

# CMST 1315.005 Introduction to Public Speaking

## Spring 2024 Syllabus

### Course Description

Gain effective professional communication, analytical thinking, and critical listening skills. Students study the theories and principles of effective communication, practice applying these principles in a variety of assignments, and critique the performances of other speakers. These assignments and exercises will work at developing your speaking abilities, organizational and preparation techniques. We will increase your capacity to ethically apply communication theory, and effectively appraise an audience and their diverse backgrounds.

### Times & Locations

*Class* - Tues/Thurs 2pm-3:20pm CAS 257

*Office Hours* - by appointment during business hours.

### Contact Info

Steve Myers

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### Required Materials:

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

<https://ebookcentral.proquest.com/lib/uttyler/detail.action?docID=6328469>

Canvas Access - All assignments, feedback forms, submissions, and communications will be through our Canvas course.

### Major skills:

1. **Communication Skills** - effective development, interpretation and expression of ideas through written, oral and visual communication
2. **Critical Thinking Skills** - creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
3. **Teamwork** - ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Personal Responsibility** - ability to connect choices, actions and consequences to ethical decision-making

### Expect to:

1. Give 4 speeches of increasing scale throughout the semester
2. Provide preparation documentation for each speech
3. Actively listen when others are giving their speeches
4. Provide constructive feedback to your classmates
5. Produce college level work

### Final Grade Distribution:

Intro Speech	5%
Speech 1	15%
Speech 2	20%
Speech 3	20%
Group Speech	20%
Attendance/Participation	20%

**Attendance & Participation:**

Attendance is necessary to be successful in this class. Each class period will earn you 100 points for the day, 80 points if you are late, or zero points for an unexcused absence. Your attendance grade will be an average of these points within the 20% for Participation. Excused absences will be at the instructor's discretion and will often require a doctor's note.

Leaving early without communicating with me will be considered an absence.

An absence from my class places more responsibility on you to understand and complete the work on your own. Communicating with me beforehand is the best way to earn my help. If you need assistance because of university-related absences (e.g., sports, conferences etc.), contact me before the missed class.

Speech Days: Students will be assigned a speech day the previous week. Students who fail to deliver speeches on their assigned day(s) will not have the opportunity to give them at a later date unless arranged prior to the speech day.

Participation: Throughout the semester, you will be asked to partake in discussion and contribute to class. Please be ready, having read the course materials for that class period, with your own thoughts, questions, or insight.

**Course Policies**

Elasticity Clause: I reserve the right to modify the existing course calendar and assignments as needs arise and time allows. Reasonable notice will be given if any change should occur.

Classroom Civility: People and ideas must be treated with respect. Please avoid disruptive behavior that makes it difficult for others to focus and perform.

Communicating with Me: There will be a Canvas discussion board for specific questions about assignments and course logistics. Anything personal, (examples: absences, anything involving a grade) should be sent to me via email. Please allow 24 to 48 hours as a reasonable response time for emails. I rarely check my email on the weekends.

Personal Devices: There will be many times where you will need a phone or computer with access to Canvas for my class. However, outside of those times, it would be best to not use your computer or phone in my class. If you need or strongly prefer a laptop for taking notes and accessing readings, please commit to using the laptop only for class-related work.

Late Work: For each day your work is late, you will lose a letter grade on that assignment reducing the highest grade you can receive.

**Plagiarism:**

The core values of The University of Texas at Tyler are integrity, optimism, curiosity, accountability, leadership, initiative, and development. Each member of the university is expected to uphold these values. All students must adhere to the UT- Tyler Honor Code ("Honor and integrity that will not allow me to lie, cheat, or steal, nor accept the actions of those who do"). Furthermore, students must complete their work with academic integrity outlined at <http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>. All students are expected to maintain absolute honesty and integrity in academic work undertaken at The University. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation.

Questions related to course assignments and the academic honesty policy should be directed to the instructor. Cases of suspected academic dishonesty will be pursued to the fullest extent allowed by University policies and procedures. Adding another student's name to an attendance roster when he or she is not in class is academic dishonesty.

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

1. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- generating written work from an AI tool without alterations;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit; • taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

2. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

3. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

4. All written work that is submitted will be subject to review by SafeAssign™, available on Canvas

The “Common Knowledge” Clause: Material does not have to be cited if it is common knowledge—that is, knowledge that most American high school graduates already know. (E.g. Humans once painted in caves. Berlin is the capital of Germany, etc.).

The “10% Rule”: As a general rule, a college assignment is considered an original work only if the vast majority of text is original. Generally, no more than 10% of a work can be someone else’s words, regardless of proper quotes or citation.

Intent: When reviewing a possible case of plagiarism, the student’s intent will not be taken into consideration. In other words, an act of plagiarism is plagiarism whether or not the student claims to have intended plagiarism.

Mistakes & Accidents: The possibility that the student mistakenly or accidentally committed plagiarism will not be taken into consideration. I strongly suggest that you discuss your sources with the Writing Center before turning in work.

Appeal to Ignorance: A student’s claim to ignorance with concern to policy will never be treated as a valid justification of plagiarism.

Collaboration: Students are not permitted to collaborate on an essay, discussion post, quiz, test, or any written assignment. Having someone proofread your work is ok, but that can only entail matters of style, grammar, and spelling.

Disciplinary Action for Plagiarism: Per departmental policy, the first offense of plagiarism will result in a zero for the assignment. Any additional acts of plagiarism will result in an F for the course and possible disciplinary action by the Dean (e.g. expulsion).

<b>Schedule</b>	Tuesday	Thursday
Week 1 Jan 16/18	Class Intro	Read Ch 1&4
Week 2 Jan 23/25	Read Ch 5&15 <b>TED Talk Feedback</b>	Read Ch 7&8 <b>Speech 1 Topic Proposal</b>
Week 3 Jan 30/Feb 1		<b>Speech 1 Resource List</b>
Week 4 Feb 6/8	Read Ch 9&11 <b>Speech 1 Outline Due</b>	Read Ch3
Week 5 Feb 13/15	<b>Speech 1</b>	
Week 6 Feb 20/22	Read Ch 13 <b>Speech 1 Self Review</b>	Read Ch 10 <b>Speech 2 Topic Proposal</b>
Week 7 Feb 27/29	Read Ch 14 <b>Speech 2 Outline Due</b>	Speech Workshop <b>Speech 2 PowerPoint Due</b>
Week 8 Mar 5/7	<b>Speech 2</b>	
Spring Break Mar 12/14	<b>Spring Break</b>	
Week 9 Mar 19/21	Read Ch 16&17 <b>Speech 2 Self Review</b>	Read Ch 2 <b>Speech 3 Topic Proposal</b>
Week 10 Mar 26/28	<b>Speech 3 Argument Analysis</b>	<b>Speech 3 Resource List</b>
Week 11 Apr 2/4	Read Ch 6 <b>Speech 3 Audience Analysis</b>	Speech Workshop <b>Speech 3 Outline Due</b>
Week 12 Apr 9/11	<b>Speech 3</b>	
Week 13 Apr 16/18	Read Ch 20 <b>Speech 3 Self Review</b>	TBD <b>Speech 4 Topic Proposal</b>
Week 14 Apr 23/25		<b>Speech 4 Outline Due</b> <b>Speech 4 PowerPoint Due</b>
Finals Week Apr 30	<b>Group Speech</b> 2p-4p	