provided insights from students on how to improve the learning experience and optimize outcomes. Here are a few tips from previous students to encourage your success in this online course:

- Students kept up with the schedule and assignment due dates.
- Students made sure they had access to a reliable internet connection.
- Students had access to at least one reliable device and a backup plan in case of a technological issue.
- Students have made plans to back up work. OSU provides free access to data storage through [BuckeyeBox](#) and [Microsoft One Drive](#).
- Students reported that completing assigned readings before viewing lectures (or attending synchronous lectures) helped them to be prepared to follow along with lectures and participate in discussions.

- Students scheduled time to complete activities at a steady pace during the week. Keeping a schedule prevented a last-minute rush and kept the workload manageable.
- Students approached the material by thinking about the connections between readings, lectures, and assignments.
- Students followed the instructor's preference for camera and microphone settings during online synchronous meetings.

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](#)
- **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

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

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: <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>. 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 or someone you know are 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](tel: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](tel:614-292-5766) and 24 hour emergency help is also available 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.

Writing Center

All students, especially those who have difficulty writing, are encouraged to visit the *OSU Writing Center*. Their web address is <https://cstw.osu.edu/writing-center> and their phone number is 688-5865. The Writing Center offers two kinds of tutorials: 1) Scheduled, 50-minute tutorials in 4120A Smith Lab and 2) Drop-in, 20-minute tutorials at our satellite centers (First floor Thompson Library and 114 Smith-Steeb Residence Hall).

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 Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

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 Ohio State Title IX Coordinator 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 current policies regarding COVID on the university website.

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.

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.

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

The University strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

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.

Online Course Schedule Summer 2023

Week	Topics	Readings and Lectures	Assignments and Due Dates
1 5/9/23	Speaking in Public	Read: Lucas Chapter 1 Watch: 2 lecture videos	Speaking Confidence Discussion Initial 100-300 word post Wed 5/10 by 11:59 pm Two 50-100 word responses to peers Fri 5/12 by 11:59 pm Listening Exercise Fri 5/12 by 11:59 pm
	Listening	Read: Lucas Chapter 3 Watch: 2 lecture videos	
	Selecting a Topic & Purpose	Read: Lucas Chapter 5 Watch: 1 lecture video	
2 5/15/23	Giving Your First Speech	Read: Lucas Chapter 4 Watch: 1 lecture video	Self-Introduction Speech Video Fri 5/19 by 11:59 pm
	Analyzing the Audience	Read: Lucas Chapter 6 Watch: 1 lecture video	
	Presenting Your Speech Online	Read: Lucas Chapter 19 Watch: 1 lecture video	
3 5/22/23	Organizing the Body of the Speech	Read: Lucas Chapter 9 Watch: 1 lecture video	Preparation and Practice Discussion Initial 100-300 word post Wed 5/24 by 11:59 pm Two 50-100 word responses to peers Fri 5/26 by 11:59 pm Self-Introduction Speech Feedback Four 50-100 word replies Fri 5/26 by 11:59 pm
	Beginning & Ending a Speech	Read: Lucas Chapter 10 Watch: 1 lecture video	
	Outlining the Speech	Read: Lucas Chapter 11 Watch: 1 lecture video	
	Speaking to Inform	Read: Lucas Chapter 15 Watch: 1 lecture video	
4 5/29/23	Gathering Materials	Read: Chapter 7 Watch: 1 lecture video	Quiz 1 Fri 6/2 by 11:59 pm Informative Speech Outline + Video Fri 6/2 by 11:59 pm
	Supporting Your Ideas	Read: Chapter 8 Watch: 1 lecture video	

Week	Topics	Readings and Lectures	Assignments and Due Dates
5 6/5/23	Using Visual Aids	Read: Lucas Chapter 14 Watch: 2 lecture videos	Special Occasion Discussion Initial 100-300 word post Wed 6/7 by 11:59 pm Two 50-100 word responses to peers Fri 6/9 by 11:59 pm MLK Exercise Fri 6/9 by 11:59 pm Informative Speech Feedback Four 50-100 word replies Fri 6/9 by 11:59 pm
	Using Language	Read: Lucas Chapter 12 Watch: 2 lecture videos	
	Speaking on Special Occasions	Read: Lucas Chapter 18 Watch: 1 lecture video	
6 6/12/23	Demonstration Speeches	Watch: 1 lecture video	Demonstration Speech Outline + Video Fri 6/16 by 11:59 pm
7 6/19/23	Ethics and Public Speaking	Read: Lucas Chapter 2 Watch: 1 lecture video	Persuasive Speech Outline + Video Fri 6/23 by 11:59 pm Demonstration Speech Feedback Four 50-100 word replies Fri 6/23 by 11:59 pm
	Delivery	Read: Lucas Chapter 13 Watch: 2 lecture videos	
	Speaking to Persuade	Read: Lucas Chapter 16 Watch: 1 lecture video	
	Methods of Persuasion	Read: Lucas Chapter 17 Watch: 2 lecture videos	
8 6/26/23	Speaking in Small Groups	Read: Lucas Chapter 20 Watch: 1 lecture video	Persuasive Speech Feedback Four 50-100 word replies Fri 6/30 by 11:59 pm Quiz 2 Fri 6/30 by 11:59 pm Final Reflection Exercise Fri 6/30 by 11:59 pm